

MEMORANDUM

Agenda Item No. 8(B)(1)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: April 4, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution approving and establishing the Miami-Dade Corrections and Rehabilitation Department Employee Benefit Trust Fund ("Trust Fund") for use by the Miami-Dade Corrections and Rehabilitation Department; authorizing the County Mayor to administer the Trust Fund; authorizing the County Mayor to execute all necessary documents to establish and administer the Trust Fund and exercise provisions set forth therein; authorizing the County Mayor to apply for, receive, and expend funds that have been designated for deposit into the Trust Fund for the purposes set forth herein; and authorizing petty cash purchases up to \$1,000.00

The accompanying resolution was prepared by the Corrections and Rehabilitation Department and placed on the agenda at the request of Prime Sponsor Commissioner Juan Carlos Bermudez.


Geri Bonzon-Keenan
County Attorney

GBK/gh

MDC001

Memorandum



Date: April 4, 2023

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Danielle Levine Cava
Mayor *Danielle Levine Cava*

Subject: Resolution Approving and Establishing the Miami-Dade Corrections and Rehabilitation Department (MDCR) Employee Benefit Trust Fund for use by MDCR to fund employee recognition, appreciation, and morale activities

Executive Summary

The purpose of this agenda item is to obtain approval from the Board of County Commissioners (Board) to create an Employee Benefit Trust Fund (Trust Fund) for the Miami-Dade Corrections and Rehabilitation Department (MDCR) to fund employee recognition, appreciation, and morale activities during the National Correctional Officers and Employees Week in May and throughout the year. Miami-Dade County will not incur any costs related to the Trust Fund as it will be funded with revenues generated from purchases of food items by MDCR employees in various Micro Markets in MDCR facilities.

Recommendation

It is recommended that the Board of County Commissioners (Board) approve and establish the MDCR's Trust Fund for use by MDCR to fund employee recognition, appreciation, and morale activities. It is further recommended that the Board authorize the County Mayor or County Mayor's designee to administer the Trust Fund, execute all documents necessary to effectuate the purposes of this resolution, including documents necessary for the receipt and expenditures of funds deposited into the Trust Fund, and to exercise all provisions set forth therein. Additionally, it is recommended that the Board authorize: (1) the County Mayor or County Mayor's designee to apply for, receive, and expend funds that have been designated for deposit into the Trust Fund for the purposes set forth herein, and (2) petty cash purchases up to \$1,000.00.

Scope

The impact of this item is Countywide.

Fiscal Impact/Funding Source

Miami-Dade County will not incur any costs related to the Trust Fund. The Trust Fund will be funded with revenues generated from purchases of food items by MDCR employees in various Micro Markets in MDCR facilities. The Employee Trust Fund will be authorized to accept donations, grant awards, and other funding authorized by the Board.

Delegation of Authority

Upon approval by the Board, the County Mayor or the County Mayor's designee will be authorized to: (1) establish the Trust Fund; (2) administer the Trust Fund for the sole and exclusive benefit of MDCR employees; (3) execute all documents necessary to effectuate the purposes of this resolution, including documents necessary for the receipt and expenditure of funding, as well as exercise any provisions contained therein provided that such provisions are consistent with the purposes of the resolution; (4) apply for, receive, and expend funds that have been designated for deposit into the Trust Fund for the purposes set forth herein; and (5) make petty cash purchases up to \$1,000.00.

Track Record/Monitor


The Trust Fund will be monitored by Acting Chief Omar Fernandez, Fiscal Resources Division of MDCR.

Background

Contract No. RFP-01207, *Inmate Commissary and Banking Service, and Staff Self Service Supermarket Program, between Miami-Dade County and Aramark Correctional Services, LLC.* includes the establishment of Micro Markets in MDCR facilities to allow MDCR employees to purchase ready-made meals and snacks. MDCR receives 15% of revenues generated from food purchase by MDCR employees from the Micro Markets which will fund the Trust Fund. The Trust Fund will be used exclusively for the benefit of MDCR employees to include funding appreciation events, employee morale activities, and recognition awards and efforts throughout the year.

Additionally, the Trust Fund will support MDCR activities celebrating National Correctional Officers and Employees Week each year. On May 5, 1984, President Ronald Reagan proclaimed that the first full week of May would be observed as National Correctional Officers and Employees Week to recognize the important role correctional officers play in public safety and the criminal justice system. The presidential proclamation also recognized that the position of correctional officer has greatly evolved becoming increasingly more complex and demanding. To honor correctional officers and employees, MDCR hosts a variety of appreciation events during the week of May which has been previously funded through departmental fundraising efforts.

