

MEMORANDUM

Agenda Item No. 11(A)(5)

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

DATE: November 7, 2023

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution expanding the Miami-Dade County Community Mentoring Initiative; directing the County Mayor to (1) study the feasibility of expanding the County's existing youth mentoring programs to partner with additional local mentoring organizations; (2) increase the amount of paid administrative leave for eligible County employees to participate in the program; (3) propose an Implementing Order consistent with this resolution to supersede Administrative Order No. 7-40; (4) amend the Miami-Dade County Leave Manual consistent with this resolution; (5) establish an awareness campaign to encourage eligible County employees to participate in the program; and (6) provide a report

Resolution No. R-1012-23

This item was amended at the October 10, 2023 Housing, Recreation, Culture and Community Development Committee to give the County Mayor or County Mayor's designee 60 days to provide the report.

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Roberto J. Gonzalez, and Co-Sponsors Commissioner Marleine Bastien, Senator René García, and Commissioner Kionne L. McGhee.


Geri Bonzon-Keenan
County Attorney

GBK/uw

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MEMORANDUM

(Revised)

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

DATE: November 7, 2023

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 11(A)(5)

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)(5)
11-7-23

RESOLUTION NO. _____ R-1012-23

RESOLUTION EXPANDING THE MIAMI-DADE COUNTY COMMUNITY MENTORING INITIATIVE; DIRECTING THE COUNTY MAYOR OR COUNTY MAYOR'S DESIGNEE TO (1) STUDY THE FEASIBILITY OF EXPANDING THE COUNTY'S EXISTING YOUTH MENTORING PROGRAMS TO PARTNER WITH ADDITIONAL LOCAL MENTORING ORGANIZATIONS; (2) INCREASE THE AMOUNT OF PAID ADMINISTRATIVE LEAVE FOR ELIGIBLE COUNTY EMPLOYEES TO PARTICIPATE IN THE PROGRAM; (3) PROPOSE AN IMPLEMENTING ORDER CONSISTENT WITH THIS RESOLUTION TO SUPERSEDE ADMINISTRATIVE ORDER NO. 7-40; (4) AMEND THE MIAMI-DADE COUNTY LEAVE MANUAL CONSISTENT WITH THIS RESOLUTION; (5) ESTABLISH AN AWARENESS CAMPAIGN TO ENCOURAGE ELIGIBLE COUNTY EMPLOYEES TO PARTICIPATE IN THE PROGRAM; AND (6) PROVIDE A REPORT

WHEREAS, on January 23, 2003, this Board adopted Resolution No. R-86-03 directing the County Manager to establish rules allowing Miami-Dade County employees one hour per week to mentor or participate in other school- or community-related activities; and

WHEREAS, on March 1, 2005, the Board adopted Resolution No. R-267-05, establishing Administrative Order 7-40: Community Mentoring Initiative, and directing the County Manager to offer the terms of the administrative order to the County's collective bargaining units; and

WHEREAS, pursuant to Administrative Order 7-40, County employees, upon approval by their department director, may use one hour of administrative leave per week, up to a maximum of five hours per month, to participate in community volunteer activities such as mentoring, tutoring, guest speaking or providing any related services, or in 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; and

WHEREAS, in addition to the Community Mentoring Initiative, County employees have participated in mentoring through at least two other County programs, including the County's 2023-2024 Big Brother Big Sister School to Work Mentoring Program, and the 2023 Miami-Dade County and Miami-Dade County Public Schools – STEM Mentoring Program; and

WHEREAS, these two programs are designed to bring students from Miami-Dade County public schools to County facilities where they can be mentored by members of the County's workforce and exposed to the varied careers in public service, while learning about the valuable work their local government delivers to the community; and

WHEREAS, this Board desires to expand and improve upon the Miami-Dade County Community Mentoring Initiative and other mentoring programs; and

WHEREAS, this Board desires to reach more children in need by partnering with additional local mentoring organizations and programs, including organizations and programs such as Best Buddies, Boys and Girls Clubs, and Big Brothers Big Sisters' Community-Based Mentoring, Bigs in Schools/Sites, and Take Stock in Children programs; and

WHEREAS, the Board also desires to increase the amount of paid administrative leave that is available for eligible County employees to participate in the Community Mentoring Initiative, with the goal of providing sufficient time for employees to travel to and from the community service site, to provide quality mentoring while there, and to allow employees to participate fully in the program without missing work; and

WHEREAS, this Board anticipates that the additional paid administrative leave set forth in this resolution will not cause any direct increase in expenditures above the adopted budget level, and therefore will not require additional revenue, because the County has already budgeted for the full amount of all employees' salaries,

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

Section 1. Incorporates the recitals above in this resolution and expands the Miami-Dade County Community Mentoring Initiative, to allow eligible County employees to take up to two hours of administrative leave per week (not to exceed 10 hours per calendar month) to participate in community volunteer activities such as mentoring, tutoring, guest speaking or providing any related services, or in 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.

