



**MIAMI-DADE COUNTY  
FINAL OFFICIAL MINUTES  
Miami-Dade Military Affairs Board**

Fire Fighters Memorial Building Corp.  
8000 NW 21 Street  
Doral, FL 33122

March 29, 2016  
As Advertised

Harvey Ruvin, Clerk  
Board of County Commissioners

Christopher Agrippa, Director  
Clerk of the Board Division

Alan Eisenberg, Commission Reporter  
(305) 375-2510



**CLERK'S SUMMARY AND OFFICIAL MINUTES**  
**MILITARY AFFAIRS BOARD**  
**March 29, 2016**

The Military Affairs Board (MAB) convened in a meeting on Tuesday, March 29, 2016 at 6:30 p.m. at the Fire Fighters Memorial Building, 8000 NW 21 Street, Doral, FL 33122.

The following voting Board members were present: Chairman Jose 'Pepe' Diaz; Dr. Anthony Atwood; Mr. David Blake; Mr. Mark Blumstein; Town of Miami Lakes Vice Mayor Timothy Daubert; Mr. Thomas Davis; Mr. Sergei Michael Kowalchik; Mr. Eduardo Lombard; and Ms. Donna Masson;

The following voting Board members were absent: Mr. Alex Acosta; Mr. Mario Alvarez; Mr. Manuel Gonzalez; Mr. Kevin Humes; Mr. Charles Johnson; Mr. Phil Lyons; Mr. Joseph Martory; Retired Lieutenant Colonel Jorge Sibila; and Mr. Keith Whitbeck.

The following non-voting Board members were present: Lieutenant Colonel Connie Alge; and Officer Victor Milian;

The following non-voting Board members were absent: Ms. Glorianne Amor; Captain Benjamin Davis; Colonel Lisa Garcia; Mr. Ed Haynes; Ms. Leandra McCommas; Ms. Leandra Padron; Colonel Elwin Rozyskie; City of Doral Vice Mayor Sandra Ruiz; Mr. Paul Russo; Ms. Joanna Sandstrom; Gunnery Sergeant Jeremiah Scott; Captain Peter Vach; Lt. Colonel Son Vo; and Ms. Debbie Zimmerman.

The following staff members were present: Mr. Gustavo Cruz, MAB Director; Assistant County Attorney Miguel Gonzalez; and Deputy Clerk Alan Eisenberg.

In addition to the above, the following guests were present: Mr. Dominick Abreu and Mr. Alejandro Dominguez, Miami-Dade College; Ms. Eddie J. Arocho, Mr. Juan Jimenez, and Mr. Cary Valdovinos, Primary Residential Mortgage; Mr. Anthony Fernandez, Project Healing Waters; Mr. Mickey Markoff, National Salute America's Heroes; and Ms. Iris Ivette Romero, Skyland International Realty.

❖ **Welcome**

Chairman Diaz called the MAB meeting to order at 6:33 p.m., welcoming members and guests.

### ❖ **Moment of Silence / Pledge of Allegiance**

Town of Miami Lakes Vice Mayor Timothy Daubert led the MAB in a Moment of Prayer, followed by Dr. Anthony Atwood in the Pledge of Allegiance.

### ❖ **Board Member Roundtable**

Mr. Thomas Davis reported on the successful Veterans Administration Clinic efforts, noting that the Chamber South Military Affairs Committee initiated a letter writing campaign; that signatures were provided to United States Congresswoman Ileana Ros-Lehtinen for inclusion in her Congressional Delegation letter; that Florida Representative Holly Raschein was instrumental in obtaining a letter from Florida Governor Rick Scott encouraging the Clinic's completion; that the City of Homestead, Monroe County, the South Dade Chamber and Chamber South were all preparing support resolutions; and that Commissioner Daniella Levine Cava was sponsoring a Miami-Dade County resolution on behalf of the Clinic.

Chairman Diaz indicated that he would personally contact Governor Scott. He said that he would also convene a Sunshine meeting between Commissioners Levine Cava, Dennis Moss and himself to discuss ways to support the Clinic.

Mr. Davis mentioned that the Vet Center would reopen in the southern portion of the County, providing Post Traumatic Stress Disorder counseling.

Mr. Davis presented Chairman Diaz with a United States Flag in appreciation of his outstanding contributions to veterans, noting the flag was flown over Headquarters Resolute Support in Kabul, Afghanistan.

Lieutenant Colonel Connie Alge announced that she was the Interim Mission Support Group Commander at the United States Air Force Base, replacing Colonel Elwin Rozyskie. She reported on the upcoming City of Homestead Military Appreciation Day on Saturday, May 7, 2016 from 3:00 p.m. to 8:00 p.m.

