

# Memorandum



**Date:** February 5, 2008

Agenda Item No. 1(D)2

**To:** Honorable Chairman Bruno A. Barreiro and  
Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

**Subject:** Sunset Review of County Boards for 2008 – Hispanic Affairs Advisory Board

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In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2008 Sunset Review of County Boards Report for the Hispanic Affairs Advisory Board. The Board approved the attached report at its meeting of November 13, 2007 and has recommended the continuation of its board.

  
\_\_\_\_\_  
Susanne M. Torriente  
Assistant County Manager

**Date:**

**To: George M. Burgess  
County Manager**

**From: Marlli Cancio  
Chairperson, Hispanic Affairs Advisory Board**

**Subject: Sunset Review of County Boards for 2008-Hispanic Affairs Advisory Board**

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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2008 Sunset Review of County Boards Report for the Hispanic Affairs Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of November 13, 2007.

It is recommended that the BCC approve the continuation of the Hispanic Affairs Advisory Board.

### **BACKGROUND**

The Miami-Dade County Hispanic Affairs Advisory Board (MDCHAAB) was established by ordinance No. 92-41 in May 1992 at the request of Commissioner Alex Penelas. Its 13 members are appointed by the Board of County Commissioners to serve in an advisory capacity to them, to the community and to all agencies and persons in Miami-Dade County, Florida, "with respect to matters pertaining to the Hispanic community of Miami-Dade County." The membership of the HAAB reflects the diverse cultures and ethnic backgrounds represented in Miami-Dade County so that the concerns of the Hispanic community are addressed by the HAAB. The HAAB among other duties is responsible for promoting positive images of Hispanics and their many contributions to society; and to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with the Hispanic community in Dade County.

The Board should continue to function to accomplish the mandates of the Board of County Commissioners when they established it, which is to improve the quality of life for Hispanic citizens in Miami-Dade County. The 2002 Census as well as other statistics show that the Hispanic community has grown at a rapid pace and that it keeps growing. It is of vital importance that the Hispanic citizens have an organization to utilize and consult with in attempting to solve their problems. An organization that identifies and monitor their needs and interest in matters of community concern. An organization that will develop programs addressing those issues and support the development of Hispanics in leadership roles. An organization that will educate and guide Hispanic citizens in the right direction.

  
\_\_\_\_\_  
Marlli Cancio  
Board Chairperson

SUNSET REVIEW QUESTIONNAIRE



MIAMI-DADE COUNTY  
HISPANIC AFFAIRS ADVISORY BOARD  
2008



8. **Attach the Board's standard operating procedures, if any.**

N/A

9. **Attach a copy of the Board's By-Laws, if any.**

SEE ATTACHED

10. **Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership.**

SEE ATTACHED

## EVALUATION CRITERIA

1. **Is the Board serving the purpose for which it was created? (Please provide detailed information).**

Yes. HAAB has been effective in carrying out its functions of identifying and monitoring the needs and interest of the Miami-Dade County Hispanic community and developing programs addressing such issues in order to improve their quality of life.

2. **Is the Board serving current community needs? (Please provide detailed information)**

Yes. The Board has been successful in addressing community concerns impacting the Hispanic community as well as encouraging Hispanics to get involved in addressing and finding solutions to those concerns affecting their community.

3. **What are the Board's major accomplishments?**

**a. Last 24 months:**

During the last 24 months the board hosted significant events throughout the year that addressed community concerns and benefited directly the Hispanic Community of Miami-Dade County.

- The board hosted TV Talk Shows on Cable Tap on issues of interest to Hispanics.
- Partnered with Miami-Dade County Public Schools in preparing a proposal to the School Board to revitalize the bilingual campaign, which was successful.
- Partnered with Miami-Dade County Health Department to create awareness in the Hispanic community on the importance of practicing preventive medicine.

