



**EL DORADO COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

**Meeting of  
May 22, 2007**

**AGENDA TITLE:** Resolution Recognizing Volunteer Contributions to Human Services and Authorizing Expenditures for Ongoing Volunteer Appreciation Activities

|  |  |   |
|--|--|---|
| <b>DEPARTMENT:</b> Human Services (CS)   | <b>DEPT SIGNOFF:</b><br> | <b>CAO USE ONLY:</b> 8/2<br> |
| <b>CONTACT:</b> John Litwinovich         |  |   |
| <b>DATE:</b> 5/1/2007 <b>PHONE:</b> 6163 |  |   |

**DEPARTMENT SUMMARY AND REQUESTED BOARD ACTION:**

Human Services recommends that the Board adopt a Resolution recognizing the significant contributions made by volunteers in the provision of human services in El Dorado County and authorizing the Department of Human Services to expend of up to \$1,500 each fiscal year for provision of volunteer recognition and appreciation activities, some of which may not fall within the parameters recognized as being usual business expenditures, including the purchase of food and supplies for events and tokens of appreciation such as plaques, certificates and pins, including specific costs associated with events celebrating the contributions of volunteers in the Senior Day Care, Senior Nutrition and other Senior Programs.

**CAO RECOMMENDATIONS:** *Recommend approval. Laura A. Hill 5/8/07*

|   |   |
|---|---|
| <b>Financial impact?</b> ( ) Yes (X) No       | <b>Funding Source:</b> ( ) Gen Fund (X) Other<br>Other: Program Donation Revenues |
| <b>BUDGET SUMMARY:</b>                        | <b>CAO Office Use Only:</b>   |
| Total Est. Cost _____ \$1,500.00              | 4/5's Vote Required ( ) Yes (X) No  |
| <b>Funding</b>                                | Change in Policy ( ) Yes (X) No   |
| Budgeted _____ \$1,500.00                     | New Personnel ( ) Yes (X) No  |
| New Funding _____ \$0.00                      | <b>CONCURRENCES:</b>  |
| Savings* _____                                | Risk Management <u>N/A</u>  |
| Other _____                                   | County Counsel <u>N/A</u>   |
| Total Funding _____ \$1,500.00                | Other _____   |
| <b>Change in Net County Cost</b> _____ \$0.00 |   |

**\*Explain** \$1,500 is budgeted for FY 2006/07, and a like amount will be budgeted annually.

**BOARD ACTIONS:**

**Vote:** Unanimous \_\_\_\_\_ Or

**Ayes:**

**Noes:**

**Abstentions:**

**Absent:**

Rev. 5/04 ISKW001 Agenda

**I hereby certify that this is a true and correct copy of an action taken and entered into the minutes of the Board of Supervisors**

**Date:** \_\_\_\_\_

**Attest:** Cindy Keck, Board of Supervisors Clerk

**By:** \_\_\_\_\_



EL DORADO COUNTY  
DEPARTMENT OF HUMAN SERVICES  
John Litwinovich  
Director

May 1, 2007

El Dorado County Board of Supervisors  
330 Fair Lane  
Placerville, California 95667

Members of the Board:

**Title:** Resolution Recognizing Volunteer Contributions to Human Services and Authorizing Expenditures for Ongoing Volunteer Appreciation Activities

**Recommendations:**

Human Services recommends that the Board adopt a Resolution recognizing the significant contributions made by volunteers in the provision of human services in El Dorado County and authorizing the Department of Human Services to expend of up to \$1,500 each fiscal year for provision of volunteer recognition and appreciation activities, some of which may not fall within the parameters recognized as being usual business expenditures, including the purchase of food and supplies for events and tokens of appreciation such as plaques, certificates and pins, including specific costs associated with events celebrating the contributions of volunteers in the Senior Day Care, Senior Nutrition and other Senior Programs.

**Reasons for Recommendations:**

In America, volunteerism is recognized as having a significant beneficial impact on both the volunteers and the recipients of their efforts. National Volunteer Recognition Week was initiated in 1974 and continues to be proclaimed annually as a time to say "thank you" to the millions of people who make a difference by volunteering their time and expertise to help others. In adopting the Older Americans Act, Congress recognized the need for socialization for elder citizens to help them remain alert and independent to the extent possible, requiring only that individuals be age 60+ to participate in these federally funded services, with no income eligibility requirements. Volunteering provides socialization for both the giver and recipient of services. Certain programs, such as the Long-Term Care Ombudsman Program, are volunteer-based by design and receive funding allocated specifically for volunteer support. The Older Californian's Act authorizes Community Based Services Programs, which likewise encourage volunteer involvement. Volunteer hours are claimed as in-kind matching contributions to federal and state grant funds. Locally, volunteers play a key role in the provision of services provided by the Department of Human Services to vulnerable population groups, especially seniors. Many programs, including Senior Nutrition, Senior Activities and Senior Day Care, could not function without the assistance of dedicated volunteers, who may deliver meals to homebound seniors one, two or more times weekly, use their expertise to instruct classes or provide assistance in a myriad of other ways. Many Senior Day Care volunteers have logged thousands of hours in helping the Center to offer a pleasant, enriching environment for its members by providing entertainment, leading activities or just plain being there.