Town of Miami Lakes Vice Mayor Timothy Daubert stated that the Relay for Life would be held on Saturday, April 2, 2016 at Optimist Park. He announced an upcoming meeting to discuss a variety of topics on Thursday, March 31, 2016 at 10:00 a.m. at the Miami Veteran's Administration Healthcare System (VA), noting Mr. Paul Russo, VA Director; the American Legion Florida Commander; Mr. Victor Owens, American Legion Post Service Officer (Legion); and the Legion's Sargent At Arms would be attending.

Mr. Mark Blumstein reported that he attended an outstanding United States Naval Academy Gospel Choir concert and that he attended a portion of the Veterans Court training.

Dr. Anthony Atwood revealed that the 2016 State of Florida Budget included \$1.5 million for the completion of the Miami Military Museum and that this funding was authorized by Governor Rick Scott. He recognized Chairman Diaz for his continuous efforts to encourage Governor Scott's support and presented him with a Plankowner Certificate.

Officer Victor Milian announced that he attended the Veterans Court training. See Veterans Court Update under Old Business for additional comments.

Mr. David Blake acknowledged Chairman Diaz and his fellow MAB members for their support of the recent United States Naval Academy Gospel Choir concert, noting it was an outstanding community event. He conveyed his appreciation to Mr. Paul Russo, VA Director for bringing wheelchair bound veterans to the concert.

Ms. Donna Masson reported that Military Miami Dade addressed housing issues in the recent State Legislative session, noting legislation was recently approved requiring homeowner associations to provide military persons with a response to their applications within seven days. She advised that next year's legislative efforts would address required deposit amounts.

Mr. Sergei Michael Kowalchik recognized Chairman Diaz with a limerick.

❖ **Comments and/or input from the public**

Chairman Diaz opened the floor to public comments on any item not appearing on the Agenda, noting anyone wishing to speak on those items could do so when it was discussed. Seeing no one wishing to address the Board, Chairman Diaz closed the floor to public comments.

❖ **Old Business**

➤ **Veterans Court Update**

Officer Victor Milian stated that the Veterans Court training was largely based on the Miami-Dade County Drug Treatment Court program with additional components added from the Buffalo, New York (NY) Veterans Treatment Court. He reported a wide variation in the manner various jurisdictions treated their courts, noting our efforts were designed to provide assistance to all veterans, even if they were not eligible based on the charge, such as a felony. Officer Milian announced a site visit to the Buffalo, NY Court was planned for April 25 - 27, 2016.

Officer Milian noted information technology issues remained with the computerized Arrest Forms and transferring data between the Corrections Department and the Veterans Administration.

Chairman Diaz stated he believed this issue was resolved and would follow-up on this situation. He proceeded to explain that the original company awarded the job declared bankruptcy before finalizing their work; however, another company was secured to complete this project.

Chairman Diaz mentioned that he met with Administrative Judge Nushin Sayfie regarding the information reported at last month's meeting that Mr. Luis Llama was appointed a Court Liaison, noting that he was not, and that Officer Milian and others with direct responsibilities would be considered Court Liaison's. He indicated that Judge Sayfie wanted to meet with the Veterans Administration to discuss their role in the Veterans Court in order to prevent issues which came up with the Drug Treatment Court. Chairman Diaz reported that Judge Bertila Soto was supportive and aware that the Veterans Court was created through the MAB's efforts; however, noted the Court was under their jurisdiction and the MAB would offer assistance in a supportive role.

Chairman Diaz announced that Miami-Dade County employees were eligible for four hours Administrative Leave monthly to participate in the mentor program. He noted that the maximum eligibility for any volunteer effort countywide was four hours and that he would pursue efforts to increase the number of hours, if necessary.

Assistant County Attorney Miguel Gonzalez clarified that pursuant to Administrative Order 7-40, County employees were eligible for one hour per week, up to five hours per month, and that the time could not roll over to the next month.

Chairman Diaz reported that he would send a letter to the Miami-Dade County League of Cities as a County Commissioner as well as another letter on behalf of the MAB, requesting they extended an administrative leave incentive to their employees. He discussed the advantages for mentors to have prior military service.

Officer Milian stressed the importance that mentors were vetted, noting concern over having mentors who were personally in crisis. He indicated that a Level 2 Background Check would be required. Officer Milian mentioned that the prospective mentor's military status would need to be verified, noting a veteran who was dishonorably discharged would automatically be disqualified from participation.

Chairman Diaz stated that the cost was approximately \$35 for the background check and a source of funding needed to be identified to obtain the screenings. He reported that the Veterans Administration could provide information pertaining to the mentor's military discharge status.

Discussion pursued between MAB members and the Assistant County Attorney about the various military discharge classifications. Officer Milian reported that the final decision on

eligibility criteria would be made by the Court System; however, Chairman Diaz suggested that additional research be obtained on the discharge categories so that the MAB could be ready to provide input, if necessary.