- HAAB Public Relations Committee visited the Mayors of various cities to enhance the relationship between the cities and the board.
- Hosted Immunization drives for children and senior citizens and hosted health awareness drives on heart related diseases.
- A HAAB member traveled three times to Washington as part of a delegation to advocate for fair and meaningful immigration reform for illegal residents.
- Hosted an annual luncheon and various art exhibits in celebration of Hispanic Heritage Month.
- Partnered with channel 51/NBC 6 to launch a yearlong campaign designed to create awareness of the benefits of US citizenship and to facilitate access to the process, including the application, study guide and exam, for the thousand of Hispanics living in South Florida who qualify for citizenship at this time.
- HAAB hosted a one-day conference on the "Impact of Immigration Laws in Our Community". The purpose of the conference was to educate our citizens and raise the level of awareness in our community regarding the new immigration laws and policies. The conference had two sessions; each session had five panel members, which included immigration lawyers and Ms. Linda Swacina, Director of the Immigration Homeland Security Department. The conference was very informative and well attended.
- Co-Chaired a service fair with Radio Paz. The fair entitled "Sirviendo a la Comunidad" was held on Saturday, August 5, 2006 in Westland Mall, Hialeah. The purpose was to enhance inter-group relations and make the board available to the Hialeah constituents.
- Participated in the FEDEX Women in Business Forum held at the Biltmore Hotel.
- HAAB Education Committee has worked with the Miami-Dade County Health Department and the Heart Association on initiatives to educate the Hispanic community on the availability of health services for non-insured constituents. Also on creating awareness on the importance of practicing preventive medicine.
- The Board convened a series of community focus group meetings, at the Latin Quarter Cultural Center. The purpose of the groups was to find out from constituents what are the most pressing issues related to health, education and immigration. The meetings were attended by citizens from various sectors of the Hispanic community.
- HAAB staff provided continued advice, guidance and referrals regarding community services and problem solving to walk in constituents as well as to phone calls.
- Advocated for the extension of Temporary Permanent Status (TPS) for Hondurans and Nicaraguans. Members have been actively lobbying the Congress and the U.S. President regarding this issue.

**b. Since established:**

- HAAB has had accomplishments since its creation in 1992. The most important were: "Vision 2020" a study and conference covering five years on the vision of What Miami-Dade County Will Be In The Year 2020".
- "Bazaar of Services" held once a year, which is a one-day event where different service providers and organizations get together to inform the citizens about the types of services they offer.
- "Local Government Working for the Community" a program dedicated to educate students on government issues, held three times a year in conjunction with the School System.
- "Entre Hispanos" a series of T.V. programs held at WLRN for one (1) hour every Tuesday for six months, on educational topics of interest to the Hispanic community of Miami-Dade County.
- HAAB in partnership with the Internal Revenue Service hosted "Tax Fairs at the Mall of the Americas and at the Cutler Ridge Mall on Saturdays during tax season, to provide a wide range of free services to the Hispanic citizens of Miami-Dade County. Some of the services that were provided included: Simple income tax preparation; prepare W-7 forms; answer income tax questions and distributed selected IRS Publications and forms. Direct Services were provided to more than 600 people. The tax fair was a yearly project.
- HAAB hosted the "Hispanic Art Expressions" Exhibit throughout the month of October in celebration of Hispanic Heritage. The event was held at various sites within the Hispanic community. The art exhibit featured the talent and richness of local artists from Latin America, the Caribbean and Spain. Over thirteen (13) Latin countries were represented at the exhibit. Its mission is to educate the Miami-Dade County citizens on the richness of the Hispanic Culture. Its main goal is to contribute to the education of economically disadvantaged Hispanic students. The participating artist agreed to donate a percentage of the art sales along with sponsor's donations through HAAB to Miami-Dade STARS/HOPE Scholarship Program, an established scholarship program that provides the opportunity of attending MDC to Hispanics economically disadvantaged students. Direct benefits were provided to Hispanic youth, the exhibit is a yearly project.
- HAAB hosted the "Hispanic Role Model and Future Leader Award Luncheon", which was established by the board to recognize a Role Model, which is an award that is presented to a Hispanic who has contributed to the enhancement and development of business, culture and education in our community. It also recognizes a future leader, an award that is presented to a young Hispanic who is active in the Miami-Dade County community and who has demonstrated leadership skills in the Hispanic community.