The attached chart clearly demonstrates the significance of volunteer contributions to the provision of Human Services programs. The attached spreadsheet reflects the hours contributed by volunteers to provision of Senior Day Care services and itemizes expenditures totaling \$344.48 for the April 17, 2007 volunteer recognition event.

The use of volunteers has been an integral component of services provided by the Department of Human Services for nearly three decades. By adoption of this Resolution, the Board authorizes the Department of Human Services to continue to expend small sums of budgeted dollars for various volunteer appreciation purchases and activities each year. Please note that funds for Older Americans Day activities are budgeted separately.

**Fiscal Impact:**

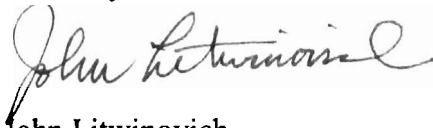
Human Services proposes to expend no more than \$1,500 in budgeted donation revenues annually to express appreciation for the invaluable services provided by its volunteers.

**Net County Cost:** No change.

**Action to be Taken Following Approval:**

Board Clerk to provide Human Services, Community Services Division, with two (2) Certified Resolutions.

Sincerely,

A handwritten signature in cursive script, appearing to read "John Litwinovich".

John Litwinovich  
Director of Human Services



**RESOLUTION NO.**  
**OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO**

WHEREAS, National Volunteer Recognition Week was initiated in 1974 and continues to be proclaimed annually in April as a time to say "thank you" to the millions of people who make a difference by volunteering their time and expertise to help others, and

WHEREAS, many programs provided by the Department of Human Services, including Senior Nutrition, Senior Activities and Senior Day Care, could not function without the assistance of dedicated volunteers, and

WHEREAS, the El Dorado County Board of Supervisors recognizes and appreciates the significant contributions of volunteers in the provision of services by the Department of Human Services, and

WHEREAS, it is necessary and appropriate to periodically express appreciation for these volunteers,

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Supervisors of El Dorado County hereby authorizes the Department of Human Services to continue to conduct volunteer appreciation activities and to expend up to \$1,500 each fiscal year in budgeted program funds on said activities, including the purchase of food and supplies for events and tokens of appreciation such as plaques, certificates and pins.

**PASSED AND ADOPTED** by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_\_ day of \_\_\_\_\_, 2007, by the following vote of said Board

**Attest:**

Cindy Keck  
Clerk of the Board of Supervisors

**Ayes:**

**Noes:**

**Absent:**

By: \_\_\_\_\_  
Deputy Clerk

\_\_\_\_\_  
Chairman, Board of Supervisors

**I CERTIFY THAT:**

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

**DATE:** \_\_\_\_\_

**Attest:** CINDY KECK, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By: \_\_\_\_\_

Department of Human Services  
 Volunteer statistical data to date during FY 2006/07

