




BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR

M E M O R A N D U M

TO: Honorable Chairman Joe A. Martinez and
Members, Board of County Commissioners

FROM: Charles Anderson, CPA
Commission Auditor 

DATE: November 30, 2006

SUBJECT: Review of Boards and Councils Follow-up Report

On September 18, 2006, the Governmental Structure Task Force (GSTF) indicated a desire to consider potential revisions to the County's present system of boards and councils (Boards), which was the subject of our Review of Boards and Councils report dated March 31, 2006. In support of the planned discussions, we initiated a follow-up survey of Boards' Staff contacts/liaisons to obtain updated data reflecting Boards performance for FY 2005-06.

We have concluded our follow-up and submit this report, which contains:

- Updated information, as of September 30, 2006, on Boards' vacancies, and
- FY 2005-06 meeting frequency, quorum attainment, and other updates.

We conducted limited testing of information provided to us by Staff, and we found no reason to doubt the accuracy of the reported data. The follow-up data showed marginal improvement in the percentage of Boards with high vacancy rates and/or low quorum achievement rates. However, the follow-up data continues to support the findings and recommendations in our March 31, 2006 report. Attachment 1 summarizes key data and provides comparisons with our previous report. Attachment 2 provides board-by-board data and comparisons for each of the 102 Boards we surveyed.

We thank the employees of the County Manager's Office, departments and agencies, and the Clerk of the Board for their cooperation in this follow-up and throughout our review. Please let me know if you need further information.

- Attachments:
1. Summary Results and Comparison of Follow-up Observations and Previous Review
 2. Follow-Up Survey Detail and Comparison with Previous Report

Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
November 30, 2006
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c: Honorable Carlos Alvarez, Mayor
 George Burgess, County Manager
 Murray A. Greenberg, County Attorney
 Chris Mazzella, Inspector General
 Robert Meyers, Executive Director, Commission on Ethics and Public Trust
 Corinne Brody, Special Assistant to the County Manager
 Jennifer Glazer-Moon, Director, Office of Strategic Business Management
 Cathy Jackson, Director, Audit and Management Services Department
 Kay Sullivan, Director, Clerk of the Board Division, Clerk of the Circuit and County
 Court

Attachment 1

SUMMARY RESULTS

Our review of 102 Boards showed that:

- The County Boards and Appointment System (CBAS) showed a net change of +4 Boards in “active status.”

⇒ 15 boards were added to active status in CBAS since the previous review:

1. Building Better Communities Citizens’ Advisory Committee
2. Climate Change Advisory Task Force
3. Community Affordable Housing Strategies Alliance Task Force
4. Community Awareness Program Task Force
5. Film & Entertainment Advisory Board
6. Freight Transportation Advisory Committee
7. Government Structure Task Force
8. Healthcare Task Force
9. Housing Linkage Program Task Force
10. Mitigation Adjustment Policy Review Task Force
11. Procurement Reform Advisory Board
12. Public Health Trust Compensation & Evaluation Committee
13. South Florida Workforce Investment Board
14. Public Health Trust/Miami-Dade County Annual Operating Agreement Committee
15. Public Health Trust/University of Miami Annual Agreement Negotiation Committee

⇒ 11 boards were removed from active status in CBAS since the previous review:

1. Agriculture and Rural Area Study Citizens’ Advisory Committee
2. Boundaries Commission
3. Crandon Park Master Plan Amendment Committee
4. Environmental Advisory Task Force
5. Health Facilities Authority
6. Minimum Housing Appeals Board
7. Minority and Women Owned Business Advisory Board
8. North Central Dade Municipal Advisory Committee
9. Northeast Dade Area Municipal Advisory Committee
10. Redistricting Advisory Board
11. Redland Municipal Advisory Committee

- Seven (7) boards reported advertising vacancies as required by Sec. 2-11.38.1 of the Code.