**HAAB's Performance Measures are:**

- Meeting on a monthly basis
- Identifying and monitoring the needs and interest of the Hispanic community in order to improve their quality of life.
- Encouraging the involvement of Hispanic in addressing and finding solution to community concerns
- Holding programs and activities addressing topics of interest to the Hispanic community
- Maintaining a line of communication between the board and the Miami-Dade County Commission and administration, community organizations, and the constituents. Collaborating with other advisory boards in the department by hosting programs together to enhance inter-group relations. Networking with the various cities and municipalities in an effort to unite all sectors of the Hispanic Community.

**Miami-Dade County  
Hispanic Affairs Advisory Board  
Members Attendance Record  
2006**

Board Member	January 11, 2006	February 8, 2006	March 11, 2006	April 12, 2006	May 10, 2006	June 14, 2006	July 12, 2006	August	September 13, 2006	October	November 8, 2006	December
<b>Gloria Barbier</b>	Excused	Excused	Excused	Present	Excused	Excused	Excused	<b>NO MEETING</b>	Present	No meeting Signature Events	Excused	No Meeting
<b>Manuel Benitez</b>	Excused	Present	Present	Excused	Excused	Present	Present		Present		Excused	
<b>Xiomara Casado</b>	Present	Present	Present	Present	Present	Present	Present		Present		Excused	
<b>Ena Diaz</b>	Excused	Excused	<b>Resigned</b>									
<b>Elba Herritchel</b>	Present	Present	Excused	Excused	Excused	Excused	Present		Excused		Excused	
<b>Karla Icaza</b>	Present	Present	Excused	Excused	Excused	Excused	Absent		Excused		Excused	
<b>Josie Lorenzo</b>	Present	Present	Present	Excused	Present	Excused	Present		Excused		Excused	
<b>William Rios</b>	Absent	Absent	Present	Present	Present	Present	Excused		Excused		Excused	
<b>Reinaldo Valdes</b>	Present	Present	Present	Present	Present	Present	Present		Present		Present	
<b>Tony Wagner</b>	Present	Present	Present	Present	Present	Excused	Present		Present		Present	
<b>Marifi Cancio</b>		<b>New Member Present</b>	Present	Excused	Excused	Present	Present		Present		Present	
<b>Joseph Guerra</b>					<b>New Member Present</b>	Present	Present		Present		Present	
<b>Lyse Cuellar</b>									<b>New Member Excused</b>		Excused	
<b>Total Attendance</b>	6	8	7	5	6	6	8		7		4	
<b>Quorum</b>	Yes	Yes	Yes	No	Yes	Yes	Yes		Yes		No	

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**Miami-Dade County  
Hispanic Affairs Advisory Board  
Members Attendance Records  
2007**

Board Member	January 10, 2007	February 14, 2007	March 13, 2007	April 10, 2007	May 8, 2007	June 12, 2007	July 10, 2007	August	September 11, 2007	October 5, 2007	November 13, 2007	December
Gloria Barber	Excused	Present	Present	Excused	Present	Present	Excused	No Meeting	Excused	Present	Present	December
Manuel Benitez	Present	Present	Excused	Excused	Present	Excused	Present		Excused	Present	Excused	
Marilyn Cancio	Present	Present	Present	Present	Present	Present	Present		Present	Present	Present	
Xiomara Casado	Present	Present	Present	Present	Present	Present	Present		Present	Excused	Present	
Lyse Cuellar	Present	Present	Present	Present	Present	Excused	Excused		Present	Present	Present	
Joseph Guerra	Present	Present	Present	Present	Present	Present	Present		Present	Excused	Present	
Elba Hentschel	Excused	Excused	Excused	Excused	Present	Excused	Excused		Excused	Excused	Absent	
Karla Icaza	Excused	Resigned										
Josie Lorenzo	Excused	Resigned										
Roymi Membrela											New Member Present	
William Rios	Absent	Excused	Excused	Excused	Absent	Resigned						
Reinaldo Valdes	Present	Present	Resigned									
Tony Wagner	Present	Present	Present	Present	Present	Present	Present		Present	Present	Present	
Total Attendance	7	8	6	5	8	5	5		5	5	7	
Quorum	Yes	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes	Yes	

