



**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 & 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.	5	402	X	\$24.69	=	\$9,925.38
-------------	---	-----	---	---------	---	------------

Types of work performed by GENERAL VOLUNTEERS in this category:

Data entry, scanning, preparing spreadsheet reports, answering phones, data analysis. Data analysis, statistical analysis, reports, programming and business intelligence research. Helped to coordinate, collect, and organize documents or products associated with Zika documents. Data analysis, statistical analysis, presentation and summary of findings for enteric disease. Updating the Zika Investigation Guidelines. Assisted with analyst duties in the Epidemiology and Immunizations programs. Prepared documents for Agency Contract Support review of contract monitoring. Reviewed and updated statement of work and other written documents for clarity. Assisted analysts with daily tasks on an as-needed basis.

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

No. of Vol.	0	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.	1	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.	5	402	\$9,925.38
2b.	0	0	\$0.00
2c.		0	\$0.00
Total Vol.	5	Hours 402	Total Value = \$9,925.38

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	38	X	Rate	\$27.45	=	\$1,043.10
-------	----	---	------	---------	---	------------

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	11	X	Rate	\$46.03	=	\$506.33
-------	----	---	------	---------	---	----------

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

<u>Item</u>	<u>Cost</u>
Desktop Services (\$64.46 mo. x 4 mo. x 5 stations)	\$1,289.20
Wireless Network Access (\$66.68 mo. x 4 mo. x 5 stations)	\$1,333.60
Voice mail (\$3.61 mo. x 4 mo. x 5 Accts)	\$72.20
Email Services (\$5.24 mo. x 4 mo. x 5 Accts)	\$104.80
TOTAL OF OTHER PROGRAM COSTS	\$2,799.80

d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c)	=	\$4,349.23
--	---	------------

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	<u>\$9,925.38</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>\$4,349.23</u>

TOTAL PROGRAM BENEFIT

\$5,576.15

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. We ask retiring employees if they would like to return as a volunteer.

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:

One of our Fellows presented her work at the 2017 Council of State and Territorial Epidemiologist (CSTE) Conference in June 2017.

The volunteer assisted during a period of peak workload before an internal contracts review by Agency Contract Support, and assisted in preparing the documentation required for contract monitoring. Also, because the volunteer remained current on processes and procedures, when an analyst vacancy occurred in another department (PHPR), the analyst was readily available to be hired as a retiree rehire to fill a critical need for administrative support.

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.

Our general goal is to maintain availability of analysts to assist in periods of peak workload.

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>Caroline Mosher</u>		
Phone: <u>619-542-4174</u>	Mail Stop: <u>P-578</u>	E-Mail:	<u>Caroline.Mosher@sdcounty.ca.gov</u>

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

7/25/2018
DATE