
INQ 16-59 Sanchez

From: Diaz-Greco, Gilma M. (COE)

Sent: Tuesday, March 01, 2016 3:29 PM

To: Sanchez, Gerald (CAO) <gks@miamidade.gov>

Cc: Centorino, Joseph (COE) <CENTORI@miamidade.gov>; Murawski, Michael P. (COE) <MURAWSK@miamidade.gov>;

Perez, Martha D. (COE) <perezmd@miamidade.gov>

Subject: Gerald Sanchez, Assistant County Attorney, (Conflict of interest) INQ 16-59

Dear Mr. Sanchez:

You have inquired whether a conflict of interest would exist under the County Ethics Code where the daughter of a County employee employed by Commissioner Levine Cava is seeking a summer internship with Jackson Health System (JHS).

As background, JHS runs the Miracle Summer Internship Program, a 9 week paid summer internship program for Miami-Dade youths. The purpose of this program is to provide 18-22 year old Miami-Dade County residents with exposure to the health care profession. This program is administered by JHS, and as far as we have been able to ascertain, it is funded from JHS general funds. However, the County Mayor and Commissioners from all 13 Districts endorse up to two (2) participants as candidates for the program. Candidates interested in this internship program access the application by visiting the website of the Commissioner for the district in which they reside. Each district sets independent criteria for the endorsement process based on the pool of candidates unique to that particular district.

Ms. Monica Moser is employed as an Executive Assistant to County Commissioner Levine Cava, District 8. She is a Miami-Dade County resident who resides in District 5. Her daughter would like to apply for the JHS Internship through the District 5 office. As indicated above, it is our understanding that each district creates an independent process for the selection of candidates and that Commissioner Levine Cava's office would only endorse applicants from District 8.

Although we do not find that the facts here support any indication of exploitation of official position (Section 2-11.1(g) of the County Ethics Code) or any appearance of impropriety; neither Ms. Moser nor Commissioner Cava (nor anyone from her staff) should in any way try to influence the District 5 Commissioner (or his staff) to favor or intervene in the selection process to benefit Ms. Moser's daughter because such actions would constitute an exploitation of official position. See generally INQ 06-78.

Please contact us if we may be of further assistance.

Best regards,

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Sanchez, Gerald (CAO)
Sent: Tuesday, March 01, 2016 8:04 AM
To: Diaz-Greco, Gilma M. (COE) <GDIAZGR@miamidade.gov>
Cc: Moser, Monica (DIST8) <MOSER@miamidade.gov>
Subject: Fwd: Summer Internship Program

Dear Gilma,

Please find enclosed the information you requested. Please let me know if you require any additional information. Thanks.

Gerald

Sent from my iPhone

Begin forwarded message:

From: "Moser, Monica (DIST8)" <MOSER@miamidade.gov>
Date: February 29, 2016 at 3:13:17 PM EST
To: "Sanchez, Gerald (CAO)" <gks@miamidade.gov>
Subject: Summer Internship Program

Dear Gerald,
Thank you very much for your assistance.
This is the contact person at Jackson Health System:

Ryan R. Hawkins
Assistant Director – Government Affairs
Jackson Health System
Jackson Memorial Hospital
Executive Office – West Wing 117
1611 NW 12th Avenue
Miami, FL 33136 -1096
P: 305-585-6754
F: 305-324-0065
E: Ryan.Hawkins@jhsmiami.org

I have attached a description on the paid summer internship program that my daughter Angelica is interested in pursuing –we reside in District 5.
Please let me know if you need any further information.
Thank you.
Saludos,

2016 MIAMI-DADE COUNTY/JACKSON MIRACLE SUMMER INTERNSHIP PROGRAM

I. Program Overview

The Miami-Dade County/Jackson Miracle Summer Internship Program is a joint program of Jackson and the County Mayor and members of Board of County Commissioners of Miami-Dade County (BCC). Designed for Miami-Dade County young adults interested in exposure in hospital administration and operations, the program offers an innovative, collaborative 9-week paid internship. Each intern will work on a variety of projects across the health system's hospitals and departments. Learning opportunities will vary and reflect both the participant's goals and the needs of the hospital. Candidates will have an opportunity to collaborate with experienced staff members, attend department meetings, and gain knowledge and exposure working in a large healthcare environment.

