



**MEMORANDUM**

Agenda Item No. 11(A) (22)

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

**DATE:** May 3, 2011

**FROM:** R. A. Cuevas, Jr.  
County Attorney

**SUBJECT:** Resolution directing the County Mayor to perform community needs assessments for the Early Head Start and Head Start Program on an annual basis, specifying reporting of such assessments, and to undertake additional tasks regarding such programs

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Rebeca Sosa.

R. A. Cuevas, Jr.  
County Attorney

RAC/up



# MEMORANDUM

(Revised)

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**Please note any items checked.**

- "3-Day Rule" for committees applicable if raised**
- 6 weeks required between first reading and public hearing**
- 4 weeks notification to municipal officials required prior to public hearing**
- Decreases revenues or increases expenditures without balancing budget**
- Budget required**
- Statement of fiscal impact required**
- Ordinance creating a new board requires detailed County Manager's report for public hearing**
- No committee review**
- Applicable legislation requires more than a majority vote (i.e., 2/3's \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_) to approve**
- Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required**

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(22)

5-3-11

RESOLUTION NO. \_\_\_\_\_

RESOLUTION DIRECTING THE COUNTY MAYOR OR THE MAYOR'S DESIGNEE TO PERFORM COMMUNITY NEEDS ASSESSMENTS FOR THE EARLY HEAD START AND HEAD START PROGRAM ON AN ANNUAL BASIS, SPECIFYING REPORTING OF SUCH ASSESSMENTS, AND TO UNDERTAKE ADDITIONAL TASKS REGARDING SUCH PROGRAMS

**WHEREAS**, 45 C.F.R. § 1305.3, a federal regulation, requires each Early Head Start and Head Start grantee to collect and analyze demographic, education, health, nutrition, and social service need data, as well as information about other available resources, in order to perform a community assessment of eligible children and families within the grantee's service area; and

**WHEREAS**, 45 C.F.R. § 1305.3 requires each Early Head Start and Head Start grantee to perform such a community assessment once every three years and to update the most recent community assessment each intermittent year with a review of any significant changes; and

**WHEREAS**, 45 C.F.R. § 1304.51 requires each Head Start and Early Head Start grantee to establish procedures for the ongoing monitoring of Early Head Start and Head Start operations; and

**WHEREAS**, Miami-Dade County is such a federally recognized grantee; and

**WHEREAS**, the Early Head Start and Head Start Program is administered by the Miami-Dade Community Action Agency, which has previously performed the community needs assessments; and

**WHEREAS**, Ordinance No. 09-31 directs the Community Action Agency Board ("CAA Board") to serve in an advisory capacity to the Board of County Commissioners; and

**WHEREAS**, the CAA Board has received reports on community needs assessments in the past, on behalf of the Board of County Commissioners; and

**WHEREAS**, a consultant from the University of Western Kentucky has issued a series of reports to CAA regarding the County's Early Head Start and Head Start Program; and

**WHEREAS**, the Board of County Commissioners is the ultimate governing body of the County's Early Head Start and Head Start Program,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA** that the County Mayor or the Mayor's designee shall review the University of Western Kentucky reports and advise the Board of County Commissioners on any beneficial elements from those reports to improve internal controls within the Early Head Start and Head Start Program, perform community needs assessments for the Early Head Start and Head Start Program on an annual basis, provide recommendations on how to improve ongoing monitoring of the Early Head Start and Head Start Program, establish protocol in compliance with applicable federal regulations as to corrective action when program inefficiencies are found, and report on the results to the CAA Board, which will review and advise the Board of County Commissioners annually regarding the needs for the Early Head Start and Head Start Program; the Board of County Commissioners shall take any official action deemed necessary or appropriate based on the Commission's evaluation of the annual community needs assessment.

The Prime Sponsor of the foregoing resolution is Commissioner Rebeca Sosa. It was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

	Joe A. Martinez, Chairman
	Audrey M. Edmonson, Vice Chairwoman
Bruno A. Barreiro	Lynda Bell
Jose "Pepe" Diaz	Sally A. Heyman
Barbara J. Jordan	Jean Monestime
Dennis C. Moss	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared the resolution duly passed and adopted this 3<sup>rd</sup> day of May, 2011. This resolution shall become effective ten (10) days after the date of its adoption unless vetoed by the Mayor, and if vetoed, shall become effective only upon an override by this Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.

Estephanie Resnik

