



MEMORANDUM



Date: January 23, 2025

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 – December 2024

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Executive Summary

The Office of Communications worked on the layout and data visualization for the 2025 Community Health Assessment report and was active on social media promoting the Strip Club (fentanyl and xylazine test strips), World AIDS Day, COVID-19 Self-Test Vending Machines, CredibleMind, and many more. Staff responded to ten community outreach requests. Legislative Affairs staff met with the various Health District programs to discuss legislative issues and priorities. Facilities staff installed conference room equipment and monitors in Annex B. Further, staff installed monitors at Decatur and Fremont to display Health District information. Health Cards served 8,577 total clients, including 1,709,475 online renewals. As of January 6, 2025, the Health District had 827 active employees. Human Resources arranged 94 interviews, extended 16 job offers (one declined) and onboarded three new staff. There were three terminations, one retirement, three promotions, four flex-reclasses, one transfer and no demotions. Ten employment opportunities were posted.

Office of Communications

Press:

- Norovirus cases
- Flu cases
- Food safety
- Illegal dumping
- Dr. Leguen's career

Five hundred and thirty-five news clips related to the Health District, local news coverage and national coverage of public health topics were compiled in December. Coverage includes traditional print, broadcast, digital and online media outlets. A complete list is available at <https://media.southernnevadahealthdistrict.org/download/oc/202412-PI-Report.pdf>.

Advertisements, Projects Completed and Social Media Summary:

In December, staff worked on advertising materials and media placements for the Your Shot campaign, and provided product support for the Office of Chronic Disease Prevention and Health Promotion, Environmental Health and Administration. Staff began working with the Disease Surveillance team on the layout and data visualization for the 2025 Community Health Assessment report. Throughout the month, the Office of Communications replied to 80 public information email inquiries and addressed 60 internal project requests. These requests include graphic design, website content, advertising and marketing, outreach materials and translation services. Staff updated the Health District websites including SNHD.info, SNHD.info/covid and GetHealthyClarkCounty.org.

On social media, staff focused on promoting the Strip Club (fentanyl and xylazine test strips), World AIDS Day, norovirus prevention, Your Shot campaign, COVID-19 Self-Test Vending Machines, Max Your Vax, Credible Mind, HPV Vaccine Survey, City Council meeting honoring Dr. Leguen, Holiday Food Safety, Holiday Clinic Closures, Healthy Holidays and Perspective recipes.

Community Outreach and Other:

Staff responded to ten community outreach requests and coordinated program participation in events. Additionally, the team organized radio interviews as part of the Your Shot campaign outreach sponsorships.

Legislative Affairs Update:

- Reviewed legislation and bill draft requests introduced through the Nevada Electronic Legislative Information System (NELIS) to identify items that require close tracking and further discussion due to their relevance to the Health District.
- Communication and meetings with Health District staff to discuss legislative issues and priorities.
- Developed and updated a spreadsheet to track all relevant legislation.
- Drafted a policy to establish guidelines for managing legislative affairs.

Meetings and Events of Note:

- December 3: CDC COVID Disparity Grant Quarterly call
- December 5: Meet-n-Greet w/Intermountain Health PIOs
- December 9: Washoe County Health Officer meeting
- December 10: Nevada Tobacco Control and Smoke-free Coalition Policy Committee Meeting

- December 10: Behavioral Health Open House meeting
- December 11: Volunteer orientation
- December 11: EXA and La Mejor Interviews
- December 12: Northern Nevada Public Health meeting
- December 13: REACH meeting
- December 17: Legislative update meeting
- December 18: Meeting with permitted vendors to discuss unpermitted food vendor enforcement actions
- December 19: Nevada Public Health Association Advocacy and Policy Committee Meeting
- December 19: Volunteer luncheon

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
December 1-31, 2024	24	17	71%	30

Facilities

Monthly Work Orders	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Maintenance Responses	162	510	↑	1,134	2,348	↑
Electrical Work Orders	18	36	↑	62	198	↑
HVAC Work Orders	13	149	↑	142	396	↑
Plumbing Work Orders	7	21	↑	47	114	↑
Preventive Maintenance	30	29	↓	146	187	↑
Security Responses	3,778	2,273	↓	13,804	15,095	↑

Current Projects

Decatur Location

- Installed mailboxes in Vital Records to streamline record requests for other local government agencies
- Installed conference room equipment and monitors in the waiting areas of the Behavioral Health Clinic
- Installed new monitor behind the reception desk to display SNHD information and clinic locations
- Installed patient check-in tablets in FQHC lobby
- Broke down COVID outreach booth at Boulevard Mall

