

Memorandum



Date: April 6, 2010

Agenda Item No. 1(F)8

To: Honorable Chairman Dennis C. Moss and
Members, Board of County Commissioners

From: George M. Burgess
County Manager

A large, stylized handwritten signature in black ink, appearing to read "Burgess".

Subject: Sunset Review of County Boards for 2010 – Asian American Advisory Board

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2010 Sunset Review of County Boards Report for the Asian American Advisory Board. The Board approved the attached report at its meeting on November 10, 2009 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Irene Taylor Wooten".

Irene Taylor Wooten
Special Assistant, Social Services

cmo07210

Date: January 5, 2010

To: George M. Burgess
County Manager

From: S. Shawn Khosravi, Chairperson
Miami Dade County Asian American Advisory Board

Subject: Sunset Review of County Boards for 2010 –
Miami Dade County Asian American Advisory Board

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2010 Sunset Review of County Boards Report for the Asian American Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting November 10, 2009

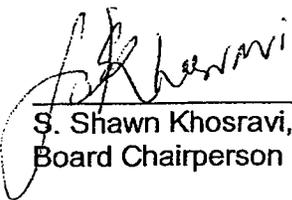
It is recommended that the BCC approve the continuation of the Asian American Advisory Board.

BACKGROUND

The Miami Dade County Asian American Advisory Board (MDCAAAB) was established on July 2, 1997 at the request of Commissioner Pedro Reboredo by Ordinance No. 97-128. Its 26 members are appointed by the Board of County Commissioners to serve in an advisory capacity to the Board of County Commissioners, to the community and to all agencies and persons in Miami Dade County with matters pertaining to the Asian community.

In a fifteen point guideline the Board of County Commissioners established a Mission for the Board to improve the quality of life of the Asian American residents of the County, to engage them with the system and our democratic process, address their needs and grievances and bring their concerns to the Board of County Commissioners for policy development.

The Miami Dade County Asian American Advisory Board should continue to function because it is actively carrying out its mission. It meets regularly every second Tuesday of the month except the months of August and December. The Board serves as an advocate promoting activities and participation in civic, cultural, commercial, educational, and other events in the community. During the past several years it has also served as a vehicle to develop many community based institutions for the good of the community.



S. Shawn Khosravi,
Board Chairperson

SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY
2010

I. GENERAL INFORMATION

1. Name of Board reporting:

Miami Dade County Asian American Advisory Board

2. Indicate number of board members, terms of office, and number of vacancies:

Number of Board Members: 26 (twenty-six)

Terms of Office: Three years

Number of Vacancies: 2 vacancies

3. Identify number of meetings and members' attendance (Attach records reflecting activity from Jan. 1, 2008 through December 31, 2009):

Number of Meetings: Twenty one Meeting

Number of Meetings with a Quorum: Meetings with quorum were 16

Attendance Records: See Attachment

4. What is the source of your funding?

County General Funds

5. Date of Board Creation:

July 22, 1997

6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).

See Attachment

7. Include the Board's Mission Statement or state its purpose:

To serve in an advisory capacity to the County Commission, the County administration, the Community, and all agencies and persons in Miami Dade County, Florida in respect to all matters pertaining to Asian Americans. The purpose of the Board is to engage and empower the Asian community with community at large.

Note: Detailed Mission Statement attached under *Duties & Responsibilities* as outlined by Board of County Commissioners.

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

None

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

See attachment

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

See attachment

II. EVALUATION CRITERIA

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

Yes, the Board meets on a regular basis, as required by Ordinance, advises the County commission and other appropriate individuals and agencies, and works to promote and advance the interest of the Asian American community, and Miami Dade County community at large.

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

Yes, The Board is actively pursuing programs to engage and empower the Asian American community. It has started scholarship program, a support network to assist the Asian victims of domestic violence, and regular programs to connect the community with American democratic process.

3. What are the Board's major accomplishments?

a. Last 24 months:

See attached 2008 and 2009 accomplishment Report

b. Since established: See attachments.

4. Is there any other board, either public or private, which would better serve the function of this board?

No.

5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes)

No

6. Should the Board's membership requirements be modified?

No

7. What is the operating cost of the Board, both direct and indirect?

(Report on FY 2008 and FY 2009)

FY - 2008	\$ 43,899
FY - 2009	\$ 42,099

8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals. The Board meets the prescribed performance measures such as, the monthly meeting; communicating with the Board of County Commissioners; informational & educational workshops, sensitivity training; other routine activities performed and measured according to Miami Dade County Asian American Advisory Board Active Strategy Enterprise (ASA) scorecard as initiatives under the objective "improved Community Relations in Miami Dade County.

