



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2016 - JUNE 30, 2017  
Deadline: July 14, 2017**

COUNTY OF SAN DIEGO  
2017 JUL 17 PM 4:41  
CLERK OF THE BOARD  
OF SUPERVISORS

**1. DEPARTMENT INFORMATION:**

Department: Health and Human Services Agency  
Division/Unit: Public Health Services / Public Health Nursing

**2. VOLUNTEER PROGRAM BENEFITS:**

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

No. of Vol.	200	Hours	19,500	X	\$24.14	=	\$470,730.00
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Types of work performed by GENERAL VOLUNTEERS in this category:

They participated in supervised visits to MCH cleint in the home to provide education, outreach, assessments and referrals services to low-income families. Students did not provide these services as a substitute for PHN services.

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

No. of Vol.		Hours		X	\$24.14	=	\$0.00
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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

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
PHN Project Manager	208		\$45.00		\$9,360.00
PHN Project Worker	100		\$35.00		\$3,500.00
					\$0.00
					\$0.00
					\$0.00

<b>No. of Vol.</b>	<b>Total Hours</b>	<b>308</b>	<b>Total Value =</b>	<b>\$12,860.00</b>
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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.	200	19500	\$470,730.00
2b.	0	0	\$0.00
2c.	0	308	\$12,860.00

<b>Total Vol.</b>	<b>200</b>	<b>Hours</b>	<b>19,808</b>	<b>Total Value =</b>	<b>\$483,590.00</b>
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**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: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
Item Donated: _____	Value: _____
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 **110** X Rate **\$48.04** = **\$5,284.40**

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 **50** X Rate **\$52.07** = **\$2,603.50**

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

<u>Item</u>	<u>Cost</u>
Desktop Services (\$81.20 mo. x 12 mo. x 6 stations)	\$5,846.40
Wireless Network Access (\$81.32 mo. x 12 mo. X 6 stations)	\$5,855.04
Voice Jack & Multiline Phone (\$49.59 mo. x 12 mo. x 6 Accts)	\$3,570.48
Voice mail (\$3.70 mo. x 12 mo. x 6 Accts)	\$266.40
Email Services (\$10.35 mo. x Avgas 8 mo. x 6 Accts)	\$745.20

TOTAL OF OTHER PROGRAM COSTS = **\$16,283.52**

d. TOTAL OF VOLUNTEER PROGRAM COST = **\$24,171.42**  
(add 4a, 4b, and 4c)

**5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:**

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$483,590.00</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>\$24,171.42</u>

**TOTAL PROGRAM BENEFIT**

<b>\$459,418.58</b>
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**6. RECRUITING:**

Please describe your recruiting programs:

PHN Administration staff evaluates requests for internship opportunities passed on by the DHRO, and/or received via email or telephone calls. Students with the highest qualifications, and whose learning program and goals align with those of PHS/PHN Administration are moved to the top of the priority list. PHN Administration has limited staff to supervise interns and limited space to house them. Therefore, PHN Administration generally only has one intern at any given time.

**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:

Worked with HSHB and PHN Admin to manage input of policies into PolicyTech.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2017-18:**

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

Public Health Nursing administration will continue maintaining relationship with nursing programs with higher education institutions.

**9. GENERAL INFORMATION:**

Name of person completing report: Bruce Coon  
Phone: 619-542-4136 Mail Stop: P579 E-Mail: [bruce.coon@sdcounty.ca](mailto:bruce.coon@sdcounty.ca)  
Volunteer Coordinator: Saman Yaghmaee  
Phone: 619-542-4008 Mail Stop: P578 E-Mail: [saman.yaghmaee.sdcounty.ca](mailto:saman.yaghmaee.sdcounty.ca)

**10. DEPARTMENT CERTIFICATION:**

  
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DEPARTMENT HEAD SIGNATURE

July 14, 2017  
DATE