➤ **Air Show**

Lieutenant Colonel Connie Alge announced the upcoming Homestead Air Reserve Base (HARB) Air Show was scheduled for November 5 - 6, 2016. She noted the Thunderbirds would be the headliner with other flying acts, static displays, booths, food, entertainment and lots of people.

Chairman Diaz reported that the MAB and Miami-Dade County participated in previous air shows. He said he would ensure sufficient funding was available in the County's Fiscal Year 2016-17 budget for direct and in-kind expenses. Chairman Diaz indicated that he would convene a Sunshine meeting with Commissioners Danielle Levine Cava and Dennis Moss who represented the County's southern portions to coordinate efforts. He noted approximately 500,000 people attended the last air show and estimated at least 200,000 more would attend this year's show.

Mr. Gustavo Cruz commented that people would attend this event from West Palm Beach to the Florida Keys, noting we needed to plan for 750,000 people.

Mr. Thomas Davis indicated that the infrastructure leading to HARB was an issue during the previous event, noting people could not access the base efficiently.

Chairman Diaz mentioned he would inquire whether the State of Florida would offer free Turnpike toll access.

Mr. Davis stated that the Air Show would not happen without the County's help. He noted a significant economic impact to the community as a result of the show.

Chairman Diaz addressed the need to ensure a successful air show every other year, noting his ultimate goal was to bring the Paris Air Show to Miami and to locate that show at the HARB.

➤ **Veterans Concert**

Chairman Diaz reported that he believed Verizon would be the concert's title sponsor; that the National Football League and the Disney Corporation were major sponsors; that Mr. Emilio Estefan was producing the concert; that the date was changed to September 17- 18, 2016; and that the events would be held at the American Airlines Arena and Museum Park. He said he met with Lieutenant General Joseph P. DiSalvo, U.S. Southern Command Military Deputy Commander and reported he was fully committed. Chairman Diaz emphasized that the event

was targeted toward the military and toward Hispanics, noting these two entities were a tremendous marketing focus. He said that there would be a daytime festival in addition to the concert.

Chairman Diaz advised MAB members that the United States Military Foundation (USMF) was created as a 501c3 tax-exempt nonprofit organization in order for the MAB to accept funds for subsequent distribution to the military community. He mentioned that the USMF Board of Directors would consist of five members, noting Mr. Carlos Fuella, Mr. Jose Gonzalez, and himself were currently on the Board. Chairman Diaz said that two additional members were needed, to which Mr. Timothy Daubert recommended General Ronald Fraser; Dr. Anthony Atwood recommended Mr. Raul Moss; and Mr. Eduardo Lombard recommended Mr. Mark Rosenberg.

Chairman Diaz commented that this event would highlight the MAB and identify Miami-Dade County as a true military community. He explained that he would establish a task force and identify specific responsibilities for each MAB member, noting additional details would be communicated through either Mr. Gustavo Cruz or Assistant County Attorney Miguel Gonzalez. Chairman Diaz reported that Governor Rick Scott was aware of the event and that the local State of Florida and United States Congressional representatives would be advised shortly. He indicated that Former Secretary of State Hilary Clinton and other members of President Obama's Cabinet were interested in speaking at the concert; however, cautioned that it was not a political event and that political signs would not be allowed.

Chairman Diaz reported that the concert cost was \$5 – 7 million; however the potential revenue was five times that amount which could then be used to support veterans' initiatives. He noted corporate sponsorship needed to cover the concert expenses so that more money would be available to support veterans. Chairman Diaz said he was trying to keep local participation, noting BVK/Meka was a large Hispanic firm providing marketing support. He said that Verizon would provide live feeds to every military base and ship if they became the title sponsor. Chairman Diaz stressed the need for additional national and local sponsorships for either the concert or the festival. He spoke about a large vessel docking at the slip between the Arena and the Park with other military assets in the area.

❖ **New Business**

➤ **Primary Residential Mortgage, Inc.**

Mr. Juan Jimenez reported on Veteran Administration (VA) loans, noting he believed military members were not taking full advantage of this 100% financing program. He said this was due to industry misconception and being steered to alternative loan programs by realtors and lenders. Mr. Jimenez indicated that VA loans offered the lowest interest rate, the maximum financing and the VA Guarantee based upon the veteran's eligibility certification. He added that VA loans did not require Private Mortgage Insurance and did

not have seller contribution limits. Mr. Jimenez noted difficulty in reaching out to service members at the U.S. Southern Command (SOUTHCOM) and the Homestead Air Reserve Base (HARB) and asked for the MAB's assistance. He offered his assistance as a MAB volunteer.

Chairman Diaz suggested that Mr. Jimenez approached the U.S. Army Garrison regarding access to SOUTHCOM personnel and the City of Homestead Military Affairs Committee for the HARB.

Mr. Thomas Davis added that the HARB had a family support liaison.

Mr. Jimenez introduced Ms. Iris Ivette Romero, Skyland International Realty, who described her experience assisting veterans with various financial situations and providing home ownership education.