Also: Include a diskette, saved as ASCII or Rich Text Format (RTF), of the County Manager's transmittal memorandum to the Board of County Commissioners with the Board's recommendation.

MDC. Asian American Advisory Board
Attendance History 2009

BOARD MEMBERS NAMES	Jan 13	Feb 10	Mar 10	Apr 14	May 12	Jun 16	Jul14	Aug 26	Sep 22	Oct13	Nov10	Dec
Subrata Basu	E	P	E	P	P	E	E	P	P	P	P	N
Lisa Barquist	E	E	P	E	E	E	P	E	E	P	P	
Mai Pham Nguyen	P	P	P	R								N
Veena Panjabi	P	P	E	P	P	P	E	E	P	A	E	0
Nida Recabo				R								
Bill Simonitsch Esq.,			P	P	E	A	E	P	P	E	E	M
Meital Stavinski							P	P	P	E	P	E
Adam Tavakoly					P	P	P	P	P	E	E	E
Jeffrey Tsai	E	A	P	E	E	P	P	P	P	P	P	T
Mehmet Ulutas							P	P	P	P	E	I
Omer Zeyrek					P	P	P	P	E	P	P	N
Joe Chi	E	E	R									G
Ghassan Aref					P	P	P	P	E	P	P	
Kwek-Cheng Manny Wong					P	P	P	P	P	P	P	
Atchana Chuaindra-Capellini						A	A	A	A	A	A	0
Nasser Eftekhari					P	P	P	E	P	P	P	
Ammal ElHaddad	A	A	P	A	P	E	A	E	P	E	A	M
Sadrul H. Fasihi	E	P	P	P	E	E	E	P	P	P	P	
Mimi Lam Freedman	P	E	P	R								E
Jose K. Fuentes	E	A	A	E	A	P	E	P	A	E	E	
Nazifa Given	P	P	P	P	E	P	E	P	P	P	P	E
Josephine Gordy	E	P	P	E	E	E	E	E	E	E	E	
Eric Ho	E	P	E	P	P	P	E	E	E	E	A	T
Salina Jivani				P	P	E	P	E	P	P	P	
Shawn Khosravi	P	P	P	P	E	P	E	P	P	P	P	I
Shabbir Motorwala	P	P	P	P	P	E	P	P	P	P	P	
Sundeep Mullick					P	P	P	P	P	E	E	N
Hung Nguyen	P	P	P	P	P	P	P	P	P	P	E	G

MDC Asian American Advisory Board
Attendance Chart 2008

BOARD MEMBERS NAMES	Jan/ 15	Feb/ 12	Mar/ 11	Apr/ 08	May/ 13	Jun/ 10	July/ 08	Aug 26	Sep/ 01	Oct/ 14	Nov/ 13	Dec/ 13
Subrata Basu	P	P	P	P	P	P	E	P	N	P	P	N
isLa Hu Barquist3.	P	P	P	P	E	E	E	E		E	E	
Joe L. Chi	E	E	P	E	E	P	P	E	O	A	P	O
Anthony Chie For	A	A	R									
Mimi Lam Freedman	E	E	P	P	P	P	P	E	M	E	P	M
Jose K. Fuentes	A	A	P	A	E	E	A	E		E	E	
Veena Punjabi	E	P	P	P	P	E	E	P	E	P	A	E
Josephine Gordy	P	E	P	E	P	P	E	P		P	E	
S. Shawn Khosravi	P	P	P	P	P	P	E	P	E	P	P	E
Shabbir Motorwala	P	P	P	P	E	P	E	P		P	E	
*Ammal El-Haddad	P	A	P	E	E	P	E	E	T	E	A	T
Dennis Murasaki	E	A	E	A	E	P	E	E		P	P	
Hung Nguyen	E	A	P	P	E	E	P	E	I	P	E	I
Mai Pham Nguyen	P	P	P	P	E	P	E	P		P	A	
Nida Recabo	P	E	P	E	P	E	P	P	N	E	E	N
Jeffrey E. Tsai	E	P	P	A	A	E	E	A		E	A	
Kwok-Cheng "Manny Wong"	P	P	P	P	P	P	P	P	G	P	P	G
*Sadrul H. Fasihi	P	P	P	P	P	P	E	P		E	P	
*Dr. Omer Zeyrek	P	P	P	P	P	P	E	P		A	E	
*Nazifa (nazy) Given			P	P	E	P	E	P		P	P	
*Elizabeth Beck			P	E	E	A	E	R				
*Eric Ho							P	P		P	P	

Approved _____ Mayor

Agenda Item No. 4(C)

7-22-97

Veto _____

Override _____

ORDINANCE NO. 97-128

ORDINANCE CREATING DADE COUNTY ASIAN AMERICAN ADVISORY BOARD; PROVIDING DUTIES, POWERS AND RESPONSIBILITIES; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, the status of Asian Americans has long been ignored; and

WHEREAS, Asian Americans have been underrepresented in our halls of government and other public and private institutions; and

WHEREAS, the Board of County Commissioners desires to recognize the contributions of Asian Americans to the cultural, political, social and economic life of Dade County,

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

Section 1. CREATED.

