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CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
MIAMI-DADE COUNTY, FLORIDA

MEMORANDUM

Agenda Item No. 11(A)(8)

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

DATE: July 6, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution directing the County Mayor to: (1) implement paid administrative leave for non-bargaining county employees who serve on selection committees; (2) implement this paid leave for bargaining unit employees who serve on selection committees by obtaining the written consent of the applicable collective bargaining agents; (3) negotiate the inclusion of this paid leave in the County's collective bargaining agreements; (4) propose amendments to leave manual consistent with this resolution; and (5) provide a report

Resolution No. R-657-23

The accompanying resolution was prepared and placed on the agenda at the request of Co-Prime Sponsors Commissioner Danielle Cohen Higgins and Commissioner Kevin Marino Cabrera.


Geri Bonzon-Keenan
County Attorney

GBK/uw

MDC001



MEMORANDUM

(Revised)

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

DATE: July 6, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 11(A)(8)

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. 11(A)(8)
7-6-23

RESOLUTION NO. R-657-23

RESOLUTION DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO: (1) IMPLEMENT PAID ADMINISTRATIVE LEAVE FOR NON-BARGAINING COUNTY EMPLOYEES WHO SERVE ON SELECTION COMMITTEES; (2) IMPLEMENT THIS PAID LEAVE FOR BARGAINING UNIT EMPLOYEES WHO SERVE ON SELECTION COMMITTEES BY OBTAINING THE WRITTEN CONSENT OF THE APPLICABLE COLLECTIVE BARGAINING AGENTS; (3) NEGOTIATE THE INCLUSION OF THIS PAID LEAVE IN THE COUNTY'S COLLECTIVE BARGAINING AGREEMENTS; (4) PROPOSE AMENDMENTS TO LEAVE MANUAL CONSISTENT WITH THIS RESOLUTION; AND (5) PROVIDE A REPORT

WHEREAS, Miami-Dade County utilizes selection committees in its competitive procurement processes to evaluate and rank proposers and provide recommendations to the County Mayor or County Mayor's designee and to this Board; and

WHEREAS, in furtherance of that policy, this Board has previously approved Implementing Order No. 3-34, establishing procedures for the formation and performance of competitive selection committees; and

WHEREAS, the County's selection committees are comprised of executives, professionals, and subject matter experts from within the County, and from the private or non-profit sectors, other governmental/quasi-governmental organizations, and retired executives; and

WHEREAS, County employees who serve on selection committees must devote considerable time outside of their normal work hours performing additional duties that are required of them as committee members, including attending training and committee meetings, and evaluating offers, proposals, and qualifications submitted by individuals and firms seeking contract award; and

WHEREAS, this Board desires to incentivize and reward County employees who serve on selection committees by granting all such employees one (1) day of administrative leave to be used within one year from the date that the member completes his or her service on the committee, provided that the employee was a scoring member of the committee and timely completed all committee-related duties; and

WHEREAS, this Board further desires to amend the Miami-Dade County Leave Manual to include provisions consistent with the requirements of this resolution,

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

Section 1. Directs the County Mayor or County Mayor's designee to grant one day of administrative leave to all non-bargaining County employees who are appointed and serve as a scoring member of a Competitive Selection Committee under Implementing Order No. 3-34, to be used within one year from the date that the employee completes his or her service on the committee, provided that the employee was a scoring member of the committee and timely completed all committee-related duties.

Section 2. Directs the County Mayor or County Mayor's designee to implement the paid administrative leave in this resolution for employees within collective bargaining units by obtaining the written consent of the applicable collective bargaining agents to provide this paid leave to bargaining unit employees.

Section 3. Directs the County Mayor or County Mayor's designee to negotiate the inclusion of the paid administrative leave set forth in section 1 of this resolution in the County's applicable collective bargaining agreements.

Section 4. Directs the County Mayor or County Mayor's designee to propose amendments to the Miami-Dade County Leave Manual, and any other procedures necessary to carry out the requirements of this resolution. These amendments shall be submitted to the Board of County Commissioners for its action to approve, amend, or reject.

Section 5. Directs the County Mayor or County Mayor's designee to prepare and submit a report to this Board within 30 days of the effective date of this resolution recommending how the paid administrative leave in this resolution will be implemented, and place the completed report on an agenda of the full Board without committee review pursuant to rule 5.06(j) of the Board's Rules of Procedure.

The Co-Prime Sponsors of the foregoing resolution are Commissioner Danielle Cohen Higgins and Commissioner Kevin Marino Cabrera. It was offered by Commissioner **Danielle Cohen Higgins** who moved its adoption. The motion was seconded by Commissioner **Juan Carlos Bermudez** and upon being put to a vote, the vote was as follows:

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

The Chairperson thereupon declared this resolution duly passed and adopted this 6th day of July, 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

JUAN FERNANDEZ-BARQUIN, CLERK

By: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in blue ink, appearing to read "Moffett", is written over a horizontal line.

Marlon D. Moffett