Fremont Location

- Installed monitors in waiting area to display health education and SNHD information
- Rerouted and installed new duct work in conference room for noise reduction and temperature balance
- Installed networking access in EH for a “Pool Card” desk to be installed in front lobby

Finance

Total Monthly Work Orders by Department	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Purchase Orders Issued	431	481	↑	2,839	3,366	↑
Grants Pending – Pre-Award	3	1	↓	20	25	↑
Grants in Progress – Post-Award	15	13	↓	78	66	↓

* 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 – December 2024						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
Gilead Sciences, Inc. Master FOCUS Agreement Exhibit C.6 C1900067, HIV, HCV, and/or HBV Screening and Linkage to Care, Amendment #1 (focus_24)	CONTRACT	12/31/2024	\$301,734	End of project	3.00	Project not expected to renew
H8L51851-01 COVID Response Funding Bridge Access Program (hcbtdg24)	F-HRSA	12/31/2024	\$49,542	End of project	0.10	Project not expected to renew
Nevada State Immunization Program COVID-19 Round 4, Amendment #1 (immcv_22)	P-CDC	12/31/2024	\$9,101,781	End of project	10.15	Project not expected to renew
The NEHA-FDA Retail Flex Fund (rfbase24)	P-FDA	12/31/2024	\$50,627	End of project	0.16	FY2025 project application is pending approval
The NEHA-FDA Retail Flex Fund Mentor (rfment24)	P-FDA	12/31/2024	\$26,694	End of project	0.05	FY2025 project application is pending approval

Grants Expired – December 2024						
KEY: P=Pass-through, F=Federal, S=State, O=Other						
Project Name	Grantor	End Date	Amount	Reason	FTE	Comments
The NEHA-FDA Retail Flex Fund Training (rftrn_24)	P-FDA	12/31/2024	\$5,625	End of project	0.00	FY2025 project application is pending approval
State of Nevada, DPBH Tuberculosis Program, Year 4 of 4 (tb_24)	P-CDC	12/31/2024	\$356,979	End of performance period	2.76	FY2025 project application is pending approval

Grants Awarded – December 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 Department of Energy Management, Homeland Security Grant Program, SNHD Fusion Center Analyst (snctc_25)	P-DHS	12/3/2024	10/1/2024	9/30/2026	\$94,540	FY2025 renewal award	1.00
State of Nevada, Office of State Epidemiology, ELC Enhancing Detection Expansion (elcvd_25)	P-CDC	12/3/2024	8/1/2024	7/31/2026	\$21,067,205	FY2025 renewal award	23.25
State of Nevada, Public Health Preparedness, Office of Bureau of Health Protection and Prevention (hp2co_25)	P-ASPR	12/3/2024	7/1/2024	6/30/2025	\$32,892	FY2025 renewal award	0.00
State of Nevada, Public Health Preparedness, Office of Bureau of Health Protection and Prevention (hppco_25)	P-ASPR	12/3/2024	7/1/2024	6/30/2025	\$273,939	FY2025 renewal award	0.00

Grants Awarded – December 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, Nevada Home Visiting, Maternal, Infant and Early Childhood Home Visiting Grant Program, Year 1 of 2 (nfp_25)	P-HRSA	12/4/2024	9/30/2024	9/29/2025	\$539,710	FY2025 renewal award	3.20
Comagine Health, Integrated Maternal Health Services, Year 2 of 5 (comag_25)	O-Comagine Health	12/11/2024	9/30/2023	9/29/2025	\$210,170	FY2025 renewal award	2.25
5 H80CS33641-06, Health Center Service Area Competition, Year 2 of 3 (hcsac_25)	F-HRSA	12/12/2024	2/1/2025	1/31/2026	\$511,557	FY2025 renewal award	4.57
State of Nevada, ARPA State and Fiscal Recovery Fund, Nevada Healthy Eating Active Living 5-2-1-0 Program, Amendment #2 (obpre_24)	P-U.S. Treasury	12/13/2024	7/1/2023	6/30/2025	\$134,030	Extended end date and modified scope of work	0.00
State of Nevada, Immunization Office of Child, Family and Community Wellness, Bridge funding, Amendment #1 (bridge24)	P-CDC	12/16/2024	4/11/2024	6/30/2025	\$3,447	Extended end date, modified scope of work, budget, and funding source	1.59
State of Nevada, National Cardiovascular Health Program, Year 2 of 4 (hds04_24)	P-CDC	12/20/2024	6/30/2024	6/26/2025	\$98,397	FY2024 renewal award	0.50