There is hereby created the Dade County Asian American Advisory Board.

Section 2. COMPOSITION.

The Dade County Asian American Advisory Board shall be composed of twenty-six (26) members who shall be permanent residents and electors of the County and who shall have a knowledge of and interest in the County's Asian community. Each County Commissioner shall appoint two members of the board, one of whom shall serve an initial term of one (1) year and

one of whom shall serve an initial term of three (3) years. After the initial appointment, all members shall thereafter serve three (3) year terms.

Section 3. MEMBERSHIP; OFFICERS; MEETINGS.

The members of the board shall elect a chairperson, vice-chairperson, and such other additional officers as the Asian American Advisory Board shall deem necessary. All officers shall serve at the will of the board. Fourteen (14) members of the board shall constitute a quorum-necessary to hold a meeting and 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 fourteen (14) members. The board at any duly noticed public meeting may fix and call a meeting on a future date. All meetings shall be public.

Section 4. DUTIES; POWERS; RESPONSIBILITIES.

The board shall have the following duties, powers and responsibilities:

(1) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Dade County, Florida, with respect to matters pertaining to the Asian community of Dade County.

(2) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and nongovernmental agencies pertaining to the Asian community.

(3) 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 address the various complex problems

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affecting the Asian community in Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.

(4) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Dade County community at large.

(5) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.

(6) To encourage and attract Asian businesses to Dade County, to assist Asian businesses located in Dade County, and to promote economic development, especially job creation in Dade County.

(7) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.

(8) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.

(9) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.

(10) To promote the cultural heritage of Asian Americans.

(11) To encourage and assist in citizenship registration and voter registration.

(12) To eliminate ignorance and bigotry towards Asian Americans.

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(13) To conduct studies through fact-finding and analysis of problems encountered by Asian community members.

(14) The board shall report at least annually to the Commission as to its activities, findings and recommendations.

(15) 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 Asian 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, including any sunset provision, 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," "article," or other appropriate word.

Section 8. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

~~§~~

Section 9. This ordinance does not contain a sunset provision.

PASSED AND ADOPTED: JUL 22 1997

Approved by County Attorney as
to form and legal sufficiency:

RA6

Prepared by:

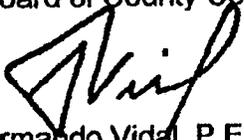
JDM/RA6

Sponsored by Commissioner Pedro Reboredo

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**MEMORANDUM**Supplement to
Agenda Item No. 4(C)TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: July 22, 1997

FROM: 
Armando Vidal, P.E.
County ManagerSUBJECT: Fiscal Impact Statement
for the Proposed
Ordinance Creating
the Asian American
Advisory Board

97-128

If the proposed ordinance creating the Asian American Advisory Board is adopted, it is anticipated that existing staff will be able to provide the new board with the required support at a level comparable with the other existing boards. Adoption of this ordinance would, therefore, have no fiscal impact on the County's budget.

However, if the newly-created board should require additional support beyond that which can be provided by existing staff, this could necessitate the hiring of additional staff and would result in a fiscal impact to the County.

cmo/17797

fications and detect corruption and fraud. Where the IPSIG detects corruption or fraud, he or she shall notify the appropriate law enforcement agencies;

- (9) The Inspector General shall have the power to review and investigate any citizen's complaints regarding County or Public Health Trust projects, programs, contracts or transactions; and
- (10) The Inspector General shall upon his or her own initiative, or upon instructions from the Ethics Commission, exercise any of the powers contained in Section 2-1076.
- (11) The Inspector General shall be notified in writing prior to any meeting of a selection or negotiation committee where any matter relating to the procurement of goods or services by the County is to be discussed. The notice required by this subsection (11) shall be given to the Inspector General as soon as possible after a meeting has been scheduled, but in no event later than twenty-four (24) hours prior to the scheduled meeting. The Inspector General may, at his or her discretion, attend all duly noticed County meetings relating to the procurement of goods or services as provided herein, and, in addition to the exercise of all powers conferred by Section 2-1076, may pose questions and raise concerns consistent with the functions, authority and powers of the Inspector General. An audio tape recorder shall be utilized to record all selection and negotiation committee meetings.