Chairman Diaz mentioned that Varik was a real estate organization consisting of both realtors and mortgage professionals engaged in providing education to veterans.

➤ **Honor Flight at Miami International Airport**

Mr. Gustavo Cruz reported that there was an Honor Flight leaving Miami International Airport with World War II and Vietnam Veterans on Saturday, April 2, 2016. He advised MAB members to be at Gate J no later than 7:30 p.m.

➤ **Young Marines 5K Walk/Run**

Mr. Eduardo Lombard announced that the Private First Class (PFC) Bruce W. Carter Young Marines of Miami-Dade would host the first PFC Carter 5k Walk/Run in Virginia Gardens on Saturday, May 7, 2016. He noted additional information was available through Zenith Gordillo at 305-606-4011.

➤ **Back Country Purple Heart Slam**

Retired Colonel Anthony Fernandez III, Miami Program Lead, Project Healing Waters, reported that the organization had six paid members on its national board; that 16 percent of its revenue went to administrative costs; and that the remaining 84 percent toward direct program services in 47 states. He mentioned the organization's goal was to bring awareness to returning Operation Enduring Freedom (OEF) and Operation Iraqi Freedom (OIF) veterans, not served by the Veterans Administration or Military Transition Units. Colonel Fernandez spoke about an upcoming two day Back Country Purple Heart Slam event that would be held in Whitewater Bay in Everglades National Park, in conjunction with the United States Marine Corp Wounded Warrior Regiment. He said twelve marines would participate of which four were active duty pending medical board resolution and the

other eight were medically discharged and purple heart recipients. Colonel Fernandez indicated that local boat guides were all volunteers; that there would be two marines assigned to each boat; that there would be two support boats with medical personnel; and two command and control boats. He pointed out that Project Healing Waters primary mission was to provide physical and mental rehabilitation support for military personnel transitioning from active duty to civilian life. Colonel Fernandez noted the next event was scheduled this summer and would be held on Key Biscayne.

Chairman Diaz pointed out that the MAB would support this project and that he would inform Mr. Paul Russo, Miami Veteran's Administration Healthcare System Director about this effort.

Colonel Fernandez mentioned that the project was not marine centric, noting his hope that it expanded to include transitioning service members from the United States Army and the Florida State Guard.

It was noted that the Miami-Dade County could not assist with providing a fifteen passenger van because County employees were required to drive County vehicles. Chairman Diaz said he would contact Global Car Rental to see if they could assist, noting they were very supportive of the military.

➤ **Upcoming Tribute to the Military Miami Beach Project**

Chairman Diaz introduced Mr. Mickey Markoff, noting he created the Ft. Lauderdale Air and Sea Show (Show) and was recently hired by the City of Miami Beach to bring the Show to Miami-Dade County.

Mr. Mickey Markoff, Executive Producer, National Salute America's Heroes, mentioned that the Show was created thirteen years ago and was the largest spectator event in the world with over 4.2 million people and televised to 189 countries. He said that he had a five year agreement with Miami Beach to produce a 2017 Memorial Day weekend event, noting he hoped that it was considered a Miami-Dade County event. Mr. Markoff explained the purpose was to say thank you to the people that protect our freedom, including first responders. He said this would be the only national Memorial Day event of similar scope and magnitude. Mr. Markoff emphasized that the military brass was very supportive of the event. He indicated that corporate sponsorship was needed and that the MAB's United States Military Foundation would be included in the events fundraising effort. Mr. Markoff offered his assistance in future MAB efforts, noting his experience in producing large scale events. He commented on the magnitude of the Miami Beach show, noting the beach was 580 feet wide versus 70 feet wide in Ft. Lauderdale.

Chairman Diaz mentioned Mr. Markoff's knowledge would be extremely helpful to the MAB in the future and committed the MAB's support to the Air Show. He noted a support resolution would be presented to the MAB for approval at the next meeting or possibly at a special meeting.

Mr. Markoff acknowledged the Homestead Air Reserve Base for their support, noting a close relationship with that organization. He stated that Miami-Dade County was an ideal location for an aviation trade show, noting military and county support was essential to host the show and offered his assistance.

Mr. Thomas Davis stated he participated in the previous air shows, noting it was a remarkable endeavor.

Dr. Atwood suggested that blimps could be an ideal platform for televising the air show.

Mr. Markoff spoke about new technology placing cameras in jets and on skydivers and beaming signals to cell phones and television.

➤ **MAB Military Style Cover**

Chairman Diaz suggested the MAB created a Military Style Cover for its members to wear when attending community events in order to help create a MAB identity. He noted the MAB logo would be on one side and the United States Flag on the other.

Following discussion, MAB members decided that this was a good suggestion and that it would be put to a vote at the next meeting.