- Eight (8) boards did not meet during FY 05-06:

1. Affirmative Action Advisory Board
2. Boat Docking and Boat Storage Facilities Advisory Committee (Meets as needed)

Attachment 1

3. Community Improvement Authority
4. Educational Facilities Authority
5. Land Acquisition Selection Committee
6. Metro Miami Action Plan Trust Nominating Council (Meets as needed)
7. PLANT (Princeton, Leisure City, And Naranja) Area Municipal Advisory Committee
8. Trauma Advisory Board

COMPARISON OF FOLLOW-UP OBSERVATIONS AND PREVIOUS REVIEW

<u>Scope of Review</u>	<u>Follow-up Survey (FY 2005-06)</u>	<u>Previous Review</u>
	102 Boards listed as active in the <i>County Boards and Appointment System (CBAS)</i>	98 Boards listed as active in the <i>County Boards and Appointment System (CBAS)</i>
<u>Vacancies</u>	24 of 102 Boards (24%) had vacancy rates of 25% or greater	28 of 98 Boards (29%) had vacancy rates of 25% or greater
	13 of these 24 Boards (13% of the total of 102 Boards) had vacancy rates of 40% or greater	15 of these 28 Boards (15% of the total of 98 Boards) had vacancy rates of 40% or greater
<u>Quorum</u>	18 Boards (18%) had a quorum achievement rate of less than 80%	23 Boards (23%) had a quorum achievement rate of less than 80%
<u>Advertisement</u>	Survey of all Boards found 7 that reported advertising vacant positions as required by County Code Sec. 2-11.38.1	Survey of 17 randomly selected Boards found 3 that reported advertising vacant positions as required by County Code Sec. 2-11.38.1
<u>Performance Measures</u>	6 Boards reported that performance measures had been improved	47 Boards did not have performance measures developed or had weak performance measures
<u>Changes to Enabling Legislation</u>	14 Boards reported having various changes made to their enabling legislation since our previous review	n/a
<u>Meetings</u>	8 Boards (8%) did not meet during FY 2005-06	7 Boards (7%) had been inactive for over 24 months

Attachment 2
Follow-up Survey Detail and Comparison with Previous Report

Board	FY 2005-06 Follow-up Survey									Previous Report		
	Supported By	Total Seats	Filled Seats	Vacant Seats	Vacant %	No. of Meetings	Quorum %	Changes to Performance Measures Since Previous Report?	Changes to Legislation Since Previous Report?	Vacant %	No. of Meetings	Quorum %
Addictions Services Board	CMO/DHS	18	15	3	17%	8	63%	N/C	N/C	0%	11	75%
Affirmative Action Advisory Board	CMO/CAO/COB/FEP	13	1	12	92%	0	-	N/A	N/A	69%	N/P	N/P
Affordable Housing Advisory Board	OCED/MDHA	15	13	2	13%	10	90%	N/C	N/C	27%	9	100%
Agricultural Practices Study Advisory	CMO/DP&Z	13	12	1	8%	10	100%	N/C	N/C	0%	9	100%
Aircraft Noise Abatement Task Force for Miami International Airport	MDAD	11	10	1	9%	6	83%	N/C	N/C	10%	9	N/P
Aircraft Noise Abatement Task Force for Opa-locka Airport	CMO/CAO/MDAD	9	7	2	22%	3	67%	N/C	N/C	29%	3	N/P
Art in Public Places Trust	CMO/APP	15	11	4	27%	9	100%	N/C	N/C	27%	9	67%
Asian American Advisory Board	CMO/CAO/COB	26	20	6	23%	7	71%	Yes	N/C	19%	9	67%
Bicycle / Pedestrian Advisory Committee	MPO	22	11	11	50%	10	100%	N/C	N/C	64%	12	100%
Biscayne Bay Shoreline Development Review Committee	CMO/DERM/MDPR/D P&Z/PWD	13	6	7	54%	8	63%	N/C	N/C	38%	12	62%
Biscayne Gardens Area Municipal Advisory Committee	OSBM	7	7	-	0%	14	86%	N/C	N/C	0%	14	N/P
Biscayne National Park Buffer Development Review Committee	CMO/DERM/DP&Z	9	9	-	0%	1	100%	N/C	N/C	0%	1	100%
Black Affairs Advisory Board	OCR	13	10	3	23%	10	70%	Yes	N/C	38%	10	40%
Board of Rules and Appeals	BCCO	19	17	2	11%	10	90%	N/C	N/C	5%	11	91%
Boat Docking and Boat Storage Facilities Advisory Committee	CMO/DERM	7	7	-	0%	0	-	N/C	N/C	0%	1	100%
Building Better Communities Citizens' Advisory Committee	CMO/CAO/OCI	21	21	-	0%	6	100%	N/C	N/C	N/A	N/A	N/A
Children's Trust	CMO	33	33	-	0%	13	92%	N/P	N/P	9%	12	100%

