



COUNTY OF SAN DIEGO
 COUNTY OF SAN DIEGO
 BOARD OF SUPERVISORS
VOLUNTEER REPORT FORM

PERIOD JULY 1, 2012 ~~JUNE 30, 2012~~ 3 39

Deadline: July 13, 2012
 J. F. TUSZKA
 CLERK OF THE BOARD
 OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Housing and Community Development

Division/Unit: Rental Assistance

2. VOLUNTEER PROGRAM BENEFITS:

a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. of Vol. 3 Hours 576.5 X \$ 21.79 = \$ 12,561.94

Types of work performed by GENERAL VOLUNTEERS in this category:

The work our volunteers performed included: reviewing and researching forms and letter templates; researching housing inspection requirements; creating a standard operating procedure manual for inspections; researching Moderate Rehabilitation requirements; and creating a presentation on the Moderate Rehabilitation annual contract renewal process.

b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. of Vol. 0 Hours X \$ 21.79 = \$

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
none					

No. of Vol. Total Hours Total Value = \$

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

TOTAL OF OTHER PROGRAM COSTS=

\$

d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$2,424.40

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$12,561.94
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 2,424.40

TOTAL PROGRAM BENEFIT

\$ 10,137.54

6. RECRUITING:

Please describe your recruiting programs:

Last fall, I contacted Patricia A. Frosio, Jack McGrory Internship Advisor/Lecturer, School of Public Affairs, at San Diego State University. Patricia referred students who needed internship hours for a Public Administration class to our Department. The interested students submitted a letter of interest and their resume. After reviewing both, students with appropriate skillsets were invited for an interview. Internships were approved based on the interview and successful completion of a background.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

The work of our volunteers accomplished assisted the Department in achieving several goals including: a Department Excellence Goal of updating and reviewing all of our Rental Assistance forms and letters; a departmental goal of creating a Rental Assistance Housing Inspection Guidebook; and a departmental goal of creating a presentation on the Moderate Rehabilitation annual contract renewal process.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2012-13:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Our program goals for 2012/2013 include: offering a productive environment for a mutually beneficial relationship between volunteers and the Department. Patricia Frosio is continually referring SDSU students who need intern hours to the Department for internship consideration.

9. GENERAL INFORMATION:

Name of Person Completing Report: Jennifer Busskohl

Phone Number: 858.694.4887 Mail Stop: O-231

E-Mail: jennifer.busskohl@sdcounty.ca.gov

Volunteer Coordinator: same

Phone Number: _____ Mail Stop: _____ E-Mail: _____

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

7/13/12
DATE