ORDINANCE CREATING THE DADE COUNTY  
HISPANIC AFFAIRS ADVISORY BOARD;  
PROVIDING BOARD'S PURPOSE AND FUNCTION;  
PROVIDING FOR MEMBERSHIP REQUIREMENTS  
AND TERMS; PROVIDING FOR STAFF SUPPORT;  
PROVIDING SEVERABILITY, INCLUSION IN THE  
CODE AND EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE  
COUNTY, FLORIDA:

Section 1. There is hereby created the Dade County  
Hispanic Affairs Advisory Board.

Section 2. The Dade County Hispanic Affairs Advisory  
Board shall be composed of twenty-seven (27) members who shall be  
permanent residents and electors of the county and who shall have  
a knowledge of and interest in the county's Hispanic community.  
Each county commissioner shall appoint three members of the  
Board: one member for an initial one-year term, one member for an  
initial two-year term, and one member for an initial three-year  
term. Appointments after the initial term shall be for a term  
of three years.

Section 3. The members of the Board shall elect a  
chairperson and vice chairperson, who shall serve at the will of  
the Board. Eighteen (18) members of the Board shall constitute a  
quorum necessary to hold a meeting and take any action. A  
majority vote of the quorum of the Board shall be necessary to  
take any action. Members shall serve without compensation.  
The chairperson or vice chairperson may call meetings of the

board. Meetings may also be called by written notice signed by eighteen (18) members. The Board at any duly noticed meeting may fix and call a meeting on a future date. All meetings shall be public.

Section 4. The Board shall have the following duties, powers and responsibilities:

- (a) To serve in an advisory capacity to the county commission, the county administration, the community, and all agencies and persons in Dade County, Florida, in respect to matters pertaining to the Hispanic community of Dade County.
- (b) To formulate and recommend plans and programs for coordination of the activities of governmental entities and nongovernmental agencies pertaining to the Hispanic community.
- (c) It is the express purpose of this Board to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with the Hispanic community in Dade county and to make findings and recommendations to the county commission and the county administration regarding such matters.
- (d) The Board shall annually report to the commission as to its findings and recommendations.
- (e) To perform such other duties as may from time to time be assigned to it by resolution of the county commission.

Section 5. The County Manager, County Attorney and Clerk of the Board shall provide appropriate support for the Hispanic Affairs Advisory Board.

Section 6. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 7. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Metropolitan Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," or "article," or other appropriate word.

Section 8. This ordinance shall become effective ten (10) days after the date of enactment.

PASSED AND ADOPTED: MAY 19 1992

Approved by County Attorney as to form and legal sufficiency.

SAC  
[Signature]

Prepared by:

ORDINANCE NO. 93-114

ORDINANCE RELATING TO MEMBERSHIP ON COUNTY BOARDS; AMENDING SECTIONS 2-11.38 AND 2-11.38.2 OF THE CODE OF METROPOLITAN DADE COUNTY, FLORIDA; PROVIDING DEFINITION; PROVIDING FOR CHANGES IN MEMBERSHIP OF CERTAIN COUNTY BOARDS; PROVIDING FOR SUNSETTING OF CERTAIN COUNTY BOARDS; IMPOSING TERM LIMITATIONS; PROVIDING FOR GENDER BALANCE; PROVIDING FOR PUBLICATION; PROVIDING FOR FURTHER ORDINANCES AS NECESSARY; REPEALING ORDINANCES INCONSISTENT HERewith; AND PROVIDING FOR SEVERABILITY, INCLUSION IN THE CODE AND EFFECTIVE DATE

WHEREAS, the County currently has in excess of 65 County boards comprising a membership of almost 1000 people; and

WHEREAS, County boards serve a valuable role in the development of County policies by providing input to this Board and County staff; and

WHEREAS, this Board believes it is necessary to modify the structure of County boards to make them more efficient and more reflective of the community,

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA:

Section 1. "County board" is defined as the term is defined in Section 2-11.36.1 of the Code of Metropolitan Dade County.