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Citizens' Independent Transportation Trust	CMO/CAO/CITT	15	12	3	20%	9	100%	Yes	Yes	13%	12	100%
Citizens' Independent Transportation Trust Nominating Committee	CMO/CAO/CITT	18	13	5	28%	2	N/A	N/C	N/C	10%	11	80%
Citizen's Transportation Advisory Committee	MPO	44	29	15	34%	10	100%	N/C	N/C	23%	24	100%
Climate Change Advisory Task Force	CMO	25	5	20	75%	New	N/A	N/A	N/A	N/A	N/A	N/A
Commission for Women	OCR	26	23	3	12%	9	78%	N/C	N/C	12%	10	75%
Commission on Disabilities	ADA	13	10	3	23%	12	67%	N/C	N/C	31%	9	80%
Commission on Ethics and Public Trust	COE	5	5	-	0%	10	100%	N/A	Yes	N/A	N/A	N/A
Community Affordable Housing Strategies Alliance Task Force	Mayor/CMO/CAO	37	32	5	14%	3	100%	N/C	N/C	N/A	N/A	N/A
Community Awareness Program Task Force	SWM	Varies	N/A	N/A	N/A	8	N/A	N/C	N/C	N/A	N/A	N/A
Community Councils (Commission Appointed Seats Only)	Team Metro/DP&Z	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Community Image Advisory Board	Office of Community Image	62	51	11	18%	9	89%	N/C	N/C	19%	8	75%
Community Improvement Authority (not met for over 12 months)	CMO	9	9	-	0%	0	-	N/P	N/P	0%	N/P	N/P
Community Relations Board	CMO/OCR	30	26	4	13%	10	100%	N/C	N/C	20%	11	100%
Community Small Business Enterprise Board	DBD	15	13	2	13%	11	64%	N/C	N/C	13%	11	23%
Construction Trades Qualifying Board - Division A	BCCO	15	8	7	47%	9	89%	N/C	N/C	40%	11	97%

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Construction Trades Qualifying Board - Division B	BCCO	15	9	6	40%	10	90%	N/C	N/C	40%	11	97%
Cultural Affairs Council	CUA	15	15	-	0%	9	89%	N/C	N/C	0%	9	90%
Dade-Miami Criminal Justice Council	DHS	38	36	2	5%	4	100%	N/C	N/C	6%	8	80%
Dial-A-Life Program Advisory and Oversight Board	COM/CMO/ CAO	9	8	1	11%	6	67%	N/C	N/C	11%	4	100%
Domestic Violence Oversight Board	CMO/DHS	15	14	1	7%	16	69%	N/C	N/C	13%	11	100%
East-West Corridor Citizens and Business Advisory Committee (created by R-960-06 adopted 9/12/06)	CMO	14-24	-	14-24	100%	New	N/A	N/A	N/A	N/A	N/A	N/A
Educational Facilities Authority	FIN	5	4	1	20%	0	-	N/C	N/C	0%	1	100%
Enterprise Zone Advisory Council	CMO/CAO/OCED	13	6	7	54%	1	0%	N/C	N/C	46%	4	100%
Environmental Quality Control Board	DERM	5	5	-	0%	10	100%	N/C	N/C	0%	11	100%
Equal Opportunity Board	CMO/CAO/DHS	13	8	5	38%	13	N/A	Yes	Yes	38%	50	100%
Film and Entertainment Advisory Board	Mayor's Office	17	13	4	24%	2	100%	N/C	N/C	N/A	N/A	N/A
Fire Prevention and Safety Appeals	MDFR	13	9	4	31%	5	100%	N/C	N/C	38%	4	92%
Fisher Island Area Municipal Advisory Committee	OSBM	7	6	1	14%	6	100%	N/C	N/C	0%	17	N/A
Flood Management Task Force	CMO/DERM	16	13	2	13%	2	100%	N/C	N/C	19%	5	100%
Freight Transportation Advisory Committee	MPO	22	13	9	41%	9	100%	N/C	N/C	N/A	N/A	N/A
Goulds Area Municipal Advisory Committee	OSBM	11	11	-	0%	3	67%	N/C	N/C	9%	17	N/A