Section 2. Directs the County Mayor or County Mayor's designee to study the feasibility of expanding the County's existing mentoring programs to partner with additional local mentoring organizations and programs, including but not limited to, organizations and programs such as Best Buddies, Boys and Girls Clubs, and the Big Brothers Big Sisters' Community-Based Mentoring, Bigs in Schools/Sites, and Take Stock in Children programs. At a minimum, this study shall: (a) identify and recommend additional local mentoring organizations and programs that are suitable for potential partnership; (b) indicate whether the proposed organizations and programs are compatible with the requirement in this resolution that eligible County employees will be allowed to take up to two hours of administrative leave per week (not to exceed 10 hours per calendar month) to participate in community volunteer activities such as mentoring, tutoring, guest speaking or providing any related services, or in community service programs that meet child, elder or other human needs; and (c) provide any additional recommendations to this Board concerning ways to encourage and support County employees' participation in community mentoring.

Section 3. Directs the County Mayor or County Mayor's designee to implement paid administrative leave in the manner provided in this section for non-bargaining County employees and for all other County employees within collective bargaining units, provided that written consent of the applicable collective bargaining agents is obtained to provide this benefit to bargaining unit employees. To be eligible for this paid administrative leave, employees must be full-time, permanent (non-probationary) County employees who have satisfactory performance and attendance, and must meet all other requirements established by the County Mayor or County Mayor's designee and the authorized local mentoring organization.

The County shall provide paid administrative leave as follows upon the written request of an eligible employee. At a minimum, this administrative leave: (a) shall not exceed two hours of administrative leave per week (not to exceed 10 hours per calendar month) for each employee to participate in the program, including travel to and from the community service site; and (b) shall only be used during an employee's normally scheduled work hours. In addition, paid administrative leave may not be accumulated for future use and shall not be 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 eight hours at one time to participate in a specific volunteer activity. In such cases, no additional administrative leave may be used until a sufficient number of weeks has passed to exhaust the amount of hours used for the special event. For example: during the first week of the month, an employee uses six 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.

After using paid administrative leave, employees must report to work immediately and complete their normal shift. Eligible employees will receive their regular rate of pay during paid administrative leave. All employee requests for paid administrative leave shall be approved and scheduled in a manner that will not interfere with each department's ability to fulfill its operational needs, as determined by each employee's department director.

Section 4. Directs the County Mayor or County Mayor's designee to propose a new Implementing Order incorporating the requirements of this resolution, and establishing rules and procedures relative to the paid administrative leave offered pursuant to this resolution, including but not limited to employee eligibility, authorization of approved activities, employee application and approval requirements, notification requirements for employees requesting leave, and documentation requirements for verification of approved use of leave. Upon this Board's approval of an Implementing Order, the approved Implementing Order shall supersede Administrative Order No. 7-40.

Section 5. Directs the County Mayor or County Mayor's designee to amend the Miami-Dade County Leave Manual to include provisions consistent with the requirements of this resolution.

Section 6. Directs the County Mayor or County Mayor's designee to implement an awareness campaign, including advertisement on the County's website, to encourage employee participation in the newly-expanded Community Mentoring Initiative established in this resolution.

Section 7. Directs the County Mayor or County Mayor's designee to negotiate the inclusion of the paid administrative leave set forth in section 3 of this resolution in the County's applicable collective bargaining agreements.

Section 8. Directs the County Mayor or County Mayor's designee to prepare and submit a report to this Board within ~~[[30]]~~¹ >>60<< days of the effective date of this resolution describing how the newly-expanded Community Mentoring Initiative in this resolution will be implemented, including the requirements of sections 1-7 above, 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 Prime Sponsor of the foregoing resolution is Commissioner Roberto J. Gonzalez, and the Co-Sponsors are Commissioner Marleine Bastien, Senator René García and Commissioner Kionne L. McGhee. It was offered by Commissioner **Danielle Cohen Higgins**, who moved its adoption. The motion was seconded by Commissioner **Raquel A. Regalado** and upon being put to a vote, the vote was as follows:

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

¹ Committee amendments are indicated as follows: Words stricken through and/or [[double bracketed]] are deleted, words underscored and/or >>double arrowed<< are added.

The Chairperson thereupon declared this resolution duly passed and adopted this 7th day of November, 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 "M. Moffett", is written over a horizontal line.

Marlon D. Moffett