➤ **Washington, DC Visit**

Chairman Diaz reported that he would bring Mr. Gustavo Cruz with him to a meeting in Washington, DC; that Gus' travel expense as well as the Challenge Coin costs would be paid by his District 13 Commission office; and that he would request the MAB to reimburse these expenses later.

**Approval of February 2016 Minutes**

The February 23, 2016 MAB Meeting Minutes were not approved due to a lack of quorum.

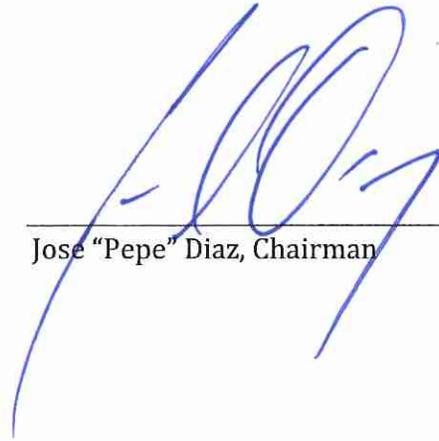
❖ **Next meeting date is scheduled for April 26, 2016**

Chairman Diaz advised MAB members that a Special Meeting might be convened before the next normally scheduled MAB meeting to address items on tonight's (3/29) meeting agenda requiring a vote.

He addressed the issue that MAB members were not attending monthly meetings, noting members that did not attend would be replaced.

❖ **Adjournment**

There being no further business, the MAB meeting was adjourned at 8:24 p.m.



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Jose "Pepe" Diaz, Chairman



**Military Affairs Board**  
**March 29, 2016**

Prepared by: Alan Eisenberg

**EXHIBITS LIST**

<b>NO.</b>	<b>DATE</b>	<b>ITEM #</b>	<b>DESCRIPTION</b>
1	3/29/16		Meeting Agenda
2	3/29/16		Administrative Order No.: 7-40
3	3/29/16		Application to Participate in Miami-Dade County Community Mentoring Initiative
4	3/29/16		Plankowner Certificate
5	3/29/16		Primary Residential Mortgage, Inc. Veteran Loan Programs
6	3/29/16		Guest Sign-In Sheet
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MIAMI-DADE COUNTY  
OFFICE OF THE CHAIR  
MILITARY AFFAIRS ADVISORY BOARD  
MONTHLY MEETING  
TUESDAY, March 29<sup>th</sup>, 2016  
6:30 PM

FIREFIGHTER MEMORIAL BUILDING  
8000 NW 21<sup>st</sup> Street  
Doral, FL 33122  
AGENDA

- ❖ Welcome
- ❖ Moment of Silence / Pledge of Allegiance
- ❖ Comments or presentations from the public
- ❖ Board Member Roundtable
- ❖ Old Business
  
- Veterans Court Update
  - Miami-Dade County Employee Legislation
  - Administrative Order 7-40
  - MAB League of Cities Letter
  
- Veterans Concert
  
- ❖ New Business
  
- Primary Residential Mortgage, Inc.

- **Honor Flight at Miami International Airport**
- **Young Marines 5K Walk/Run**
- **Back Country Purple Heart Slam**
- **Upcoming Tribute to the Military Miami Beach Project**
- **MAB Military Style Cover**
  
- ❖ **Approval of February 2016 Minutes**
  
- ❖ **Next meeting date is scheduled for April 26<sup>th</sup>, 2016, TBD**
  
- ❖ **Discussion items for the next agenda**
  
- ❖ **Adjournment**

## Administrative Order



MIAMI-DADE

**Administrative Order No.:** 7-40

**Title:** Community Mentoring Initiative

**Ordered:** 3/1/05

**Effective:** 3/11/05

### **AUTHORITY:**

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter and Resolution No. R-86-03 adopted January 23, 2003.

### **POLICY:**

Each Miami-Dade County employee, upon approval by his/her department director, may use one hour of administrative leave per week, up to a maximum of five hours per month, to volunteer at one or more of the following activities, assuming that such volunteer work is performed during normally scheduled work hours:

- Community volunteer activities such as mentoring, tutoring, guest speaking or providing any related services at the direction of the program or volunteer coordinator;
- Community service programs that meet child, elder or other human needs, including but not limited to, Guardian Ad Litem, Big Brother/Big Sister, Senior Corps and Adult Literacy.

In addition to the one hour of paid administrative leave for volunteer activities, department directors should exercise discretion in granting employees additional administrative leave for travel to and/or from the community service site, provided such travel is kept to a minimum and is performed during the employee's normally scheduled work hours.

### **RESPONSIBILITY:**

Each department director is responsible for implementing departmental standard operating procedures. Departmental standard operating procedures should provide, in conjunction with this Administrative Order, direction on how to apply, monitor, evaluate and report on the performance and effectiveness of the mentoring and administrative leave program. Department directors will be responsible for ensuring the appropriate administration of the department's mentoring program.

