



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2018 - JUNE 30, 2019  
Deadline: July 12, 2019**

**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.	5 Hours	1336	X	\$25.43	=	\$33,974.48
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Types of work performed by GENERAL VOLUNTEERS in this category:

- 1) Community Health Improvement Plan (CHIP) 2018-2021, Regional CHIP Support, InsightVision Support, PHAB Reaccreditation domain set up, PHS Branch Alignment
- 2) MAATCM Dashboard, IT Dashboard, BH Dashboard, HR Dashboard, HEART Data
- 3) Review of PHAB Reaccreditation, Quality Improvement (QI) Champion, Update Performance Management QI Plan, assist with Quarterly Threading Meeting, CHIP 4 Pagers - North Central and South Regions
- 4) Literature reviews, developed fact sheets, slide deck, and critical pathway for depression and opioid use disorder, correlation analysis for depression and mood disorders to demographic and selected lifestyle factors per literature, correlation analysis for opioid use disorder to demographic and selected lifestyle factors per literature, health briefs-sections: communicable disease, ADRD, behavioral health, chronic disease, injury, and MCH

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

No. of Vol.	0 Hours	0	X	\$25.43	=	\$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 below.)

<u>Position</u>	<u>Hours</u>	X	<u>VCL</u>	=	<u>Dollar Benefit</u>
Admin Analyst II (IT)	133		\$34.05		\$4,528.65
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
<b>No. of Vol.</b>	<b>1</b>	<b>Total Hours</b>	<b>133</b>	<b>Total Value =</b>	<b>\$4,528.65</b>

Types of work performed by SPECIALIZED VOLUNTEERS in this category:  
 IT GAPS Maintenance, PolicyTech and PHIS support, iTrack review and streamlining, development and rebranding of MIS department SharePoint (PHIS, IT GAPS, PHS-IT), monitor ServiceNow portal, and assist with digital document approval project

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	5	1336	\$33,974.48
2b.	0	0	\$0.00
2c.	1	133	\$4,528.65
<b>Total Vol.</b>	<b>6</b>	<b>Hours</b>	<b>1,469</b>
		<b>Total Value =</b>	<b>\$38,503.13</b>

### 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  X Rate  =

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  X Rate  =

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

<u>Item</u>	<u>Cost</u>
Desktop Services for 5 vol. (\$64.46/month x total 24 months)	\$1,547.04
Wireless Network Access for 6 vol. (\$66.46/mo. x total 25 months)	\$1,667.00
Voice Jack & Multiline Phone for 1 vol. (\$49.93/mo. x 1 month)	\$49.93
Voice mail for 1 vol. (\$3.61/month x 1 month)	\$3.61
Email Services for 6 vol. (5.24/month x 25 months)	\$131.00
Laptop for 1 vol. (\$86.05/month x 1 month)	\$86.05
<b>TOTAL OF OTHER PROGRAM COSTS</b>	<b>\$3,484.63</b>

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

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

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$38,503.13
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$14,483.29

**TOTAL PROGRAM BENEFIT**

**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 for FY 18/19 included San Diego State University)
- Responded to inquiries from students for volunteer opportunities

**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:

Initiated several IT support and streamlining projects to automate tasks that are currently completed manually.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2018-19:**


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:	Caroline Mosher		
Phone: <u>619-542-4174</u>	Mail Stop: <u>P-578</u>	E-Mail:	<u><a href="mailto:Caroline.Mosher@sdcounty.ca.gov">Caroline.Mosher@sdcounty.ca.gov</a></u>
Volunteer Coordinator:	Caroline Mosher		
Phone: <u>619-542-4174</u>	Mail Stop: <u>P-578</u>	E-Mail:	<u><a href="mailto:Caroline.Mosher@sdcounty.ca.gov">Caroline.Mosher@sdcounty.ca.gov</a></u>

**10. DEPARTMENT CERTIFICATION:**

  
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 DEPARTMENT HEAD SIGNATURE  
 WILMA J. WOOTEN, M.D., M.P.H.

7/2/2019  
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 DATE