



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2014 - JUNE 30, 2015
Deadline: July 17, 2015**

**COUNTY OF SAN DIEGO
2015 JUL 13 AM 9:42
CLERK OF THE BOARD
OF SUPERVISORS**

1. DEPARTMENT INFORMATION:

Department: Department of Child Support Services
Division/Unit: Legal Services Division

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	8	Hours	1,798	X	\$23.07	=	\$41,479.86
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Based on 5 interns during Summer 2014 working a combined total of 125 hours per week for 10 weeks, 1 intern during Fall 2014 working a total of 11 hours per week for 12 weeks, and 2 interns during Spring 2015 working a combined total of 32 hours per week for 13 weeks.

Types of work performed by GENERAL VOLUNTEERS in this category:

- Phone calls to attorneys/parties
- Correspondence with attorneys/parties
- Preparation of ex parte applications
- Drafting stipulations to revoke and reinstate prior to hearing date
- Observe meet and confer and court process
- Issue spotting/reviewing motions for responses
- Writing responses
- Drafting/filing NOM in opposition to claim of exemption
- Drafting/filing petitions to revoke probation
- Drafting/filing motions for calendar attorneys as needed
- Research/memos
- Points and authorities
- Discovery request
- Writing/filing trial briefs
- Case briefs for new case law
- Assist with appellate review preparation, as needed
- Assist with Stand Down

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

No. of Vol.	0	Hours	0	X	\$23.07	=	\$0.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

N/A

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>
N/A					\$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:

N/A

d. **TOTALS OF DEPARTMENT VOLUNTEERS** (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a.	8	1,798	\$41,479.86
2b.	0	0	\$0.00
2c.	0	0	\$0.00

Total Vol.	8	Hours	1,798	Total Value =	\$41,479.86
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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:	N/A	Value:	\$0.00
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 211 X Rate \$60.77 = \$12,822.47

Based on CSPA III salary at 10 hours per week for 11 weeks during Summer 2014, 3 hours per week for 12 weeks during Fall 2014, and 5 hours per week for 13 weeks during Spring 2015.

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 35 X Rate \$60.77 = \$2,126.95

Based on CSPA III salary for 20 total hours over a 11 week period during Summer 2014, 5 total hours over a 12 week period during Fall 2014, and 10 total hours over a 13 week period during Spring 2015.

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

<u>Item</u>	<u>Cost</u>
N/A	\$0.00

TOTAL OF OTHER PROGRAM COSTS = \$0.00

d. TOTAL OF VOLUNTEER PROGRAM COST (add 4a, 4b, and 4c) = \$14,949.42

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$41,479.86
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$14,949.42

TOTAL PROGRAM BENEFIT \$26,530.44

6. RECRUITING:

Please describe your recruiting programs:

Advertised at local and other law schools and on County websites, received referrals from past interns and law professors, and interviewed applicants.

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:

Stand Down preparation by reviewing application referrals, generating Notice of Motions for filing, and participating on day of event.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2014-15:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue recruiting and utilizing interns for semester and summer programs to assist legal in performing duties.

9. GENERAL INFORMATION:

Name of person completing report: Robert Harris
Phone: (619) 578-6310 **Mail Stop:** C-77 **E-Mail:** Robert.Harris@sdcounty.ca.gov
Volunteer Coordinator: Mark Mandel
Phone: (619) 578-6571 **Mail Stop:** C-77 **E-Mail:** Mark.Mandel@sdcounty.ca.gov

10. DEPARTMENT CERTIFICATION:



DEPARTMENT HEAD SIGNATURE

2/8/15

DATE