Section 2. The number of members on the following boards shall be as follows as of the effective date of this ordinance:

Art in Public Places Trust (15)  
Board of Rules and Appeals (19)

- Children's Services Council (22)
- Citizens Transportation Advisory Committee (26)
- Commission for the Advancement of the Physically Handicapped (13)
- Commission on the Status of Women (26)
- Community Relations Board (26)
- Construction Trades Qualifying Board (26)
- Cultural Affairs Council (15)
- Documentary Surtax Advisory Board (13)
- Environmental Advisory Task Force (13)
- Equal Opportunity Board (13)
- Film, Print and Television Advisory Board (13)
- Fire Prevention and Safety Appeals Board (13)
- Health and Human Services Board (13)
- Hispanic Affairs Advisory Board (13)
- Historic Preservation Board (13)
- Housing Finance Authority (13)
- HUD Advisory Board (22)
- Industrial Development Authority (13)
- Minimum Housing Appeals Board (13)
- Nuisance Abatement Board (13)
- Overall Economic Development Program Committee (18)
- Performance Commission (13)
- Planning Advisory Board (13)
- Shoreline Development Review Committee (13)
- Unsafe Structures Board (13)
- Zoning and Appeals Board (13)

Section 3. The following boards shall be abolished as of the effective date of this ordinance:

- Biscayne Bay Management Committee
- Dade Beautification Advisory Board
- Independent Commission on Inquiry on Hurricane Andrew
- Personnel Advisory Board
- Public Service Board
- Solid Waste Management Citizens Task Force
- Sports Advisory Council
- Sunny Isles Review Committee
- Towing Task Force
- Tree and Forest Advisory Committee
- Young Peoples Council

Section 4. The Ground Transportation and Regulatory Advisory Committee shall remain in effect until February 28, 1994. By that date the committee shall have submitted its final report and shall be abolished.

~~(b)(1) No board member shall serve more than eight (8) consecutive years on any one board. The provisions of this section shall not apply to current board members. Nothing set forth in this subsection above shall prohibit any individual from being reappointed to a County board after a hiatus of two (2) years. Members of advisory boards and fund allocating boards shall be limited to six (6) consecutive years of service on any one (1) board, provided, however, that any person currently serving on a County board shall be permitted to serve until the expiration of his or her term.~~

~~(2) Members of regulatory boards, quasi-judicial boards and administrative boards shall be limited to nine (9) consecutive years of service on any one (1) board, provided, however, that any person currently serving on a County board shall be permitted to serve until the expiration of his or her term.~~

~~(3) By a two-thirds vote of the members of the full Board of County Commissioners, the limitations of subsections (b)(1) and (b)(2) hereof may be waived.~~

~~(c) Nothing set forth in subsection (b)(1) or (b)(2) above shall prohibit any individual from being reappointed to a County board after a hiatus of two (2) years.~~

Section 9. The Clerk of the Board, in consultation with the County Attorney, shall make certain that the published version of the County Code reflects the provisions of this ordinance.

Section 10. The County Manager or the County Attorney are hereby directed to prepare any necessary additional ordinances relating to membership on specific boards.

Section 11. This ordinance shall supersede the provisions of ordinances relating to specific boards only with regard to the number of members on those boards and term limitations. In all

other respects, the specific board ordinances shall govern until further action by the County Commission.

Section 12. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 13. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Metropolitan Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," or "article," or other appropriate word.

Section 14. This ordinance shall become effective November 1, 1993.

PASSED AND ADOPTED: OCT 21 1993

Approved by County Attorney as to form and legal sufficiency.

Prepared by:

RAG  
[Signature]

# **HISPANIC AFFAIRS ADVISORY BOARD**

## **MISSION STATEMENT**

The mission of the HAAB – as established by the Miami-Dade Board of County Commissioners to improve the quality of life of Hispanic citizens – is to identify and monitor the needs and/or interest of Hispanic citizens, develop programs addressing such issues, encourage involvement of Hispanics in matters of community concerns, support the development of Hispanics in leadership roles, and recommend to the Board of County Commissioners legislation supporting Hispanic issues.