## PROCEDURE:

1. Miami-Dade County employees who have satisfactory performance and attendance may identify activities that support this community mentoring initiative.
2. An employee must complete and submit the "Application to Participate in Miami-Dade County Community Mentoring Initiative" (attached) to his/her department director (or designee) for approval. The Application must incorporate supporting documentation from the host organization that describes the program and verification of the employee's participation in the mentoring activities.
3. An employee may not be granted leave under this program solely to mentor his or her own child or children, or to do volunteer work related to daycare programs.
4. The department director will review the request for compliance with the mentoring policy and established rules. A careful evaluation must be conducted to determine the impact of the employee's absence on the department's ability to deliver services. It must be emphasized that before granting administrative leave for this program, the needs of the workplace must be given first priority to ensure operations are not adversely affected.
5. Having determined that the request meets the program criteria, the director will notify the employee if leave is granted, and if so provide him/her with a copy of the department's standard operating procedures.
6. The employee, upon approval, may perform the approved activities in support of the community mentoring initiative.
7. Department directors are responsible for submitting quarterly reports to the Employee Relations Department Director. At a minimum, these reports should include: department name, director name, volunteer name, volunteer classification, name of organization where volunteer work is performed, organization's goals and objectives, number of hours volunteered per quarter per employee; description of activities undertaken and the purpose of these activities. The Employee Relations Department will submit a comprehensive report to the Board of County Commissioners on a quarterly basis.
8. The department is responsible for monitoring and tracking departmental mentoring activities to ensure compliance with the policy and rules. Employees will be held accountable for the appropriate use of leave to fulfill mentoring activities. Any misuse of leave privileges will be cause for disciplinary action up to and including dismissal.

9. In October, at the beginning of the fiscal year, each participating employee must re-submit a request and obtain approval from his/her department director in order to continue participating in the mentoring initiative program.
10. Authorization to use administrative leave for the purposes of this program may be rescinded at any time at the department director's sole discretion.
11. A separate application and supporting host organization documentation must be submitted whenever there is a change in the host organization (e.g., school or community organization) with which the employee volunteers, the type of program or type of mentoring activity.
12. Employees must inform their supervisor when they cease to perform personal volunteer service during the approved period.

**RULES:**

**Approval of Activities:**

All mentoring activity must be pre-approved by the department director or his/her designee before the employee is allowed to perform those activities in support of the community mentoring initiative.

**Approval Criteria:**

The department director or his/her designee will determine if the requested activities meet the following criteria:

- Tutoring or mentoring school students (Kindergarten age and older).
- Support of established non-profit community based organizations that are formed to provide services to the community in meeting child, elder or other human needs, for example: elder care services, preparation or delivery of meals, feeding the hungry, adult literacy programs, public health and welfare programs, programs that provide relief of human suffering and poverty, education, job training or other services for disabled persons, coaching for local school or community youth recreational programs, programs designed to build and strengthen the character and competence of our youth, and civic organizations involved in community service.

Before granting administrative leave for the mentoring program, the needs of the workplace must be given first priority. The department director, at his/her sole discretion, is vested with the authority to withdraw authorization to use

administrative leave, as approved under this policy, from any individual or group of individuals.

In general, the use of administrative leave for mentoring or other volunteer activities should be balanced with the needs of the workplace.

**Impact on Overtime:**

Administrative leave may be credited as hours worked for overtime purposes only if specifically addressed by the applicable provisions of a collective bargaining agreement.

Administrative leave is generally limited to the number of hours necessary to bring the employee to full pay, for example: 40 hours of pay for the work week, the number of hours in the extended pay period, or the number of hours in the scheduled shift. Administrative leave should not result in an employee exceeding 40 hours of pay during the work week, the hours in an approved extended pay period, or the hours in the regular pay period.

**Aggregate Use of Administrative Leave:**

Since some calendar months have five weeks, a maximum of five hours per month is allowed. Administrative leave may not be accumulated for future use and is not compensable.

However, when special events warrant, and with the approval of the department director or his/her designee and the employee's supervisor, an employee may instead use up to four hours at one time to participate in a specific volunteer activity. No additional administrative leave may be used until a number of weeks has passed equal to the number of aggregate hours used. For example: during the first week of the month, an employee uses three hours of administrative leave for a special mentoring activity. The employee now must wait until the fourth week of the month to resume weekly mentoring.

**Mileage Reimbursement/Use of County Vehicles:**

The County will not reimburse the employee for actual miles traveled to and from the mentoring activity. County owned vehicles may not be used to travel to and from the mentoring site.

**Injury While on Administrative Leave:**

In accordance with Section 440, Florida Statutes, the County will not provide workers' compensation coverage for injuries sustained in the performance of personal volunteer activities or traveling to and from these activities. Such

protection including workers' compensation/Liability coverage may be provided by the host organization.