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Governmental Structure Task Force	N/A	4	4	-	0%	4	100%	N/A	N/A	N/A	N/A	N/A
Health Council of South Florida	OCHP	12	12	-	0%	4	100%	N/C	N/C	8%	6	100%
Healthcare Task Force	CMO/OCHP	17	16	1	6%	7	100%	N/C	N/C	N/A	N/A	N/A
Hispanic Affairs Advisory Board	OCR	13	12	1	8%	10	80%	N/C	N/C	31%	9	70%
Historic Preservation Board	OHP	13	10	3	23%	10	100%	N/C	N/C	8%	10	100%
Homeless Trust	CMO	27	23	4	15%	8	100%	N/C	N/C	15%	11	100%
Housing Finance Authority	HFA	13	13	-	0%	7	100%	N/C	N/C	0%	9	100%
Housing Linkage Program Task Force (New; created by R-1173-06 adopted 6/20/06)	Mayor/CMO/CAO/ Other Depts.	12	1	11	92%	New	N/A	N/A	N/A	N/A	N/A	N/A
Independent Review Panel	IRP	9	8	1	11%	11	90%	N/C	Yes	11%	12	100%
Industrial Development Authority	State of FL/Not County Board	13	9	4	31%	3	100%	N/C	N/C	46%	N/P	N/P
Investment Advisory Board	FIN	6	6	-	0%	4	100%	N/C	N/C	0%	3	67%
Jay Malina International Trade Consortium	ITC	42	35	7	17%	7	100%	N/C	Yes	27%	N/P	N/P
Kendale Lakes Landscape Maintenance Special Taxing District Advisory Board	MDPR	7	7	-	0%	5	100%	N/C	N/C	43%	3	67%
Land Acquisition Selection Committee	DERM	7	6	1	14%	0	-	N/C	N/C	13%	3	100%
Living Wage Commission	DBD	15	8	7	47%	11	82%	N/C	N/C	40%	12	58%
Metro Miami Action Plan Trust	MMAP	21	15	6	29%	11	45%	N/A	N/C	14%	11	88%
Metro Miami Action Plan Trust Nominating Council	MMAP	5	5	-	0%	0	-	N/A	N/C	0%	N/A	N/A
Miami Metrozoo Oversight Board	MDPR	9	9	-	0%	6	100%	N/C	N/C	0%	6	100%
Miami-Dade County Expressway Authority	State	13	13	-	0%	12	100%	N/C	N/C	23%	12	100%

