

# Memorandum



**Date:** August 17, 2021  
**To:** Department Directors  
**From:** Daniella Levine Cava  
Mayor *Danielle Levine Cava*  
**Subject:** Goodwill Ambassadors for Health Fair with Commissioner Monestime on August 21, 2021

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On Saturday, August 21, 2021, Commissioner Jean Monestime, in partnership with the Northside Seventh-day Adventist Church and other community agencies, will hold a community health fair. The event will be held at the Northside Seventh-day Adventist Church located at 1769 NW 119<sup>th</sup> Street, Miami, FL 33168.

To contribute to the success of this event, Commissioner Monestime requests twenty (20) volunteers to serve as Goodwill Ambassadors. The volunteers will assist with registration, crowd control, directions, and parking. Volunteers will be granted administrative leave as appropriate and in accordance with the established personnel policies. As such, one hour of administrative leave will be granted for every two hours worked.

Volunteers will work from 9 a.m. to 1:00 p.m. After receiving supervisory approval, all volunteers should contact Yvans Morisseau, Community Advocacy Liaison, at (305) 375-3840 and email the attached Authorization Form to [Yvans.Morisseau@miamidade.gov](mailto:Yvans.Morisseau@miamidade.gov) or fax it to his attention at (305) 375-5715.

Your support and cooperation are appreciated.

## Attachment

c: Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners  
Office of the Mayor Senior Staff  
Laura Morilla, Director, Community Advocacy

## Miami-Dade Goodwill Ambassadors Supervisor's Authorization Form

1. Employee Last Name	2. Employee First Name	3. Employee Cell Phone	4. County Department

### Activation / Deployment Information

4. Event	5. Location
<b>Commissioner Jean Monestime Community Health Fair</b>	<b>Northside Seventh-day Adventist Church 1769 NW 119<sup>th</sup> Street Miami, Florida 33168</b>
6. Start Date	7. End Date
<b>Saturday, August 21, 2021 9:00 AM</b>	<b>Saturday, August 21, 2021 1:00 PM</b>

The above Miami-Dade County employee is authorized by the below signature to volunteer per the attached County Mayor's memo.

### Work Location & Supervisor:

8. Division (if applicable)	9. Immediate Supervisor
10. Supervisor's Phone	11. E-mail

\_\_\_\_\_  
Supervisors Signature/ & Authorization

\_\_\_\_\_  
Date