II. Eligibility

Eligible youth are Miami-Dade residents, age 18 to 22. The County Mayor and Commissioners from all 13 districts of Miami-Dade County can each endorse up to two (2) participants as candidates for the program. Jackson's Human Resources Department reserves the right for final selection or elimination of candidates. The minimal skills required for selection of the endorsed candidate includes the following:

- Good communication skills in English (written and verbal)
- Adherence to a business dress code
- Basic proficiency in Microsoft office applications (Word, Excel, PowerPoint)
- Typing skills
- Customer Service Skills

Additional criteria for selection may be set by the Mayor or the Commissioner from the individual districts or their designee(s). Endorsement forms and resumes should be emailed to Ellen Davis, Jackson volunteer coordinator, at ellen.davis@jhs-miami.org. For information please call 305-585-7123. Jackson must receive the final endorsement forms and resumes for each candidate no later than the close of business Friday, **March 25, 2016**.

III. Onboarding Requirements

Candidates selected must meet minimum standard Jackson conditions of employment to be confirmed as an official participant in the program. Requirements are as follows:

- Undergo and satisfactorily clear drug and alcohol screening.
- Satisfactory completion of any and all physical examinations which shall include required immunizations (or proof of same).
- A chest x-ray as directed by the Jackson Employee Health Office and all required annual or special examinations thereafter
- Satisfactory background verification check, (County, State, AHCA and Federal Bureau of Investigations) as applicable in accordance with Florida Statutes and local ordinances.

All onboarding requirements will be performed and processed at Jackson Memorial Medical Center campus, scheduling and appointments will be coordinated by the Jackson HR office with the participants.

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IV. Program Duration

Participants who are selected will be hired by Jackson for the program period starting June 13, 2016, through August 12, 2016.

V. Participant's Schedule

Participants will be assigned to specific Jackson departments and will follow the department's office work hours. Participants will be required to work 40 hours per week for the entire program duration.

VI. Pay Rate

Participants will be compensated at the base rate of \$10 per hour for the program duration.

VII. Orientation

Each participant is required to complete the program orientation and Jackson orientation. They will receive training and/or instruction for their specific job assignments and will receive background information on their assigned department. The orientation schedule is as follows:

Monday, June 13, 2016

Program Orientation

9 a.m. to 11:30 a.m.

Sponsoring Department Meet & Greet

Lunch Provided

11:30 a.m. to 1 p.m.

Hospital Orientation

1 to 4:30 p.m.

Tuesday, June 14, 2016

Summer Internship Begins with Department Orientation

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Jackson
HEALTH SYSTEM



VIII. Jackson Departments

Participants will be matched and assigned to one of the following areas at one of Jackson's three main campuses – Jackson Memorial Hospital, Holtz Children's Hospital, Jackson Rehabilitation Hospital, Jackson North Medical Center, or Jackson South Community Hospital:

- Business Operations
- Finance
- Hospitality
- Human Resources
- Information Technology
- Communications and Outreach

Positions available in each department are limited and Jackson reserves the right to place participants in any available open spots.

IX. Participant's Duties and Responsibilities

Jackson departments will provide meaningful work experience to the participants and offer them opportunities to learn Jackson operations and the healthcare business in general. In particular:

- Participants are expected to focus on duties supporting the department's initiatives and programs towards the improvement of customer service and patient experience.
- Each participant will be given specific tasks to support their assigned departments within a defined job scope.
- The internship does not include direct patient care responsibilities.
- The internship will provide students with the opportunity to learn more about the major issues, skills, and responsibilities involved with health care management and hospital operations.
- The summer experience will enhance students' knowledge and understanding of the field, putting them in a better position to pursue a career in health care.

X. Other Program Expectations

- Participants are subject to and must adhere to all Jackson policies and procedures and sponsoring department's rules and regulations.
- Upon successful completion of the internship program, each participant will be required to complete a program evaluation and submit at least three (3) recommendations for improvement in the areas of customer service and patient experience, as it relates to the services provided in his/her assigned department.

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