**BY-LAWS**

**MIAMI-DADE COUNTY**

**HISPANIC AFFAIRS ADVISORY BOARD**

**ARTICLE I**

The name of this organization shall be the Miami-Dade County Hispanic Affairs Advisory Board, hereinafter known as the Hispanic Affairs Advisory Board (HAAB). An organization established by the Board of County Commissioners by Ordinance No. 92-41 passed and adopted on May 19, 1992.

**ARTICLE II**

**OBJECT**

Section 1. The object of this board shall be to continuously study the interests and needs of Dade County citizens who are of Hispanic origin; to encourage involvement of Hispanics in matters pertaining to community interest; to encourage and support the development of Hispanics in roles of leadership; to formulate and recommend the adoption of legislation supporting Hispanic issues.

Section 2. The Hispanic Affairs Advisory Board shall have the following duties, functions, powers and responsibilities as established in Dade County Ordinance No. 92-41:

- (a) To serve in an advisory capacity to the county commission, the county administration, the community, and all agencies and persons in Dade County, Florida, in respect to matters pertaining to the Hispanic community of Dade County.
- (b) To formulate and recommend plans and programs for coordination of the activities of governmental entities and non-governmental agencies pertaining to the Hispanic community.
- (c) It is the express purpose of this Board to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with the Hispanic community in Dade county and to make findings and recommendations to the county commission and the county administration regarding such matters.
- (d) The Board shall annually report to the commission as to its findings and recommendation.
- (e) To perform such other duties as may from time to time be assigned to it by resolution of the county commission.

### ARTICLE III

#### MEMBERS

- Section 1. The Dade County Hispanic Affairs Advisory Board shall be composed of thirteen (13) members who shall be permanent residents and electors of the county and who shall have a knowledge of and interest in the county's Hispanic community.
- Section 2. Each county commissioner shall appoint one member of the Board for in initial three-year term. Appointments after the initial term shall be for a term of three years.
- Section 3. Members, while serving, shall not become candidates for election to any public office.
- Section 4. Members shall serve without compensation.
- Section 5. It shall be the responsibility of each member to attend to all meeting of the Hispanic Affairs Advisory Board and the Sub-Committee meetings of his or her primary assignment. A board member shall be automatically removed if, he/she fails to attend two (2) consecutive meetings without an acceptable excuse; or a total of three (3) regular board meetings in one (1) fiscal year. The Chairperson shall certify the same to the Board of County Commissioners. The member shall then be deemed to have been removed and a vacancy created. A member shall be considered to have attended a meeting only after remaining and participating at a regular meeting for not less than 75 percent of the duration of that meeting.
- Section 6. Each member shall serve on at least one (1) Sub-Committee.
- Section 7. Any member desiring to resign from the Hispanic Affairs Advisory Board shall submit his or her resignation in writing to the appointing Commissioner, or Mayor, the Chairperson and the Executive Director.

### ARTICLE IV

- Section 1. The members shall elect a Chairperson and a Vice-Chairperson. In addition, a Secretary shall be elected by the members. These officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the membership.
- Section 2. At the regular meeting in February, the Chair shall open the floor for nominations starting with the office of Chairperson. Officers shall be elected by a voice vote if there is only one nominee and if more than one nominee by a simultaneous written ballot, signed by the member casting the ballot to be made a part of the public record. Officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.

Section 3. No members shall be eligible to serve more than two consecutive terms in the same office.

Section 4. A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson and a vacancy in the office of Vice-Chairperson shall be filled by the Secretary. The office of Secretary shall be filled by nomination and election according to Section 2 above at the meeting immediately following the declaring of the vacancy.

Section 5. In addition to those duties prescribed by the parliamentary authority adopted by the membership. The Chairperson shall assign members to each Sub-Committee with due consideration for the desire of the member and the need of the Sub-Committee; shall present all reports to the Board of County Commissioners; may appoint a registered parliamentarian at his or her discretion; and shall serve as the only official representative and spokesperson for the Hispanic Affairs Advisory Board, unless otherwise authorized by a vote of the membership.