(d) *Physical facilities and staff.* The Ethics Commission shall provide the Office with sufficient space to enable it to perform its functions. The Ethics Commission shall provide legal counsel and representation for the Office. The Inspector General shall, subject to budgetary allocation by the Board of County Commissioners, have the authority to employ sufficient staff to enable the Office to perform its functions.

(e) *Abolition of the Office.* The Office of Inspector General shall only be abolished upon the affirmative vote of two-thirds (2/3) of the whole number of members of the Board of County Commissioners.

(f) *Procedure for finalization of reports and recommendations which make findings as to the person or entity being reviewed or inspected.* Notwithstanding any other provision of this Code, whenever the Inspector General concludes a report or recommendation which contains findings as to the person or entity being reported on or who is the subject of the recommendation, the Inspector General shall provide the affected person or entity a copy of the report or recommendation and such person or entity shall have 10 working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation. The requirements of this subsection (f) shall not apply when the Inspector General, in conjunction with the State Attorney, determines that supplying the affected person or entity with such report will jeopardize a pending criminal investigation. (Ord. No. 97-215, § 1, 12-16-97; Ord. No. 99-63, § 1, 6-8-99; Ord. No. 99-149, § 1, 10-19-99; Ord. No. 00-105, § 1, 7-25-00; Ord. No. 01-114, § 1, 7-10-01)

Secs. 2-1077—2-1085. Reserved.

ARTICLE LXXIX. MIAMI-DADE COUNTY ASIAN AMERICAN ADVISORY BOARD

Sec. 2-1086. Created.

There is hereby create the Miami-Dade County Asian American Advisory Board.
(Ord. No. 97-128, § 1, 7-22-97)

Sec. 2-1087. Composition.

The Miami-Dade County Asian American Advisory Board shall be composed of twenty-six (26) members who shall be permanent residents and electors of the County and who shall have a knowledge of and interest in the county's Asian community. Each County Commissioner shall appoint two (2) members of the board, one of whom shall serve an initial term of one (1) year and one

of whom shall serve an initial term of three (3) years. After the initial appointment, all members shall thereafter serve three-year terms.
(Ord. No. 97-128, § 2, 7-22-97)

Sec. 2-1088. Membership; officers; meetings.

The members of the board shall elect a chairperson, vice-chairperson, and such other additional officers as the Asian American Advisory Board shall deem necessary. All officers shall serve at the will of the board. Fourteen (14) members of the board shall constitute a quorum necessary to hold a meeting and 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 fourteen (14) members. The board at any duly noticed public meeting may fix and call a meeting on a future date. All meetings shall be public.
(Ord. No. 97-128, § 3, 7-22-97)

Sec. 2-1089. Duties; powers; responsibilities.

The board shall have the following duties, powers and responsibilities:

- (1) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, with respect to matters pertaining to the Asian community of Miami-Dade County.
- (2) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and nongovernmental agencies pertaining to the Asian community.
- (3) 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 address the various complex problems affecting the Asian community in Miami-Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.
- (4) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Miami-Dade County community at large.
- (5) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.

- (6) To encourage and attract Asian businesses to Miami-Dade County, to assist Asian businesses located in Miami-Dade County, and to promote economic development, especially job creation in Miami-Dade County.
 - (7) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.
 - (8) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.
 - (9) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.
 - (10) To promote the cultural heritage of Asian Americans.
 - (11) To encourage and assist in citizenship registration and voter registration.
 - (12) To eliminate ignorance and bigotry towards Asian Americans.
 - (13) To conduct studies through fact-finding and analysis of problems encountered by Asian community members.
 - (14) The board shall report at least annually to the Commission as to its activities, findings and recommendations.
 - (15) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.
- (Ord. No. 97-128, § 4, 7-22-97)

Sec. 2-1090. Support.

The County Manager, County Attorney and Clerk of the Board shall provide appropriate support for the Asian Advisory Board.
(Ord. No. 97-128, § 5, 7-22-97)

Secs. 2-1091—2-1100. Reserved.

**ARTICLE LXXX MIAMI-DADE COUNTY
HIV/AIDS PARTNERSHIP**

Sec. 2-1101. Creation and purpose.