The revenue generated by purchases made by MDCR employees or donations will be deposited into the Trust Fund and will be used to support the National Correctional Officers and Employees Week and other employee appreciation events throughout the year.



J.D. Patterson
Chief of Corrections and Forensics



MEMORANDUM
(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: April 4, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 8(B)(1)

Please note any items checked.

- "3-Day Rule" for committees applicable if raised
- 6 weeks required between first reading and public hearing
- 4 weeks notification to municipal officials required prior to public hearing
- Decreases revenues or increases expenditures without balancing budget
- Budget required
- Statement of fiscal impact required
- Statement of social equity required
- Ordinance creating a new board requires detailed County Mayor's report for public hearing
- No committee review
- Applicable legislation requires more than a majority vote (i.e., 2/3's present ____, 2/3 membership ____, 3/5's ____, unanimous ____, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ____, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ____, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ____) to approve
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 8(B)(1)
4-4-23

RESOLUTION NO. _____

RESOLUTION APPROVING AND ESTABLISHING THE MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT EMPLOYEE BENEFIT TRUST FUND (“TRUST FUND”) FOR USE BY THE MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO ADMINISTER THE TRUST FUND; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO EXECUTE ALL NECESSARY DOCUMENTS TO ESTABLISH AND ADMINISTER THE TRUST FUND AND EXERCISE PROVISIONS SET FORTH THEREIN; AUTHORIZING THE COUNTY MAYOR OR COUNTY MAYOR’S DESIGNEE TO APPLY FOR, RECEIVE, AND EXPEND FUNDS THAT HAVE BEEN DESIGNATED FOR DEPOSIT INTO THE TRUST FUND FOR THE PURPOSES SET FORTH HEREIN; AND AUTHORIZING PETTY CASH PURCHASES UP TO \$1,000.00

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying memorandum, a copy of which is incorporated herein by reference,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board:

Section 1. Approves and incorporates the foregoing recital herein by reference.

Section 2. Approves and establishes the Miami-Dade Corrections and Rehabilitation Department Employee Benefit Trust Fund (“Trust Fund”) to support MDCR employee appreciation, morale and recognition awards and events throughout the year. Trust Fund expenditures shall include, but not be limited to, costs associated with the purchase of food, rental fees, event costs, t-shirts, employee incentives, and supplies.

Section 3. Authorizes the County Mayor or County Mayor’s designee to administer the Trust Fund.

Section 4. Authorizes the County Mayor or County Mayor's designee to execute all documents necessary to effectuate the purposes described in sections 2 and 3 above, including documents necessary for the receipt and expenditure of funding into and out of the Trust Fund. This Board further authorizes the County Mayor or County Mayor's designee to exercise provisions contained therein, provided that the execution of any documents or the exercise of any such provisions is consistent with the purpose outlined in section 2 above and following approval for form and legal sufficiency by the County Attorney's Office.

Section 5. Authorizes the County Mayor or County Mayor's designee to apply for, receive, and expend any additional future funds that have been designated for deposit into the Trust Fund for the purpose outlined in section 2 above. Such funding shall include, but not be limited to, commissions from food purchases made by MDCR employees, monies collected from Departmental fundraising efforts, public and private donations, grant awards, and other funding authorized by this Board.

Section 6. Authorizes the use of the County's petty cash procedures, as outlined in Administrative Order 3-6, for small purchases made by MDCR for the purpose outlined in section 2 above on legitimate and appropriate infrequent, unanticipated public purpose purchases of goods and services, provided that each individual request for petty cash does not exceed \$1,000.00 and is reimbursed by the Trust Fund.

The foregoing resolution was offered by Commissioner
who moved its adoption. The motion was seconded by Commissioner
and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman	
Anthony Rodríguez, Vice Chairman	
Marleine Bastien	Juan Carlos Bermudez
Kevin Marino Cabrera	Sen. René García
Roberto J. Gonzalez	Keon Hardemon
Danielle Cohen Higgins	Eileen Higgins
Kionne L. McGhee	Raquel A. Regalado
Micky Steinberg	

The Chairperson thereupon declared this resolution duly passed and adopted this 4th day of April, 2023. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

LUIS G. MONTALDO, CLERK AD INTERIM

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Anita Viciano Zapata