



**COUNTY OF SAN DIEGO  
VOLUNTEER REPORT FORM  
PERIOD JULY 1, 2020 - JUNE 30, 2021  
Deadline: July 16, 2021**

**1. DEPARTMENT INFORMATION:**

Department: Health & 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.	3	Hours	384	X	\$33.61	=	\$12,906.24
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Types of work performed by GENERAL VOLUNTEERS in this category:

All three student interns were brought on to support public health Reaccreditation efforts. This included reviewing narratives and documents against standards; providing feedback to help advance conformity to standards; supporting the preparation of documents and coversheets; assisting domain teams in the conduct of meeting, preparing meeting notes and actively participating in meeting discussions and preparations. These interns also assisted with at least one Performance Management or Quality Improvement Committee meeting by helping with content and preparations for meetings.

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

No. of Vol.	0	Hours		X	\$33.61	=	\$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
					\$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.	<u>3</u>	<u>384</u>	<u>\$12,906.24</u>
2b.	<u>0</u>	<u>0</u>	<u>\$0.00</u>
2c.	<u>0</u>	<u>0</u>	<u>\$0.00</u>
<b>Total Vol.</b>	<b>3</b>	<b>Hours 384</b>	<b>Total Value = \$12,906.24</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
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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.)

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>
LAN Access for 3 vol. (\$65.34/month x 17 months)	\$1,110.78
Email Services for 3 vol. (\$5.24/month x 17 months)	\$89.08
Laptops for 3 vol. (\$80.65/month x 17 months)	\$1,371.05

TOTAL OF OTHER PROGRAM COSTS =

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)   
b. Total of Donations to Volunteer Program, Item 3 (Page 2)   
c. Subtract Total of Program Costs, Item 4d (Page 3)

**TOTAL PROGRAM BENEFIT**

**6. RECRUITING:**

Please describe your recruiting programs:

- Recruited graduate and undergraduate students through local universities and professional development programs that have a MOA with Public Health Services to sponsor internships, which for FY 20/21 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:

- Supported public health Reaccreditation efforts.
- Assisted the Performance Management / Quality Improvement Committee meetings.

**8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2020-21:**

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

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Volunteer Coordinator: Caroline Mosher

Phone: 619-542-4174 Mail Stop: P-578 E-Mail: [Caroline.Mosher@sdcounty.ca.gov](mailto:Caroline.Mosher@sdcounty.ca.gov)

**10. DEPARTMENT CERTIFICATION:**

  
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DEPARTMENT HEAD SIGNATURE

WILMA J. WOOTEN, MD, MPH  
Public Health Officer

JUL 12 2021  
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DATE