There is hereby created and established the Miami-Dade HIV/AIDS Partnership (hereinafter referred to as the "Partnership"). The Partnership's purpose is to enable the County and other governmental entities to apply for, receive, plan for, assess, and allocate financial assistance under the Ryan White Comprehensive AIDS Resources Emergency (CARE) Act, CARE Act Amendments of 1996, HIV Prevention and Surveillance Cooperative Agreements, Healthy Communities 2000 Objectives, AIDS Housing Opportunity Act, and Housing and Community Development Act of 1992, State of Florida General Revenue Care and Treatment Allocations, and other HIV/AIDS related funding as it becomes available; and to advise the Board of County Commissioners, the Mayor, and other governmental entities on HIV/AIDS related issues. Except where Federal or State laws or regulations mandate to the contrary the provisions of this article shall apply.
(Ord. No. 98-127, § 1, 9-3-98)

Sec. 2-1102. Membership requirements; appointment of members; terms; removal.

(a) The Partnership shall be composed of thirty-seven (37) voting members from the following categories of representatives:

- (1) Twelve (12) members who are HIV+, representing the infected community;
- (2) One (1) Health care provider, which must represent a Federally Qualified Health Center;
- (3) One (1) Community based AIDS service organization;
- (4) One (1) Social service provider;
- (5) One (1) Mental health provider;
- (6) One (1) Substance abuse provider;
- (7) One (1) HIV prevention provider;
- (8) One (1) Hospital or health care planning agency;

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 5(D)
1-21-99

ORDINANCE NO. 99.04

ORDINANCE RELATING TO THE EXPIRATION OF THE TERMS OF COUNTY BOARD MEMBERS; AMENDING SECTION 2-11.38.2(c) OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; PROVIDING THAT BOARD MEMBERS' TERMS EXPIRE WITH THE EXPIRATION OF THE NOMINATING COUNTY COMMISSIONER'S TERM OF OFFICE; PROVIDING RETROACTIVITY; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

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

Section 1. Section 2-11.38.2(c) of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:¹

Sec 2-11.38.2. Term of office.

* * *

(c) ~~[[Additionally, when the Commissioner who appointed a board member leaves office, the term of his or her appointees to County boards shall expire.]]~~
>> Additionally, notwithstanding any other provision of the Code or of any resolution, the term of every board member nominated by a Commissioner shall automatically expire when: (1) the nominating Commissioner leaves office, or (2) the nominating Commissioner's term of office expires. The provisions of this subsection shall be applicable to the terms of County Commissioners which expired in October 1998, and thereafter.<<

¹Words stricken through and/or [[double bracketed]] shall be deleted. Words underscored and/or >>double arrowed<< constitute the amendment proposed. Remaining provisions are now in effect and remain unchanged.

Section 2. 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 3. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance, including any sunset provision, shall become and be made a part of the Code of Miami-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," "article," or other appropriate word.

Section 4. This ordinance shall become effective ten (10) days after the date of enactment unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

Section 5. This ordinance does not contain a sunset provision.

PASSED AND ADOPTED: JAN 21 1999

Approved by County Attorney as to form and legal sufficiency: RA6

Sponsored by Commissioner Javier D. Souto

County Ordinance 97-128
Duties & responsibilities
Asian American Advisory Board

- 1. To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami Dade County, Florida with respect to matter pertaining to the Asian community of Miami Dade County.**
- 2. To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and non-governmental agencies pertaining to the Asian community.**
- 3. 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 address the various complex problems affecting the Asian community in Miami-Dade and to make findings and recommendation to the County Commission and the County administration regarding such matters.**
- 4. To recommend solution to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Miami-Dade County community at large.**
- 5. To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.**
- 6. To encourage and attract Asian business to Dade County, to assist Asian business located in Dade County and to promote economic development, especially job creation in Miami-Dade County.**
- 7. To foster relationship with public officials and maintain formal channels of communication so that the Asian concerns are effectively transmitted and heard.**
- 8. To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.**
- 9. To build coalitions with various community groups to address issues of common concerns, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.**
- 10. To promote the cultural heritage of Asian Americans .**
- 11. To encourage and assist in citizenship registration and voter registration.**
- 12. Eliminate ignorance and bigotry towards Asian Americans.**

County Ordinance 97-128

Duties & responsibilities

Asian American Advisory Board

- 13. To conduct studies through fact-finding and analysis of problems encountered by Asian community members.**
- 14. The board shall report at least annually to the Commission as to its activities, findings and recommendations.**
- 15. To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.**

BY-LAWS

MIAMI-DADE COUNTY ASIAN-AMERICAN ADVISORY BOARD (Amended January 15, 2008)

ARTICLE I NAME

The name of this organization shall be the Miami-Dade County Asian-American Advisory Board, (hereinafter referred to as "the Board"), an organization established by the Board of County Commissioners by Ordinance No. 97-128 on July 22, 1997.

