



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2015 - JUNE 30, 2016
Deadline: July 15, 2016**

COUNTY OF SAN DIEGO
2016 JUL 18 PM 4:43
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: Health & Human Services Agency
Division/Unit: PHS/Epidemiology & Immunizations Services Branch

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	2	180	X	\$23.56	=	\$4,240.80
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Types of work performed by GENERAL VOLUNTEERS in this category:

Data analysis, statistical analysis, reports, programming and business intelligence research.

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

No. of Vol.	5	790	X	\$23.56	=	\$18,612.40
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- Helped to coordinate, collect, and organize documents or products associated with Public Health accreditation within assigned department of Public Health Services
- Assisted in preparing materials for Phone Duty Training and Orientation, Nurse Surge Trainings
- Compiled a list of lab services used for reference among investigators, assisted Epidemiologists by entering clinical data of cases diagnosed with necrotizing fasciitis and Invasive Strept. into the electronic reporting disease registry
- Assisted with data entry for an acute gastroenteritis in a long-term care setting and a foodborne outbreak in a restaurant setting

- Updating Zika intake form
- Death certificate registration, process mapping

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

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
No. of Vol.	Total Hours	0	Total Value =		\$0.00

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.	2	180	\$4,240.80
2b.	5	790	\$18,612.40
2c.	0	0	\$0.00
Total Vol.	7	970	Total Value = \$22,853.20

3. 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: _____

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

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

Hours **48** X Rate **\$27.45** = **\$1,317.60**

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

Hours **42** X Rate **\$46.03** = **\$1,933.26**

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

<u>Item</u>	<u>Cost</u>
Computer Use	\$515.34
_____	_____
_____	_____
_____	_____

TOTAL OF OTHER PROGRAM COSTS = **\$515.34**

d. TOTAL OF VOLUNTEER PROGRAM COST = **\$3,766.20**
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$22,853.20</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	<u>\$0.00</u>
c. Subtract Total of Program Costs, Item 4d (Page 3)	<u>\$3,766.20</u>

TOTAL PROGRAM BENEFIT

\$19,087.00

6. RECRUITING:

Please describe your recruiting programs:

We work closely with local colleges and universities to seek out student volunteers or assist when requested to place volunteers. We have existing networks of intern placement points of contact at selected colleges and universities we work closely with.

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:

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2016-17:

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

Our general goal is to onboard a few interns each year to assist us in surge disease reporting processing, quality assurance and surveillance projects.

9. GENERAL INFORMATION:

Name of person completing report:	<u>Elsie Williams</u>		
Phone: <u>619-542-4143</u>	Mail Stop: <u>P573</u>	E-Mail:	<u>elsie.williams@sdcounty.ca.gov</u>
Volunteer Coordinator:	<u>Saman Yaghmaee</u>		
Phone: <u>619-542-4008</u>	Mail Stop: <u>P578</u>	E-Mail:	<u>saman.yaghmaee@sdcounty.ca.gov</u>

10. DEPARTMENT CERTIFICATION:

 <u>DEPARTMENT HEAD SIGNATURE</u>	<u>July 15, 2016</u> <u>DATE</u>
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