It is the responsibility of each volunteer to determine if the organization for which they volunteer provides them workers' compensation coverage and/or liability coverage.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess  
County Manager



Application to Participate in Miami-Dade County  
Community Mentoring Initiative

Original Request

Re-approval Request

Employee Name: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

In accordance to the Miami-Dade County Administrative Leave policy on Community Mentoring Initiative Program, I am requesting administrative leave to:

\_\_\_\_\_  
 \_\_\_\_\_

Hours per month (total hours per month shall not exceed 5 hours): \_\_\_\_\_

Duration (in months): \_\_\_\_\_ Frequency: (weekly, monthly etc.) \_\_\_\_\_

Expected Start Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Attach documentation from the host organization describing the mentoring program and confirming your role and participation as a mentor in the program.

I agree to abide by Miami-Dade County rules and also those of the host institution.

Employee Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**Host Organization**

Name of Host Organization: \_\_\_\_\_  
 Name of Program: \_\_\_\_\_  
 Address/Location of Activity: \_\_\_\_\_  
 \_\_\_\_\_

I attest that \_\_\_\_\_ is approved to participate in the Mentoring Program managed by this organization.

Contact (Print Name): \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

County Approval:  
 Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Print Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Form December 04

Application to Participate in Miami-Dade County  
Community Mentoring Initiative

- I understand that Miami-Dade County employees who volunteer may be subject to a background check conducted by the Florida Department of Law Enforcement, as required by the school or community organization.
- I understand and agree that volunteer activities are not performed in the course and scope of my employment with Miami-Dade County, that my participation is not in any way required by Miami-Dade County, and that my mentoring activities are for the benefit of the person/entity for which I am providing services. I further understand that any injury suffered while traveling to or from personal volunteer activities and while on leave for such activities is not eligible for County workers' compensation benefits nor is mileage reimbursable under travel and per diem. It is my responsibility to determine if the organization for which I volunteer provides workers' compensation coverage for me.
- As A Miami-Dade County employee, I understand that my participation in the mentoring/tutoring program is dependent upon my department director's approval and that this approval may be rescinded at any time. I understand that my participation is at my department director's discretion and that my involvement will not unduly impact or affect my department or cause an overtime liability. My department director or designee reserves the right to approve, disapprove, or limit release time participation at any time.

Employee name (please print) \_\_\_\_\_

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Employee classification \_\_\_\_\_

Supervisor name (please print) \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

# PLANKOWNER CERTIFICATE

Know All Ye by These Presents: and to all landlubbers, sea lawyers, salts, swabs, square-knot Admirals, Gold Brickers and other scavengers of the Seven Seas,

Greetings:

Be it known by all earthly mortals and others who may be honored by his distinguished presence

That:

**STATE NAME**

Is an honored member of the original illustrious Florida crew which is forever distinguishing itself in creating the **Miami Military Museum and Memorial**. Therefore, for this good and sufficient reason he is entitled by the Laws of the Sea to all the rights and privileges of a Plank Owner. Be it further understood: that he is entitled also to a free, open, and unencumbered title to one plank of the deck of the above mentioned institution. This final accurate selection will be made in order of seniority according to the treasured and honorable records contained in Davey Jones' Log.

Disobey this order under penalty of our royal displeasure. Given this day of **STATE THE DATE**.

# ARE YOU A VETERAN

planning to buy or refinance a home?

**Our VA loan program is a flexible solution to make homeownership more affordable.**

## PROGRAM HIGHLIGHTS

- **New Credit Score minimum of 600**
- **Surviving spouse of deceased veteran may be eligible**
- **No monthly mortgage insurance premiums**
- **No down payment for qualified veterans**

We offer home loans with favorable terms, competitive interest rates, and no monthly mortgage insurance premium to qualified U.S. veterans.<sup>1</sup> VA loans are designed for veterans who are first-time home buyers, have limited savings for down payment and closing costs or are purchasing or refinancing in a high-cost area.

*<sup>1</sup>A qualified veteran is any person who is in active service, or who has served and was honorably discharged from active military, naval, or air service duty. Other qualifying veterans may include those discharged because of service-connected disabilities and non-remarried surviving spouse of a service member.*



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Licensed: 380592  
NMLS #: 602622

PRMI NMLS 3094. PRMI is an Equal Housing Lender. Some products and services may not be available in all states. Credit and collateral are subject to approval. Terms and conditions apply. This is not a commitment to lend. Programs, rates, terms and conditions are subject to change without notice. The content in this marketing advertisement has not been approved, reviewed, sponsored or endorsed by any department or government agency. Florida Office of Financial Regulation MLD646

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Primary Residential Mortgage, Inc.  
Juan Jimenez  
7300 North Kendall Drive  
Suite 340  
Miami, FL 33156





# Helping Military Families Refinance Their Homes

**The VA Interest Rate Reduction Refinance Loan (IRRRL) can lower your interest rate by refinancing your existing VA home loan. You can also refinance an adjustable rate mortgage (ARM) into a fixed rate mortgage.**

- The IRRRL is a simple process compared to the original VA mortgage loan.
- The IRRRL Program does not require an appraisal, income or employment information and requires minimal underwriting.
- You can roll all closing costs and fees into the new loan so there are no out-of-pocket charges to you.
- The monthly payment for the IRRRL **MUST** be lower than the previous loan's monthly payment.
- The IRRRL must be at a lower interest rate than the previous loan.
- You cannot receive any cash out at closing with an IRRRL.
- You must be current on your mortgage and have no late payments for the last 6 months to be eligible for a VA IRRRL (Streamline) loan.



