

## MEMORANDUM

Agenda Item 15(B)2

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

DATE: January 20, 2011

FROM: Honorable Harvey Ruvin, Clerk  
Circuit and County Courts

SUBJECT: Minutes for Approval

Diane Collins, Division Chief  
Clerk of the Board Division

*Diane Collins*

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The following minutes of the Board of County Commissioners are available for review in the Office of the Clerk of the Board:

December 1, 2009 (Regular Board of County Commissioners Meeting)  
May 4, 2010 (Regular Board of County Commissioners Meeting)  
June 3, 2010 (Regular Board of County Commissioners Meeting)  
July 20, 2010 (Regular Board of County Commissioners Meeting)  
October 19, 2010 (Regular Board of County Commissioners Meeting)

DC/cd

# Office of the Chair




## CHAIRMAN JOE A. MARTINEZ

MIAMI-DADE BOARD OF COUNTY COMMISSIONERS

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### Memorandum

To: Honorable Vice-Chairwoman Audrey Edmonson and  
Members of the Board of County Commissioners

From: Joe A. Martinez, Chairman 

Date: January 3, 2011

Re: Committee Plan and Member Assignments

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I would like to thank all of my colleagues that supported me during the election of the 2011-2012 chairmanship. I truly feel humbled and honored that you felt I was capable and competent to direct this Board for a second time around.

Pursuant to the Rules of Procedure established by the Board of County Commissioners and the County Charter, I am pleased to submit my committee plan and member assignments. In addition to the plan and assignments, I have also included the recommended meeting days for said committees.

Taking into consideration all other commitments and responsibilities which you may have, I designed the meeting dates and member assignments so that each Commissioner only has to attend committee meetings on two days out of the week. Additionally, each Commissioner will serve on three committees and as Chair or Vice Chair of one of the six committees.

Furthermore, as you may remember, I provided the County Attorney's office with the new committee structure on December 29, 2010 in order to avoid any delays or the cancellation of the committee meetings already scheduled for the week of January 10, 2011. As such, the County Attorney's office has already reassigned all items to their appropriate committees.

I look forward to working with each of you during my tenure as Chairman in order to improve the quality of life of our citizenry and assuring that we resolve the people's business to the best of our ability.

JM/ea

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#### Attachment

C: Honorable Mayor Carlos Alvarez  
Honorable Harvey Ruvin, Clerk of the Court  
George Burgess, County Manager  
Robert A. Cuevas, Jr., County Attorney  
Diane Collins, Clerk of the Board  
Charles Anderson, Commission Auditor