



MIAMI-DADE COUNTY FINAL OFFICIAL MINUTES Public Health Trust Nominating Council

Board of County Commissioners

Stephen P. Clark Government Center
Conference Room 29 - A
111 NW 1st Street
Miami, Florida 33128

Meeting Date:

November 13, 2003
4:00 P.M. Conference Room 29 - A

Prepared by:

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MINUTES
PUBLIC HEALTH TRUST NOMINATING COUNCIL MEETING
MEETING OF NOVEMBER 13, 2003

The Public Health Trust Nominating Council convened at 4:21 p.m. in Conference Room 29-A of the Stephen P. Clark Government Center, 111 N.W. 1st Street. There being present Council Members Andres Murai, Jr., Commissioner Katy Sorenson, Dade Delegation Representative Rene Garcia, Commissioner Dorrin Rolle, and Commissioner Senator Javier Souto; support staff Assistant County Attorney Eugene Shy, Assistant County Manager Barbara Jordan, Assistant to the County Manager Andres Ragin, Senior Executive Secretary Jacqueline Mills; and Deputy Clerks Linda Derleth and Mary Smith-York

I. Welcome & Introduction

Commissioner Rolle called the meeting to order at 4:21 p.m. He introduced himself and welcomed attendees, followed by an introduction of each Public Health Trust Nominating Council member present. He then turned the meeting over to Assistant County Manager Barbara Jordan.

II. Chapter 25A and Ordinance 03-182 (Attachments A & B)

Ms. Jordan introduced Assistant County Attorney Eugene Shy, whom she asked to explain Chapter 25A of the County Code and Ordinance 03-182, Governance of the Trust.

Mr. Shy addressed the appointment process for Trustees of the Public Health Trust (PHT). Mr. Shy noted that in September 2003, the Board of County Commissioners (BCC) adopted Ordinance 03-182, which amended the Nominating Council process to change the membership of the Council to include the Mayor, the Chairperson of the BCC, the Chairperson of the Economic Development and Human Services Committee (EDHS), the Chairperson of the Public Health Trust (PHT), and the Chairperson of the Dade Delegation, or their designees. Mr. Shy noted the presence of the Mayor's designee, Commissioner Katy Sorenson, the Chairperson of the BCC's designee, Commissioner Javier Souto, Chair of the EDHS, Commissioner Rolle, Chairperson of the PHT's designee, Mr. Andy Murai, and Chair of the Dade Delegation, Mr. Rene Garcia. Mr. Shy stated that Ordinance 03-182 reduced the membership of the Public Health Trust (PHT) from 21 to 18 members in 2003 and in the 2004 cycle, membership would again be reduced from 18 to 16 members, consisting of 15 community members and one commissioner with the ability to vote.

III. Election of Chair

It was moved by Mr. Murai that Commissioner Rolle be elected to serve as Chairperson of the PHT Nominating Council. This motion was seconded by Commissioner Souto, and upon being put to a vote, passed by a vote of 5-0.

Upon concluding the foregoing, Commissioner Rolle assumed the Chair. He thanked each member of the Council for the confidence demonstrated by them in electing him as the new Chairperson.

IV. PHT Vacancies (Attachment C)

Mr. Shy reviewed the vacancies on the PHT. He noted the Council must submit for BCC's approval, a slate of five nominees who would be appointed to serve as voting members of the Board of Trustees of the PHT. The membership must be reflective of the racial, gender, ethnic makeup of the community, as well as the disabled community.

V. Application Review (Attachment D)

VI. Interview Process

VII. Timeline and Future Meetings

Ms. Jordan explained the advertising process used to seek applicants to serve on the PHT. A draft of the advertisement for five vacant seats on the PHT Board of Trustees was attached to the day's meeting package, and would be placed in three newspapers (El Nuevo Herald, The Miami Herald, and The Miami Times) on Sunday, November 16, 2003, upon the Council's approval. If changes were necessary, the deadline for appointment as members to the following Sunday. The Clerk's office had agreed to accept applications submitted on or before the deadline of December 5, 2003, by 4:00 p.m., which allowed three weeks to advertise. The previous recruitment process resulted in 61 applications for 4 vacancies. Staff normally reviews the applications and outlines a summary for the Nominating Council to quickly assess applicants.