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# VA 100% Refinance Loan

**Veterans, is it time for home improvements? We offer a VA refinance loan that allows eligible active and retired military personnel a cash-out option, up to \$100,000, that can be used to renovate and improve your home!\***

**It's time to start hammering down that to-do list! Contact me today for more information and to see if you qualify.**

*\*Homes owned free and clear are not eligible for the VA 100% refinance loan.*



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## NOW IS THE TIME TO BUY!

Stop throwing away your hard-earned money and paying your landlord's mortgage—invest in homeownership!

With PRMI, you will receive a prompt, seamless, positive, and personal experience—all guided by experienced Loan Originators you can trust. **Invest in you, not your landlord.**

### BENEFITS OF HOMEOWNERSHIP

- **Tax Benefits:** Ability to deduct the interest you pay on your mortgage.
- **Appreciation:** The price of existing homes increased by 5.4% annually from 1968 to 2009, on average. (Source: NAR)
- **Equity:** A portion of your monthly mortgage payment goes toward paying off the balance of your loan, thus increasing your equity.
- **Savings:** Money invested in your home is a great long-term savings plan that can be realized when you sell.
- **Predictability:** Unlike rent, principal and interest payments on fixed-rate mortgages never increase.
- **Freedom:** Since you own the property, you are able to remodel and improve how YOU see fit.

### CONTACT US NOW!



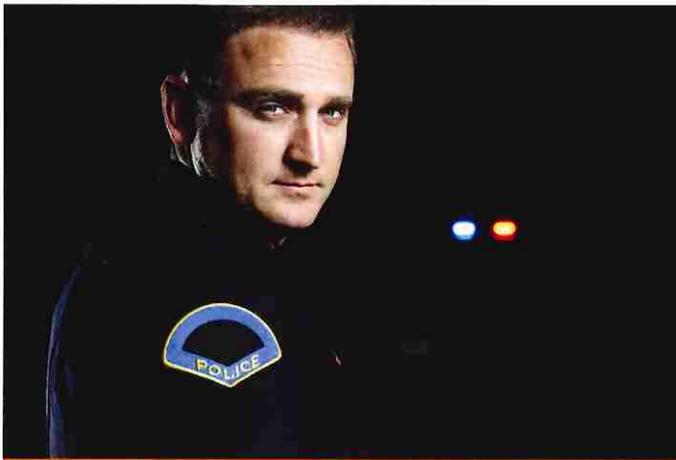
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# Serving Our Local Heroes!

*Interested in buying a home or refinancing?*

Our branch will handle every step along the way. We will work around your schedule.

Receive a loan for as little as 3% down. Also, there is 100% financing for VA.



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# OUR WIDE SELECTION OF LOANS HELPS YOU WIN WITH EVERY CLIENT

*We offer full-service lending support from start to finish, updates throughout your transactions, great underwriting turn times, and a wide selection of loan products to match your clients with the perfect loan for them!*

## FULL ACCESS TO THE HOTTEST PRODUCTS



**Conventional:** The "traditional" loan. Low rates, low down payment.



**FHA:** A great government-backed loan for first-time home buyers or those with higher debt to income ratios.



**Adjustable Rate Mortgage (ARM):** Start off with a fixed rate for period of time and then turn into an adjustable rate.



**Jumbo:** For larger loan amounts—up to \$2.5 million.



**Refinance:** For individuals who currently own a property and are looking to either improve their financial situation or take out cash from their property's equity.



**USDA:** Rural financing with no down payment.



**PRMI Choice:** Special financing for FICOs between 500 and 640.



**203K Dream Loan:** Loans up to \$31,000 above purchase price toward home repair or remodel.



**HUD \$100 Down:** For eligible properties that only require \$100 down on the property.



**Investment:** For those looking to finance property they don't plan to occupy, and will rent out to others.



**VA:** A product tailored to individuals who are serving/have served in the military.



**HARP:** For homeowners who owe more than the value of their home.



**PRMI**

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MAB  
GUEST SIGN-IN  
3/29/16

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PHONE #</u>
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- Anthony Fernandez	Project Healthy Women	786-855-9281
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- Eddiel J Arocho	Primary Residential Mortgage	305-790-1466
- Mickey Markoff	NATIONAL SALUTE AMERICANS/WOMEN	954-649-4707
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