



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2017 - JUNE 30, 2018
Deadline: July 13, 2018**

COUNTY OF SAN DIEGO
2018 JUL 25 PM 12:49
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT INFORMATION:

Department: Health and Human Services Agency
Division/Unit: Public Health Services (PHS) / PHS Administration

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	7 Hours	1610	X	\$24.69 =	\$39,750.90
-------------	---------	------	---	-----------	-------------

Types of work performed by GENERAL VOLUNTEERS in this category:

1) Performance Management, Hepatitis A, Quality Improvement, 2) Quality Improvement Projects related to assessing storyboards and team charters; Performance Management related to the strategic plan and updating the InsightVision scorecard, 3) Development of a Quality Improvement Champions Committee, 4) Infographics, 5) PHS Admin policies and procedures, 6) Analyzed opioid abuse data and prepared several presentations on this topic for a presentation. Developed analyses of mental health diagnoses presenting in emergency department and hospital discharge. Analyzed the 3-4-50 by regions and subregional areas. 7) Prepared a final report on results of the QI Self Assessment

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

No. of Vol.	0 Hours	0	X	\$24.69 =	\$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>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
No. of Vol. 0 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.	7	1610	\$39,750.90
2b.	0	0	\$0.00
2c.	0	0	\$0.00
Total Vol.		7 Hours	1,610 Total Value =
			\$39,750.90

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 **115** X Rate **\$57.92** = **\$6,661.09**

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 **145** X Rate **\$28.49** = **\$4,131.05**

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

<u>Item</u>	<u>Cost</u>
Desktop Services (\$64.46 mo. x 12 mo. 6 stations)	\$4,641.12
Wireless Network Access (\$66.68 mo. x 12 mo. 6 stations)	\$4,800.96
Voice Jack & Multiline Phone (\$49.59 mo. x 12 mo. 1 Acct)	\$595.08
Voice mail (\$3.61 mo. x 12 mo. x 1 Acct)	\$43.32
Email Services (\$5.24 mo. x Avg 8 mo. 6 Accts)	\$440.16

TOTAL OF OTHER PROGRAM COSTS = \$10,520.64

d. TOTAL OF VOLUNTEER PROGRAM COST = \$21,312.78
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$39,750.90</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>\$21,312.78</u>

TOTAL PROGRAM BENEFIT

\$18,438.12

6. RECRUITING:

Please describe your recruiting programs:

- Recruited students through local universities and professional development programs that have a MOA with Public Health Services to sponsor internships, which included San Diego State University, University of California San Diego and National University.

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:

Students/volunteers completed the following activities/achievements:

- Assessed quality improvement projects, including team charters and storyboards
- Performance Management related to the strategic plan
- Updated InsightVision scorecard
- Developed infographics for Public Health Services Branches
- Developed PHS Admin policies and procedures
- Assisted development of a Quality Improvement Champions Committee
- Analyzed opioid abuse data and developed PowerPoint presentations to showcase results
- Developed analysis of mental health diagnoses presenting in emergency department and hospital discharge
- Managed the Hepatitis A outbreak and response
- Analyzed the 3-4-50 by regions and subregional areas.
- Prepared final report on results of QI Self Assessment

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:

To provide an opportunity for students to advance their professional skills while assisting the department with overall program administration.

9. GENERAL INFORMATION:

Name of person completing report: Pete Sison
Phone: 619-542-4175 Mail Stop: P-578 E-Mail: Pete.Sison@sdcounty.ca.gov
Volunteer Coordinator: Caroline Mosher
Phone: 619-542-4174 Mail Stop: P-578 E-Mail: Caroline.Mosher@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:


DEPARTMENT HEAD SIGNATURE

7/25/2018
DATE