Grants Awarded – December 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, Preventative Health and Health Services (phhsbg25)	P-CDC	12/20/2024	10/1/2024	9/30/2025	\$62,804	FY2025 renewal award	0.25
State of Nevada, Epidemiology, Infectious Disease Surveillance and Monitoring for the ELC Program (el2nir25)	P-CDC	12/30/2024	8/1/2024	7/31/2025	\$124,564	New effort	0.25

Contracts Awarded – December 2024							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Clark County, Community Resources Management, Thrive by Zero to Three Prevention Services (oagth_25)	CONTRACT	12/5/2024	7/1/2024	6/30/2025	\$77,076	New effort	1.00
Catholic Charities of Southern Nevada, Refugee Health Program (hcrhp_25)	CONTRACT	12/12/2024	10/1/2024	9/30/2025	\$223,797	FY2025 Renewal Award	1.84
Gilead Sciences, Inc. Master FOCUS Agreement Exhibit C.11 C1900067, Sexual Health Outreach Prevention Program,	CONTRACT	12/26/2024	10/1/2024	9/30/2025	\$58,136	Addition of funds	TBD

Contracts Awarded – December 2024							
KEY: P=Pass-through, F=Federal, S=State, O=Other							
Project Name	Grantor	Received	Start Date	End Date	Amount	Reason	FTE
Amendment #1 (gsshc_25)							

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 5:00 a.m.
- For the month of October, we averaged 55 “passing and paying” online renewal clients per day, with a total of 1,709 clients renewing online.

CLIENTS SERVED	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024
FH Cards – New	4,368	4,826	6,946	5,933	6,340	6,740
FH Cards – Renewals	757	747	963	829	930	986
FH Cards – Online Renewals	1,709	1,988	2,475	2,671	2,826	2,507
Duplicates	447	478	569	487	583	538
CFSM (Manager) Cards	183	169	247	225	251	252
Re-Tests	1,030	1,037	1,519	1,271	1,450	1,649
Body Art Cards	83	85	125	42	115	127
TOTALS	8,577	9,330	12,844	11,458	12,495	12,799

Human Resources (HR)

Employment/Recruitment:

- 0 New job title for December
- 827 active employees as of January 6, 2025
- 3 New Hires, including 0 rehires and 0 reinstatements
- 3 Terminations, including 1 retirement
- 3 Promotions, 4 Flex-reclasses
- 1 Transfers, 0 Lateral Transfers
- 0 Demotions

- 46 Annual Increases
- 94 Interviews
- 16 Offers extended (1 offer declined)
- 2 Recruitments posted
- Turn Over Rates
 - Administration: 1.84%
 - Community Health: 0.00%
 - Disease Surveillance & Control: 0.00%
 - Environmental Health: 0.00%
 - Public Health & Preventive Care: 1.09%
 - FQHC: 0.00%

Temporary Employees

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

Employee/Labor Relations

- 1 Coaching and Counseling, 1 Verbal Warning, 0 Written Warnings, 0 Suspensions, 0 Final Written Warnings, 0 Terminations, 0 Probationary Releases
- 3 Grievances
- 2 Arbitrations
- 50 Hours of Labor Meetings (with Union)
- 40 hours investigatory meetings
- 4 Investigations
- 4 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 15 interns and 368 applied public health practice hours in December 2024.

Interns and Clinical Rotations	Dec 2024	YTD
Total Number of Interns ¹	15	99
Internship Hours ²	368	3,620

¹Total number of students, residents, and fellows

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

Safety

- Inquiries – 14
- Investigations – 1
- Safety Publications – 2

Training (In-Person and Online)

- Leadership Development Program Cohort Meeting – 4 participants
- Training Needs Assessment – 203 participants

New Hire Orientation

- December – 3 New Hires

Information Technology (IT)

Service Requests	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Service Requests Completed	998	869	↓	6,307	6,398	↑
Service Requests Opened	980	995	↑	7,079	7,227	↑

Information Services System Availability 24/7	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Total System	99.78	99.89	↓	98.93	97.55	↓

*Total Monthly Work Orders by Department	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Administration	199	219	↑	1,631	1,657	↑
Community Health	86	76	↓	690	622	↓
Environmental Health	99	123	↑	1,112	1,049	↓
**Primary & Preventive Care	129	179	↑	1,388	1,441	↑
**Disease Surveillance & Control	125	134	↑	859	836	↓
**FQHC	54	218	↑	999	1,313	↑
Other	10	14	↑	90	95	↑