Chairperson Rolle noted that if there were problems with the advertisement it would not give staff the opportunity to advertise for the three weeks in the three newspapers listed.

Mr. Andres Murai inquired if it would be appropriate to advertise in the Diario Las Americas newspaper as well. When asked if he would prefer to advertise in Diario Los Americas rather than the El Nuevo Herald due to PHT budget restraints, Mr. Murai withdrew his suggestion.

Chairperson Rolle called for a vote to accept the advertisement as written. The Council voted unanimously to accept the advertisement.

Ms. Jordan reviewed the tentative timeline and future meetings, noting the process needed to be presented to the EDHS Committee for approval on December 10, 2003, and then to the full BCC on January 20, 2004 for approval. She emphasized that being able to meet these deadlines was the reason for expediting the placement of the advertisements in the papers. She then noted November 16th through the 30th as the dates the advertisement would appear in the three newspapers and on Miami-Dade County's website.

Commissioner Sorenson prompted a discussion of upcoming BCC meeting dates when she inquired if January 20, 2003 was the date for the BCC to approve the nominations. Following a brief review of the BCC calendar, the date for BCC approval of nomination procedures was changed to December 16, 2003 by a vote of 5-0.

Ms. Jordan noted the change would not affect any other events, i.e. advertising dates, but if the council felt the need to adjust the calendar, to please advise staff. She stated applications would be available for pick up from her office on November 17, 2003 and the deadline for submission to the Clerk's office was December 5, 2003 by 4:00 p.m.

In response to Ms. Kariher's inquiry, Ms. Jacqueline Mills stated the application in the meeting package should not be distributed for submission because it was labeled "Attachment D." Ms. Mills stated clean copies would be distributed for applicants' use.

In response to Commissioner Sorenson's inquiry regarding applications online, Ms. Jordan noted the Clerk's Office would not be involved with the online application process. Mr. Andre Ragin stated the applications could be made available online through the Chief Information Officer, Judy Zito.

Following discussion on the benefits of having applications available online, it was noted that the advertisement would be amended to include language stating applications were available online.

Ms. Jordan noted December 5, 2003 at 4:00 p.m., as the deadline for application submission to the Clerk's office and from December 8-19, 2003 staff would review and compile a summary of qualified applicants. Ms. Jordan confirmed there would be ample staff to compile the summary, adding that additional staff could be made available if needed.

Ms. Jordan stated all applications and summary sheets should be mailed out to the council members by Monday, December 22, 2003, to start their review process. The date the Nominating Council would meet to review and select finalists for interviews by a majority vote was changed from January 15, 2004 to January 8, 2004. The dates of January 29-30, 2004, for interviewing candidates and making selections remained unchanged. Because the 2004 Commission and Committee meeting calendars were unavailable, the dates for presenting the Council's recommendations before the BCC and Committees would be set at next Council meeting. She restated all changes made to the Nominating Council's scheduled meetings and events and upon being put to a vote, the changes were approved by a unanimous vote.

Commissioner Sorenson stated the Board of County Commissioners would meet on February 3, 2004 and February 17, 2004.

Ms. Jordan reviewed the application to be made available for candidates to apply for membership on the Council, stating that it was basically the same as previous years. She asked if there were any comments or suggestions for changes.

Commissioner Sorenson suggested that applicants' email addresses be requested on the application.

Mr. Rene Garcia inquired why race and nationality/ethnicity questions were included on the application if they were optional; and would an applicant's choice not to answer be viewed negatively. In response, Assistant County Attorney Shy stated that this information was used to survey composition and makeup. He added that bias had occurred in the past and could not be ruled out as a possibility.

Chairperson Rolle called for a vote to accept the application as amended to request applicants' email addresses. Upon being put to a vote, it was approved by a unanimous vote.

VIII. Adjournment

There being no further discussion, the PHTNC meeting was adjourned at 4:58 p.m.

Honorable Dorrin Rolle, Chairperson
Public Health Trust Nominating Council