



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2014 - JUNE 30, 2015
Deadline: July 17, 2015**

COUNTY OF SAN DIEGO
2015 JUL -8 AM 11:28
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: HHSA

Division/Unit: South Region

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol. 22 Hours 3906.7 X \$ 23.07 = \$ 90,127.57

Types of work performed by GENERAL VOLUNTEERS in this category:

Under immediate supervision, volunteers perform routine clerical duties including a wide variety of clerical/administrative support tasks such as receptionists, file clerks, and record keeping assignments.

Family Resource Center: Customer service, filing, answering telephones, copying, faxing, scanning, shredding, reception, mail distribution, purging files.

Public Health Center: Reception, customer service, data entry, medical records retention, registration

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

No. of Vol. 0 Hours 0 X \$ 23.07 = \$ 0.00

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>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	<u>22</u>	<u>3906.7</u>	<u>\$90,127.57</u>
2b.	<u> </u>	<u> </u>	<u> </u>
2c.	<u> </u>	<u> </u>	<u> </u>
Total Vol.	<u>22</u>	<u>Total Hours 3906.7</u>	<u>Total Value = \$ 90,127.57</u>

DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: _____ Value: _____
 Item Donated: _____ Value: _____

TOTAL VALUE = \$0

4. VOLUNTEER PROGRAM COSTS:

a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours: 1024	X	Rate \$19.16	=	\$ 19,619.84
Hours: 1357	X	Rate \$19.45	=	\$ 26,393.65
Hours: 1024	X	Rate \$22.21	=	\$ 22,743.04

Total: \$68,756.53

b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 94.5	X	Rate \$20.72	=	\$1,958.04
Hours 91.0	X	Rate \$15.08		\$1,372.28

Total: \$3,330.32

c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS= \$0.00

d. TOTAL OF VOLUNTEER PROGRAM COST = \$72,086.85
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

- a. Total Dollar Benefits of Volunteers, Item 2d (Page 2) \$ 90,127.57
- b. Total of Donations to Volunteer Program, Item 3 (Page 2) \$ 0
- c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3) \$ 72,086.85

TOTAL PROGRAM BENEFIT \$18,040.72

6. RECRUITING:

Please describe your recruiting programs:
 Volunteers are obtained by collaborating with in-house Welfare to Work Program Coordinator. They are encouraged to provide participants that possess experience with our County programs. However, inexperienced volunteers are also encouraged to participate in the program to gain valuable knowledge/experience that may assist them with securing employment. The County of San Diego website provides information on how to contact South Region Volunteer Coordinator and other Volunteer Coordinators throughout the County.

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:

Volunteers have been integral in providing administrative and clerical support to eligibility and Public Health operations. During the fiscal year, there have been volunteers that have secured permanent positions within and outside the County of San Diego Health and Human Services Agency. One of our volunteers was recognized as Volunteer of the Year.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2015-16:

Continue to reach out to the community and encourage students and adults to gain work experience through the HHSA South Region Volunteer Program. Continue to work closely with Welfare to Work Program by at least 5. To continue and keep volunteers apprised of job openings for the County of San Diego, Recognize volunteers with Certificates of Appreciation.

9. GENERAL INFORMATION:

Name of Person Completing Report: Cyndy Trinh-Keo
Phone Number: 619-409-3178 Mail Stop: P504 E-Mail: Cyndy.Trinh-Keo@sdcounty.ca.gov
Volunteer Coordinator: Ebony Post
Phone Number: 619-409-3302 Mail Stop: P504 E-Mail: Ebony.Post@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

6/29/15

DATE