ARTICLE II DUTIES, POWERS, AND RESPONSIBILITIES

Section 1. The Board shall have the following duties, powers, and responsibilities as established in Ordinance No. 97-128:

- a) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, with respect to matters pertaining to the Asian community of Miami-Dade County.
- b) To formulate and recommend policies, plans, programs and services and to coordinate the activities of governmental entities and non-governmental agencies pertaining to the Asian community.
- c) To serve as a medium for responsible persons to utilize and consult with in attempting to understand and address the various complex issues affecting the Asian community in Miami-Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.
- d) To recommend solutions to the social, economic, cultural and political problems in the Asian community, as well as to serve as liaison between the Asian community and the Miami-Dade County community at large.
- e) To promote active participation of Asian Americans in civic, cultural, commercial and community affairs.
- f) To encourage and attract Asian businesses to Miami-Dade County, to assist Asian businesses located in Miami-Dade County, and to promote economic development, especially job creation in Miami-Dade County.

- g) To foster relationships with public officials and maintain formal channels of communication so that Asian concerns are effectively transmitted and heard.
- h) To promote positive images and concepts of Asian and Asian Americans as well as promote their many contributions to our society.
- i) To build coalitions with various community groups to address issues of common concern, such as advocating positive legislation regarding immigration and advocating legislation to strengthen the penalties for racially motivated crimes.
- j) To promote the cultural heritage of Asian Americans.
- k) To encourage and assist in citizenship registration and voter registration.
- l) To eliminate ignorance and bigotry towards Asian Americans.
- m) To conduct studies through fact-finding and analysis of issues encountered by Asian community members.
- n) The Board shall report at least annually to the Commission as to its activities, findings and recommendations.
- o) 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 Board shall be composed of twenty six (26) members who shall be permanent residents and electors of Miami-Dade County and who shall have a knowledge of and interest in the County's Asian Community. Each County Commissioner shall appoint two members of the Board, one of whom shall serve an initial term of one (1) year and one of whom shall serve an initial term of three (3) years. After the initial appointment, all members shall thereafter serve three (3) year terms.

Section 2. When the County Commissioner who appointed a Board member leaves office, the board member's term shall also expire.

Section 3. Each Board member shall serve on at least one committee, if committees are established.

Section 4. It shall be the responsibility of each Board member to attend all meetings of the Board and of the committee of his or her primary assignments. A Board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or, (ii) he or she is absent from three (3) of the Board's meetings without an acceptable excuse. An "acceptable excuse" is defined as an absence for medical reasons, business

reasons, personal reasons, or any other reason which the Board by a two-thirds vote of the membership, deems appropriate. Such absence shall be calculated from October 1st to September 30th.

- a) By a two-thirds vote of the members of the full Board of County Commissioners, the provisions of this section may be waived.

Section 5. The Chairperson shall provide written notice to the Board member and the Board member's appointing Commissioner of the Board member's removal due to absences.

Section 6. Any Board member desiring to resign shall submit his or her resignation in writing to the appointing Commissioner, with copies to the Chairperson and the Executive Director as designated by the County.

ARTICLE IV ELECTIONS AND OFFICERS

Section 1. The officers of the Asian American Advisory Board shall be the Chairperson, First Vice Chairperson, Second Vice Chairperson, and Third Vice Chairperson. The Fourth Vice Chairperson automatically will be filled by the immediate past Chairperson. In the event there is no immediate past Chairperson, the Executive Committee shall, as soon as practicable, appoint a member at large to serve as the Fourth Vice Chairperson. The appointed member at large will serve the remaining term until a new Chairperson is elected and there is an immediate Past Chairperson to fill the Fourth Chairperson's position.

Section 2. The First 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.

Section 3. At the regular meeting in February, the Chairperson 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 upon results of the election. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.

Section 4. No member shall be eligible to serve more than two consecutive terms in the same office. A member can serve again in the same office after two intervening years.

Section 5. A vacancy in the office of Chairperson shall be filled by the First Vice Chairperson, a vacancy in the office of First Vice Chairperson shall be filled by the Second Vice Chairperson, and a vacancy in the office of Second Vice Chairperson shall be filled by the Third Vice Chairperson. A vacancy in the office of Third Vice Chairperson shall be filled by an election held at the first meeting following the vacancy.

Section 6. In addition to those duties prescribed by the parliamentary authority adopted by the membership, the Chairperson shall assign members to each committee with due consideration for the desire of the member and the need of the committee; shall present all reports to the Board of County Commissioners; may designate a registered parliamentarian at his or her discretion; and shall serve as the only official representative and spokesperson for the Board.

