

Memorandum



Date: January 25, 2022

To: Honorable Chairman Jose “Pepe” Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor *Daniella Levine Cava*

Subject: Report Regarding Establishing Rules for “Seniors Who Serve” Volunteer Award Program – Directive 180020

The following report is in response to Resolution No. R-145-18, sponsored by Commissioner Rebeca Sosa, and adopted by the Board of County Commissioners (Board) on February 6, 2018, which created the Seniors Who Serve Volunteer Award Program and directed the County Mayor or County Mayor’s designee to further develop the program, including the program application, guidelines, and verifiable criteria to be established to show the exceptional nature of each nominee’s service. It further directs the County Mayor or Mayor’s designee to empanel an annual selection committee and establish a marketing campaign, which shall include the creation of a Seniors Who Serve page on the County’s website and feature the recognition of each award recipient with a personal profile on the County’s website.

As part of my operation to catch up on the backlog of items, we are bringing you reports that were pending from the previous administration.

The Community Action and Human Services Department (CAHSD) will administer the Seniors Who Serve program. CAHSD has more than the 30 years of experience with volunteer programs for persons fifty-five years and older, including the Foster Grandparent Program (FGP), Retired and Senior Volunteer Program (RSVP), and Senior Companion Program (SCP). These programs activate more than 700 seniors to serve in their community annually. Every year in April, with the exception of the past two years due to COVID, seniors who serve in these programs are honored by the County Mayor and the Board of County Commissioners in recognition of National Community Service Month. The awardees of the Seniors Who Serve program will be honored during the annual celebration beginning in 2022.

The recognition and honoring of those who volunteer to help Miami-Dade County’s most vulnerable residents sets a standard for community service, encourages commitment to the benefit of the community and inspires others to make community service a part of their lives.

The Seniors Who Serve Volunteer Award Program honors elderly residents for exceptional volunteer service in the County. Volunteers may be nominated by County residents, elected officials, a public or non-profit organization, or through self-nomination.

Award Categories

- Education/Mentoring Service: Exemplary efforts and dedication to enhancing education through volunteer tutoring or mentoring.
- Health Care Service: Improving the quality of care within health care facilities.

- Intergenerational Service: Strengthen bonds between age groups.
- Arts, Music & Entertainment Service: Commit to providing cultural, drama, visual arts, entertainment, and/or musical activities for the improvement of the community.
- Public Service: Bestow time and energy in the community through public service.

Eligibility Criteria

Nominees must be residents of Miami-Dade County, 60 years of age or older, have completed their volunteer service in Miami-Dade County within the past calendar year in one of the five award categories, and must not have been previously awarded a “Seniors Who Serve” Award.

Nomination/Application Process

The nomination application provides basic information about the program and requires the completion of general information about the nominee and nominator, including a brief description of category and service activity for which they are being nominated, and documented proof of the nominee’s volunteer service. The nomination application will be accessible on the County’s website for electronic submission or for printed submission via mail to the CAHSD Headquarters located at 701 NW 1st Court, 10th Floor, Miami, Florida 33136.

Selection Committee

The Community Action Agency (CAA) Board will establish a five-member selection committee on an annual basis to select finalists from those nominated. The Selection Committee will review the applications and verifiable criteria to select award recipients. The CAA Board is a 45-member tripartite board that serves as an advisory board to the Board. The Selection Committee will review each nomination, rate the nominees, and make their final recommendations to the County Mayor. The top candidate along with two alternates (second and third highest score) with the highest tallied score in each category will be recommended to the County Mayor for final selection. The County Mayor will make the final selection of award recipients in each category. Special consideration will be given to those nominees serving at-risk youth, older adults, veterans, homeless individuals/families, and/or other vulnerable populations in Miami-Dade County.

Timeline

The nomination period will open on December 1st of each year and remain open until January 31st. A timeframe and deadline for submission of applications, the review and recommendation process, and final selection and recognition of honorees will be posted on the Seniors Who Serve webpage on the County’s website: <https://www.miamidade.gov/global/socialservices/seniors-who-serve-awards.page>.

Award Ceremony and Recognition

Honorees will be recognized at the annual National Community Service Month celebration in April of each year. Additionally, a personal profile will be included on the Seniors Who Serve webpage. Runner-ups for each category will receive an honorable mention within the Seniors Who Serve webpage on the County’s website.

Promoting “Seniors Who Serve”

The Seniors Who Serve Volunteer Award Program will be promoted through the Miami-Dade County website, a press release, a ticker on the County’s TV Station and social media, and will include information on the nomination process and program criteria. Information will also be shared with various community organizations and advocacy groups. Lastly, members of the Board will be provided with communication materials to promote with constituents in their respective districts. The proposed marketing campaign would incur an estimated annual cost of \$5,000.