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Miami-Dade HIV / AIDS Partnership	OSBM	39	28	11	28%	12	100%	N/C	Yes	15%	12	100%
Miami-Dade Sports Commission	MDPR	13	13	-	0%	5	80%	Yes	Yes	0%	8	100%
Mitigation Adjustment Policy Review Task Force	OSBM	7	7	-	0%	7	100%	N/C	N/C	N/A	N/A	N/A
Naranja Lakes Community Redevelopment Agency	OSBM	9	8	1	11%	11	100%	N/C	N/C	11%	12	92%
Nuisance Abatement Board	MDPD	13	12	1	8%	11	66%	N/C	N/C	8%	11	81%
Opa-locka Airport Development Task Force (Sunsetted March 2006)	MDAD	N/A	N/A	N/A	N/A	18	67%	N/A	Yes	N/A	N/A	N/A
Parks and Recreation Citizens Advisory Committee	MDPR	26	16	10	38%	9	88%	N/C	Yes	54%	9	73%
Performing Arts Center for Greater Miami Trust	CMO	32	31	1	3%	6	100%	N/C	N/C	9%	6	N/P
Planning Advisory Board	DP&Z	17	14	3	18%	11	100%	Yes	Yes	15%	11	100%
PLANT (Princeton, Leisure City and Naranja) Area Municipal Advisory Committee	OSBM	10	10	-	0%	0	-	N/C	N/C	9%	17	N/A
Port of Miami Crane Management Inc. Committee	CMO	7	6	1	14%	4	100%	N/C	N/C	14%	5	100%
Procurement Reform Advisory Board	DPM	7	6	1	14%	16	100%	N/C	Yes	N/A	N/A	N/A
Public Health Trust	CMO	15	15	-	0%	8	100%	N/C	Yes	0%	10	100%
Public Health Trust / Miami-Dade County Annual Operating Agreement Committee	PHT	7	7	-	0%	1	100%	N/A	N/A	N/A	N/A	N/A
Public Health Trust / University of Miami Annual Agreement Negotiating Committee	PHT	7	7	-	0%	1	100%	N/A	N/A	N/A	N/A	N/A

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Public Health Trust Compensation & Evaluation Committee	PHT	7	7	-	0%	1	N/A	N/A	N/A	N/A	N/A	N/A
Public Health Trust Nominating Council	PHT	5	5	-	0%	9	100%	N/P	N/P	N/A	N/P	N/P
Public Library Advisory Board	MDPL	11	9	2	18%	5	80%	N/C	N/C	8%	5	80%
Racial Profiling Advisory Board	BCC	9	9	-	0%	6	50%	N/P	N/P	0%	N/P	N/P
Ronald Reagan Equestrian Center Advisory Board	MDPR/BCC	6	10	-	0%	2	100%	N/C	N/C	N/A	N/A	N/A
Safe Neighborhood Parks Citizens Oversight Committee	OSNP/FIN	13	9	4	31%	4	100%	N/C	Yes	23%	8	80%
Small Business Advisory Board	DBD	15	7	8	53%	9	22%	N/C	N/C	N/A	N/A	N/A
Social And Economic Development Council	CMO	17	14	3	18%	7	100%	N/C	N/C	0%	12	92%
South Florida Employment And Training Consortium	SFETC/CMO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	25%	6	100%
South Florida Workforce Investment Board	SFETC/CMO	46	46	-	0%	5	100%	N/C	N/C	N/A	N/A	N/A
South Miami-Dade Watershed Plan Advisory Committee	DP&Z	30	28	2	7%	14	100%	N/C	N/C	0%	10	100%
STS Oversight Task Force	MDT	9	8	1	11%	5	100%	N/C	N/C	0%	6	100%
Tourist Development Council	CUA	9	8	1	11%	4	100%	N/C	N/C	0%	4	100%
Transportation Aesthetics Review Committee	MPO	22	13	9	41%	10	100%	N/C	N/C	47%	9	100%
Trauma Advisory Board	OCHP	25	25	-	0%	0	-	N/C	N/C	20%	5	100%
Unsafe Structures Board	BCCO	13	10	3	23%	10	90%	N/C	Yes	23%	11	87%
Urban Economic Revitalization Task Force	CMO	23	15	8	35%	10	60%	N/C	N/C	39%	9	67%
Value Adjustment Board	COC	5	5	-	0%	2	100%	N/C	N/C	0%	2	N/A

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Vizcaya Museum and Gardens Trust	MDPR	24	22	2	8%	6	100%	N/C	N/C	8%	6	100%
Youth Crime Task Force	DHS	30	28	2	7%	4	100%	N/C	N/C	3%	4	100%

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