ARTICLE V MEETINGS

Section 1. The regular meetings of the Board shall be held on the 2nd Wednesday of the month at 6:30 p.m. unless otherwise ordered by the membership or by the Executive Committee. Meetings shall be at a time and place designated by the membership; and at least ten regular meetings shall be held during each calendar year.

Section 2. At the January meeting, a nominating committee shall be created consisting of the past Chairperson, if he or she accepts and is not going to run for office, two members appointed by the current Chairperson, and two members elected by the membership, to present the slate of officers for the February annual meeting. The slate of officers shall be mailed to the membership by the February meeting. A member of this nominating committee shall not be considered a candidate for office.

Section 3. 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 committees and for any other business that may arise.

Section 4. Special meetings can be called by the Chairperson, a Vice-Chairperson, by the Executive Committee, or upon the written request of fourteen 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 5. A majority of those persons duly appointed to the Board shall constitute a quorum, provided that at least one half (1/2) of the full Board membership has been appointed.

ARTICLE VI THE EXECUTIVE COMMITTEE

Section 1. The Officers of the Asian-American Advisory Board shall constitute the Executive Committee.

Section 2. The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, shall make recommendations to the membership, and shall perform such other duties as are specified in these By-Laws. The Executive Committee shall be subject to the orders of the Asian-American Advisory Board, and none of its acts shall conflict with action taken by the Board.

Section 3. Regular meetings of the Executive Committee shall be no less than 10 times per year, at a time and place designated by the Chairperson.

ARTICLE VII COMMITTEES

Section 1. Committees shall have the responsibility for performing such duties as are necessary to accomplish the functions, powers and purpose of the Asian-American Advisory Board as set forth in these By-Laws.

Section 2. Each committee shall meet regularly upon the call of its Chairperson, and committee meetings shall be announced and publicized.

Section 3. Comprehensive reports of committee activities shall be provided in writing at the annual meeting and at such other times as they shall be requested by the Chairperson . Copies of reports shall be distributed with the minutes of the meeting.

ARTICLE VIII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Mason's Manual of Legislative Procedure shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with these By-Laws and any special rules of order that the Board may adopt.

ARTICLE IX AMENDMENT OF BY-LAWS

These By-Laws may be amended at any regular meeting by a two-thirds vote of members present and voting, provided that the amendment has been submitted in writing at the previous meeting or has been mailed to the membership at least fifteen days prior to the meeting at which it will be considered.

Note: Also, please see the attached Standard Operating Procedures, which are not a part of bylaws, but the guidelines for managing the Board affairs:

Addressing the Grievances:

The Executive Committee of the Miami Dade County Asian Advisory Board -- comprised of the Chair, 1st, 2nd, and 3rd Vice Chairs of the Board, and a Member at Large -- oversees, manages, and resolves all internal affairs of the Board. Should a present, past, or future Board member have a grievance or complaint concerning a member of the Board or a member of the Miami Dade County Staff assigned to assist the Board, such grievance or complaint must be made in writing and sent to the attention of the Chair of the Board. Upon receipt of the written grievance or complaint, the Chair of the Board and the Executive Committee shall by no later than twenty (20) business days investigate and respond, in writing, to the aggrieved or complaining Board member.

Miami-Dade County
ASIAN AMERICAN ADVISORY BOARD ("AAAB")
Stephen P. Clark Building
6th Floor Front Conference Room

MINUTES OF BOARD MEETING ON NOVEMBER 10, 2009

Present: S. Shawn Khosravi, Chair, Ghassan Aref, Lisa Hu Barquist, Esq., Subrata Basu, Nasser Eftekhari, M.D., Sadrul Fasihi, Nazy Givens, Salina Jivani, Esq., Shabbir Motorwala, Meital Stavinsky Esq; Jeffrey Tsai, Esq., Manny Wong, Omer Zeyrek, Ph.D., and Executive Director. Mohammed Shakir

Excused: Hung Nguyen Esq.; Josephine Gordy Whang, Mehmet Ulutas, Veena Panjabi, William J. Simonitsch, Esq., Sundeep Mullick Esq., Adam Tavakoly, Jose Fuentes

Absent: Atchana Capellini, Ammal Elhaddad, Eric Ho

Guests: Reinaldo Valdes, Dr. Larry Capp, Amy Carswell

Chair Mr. Khosravi called the meeting to order at 6:15 p.m.; quorum was established.

Mr. Khosravi recognized the guests.

Minutes: Chair asked the AAAB to review the AAAB and EC September 2009 Minutes, which the Board unanimously approved.

Executive Director Mr. Shakir gave his Director's Report.

