



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

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.	4	585	X	\$24.69	=	\$14,443.65
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Types of work performed by GENERAL VOLUNTEERS in this category:

For Data Collection Unit: Data entry, scanning, preparing spreadsheet reports, answering phones, data analysis.

For Epidemiologists: Data analysis, statistical analysis, reports, and quality assurance review.

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

No. of Vol.	0	0	X	\$24.69	=	\$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>
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00

No. of Vol.	0	Total Hours	0	Total Value =	\$0.00
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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.	4	585	\$14,443.65
2b.	0	0	\$0.00
2c.		0	\$0.00

Total Vol.	4 Hours	585	Total Value = \$14,443.65
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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
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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.)

Supervisor 1 hours	32	X Rate	\$54.63	=	\$1,748.16
Supervisor 2 hours	5	X Rate	\$102.78	=	\$513.90
Total					\$2,262.06

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	2	X Rate	\$49.85	=	\$99.70
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
**monthly cost x (5 mos. x 4 stations + 4 mos. x 1 station)	
Desktop Services \$64.46/month	\$1,547.04
Wireless Network Access \$66.68/month	\$1,601.04
Voice mail \$ 3.61/month	\$86.64
Email Services \$ 5.24/month	\$125.76
TOTAL OF OTHER PROGRAM COSTS =	\$3,360.48
d. TOTAL OF VOLUNTEER PROGRAM COST = (add 4a, 4b, and 4c)	\$5,722.24

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$14,443.65
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$5,722.24
TOTAL PROGRAM BENEFIT	\$8,721.41

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:

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2019-20:

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: Nick Beatman

Phone: 619-692-5712 Mail Stop: P572 E-Mail: Nicholas.Beatman@sdcounty.ca.gov

Volunteer Coordinator: Caroline Mosher

Phone: 619-542-4174 Mail Stop: P578 E-Mail: Caroline.Mosher@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



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

7/2/2019
DATE