Section 6. The Vice-Chairperson shall be of active assistance to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve.

## ARTICLE V

### MEETING

Section 1. Meetings shall be at a time and place designated by the Chairperson or Vice-Chairperson. Meetings may also be called by written notice signed by ½ of the members.

Section 2. The regular meeting in February shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of Officers and Sub-Committees, and for any other business that may arise.

Section 3. Special meetings can be called by the Chairperson and shall be called upon the written request of ½ of the members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 4. At least ½ of the full board membership shall constitute a quorum.

## ARTICLE VI

### SUB-COMMITTEES

Section 1. Sub-Committees shall be created and each Sub-Committee, if more than one (1) shall have the responsibility for performing such duties as are necessary to accomplish the functions, powers and purpose of the Hispanic Affairs Advisory Board, as set forth in these by-laws.

Section 2. Each Sub-Committee shall meet regularly upon the call of its Chair, and such meetings shall be announced and publicized.

Section 3. Reports of Sub-Committee activities shall be provided in writing at the annual meeting and at such times as they shall be requested by the Chairperson. Copies of

**Miami-Dade County**  
**Hispanic Affairs Advisory Board**

Board Meeting  
November 13, 2007

**Minutes**

**Present:**

Marili Cancio  
Xiomara Casado  
Gloria Barbier  
Roymi Membiela  
Lyse Cuellar  
Tony Wagner  
Joseph Guerra

**Excused:**

Manuel Benitez

**Absent:**

Elba Hentschel

Chairwoman Marili Cancio opened the meeting at 4:30 p.m. she thanked the members for attending the meeting. The meeting was held at the Latin Quarter Cultural Center at 1501 S.W. 8<sup>th</sup> Street, Miami Florida.

Chairwoman Marili Cancio introduced the new HAAB member Ms. Roymi Membiela, appointed by the Honorable Commissioner Rebeca Sosa, District 6. It is an honor to have you back as a HAAB member.

Board member Tony Wagner welcomed Roymi and expressed a great feeling of gratitude for having her back as a HAAB member.

Chairwoman Marili Cancio asked HAAB members to review the September 11, 2007 board meeting minutes and to make a motion to approve them.

Board member Tony Wagner moved to approve the September 11, 2007 meeting minutes. Board member Xiomara Casado seconded the motion and the motion passed unanimously.

Chairwoman Marili Cancio asked members to review the Sunset Review Questionnaire and to make a motion to approve it.

Board member Tony Wagner moved to approve the Sunset Review Questionnaire. Xiomara Casado seconded the motion and the motion passed unanimously.

## COMMITTEE'S REPORT

### Hispanic Art Expressions Committee

Committee Chairman Tony Wagner informed HAAB members that he was very happy with the outcome of the art exhibits. The three exhibits were a real success, the attendance was outstanding, over 3,000 thousand people attended the exhibits. He informed HAAB members about the warm welcome and the recognition plaque that Mayor Juan C. Bermudez, City of Doral gave to the Hispanic Art Expressions Exhibit. The Mayor was at the exhibit the entire night and two council members attended the event.

Chairwoman Marili Cancio congratulated Board Member Tony Wagner for the professional work and outstanding events.

Board Member Tony Wagner thanked Board Director Maria Lazo for her efforts and the outstanding job she did in putting together the art exhibits.

### Hispanic Role Model and Future Leader Award Luncheon

Committee Chairwoman Gloria Barbier informed HAAB members that the luncheon was a great success, Dr. Padron gave a great speech and the awards recipients were outstanding. The only thing she would like to improve and it was really her fault, was the sponsors; she would like to get bigger sponsors for next year. She commended Board Director Maria Lazo for a great accomplishment, and emphasized the fact that without her efforts the luncheon wouldn't have been successful. Her professional and organizational skills are excellent and deserve a commendation.