Mr. Khosravi described the Scholarship Award ceremony event and invited input from Board members. Mr. Motorwala commended a lack of attendance by elected Officials. Several members reminded that Commissioners Edmonson, and Gimenez attended the event and Commissioner Sally Heyman dropped out at the last minute due to a flu attack. Board members expressed their satisfaction and asked the Chair to send out thank you cards to Commissioners and sponsors.

Chair briefed the Board about the budget cut situation and the actions taken by the Board to protect the Director's position.

Ms. Jivani and Mr. Mullick are reviewing and editing the activity report to be presented to the County Commissioners as part of the AAAB's reporting requirements.

Newsletter: Mr. Tavakoly is out of town due to his father's illness, he will update and send out the newsletter upon his return.

Website: Website is up and running; however, comments are invited on this project.

Census 2010: Ammal Haddad is participating on behalf of the Board. She attended several meeting across Florida.

Approval of Sunset Report: Chair shared his request for the continuation of the Asian American Advisory Board and invited the vote to submit approve the Sunset Report. Board unanimously approved the recommendation.

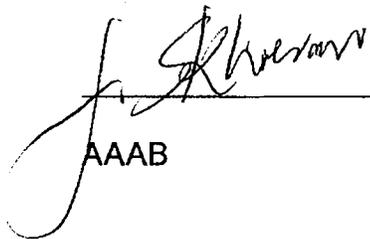
Announcement: Tibetan monks will construct the Sand Mandala in the Government Center on December 7, 2009.

Mr. Khosravi announced that meeting wraps up the Board's activities for 2009.

Meeting was adjourned at 7:45 p.m.

Submitted by:

Approved on November 10, 2009 by:



AAAB

Miami Dade County
Asian American Advisory Board
Accomplishments Since Established

During the twelve years since the Asian American Advisory Board was established by the Board of County Commissioners, the Board has impacted the community in many different ways. It has engaged the Asian community with the system, enhanced the political awareness and democratic sensitivities of the Asian community. It has created programs to sensitize the community in general about the Asian culture and traditions. It has helped create programs that have become a part of community's annual cultural calendar and have made a significant economic impact. The board has also collaborated in programs that have attracted outside business to our community. A brief list of the Board's accomplishments since its creation is as follows:

In 1997 the community had only two festivals, The Chinese and Asian Festivals. Today the list of events and festivals has grown four-fold, as listed below.

- Chinese New Year Festival
- Asian Culture Festival
- Turkish Festival
- The Green Day Celebration
- Miami Hong Kong Dragon Boat Race
- Pakistan Day Festival
- South Florida Dragon Boat Race
- Asian Heritage Month

The Board is especially proud of its role in establishing **SAHARA; UHI free Medical Clinic and Project Downtown**. . These three institutions touch the most sensitive needs of not only the Asians but the community at large.

SAHARA provides assistance to the Asian victims of domestic violence and abuse. It has tended 73 cases over the last four years providing legal assistance, counseling, housing and transportation, and financial assistance. The most remarkable accomplishment is that in most cases SAHARA succeeded in keeping the family together.

UHI Medical Clinic: This clinic is established in collaboration with the Muslim community of South Florida. The healthcare staff are volunteer and all operational funds are raised by the community and it provides free healthcare to un-insured and poor. ,

Project Downtown: With seed money by Commissioner Souto and vans donated by the County, students from the University of Miami feed the homeless and hungry in downtown, provide them toiletries and clothing.

Miami Dade County
Asian American Advisory Board
Accomplishments during the last 24 months

The Asian American Advisory Board co-sponsored the following events festivals during the years 2008 and 2009;

- Chinese New Year Festival
- Asian Culture Festival
- Turkish Festival
- The Green Day Celebration
- Miami Hong Kong Dragon Boat Race
- Pakistan Day Festival
- South Florida Dragon Boat Race
- Asian Heritage Month

These events reached out to more than one hundred thousand residents and visitors of the Miami Dade County. The economic impact of these events is estimated to be more than \$ 2,800,000 in park fees, insurance, vendor revenues and other costs to organize the events of this magnitude.

The Board was also able to attract and facilitate two conventions: the Asian Journalists Association and the National Asian Law Students Association, which brought approximately 940 guests who spent 2,820 nights in our community contribution to \$ 611,000 in revenues and more than \$60,000 in bed taxes.

Citizen Diplomacy Program: This program is collaboration with the US. Department of State to bring visiting foreign leaders to our community. During last year we hosted 258 guests who spent 1012 nights in our community with an economic impact of more than \$190,000 (including \$ 17,000 in bed taxes)

In addition our already established community based partners continue to make the socio economic contributions to our community such as:

NANAY Asian Community Center
SAHARA
UHI Medical Clinic (free medical clinic for un-insured) and
Project Downtown.