|        | Senior Day Care |                    |                             | Senior Nutrition - Drivers |                    |                             | Senior Nutrition - Other |                    |                             | Senior Activities |                    |                             |
|--------|-----------------|--------------------|-----------------------------|----------------------------|--------------------|-----------------------------|--------------------------|--------------------|-----------------------------|-------------------|--------------------|-----------------------------|
|        | Hours           | # of<br>Volunteers | In Kind<br>Value<br>Claimed | Hours                      | # of<br>Volunteers | In Kind<br>Value<br>Claimed | Hours                    | # of<br>Volunteers | In Kind<br>Value<br>Claimed | Hours             | # of<br>Volunteers | In Kind<br>Value<br>Claimed |
| Jul-06 | 253             | 66                 | 1,178                       | 379                        | 72                 | 2,558                       | 697                      | 46                 | 4,705                       | 150               | 16                 | 1,013                       |
| Aug-06 | 305             | 70                 | 1,379                       | 556                        | 85                 | 3,753                       | 966                      | 64                 | 6,521                       | 163               | 17                 | 1,100                       |
| Sep-06 | 235             | 69                 | 1,110                       | 454                        | 70                 | 3,065                       | 814                      | 57                 | 5,495                       | 195               | 17                 | 1,316                       |
| Oct-06 | 247             | 67                 | 1,150                       | 438                        | 85                 | 2,957                       | 959                      | 58                 | 6,473                       | 231               | 15                 | 1,559                       |
| Nov-06 | 271             | 69                 | 1,390                       | 441                        | 94                 | 2,977                       | 673                      | 55                 | 4,543                       | 184               | 13                 | 1,242                       |
| Dec-06 | 260             | 69                 | 1,299                       | 470                        | 91                 | 3,173                       | 621                      | 47                 | 4,192                       | 177               | 13                 | 1,195                       |
| Jan-07 | 299             | 66                 | 1,659                       | 593                        | 94                 | 4,448                       | 773                      | 59                 | 5,798                       | 176               | 11                 | 1,320                       |
| Feb-07 | 275             | 67                 | 1,547                       | 506                        | 91                 | 3,795                       | 699                      | 55                 | 5,243                       | 169               | 10                 | 1,268                       |
| Mar-07 | 285             | 65                 | 1,603                       | 519                        | 88                 | 3,893                       | 828                      | 57                 | 6,210                       | 192               | 12                 | 1,440                       |
| Apr-07 |                 |                    |                             |                            |                    |                             |                          |                    |                             |                   |                    |                             |
| May-07 |                 |                    |                             |                            |                    |                             |                          |                    |                             |                   |                    |                             |
| Jun-07 |                 |                    |                             |                            |                    |                             |                          |                    |                             |                   |                    |                             |
| Totals | 2,430           |                    | \$12,315                    | 4,356                      |                    | \$30,619                    | 7,030                    |                    | \$49,180                    | 1,637             |                    | \$11,453                    |

**SENIOR DAY CARE EXPENDITURES**  
**PORTIONS OF WHICH WERE SPECIFIC TO 4/17/07 VOLUNTEER RECOGNITION EVENT**

| Date/Method of Acquisition | Vendor         | Volunteer Recognition Event Costs | Amount Used for other SDC Activities | ITEM(s) Explanation   |
|----------------------------|----------------|-----------------------------------|--------------------------------------|---|
| Check Number 1941086       | Thanks Co.     | \$198.84                          | \$11.80                              | Certificates of Appreciation (20 extra ordered to be used for other occasions), name tags, invitations, program covers, posters |
| Credit Card Charge 3/14/07 | CDM, Inc.      | \$98.69                           | \$50.83                              | Recognition pins. 17 bought for next year in order to meet minimum purchase requirement   |
| 2/13/2007 On BPO           | K-Mart         | \$13.97                           |                                      | Frame for BOS Proclamation honoring 15 years of service   |
| 3/13/2007 on BPO           | K-Mart         | \$32.08                           | \$10.70                              | Tablecloths - Not all were used - will be used for other SDC activities   |
| 4/3/2007 on BPO            | Grocery Outlet | \$23.93                           | \$5.00                               | Desserts for tea - leftovers used for members' daily snacks   |
| 4/17/2007 on BPO           | Raley's        | \$83.48                           | \$35.00                              | Desserts for tea - leftovers used for members' daily snacks   |
| 4/18/07 with Petty Cash    | Dollar Tree    | \$2.15                            | \$1.08                               | Doilies for presentation of desserts. Will also be used at Mothers' Day Tea activity  |
| 4/18/07 with Petty Cash    | Dollar Tree    | \$2.15                            | \$2.15                               | Decorations also used in other SDC activities   |
| 4/18/07 with Petty Cash    | Albertson's    | \$5.00                            | \$2.50                               | Cream - leftovers used for members' coffee/tea - Purchased by a volunteer at the last minute                                    |
| 4/5/07 with Petty Cash     | Dollar Tree    | \$3.22                            | \$3.22                               | Napkins - Will be used for other SDC activities   |
| 4/5/07 with Petty Cash     | Dollar Tree    | \$2.15                            | \$1.08                               | Favors - Leftovers used in craft class  |
| 4/5/07 with Petty Cash     | Big Lots       | \$2.15                            |                                      | Napkins   |

Sub-totals      Sub-total      \$467.81      \$123.36

**TOTAL:      \$344.45 (4-17-07 Volunteer Recognition Event Cost)**

70 Total number of volunteers  
27,308 Total volunteer hours since opening  
3,662 Total volunteer hours April 1, 2006 through March 31, 2007

Yrs of Service Volunteer

18 Luella Bousquet  
16 Juanita Ricci  
15 Margaret Gwinnup  
14 Barbara Fisher  
12 Ellie Malone  
11 Tommy Hawke