If you have any questions or concerns, please feel free to contact Sonia Grice, Director, Community Action and Human Services Department, at 786-469-4616.

- c: Geri Bonzon-Keenan, County Attorney
- Gerald Sanchez, First Assistant County Attorney
- Jess McCarty, Executive Assistant County Attorney
- Office of the Mayor, Senior Staff
- Sonia Grice, Director, Community Action and Human Services Department
- Inson Kim, Director, Communications and Customer Experience Department
- Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
- Yinka Majekodunmi, Commission Auditor
- Melissa Adames, Director, Clerk of the Board

Seniors Who Serve

Volunteer Awards Program

Honoring elderly residents for exceptional volunteer service in Miami-Dade County



At every Age, In Every Stage of Life, CAHSD Is Here For You

Seniors Who Serve Volunteer Award Program

Program Overview

The Seniors Who Serve Volunteer Award Program honors elderly residents for exceptional volunteer service in Miami-Dade County. To be considered for the award, nominees must have demonstrated volunteerism within any of the following categories: Education/Mentoring, Health Care, Inter-Generational, Arts, Music & Entertainment, and Public Service.

Eligibility

- A resident of Miami-Dade County.
- 60 years of age or older.
- Completed volunteer service in Miami-Dade County.
- Completed volunteer service within the past calendar year.
- Must not have been previously awarded a "Seniors Who Serve" Award.

Nominations

Volunteers may be nominated by County residents, elected officials, a public or non-profit organization, or through self-nomination.

Award Categories

To be considered for the award, nominees must assist persons through one or more of the following acts of service:

Education/Mentoring Service

Exemplary efforts and dedication to enhancing education through volunteer tutoring or mentoring.

Health Care Service

Improving the quality of care within health care facilities.

Intergenerational Service

Strengthen bonds between age groups.

Arts, Music & Entertainment Service

Commit to providing cultural, drama, visual arts, entertainment, and/or musical activities for the improvement of the community.

Public Service

Bestow time and energy in the community through public service

Evaluation of Candidates

The Community Action Agency (CAA) Board will stand-up a five member selection committee on an annual basis to select award recipients from those nominated.

The Committee will use a scoring tool to score and rate all nominated applicants.

Selection of Candidate

The top candidate along with two alternates (second and third highest score) with the highest tallied score in each category will be recommended to the County Mayor for final selection. The County Mayor will make the final selection of award recipients in each category.

Awarding Procedure

The nominator must complete and submit the "Seniors Who Serve" application.

The nominator must submit proof that service was completed within Miami-Dade County and within the past calendar year.

The "Seniors Who Serve" Committee shall review each nomination, rate each nominee and make its recommendation.

The Mayor will make final selection of award recipients in each category.

**Applications will be accepted between
December 1st and January 31st**

Miami-Dade County
Community Action and Human Services Department

701 NW 1st Court, 10th fl., Miami, FL 33136

786-469-4600

www.miamidade.gov/SocialServices

Seniors

Who Serve Volunteer Award Program

NOMINATION FORM

Name of Nominee _____

Age of Nominee _____ Years of Service _____

Nominated Category (check one box):

- Education/Mentoring Service Health Care Service Intergenerational Service
 Arts, Music & Entertainment Service Public Service

Nominees' Address _____

City/State/Zip Code _____

Phone: _____ Email: _____

Nominator's Name _____

Nominator's Title/Organization _____

Relation to Nominee _____

Address _____

City/State/Zip Code _____

Phone _____ Email _____

Short Answers: Please respond to the questions below to explain to the selection committee why your nominee is most deserving of this award.

Describe the nominee's commitment in the category in which they are nominated.

What is the effect of the nominee's service activity or activities in the category selected?



NOMINATION FORM *(continued)*

What are some specific contributions to the enhancement of quality of life of Miami-Dade residents demonstrated by your candidate through their community service?

What are the benefits of the nominee's community service to At-Risk Youth, Older Adults, Veterans, Homeless Individuals/Families, and/or other vulnerable populations in Miami-Dade County?

Is there anything else about the nominee that you would like the selection committee to know?

Please identify two (2) references that can speak to the nominee's volunteer service:

Name _____ Phone _____

Name _____ Phone _____

- I have included supporting documentation proving the nominee's volunteer work was conducted within Miami-Dade County, and within the past calendar year. (Check Box)
- I certify that the nominee knows of and approves this nomination. (Check Box)

Signature _____ Date _____