Memorandum

MIAMI-DADE COUNTY

Date: December 27, 2011

To: All Employees

From: Carlos A. Gimenez
Mayor

Subject: Upcoming United Way Campaign

The holiday season is upon us, and it is an appropriate time to reaffirm our partnership with the United Way of Miami-Dade. Miami-Dade County's partnership with United Way has a long history that dates back over 30 years. Our county's annual employee campaign directly supports our community and the county's workforce. Each year, United Way provides information and referral services to Miami-Dade County employees. As of July, 2011, United Way has fielded 682 requests for information and services from Miami-Dade County employees alone; and over the past four years, well above 2,000 County employees have turned to United Way for assistance. Additionally, United Way's community investment process supports 120 programs at 58 agencies across Miami-Dade County and administers designations to almost 200 agencies at the direction of county employees from their personal contributions. Overall, the annual campaign supports over 1,600 agencies across the county.

I am committed to strengthening our continued work with this important organization and value the impact our employees' contributions have on United Way's mission. I remain steadfast, however, with my commitment to finding efficiencies in all the work we do. I asked staff to review and provide recommendations on our internal processes for the county's annual employee campaign. This assessment has led me to make a few adjustments to procedures for the upcoming campaign.

The United Way Employee Campaign will begin on January 23, 2012 and will run through March 16, 2012. The contribution process will no longer be paper driven. We have developed an online enrollment website which will mirror the procedures currently used for the Benefits Open Enrollment period. An orientation session on this new system will be part of the United Way Campaign outreach effort; however, all employees will have access to the site beginning today. To preview the site, simply go to www.miamidade.gov/unitedway and input your e-net user name and password. Although, our campaign will not officially begin until January 2012, the online system is already up and running. Due to the transition between campaign timelines, employees who would prefer to submit their contributions or adjustments before December 31, 2011 will be able to do so online.

Should you have any questions regarding the online contribution process, please do not hesitate to contact Diana Rodriguez, United Way Campaign Coordinator at drodriguez@miamidade.gov or at 305 375-2546.

c: Office of the Mayor, Senior Staff
Lisa M. Martinez, Senior Advisor
Diana Rodriguez, United Way Campaign Coordinator