



## Agenda Submittal

**Agenda #:** 8 **Status:** Consent Calendar  
**Type:** Policy **Department:** Human Resources  
**File #:** 17-379 **Contact:** Marc Fox, 784-2552  
**Agenda date:** 6/13/2017 **Final action:** 6/13/2017  
**Title:** Adopt the revised County's Use of Volunteers within County Departments Policy, as amended

**Governing body:** Board of Supervisors

**District:** All

**Attachments:** 1. A - Use of Volunteers Policy Redlined, 2. B - Volunteer Policy Final

Date	Ver.	Action By	Action	Result
6/13/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒

Public Hearing Required? Yes ☐ No ☒

### **DEPARTMENTAL RECOMMENDATION:**

The Director of Human Resources recommends that the Board of Supervisors adopt the revised Use of Volunteers within County Departments, as amended.

### **SUMMARY:**

The Department of Human Resources conducted a review of the County's Use of Volunteers within County Departments Policy. The proposed amendments are included to reflect the current practice and requirements for the use of volunteers in County departments. The proposed amendments also include various resources County departments can use to recruit volunteers.

### **FINANCIAL IMPACT:**

There is no cost to the County to implement the proposed amendments to this policy.

### **DISCUSSION:**

The Department of Human Resources conducted a review of the County's Use of Volunteers within County Departments Policy and found the general requirements for notifying the community of volunteer opportunities and monitoring the use of Volunteers in County Departments has changed since the last policy revision date, August 9, 1994. For example, Volunteer Applications, Commitment Forms, and Record of Hours forms were being tracked and maintained by County departments to manage their Volunteers more efficiently. The Volunteer Center of Solano County, which was formally located in Vallejo, no longer exists. Additionally, other resources have become available to departments to utilize various methods to inform the community of volunteer opportunities and recruit volunteers such as via the department's intranet/internet page, social media, community events, or utilize the County's volunteer website [www.solanovolunteers.org](http://www.solanovolunteers.org). As a result of these changes, staff is recommending the proposed amendments to this policy in order to reflect the current practice and requirements for the use of volunteers in County departments.

**ALTERNATIVES:**

The Board of Supervisors could choose to not to adopt the proposed amendments to the policy; however, staff does not recommend this alternative, as the amended policy, reflects current practice and requirements for the use of volunteers within County departments.

**OTHER AGENCY INVOLVEMENT:**

Notification of, and an opportunity, to review and make comments on the proposed amendments was provided to all County department directors. The County Administrator's Office and the Department of Human Resources have reviewed the proposed revised policy and concur on the amended changes to the policy.

**CAO RECOMMENDATION:**

APPROVE DEPARTMENTAL RECOMMENDATION