### New Business:

Chairwoman Marili Cancio proposed that since the board doesn't meet in December, instead she would like to host a Christmas gathering at her house on Tuesday, December 11, 2007 at 7:30 p.m. She asked Board Director Maria Lazo to create a flyer with the party information to invite the commissioners, all HAAB past members and chairpersons, Office of Community Avocacy Director Larry Capp, friends and volunteer people that assist HAAB with signature events.

Board Member Tony Wagner proposed that HAAB hold its Board Retreat on Saturday, February 23, 2008, 9:00 a.m. to 1:00 p.m., at the Latin Quarter Cultural Center 1501 S.W. 8<sup>th</sup> Street, Miami Florida.

Chairwoman Marili Cancio asked if anybody had talked to Board Member Elba Hentschel and if she had excused herself from attending the meeting. She proposed that since she never attends the meetings and the board's, events a

letter be send to her asking for her resignation from HAAB. She asked Board Director Maria Lazo to prepare a letter for her signature.

Chairwoman Marili Cancio asked members to recruit nominations for HAAB's vacancies. It is very important to have new members that would like to get involved with the Hispanic community.

Board Member Xiomara Casado recommended forming a volunteer committee to help with the luncheon fund raising and sponsorship. HAAB members agreed with Ms. Casado and deferred the item to be discussed at the Board Retreat.

Meeting Adjourned at 6:00 p.m.

Maria Lazo  
Recorder

# COUNTY ADVISORY BOARD INFORMATION

**BOARD NAME:** Hispanic Affairs Advisory Board

**BOARD SUPPORT COST INFORMATION FY2005-06**

**DIRECT COSTS**

AMOUNT (\$)	ITEM
\$ 5,839.00	Copies
\$ 396.00	Parking
\$ 1,477.00	Postage
	Other:
	Other:
	Other:
<b>\$ 7,712.00</b>	<b>TOTAL</b>

**INDIRECT COSTS**

AMOUNT (\$)	ITEM
\$ 43,018.85	Staff Support*
	Other:
	Other:
	Other:
<b>\$ 43,018.85</b>	<b>TOTAL</b>

**TOTAL BOARD SUPPORT COST:** \$ 50,730.85  
 (Add total Direct and Indirect Costs)

**Source of Funds:** General Fund  
 (i.e, General Fund, Interest Earning, Fines, etc.)

\* Includes 30% of salary/benefits of HAAB Program Officer + 15% Community Relations Assistant for indirect board support costs

\* Includes staff time dedicated to supporting the board. Example: John earns \$40,000 annually and spends 25% of his time on board support related work. The calculation would be \$40,000 + 20% benefits x 25% = \$12,000 for indirect board support costs.)

**ALSO ATTACH SEPARATE FINANCIAL INFORMATION FOR PROGRAMS**

# COUNTY ADVISORY BOARD INFORMATION

**BOARD NAME:** Hispanic Affairs Advisory Board

**BOARD SUPPORT COST INFORMATION FY2006-07**

**DIRECT COSTS**

AMOUNT (\$)	ITEM
\$ 5,839.00	Copies
\$ 396.00	Parking
\$ 1,477.00	Postage
	Other:
	Other:
	Other:
<b>\$ 7,712.00</b>	<b>TOTAL</b>

**INDIRECT COSTS**

AMOUNT (\$)	ITEM
\$ 45,283.00	Staff Support*
	Other:
	Other:
	Other:
<b>\$ 45,283.00</b>	<b>TOTAL</b>

**TOTAL BOARD SUPPORT COST:** \$ 52,995.00  
 (Add total Direct and Indirect Costs)

**Source of Funds:** General Fund  
 (i.e. General Fund, Interest Earning, Fines, etc.)

\* Includes 30% of salary/benefits of HAAB Program Officer + 15% Community Relations Assistant for indirect board support costs

\* Includes staff time dedicated to supporting the board. Example: John earns \$40,000 annually and spends 25% of his time on board support related work. The calculation would be \$40,000 + 20% benefits x 25% = \$12,000 for indirect board support costs.)

**ALSO ATTACH SEPARATE FINANCIAL INFORMATION FOR PROGRAMS**