First Call Resolution & Lock-Out Calls	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Total number of calls received	870	995	↑	6,400	7,227	↑

Workforce Team – Public Health Infrastructure Grant (PHIG)

Workforce Team

- Workforce engagements:
 - Worked with Finance to make sure project codes for A2 (Foundational Capabilities) funding for Budget Period 3 was added to NEOGOV timecards and other systems.
 - Completed review of ten (10) abstracts as an Abstract Reviewer for 2025 NACCHO360 Conference in Anaheim, CA in 2025.
 - Conducted Transition briefing with incoming and outgoing District Health Officer professionals.
 - Participated in the Local Health Official Monthly Engagement Meeting in the month of December.

CDC Requirements

- Received notification of the location for the CDC PHIG recipients to convene in St. Louis, MO, August 18-21, 2025 – agenda, call for abstracts to follow.

- Hiring Plan submitted identifying each position funding with the Public Health Infrastructure Grant within the organization.
- Received request for information from CDC Project Officer regarding the Congenital Syphilis Nurse Case Manager to feature the program by the PHIG Communication Team.

Performance Management

- Spent 16 human hours of coaching contributors on creating effective and SMARTIES goals, trackable activities and review of submissions.
- Attended virtual Red Team Coaching Boot Camp to learn best practices in strategic thinking and driving the right planning and strategy behaviors in our workforce.
 - Templates provided in the session will drive training opportunities as SNHD improves its processes in PM including strategic planning.

Quality Improvement

- Attended the DSC Monthly OIE meeting to communicate the value of QI training. The objective was to drive sign-ups for upcoming training for the 100+ members of this division.
- Provided training to over 17 DSC “Strike Team” members as subject matter experts for their division in Quality Improvement “Just Did It “forms.
 - 2 contact hours + 6 hours of curriculum development = 44 human hour expended
- Served on a panel at the local 2-day Employee Experience & Communication Strategies Conference. As an individual contributor, over 80% of the work this role is responsible for is accomplished through communication and influence.
 - Learned best practices for internal communication to drive performance and morale applicable to all the work this role is responsible for. Measurement of effectiveness of internal communications was a key part of all presentations.
 - Secured contacts at Nevada Rural Housing, Southwest Airlines, and University of Vermont Health Network (UVHN) operating 6 hospitals and 14,000+ employees.
 - UVHN shared their communications and plan to re-launch their intranet could net SNHD thousands in saved labor cost and increase utility in a tool that has much room for improvement through updating and deleting old information.
- Met with NVDPBH and other local Districts/Agencies to discuss tools and practices to drive QI in our agencies with discussion and a presentation. This new group sponsored at the State level plans to meet 4-8 times per year.

PHAB Reaccreditation

- Secured Technical Assistance through the PHIG grant to plan a virtual site visit contributing to successful Reaccreditation in 2027.
 - Site visit will take place in late 2026 allowing time to correct any deficiencies found by the Accreditation Board.
- Spent 6 human hours gathering information on the history of Express Testing to satisfy the PHAB Annual Report showing reflection on a defined Public Health Foundational Capability.
 - This program relates to the capability of Assessment & Surveillance through new processes, policies, plus dedicated staff and funding.
 - The reflection will continue with participants from across DSC and Sexual Health Clinic to identify areas to grow the program and drive higher levels of, already impressive, impact.
 - QI is likely to surface as the mechanism to drive the value of the program through evidence-based decision making.

PHIG

- Spent 4 human hours discussing measurement with PHIG Evaluator and HR Analyst responsible for publishing the whitepaper summing up the positive effect of coaching, training, and behavioral analysis tools made possible with PHIG funding.
- Invested 5 human hours exploring potential PHIG evaluation of the Health District After Dark program.

