



**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2023 - JUNE 30, 2024
Deadline: August 7, 2024**

1. DEPARTMENT INFORMATION:

Department: Health and Human Services Agency
 Division/Unit: Office of Strategy & Innovation

2. VOLUNTEER PROGRAM BENEFITS:

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

No. of Vol.	4 Hours	676	X	\$38.61	=	\$26,100.36
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers provided data support, created communications materials, and supported equity, diversity, and inclusion efforts in the Office of Strategy and Innovation. The volunteer providing data support worked on the Ending Veteran Homelessness Initiative, including the LOE (Line of Effort) working groups. Multiple volunteers developed communications materials, including one-pagers of public health updates, audience-specific e-newsletters, and promotional materials for the Business Inclusivity & Engagement Workshops. Finally, a volunteer developed materials for the HHS Justice, Equity, Diversity, and Inclusion (JEDI) team, and helped facilitate an Equity Challenge for our department.

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

No. of Vol.	0 Hours	0	X	\$38.61	=	\$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
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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	676	\$26,100.36
2b.	0	0	\$0.00
2c.	0	0	\$0.00

Total Vol.	4	Hours	676	Total Value =	\$26,100.36
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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.)

Hours	8.25	X	Rate	\$25.00	=	\$206.25
Hours	18.75	X	Rate	\$40.29	=	\$755.44
Hours	8	X	Rate	\$47.55	=	\$380.40
Hours	27	X	Rate	\$59.66	=	\$1,610.82

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	20	X	Rate	\$35.15	=	\$703.00
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c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
Email Services (\$5.23/month per volunteer)	\$52.30
Network Access (\$67.49/month per volunteer)	\$674.90
Laptops (\$82.87/month per volunteer)	\$248.61
Power BI Access (\$8.16/month per volunteer)	\$8.16

TOTAL OF OTHER PROGRAM COSTS = \$983.97

d. TOTAL OF VOLUNTEER PROGRAM COST = \$4,639.88
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$26,100.36
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$0.00
c. Subtract Total of Program Costs, Item 4d (Page 3)	\$4,639.88

TOTAL PROGRAM BENEFIT = **\$21,460.48**

6. RECRUITING:

Please describe your recruiting programs:

Two volunteers were recruited through the Veteran Skillbridge Fellow Program, facilitated by DHR and shared with all groups in the County. The Skillbridge Fellows were recruited to support our Equity and Strategic Partnerships and Office of Business Intelligence teams.

The other volunteers submitted interest forms to our department after visiting the County's volunteering website. The volunteers were identified from our list of interested candidates, interviewed, and selected to support specific projects.

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:

Volunteer achievements from this period include developing a social media dashboard for HHSA Communications which is used to track posts and engagement, supporting with video production for the *Live Well San Diego* Learning Series, and being hired for a full-time position at the County after completing the Skillbridge Fellowship.

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2023-24:

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

At OSI, we aim to create meaningful volunteer experiences for diverse students throughout the region. We do not have a goal for the number of volunteers onboarded, however, we plan to continue onboarding volunteers to support projects as needed.

Our team also leads the Live Well Center for Innovation and Leadership, Internship Subcommittee, through which we aim to develop a sustainable and integrated student program that facilitates high-quality work experiences and promotes HHSA as an Agency of One. To achieve this goal, we partner with other departments to increase awareness of student opportunities at the County, support the onboarding and orientation process for students and interns, and work to integrate student opportunities throughout the Agency.

9. GENERAL INFORMATION:

Name of person completing report:	<u>Allison Hirahara</u>		
Phone: <u>(619) 977-5839</u>	Mail Stop: <u>W-294</u>	E-Mail:	<u>allison.hirahara@sdcounty.ca.gov</u>
Volunteer Coordinator:	<u>Allison Hirahara</u>		
Phone: <u>(619) 977-5839</u>	Mail Stop: <u>W-294</u>	E-Mail:	<u>allison.hirahara@sdcounty.ca.gov</u>

10. DEPARTMENT CERTIFICATION:

DEPARTMENT HEAD SIGNATURE

DATE