Appendix A – Office of Communications

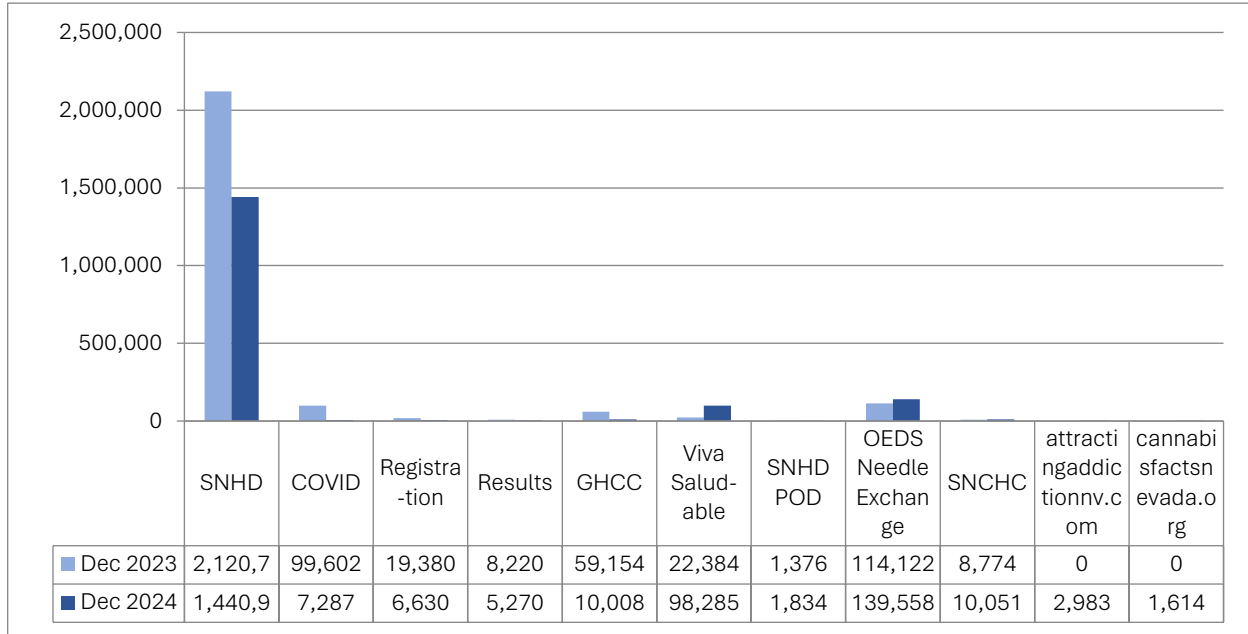
Media, Collateral and Community Outreach Services:

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

	Dec 2023	Dec 2024		YTD FY24	YTD FY25	
Media – Digital/Print Articles	23	13	↓	228	228	=
Media - Broadcast stories	124	41	↓	714	657	↓
Collateral - Advertising/Marketing Products	16	13	↓	131	213	↑
Community Outreach - Total Volunteers ¹	10	10				
Community Outreach - Volunteer Hours	560	630	↑	3,794	4,084	↓

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

Monthly Website Page Views:



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

Social Media Services		Dec 2023	Dec 2024		YTD FY24	YTD FY25
Facebook SNHD	Followers	13,173	13,507	↑	N/A	N/A
Facebook GHCC	Followers	6,111	6,108	↓	N/A	N/A
Facebook SHC	Followers	1,637	1,639	↓	N/A	N/A
Facebook THNK/UseCondomSense	Followers	5,450	5,254	↓	N/A	N/A
Facebook Food Safety	Followers	121	170	↑	N/A	N/A
Instagram SNHD	Followers	4,033	4,993	↑	N/A	N/A
Instagram Food Safety	Followers	524	529	↓	N/A	N/A
Instagram GetHealthyCC	Followers	0	243	↑	N/A	N/A
*Instagram @Ez2stop	Followers	0	152	↑	N/A	N/A
X (Twitter) EZ2Stop	Followers	433	422	↓	N/A	N/A
X (Twitter) SNHDflu	Followers	1,885	1,787	↓	N/A	N/A
X (Twitter) Food Safety	Followers	97	98	↑	N/A	N/A
X (Twitter) SNHDinfo	Followers	10,410	10,111	↓	N/A	N/A
X (Twitter) TuSNHD	Followers	342	347	↑	N/A	N/A

Social Media Services		Dec 2023	Dec 2024		YTD FY24	YTD FY25
X (Twitter) THINK/ UseCondomSense	Followers	707	668	↓	N/A	N/A
X (Twitter) SoNVTraumaSyst	Followers	130	122	↓	N/A	N/A
Threads SNHD	Followers	658	937	↑	N/A	N/A
*TikTok @Ez2stop	Views	0	33	↑	N/A	N/A
**TikTok SNHD	Views	0	124	↑	N/A	N/A
YouTube SNHD	Views	139,037	137,438	↑	1,134,330	1,144,300
YouTube THINK / UseCondomSense	Views	434	332	↑	1,642	2,261
<p>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</p>						