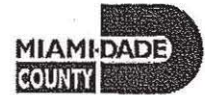


Memorandum



Date: March 4, 2014

Agenda Item No. 1(F)3

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

Subject: Sunset Review of County Boards for 2014 – Miami-Dade County Youth Commission

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2014 Sunset Review of County Boards Report for the Miami-Dade County Youth Commission. The Board approved the attached report at its meeting of December 19, 2013 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Russell Benford".

Russell Benford
Deputy Mayor

mayor02814

Date: December 20, 2013
To: Carlos A. Gimenez
Mayor
From: Cesar Castillo
Chairperson, Miami-Dade County Youth Commission
Subject: Sunset Review of County Boards for 2014 – The Miami-Dade County Youth Commission

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2014 Sunset Review of County Boards Report for the (insert Board Name) for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of December 19, 2013.

It is recommended that the BCC approve the continuation of the Miami-Dade County Youth Commission.

BACKGROUND

The Miami-Dade County Youth Commission was created in January 2010 to serve as an advisory board to the Board of County Commissioners on issues affecting youth and the teen population with special emphasis on programs operated by Miami-Dade County. The Board is comprised of high school students in the 10th, 11th and 12th grades appointed by members of the BCC, the Mayor, the Clerk of the Board, the Agenda Coordinator, and Dade County Public Schools. The intent of the Youth Commission is to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County. Youth participating in the Commission will be exposed to the mechanisms of County government, while participating in the governmental process.

The Miami-Dade County Youth Commission serves as a positive model for young people. Youth Commissioners serve as the voice for the youth of Miami-Dade County. County officials are able to hear firsthand what concerned teenagers have to say about youth-related issues. The Youth Commission creates an opportunity for members to be educated on the governmental process. This, in turn, leads to a symbiotic relationship between youth and Miami-Dade County.



Cesar Castillo
Board Chairperson

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2014**

I. GENERAL INFORMATION

1. Name of Board reporting: The Miami-Dade County Youth Commission
2. Indicate number of board members, terms of office, and number of vacancies:
Number of Board Members: 28 voting members and 4 nonvoting members
Terms of Office: 2 years
Number of Vacancies: 2
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2012** through **December 31, 2013**):
Number of Meetings: 24
Number of Meetings with a Quorum: 14
Attendance Records: See Attachment
4. What is the source of your funding? The Miami-Dade County Youth Commission has a budget of \$55,349 from Miami-Dade County general funds
5. Date of Board Creation: January 21, 2010
6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).
See Attachments
7. Include the Board's Mission Statement or state its purpose:
The Miami-Dade County Youth Commission serves as an advisory board to the Board of County Commissioners on issues affecting youth and the teen population with special emphasis on the programs operated by Miami-Dade County. The intent of the Youth Commission is to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County.
8. Attach the Board's standard operating procedures, if any. NA
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).
The Miami-Dade County Youth Commission was created to provide an opportunity to recognize and promote the value of the youth in Miami-Dade County while affording participants exposure to leadership opportunities and the mechanisms of Miami-Dade County government. The Miami-Dade County Youth Commission serves the purpose for which it was created as it is an advisory board to the BCC on issues affecting youth and the teen population of Miami-Dade County.
2. Is the Board serving current community needs? (Please provide detailed information)
The Miami-Dade Youth Commissioners serve as anti-violence advocates in their schools and communities. Youth Commissioners are involved in positive activities that promote their mission in their districts. The Youth Commissioners serve as

liaison between the school system and Miami-Dade County. The Youth Commission website reaches all youth in Miami-Dade and provides updates on the Commission's activities. Youth Commissioners maintain contact with their district offices to update their respective commissioners on youth-related issues in their communities.

3. What are the Board's major accomplishments?

a. Last 24 months

- Youth Commissioners participated in a Youth Employability Skills Expo in collaboration with Miami-Dade Juvenile Services Department, Miami-Dade Workforce, Teen Court and Big Brothers Big Sisters.
- Youth Commissioners developed a newsletter which includes their profiles as well as Youth Commission activities in Miami-Dade County.
- Youth Commissioners produced their first annual report detailing accomplishments.
- A County website for the Youth Commission was developed to inform the public of the Youth Commission mission and accomplishments and to recruit future Youth Commission candidates.
- Youth Commissioners presented before the BCC on issues related to the Trayvon Martin murder trial and its impact on Miami-Dade County's youth. Three Youth Commissioners took part in a subsequent press conference regarding this matter.
- Youth Commissioners collaborated with Miami-Dade Community Advocacy to plan and cohost two communitywide meetings designed to update the public on the Trayvon Martin murder trial and encourage youth to protest peacefully.
- Youth Commissioners organized and implemented a pilot exercise for students to learn about the county legislative process. Students from private and public schools had the opportunity to present suggested ordinances to the Miami-Dade Youth Commission.
- Youth Commissioners organized a town hall meeting to discuss the Juvenile Curfew Ordinance.
- Youth Commissioners facilitated a workshop on Leadership at the annual Teen Court student conference. This provided an additional opportunity to network with other youth in the community and recruit.
- Youth Commissioners participated in the ICount planning committee developed to determine the needs of the homeless youth in Miami-Dade County. Youth Commissioners assisted with the homeless youth count which took place in August 2013.
- Youth Commissioners travelled to Tallahassee to tour the capitol, learn more about the lawmaking process, and meet with representatives from the Department of Juvenile Justice (DJJ). The youth also toured Florida State University while in Tallahassee.

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2014**

- Youth Commissioners met with DJJ representatives in Miami and Tallahassee to discuss the development of other youth commissions throughout the state of Florida. The Miami-Dade County Youth Commission will serve as a model.
- The Youth Commission collaborated with the Law Enforcement Officers Memorial Academy to honor the fallen victims of 911. A special ceremony was held on the grounds of the SPCC to memorialize this solemn occasion.
- Youth Commissioners participated in the Miami-Dade County Veterans' Parade. Prior to the parade, the Youth Commissioners prepared over 2000 thank you letters for veterans of the Armed Forces.

b. Since established

- Youth Commissioners co-facilitated the City Year Anti-Violence Program in March 2011-a four hour seminar and interactive group discussions with middle school youth.
 - Youth Commissioners participated in the North Miami FACT (Families Against Crime) Festival in March 2011.
 - Youth Commissioners took part in a dedication ceremony for a 'youth against drunk driving' bus bench in the city of Miami Beach.
 - Youth Commissioners took part in the 2011 countywide Baynanza to help clean up Dade County's beaches.
 - Youth Commissioners presented at a BCC meeting in 2011 on the Teen Court 'White Paper', the state of our county's youth-addressing the issue of teen violence.
 - Youth Commissioners accepted an anti-violence mural dedicated to the Miami-Dade Juvenile Services Department and presented by City Year at a special ceremony.
 - Youth Commissioners developed a private Facebook page for Youth Commissioners and future Youth Commission alumni.
 - Youth Commissioners wrote and finalized the group's By-Laws which were approved by the Mayor's Office.
4. Is there any other board, either public or private, which would better serve the function of this board?. There exists no other local Board which would better serve the function of the Miami-Dade County Youth Commission.
5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? No.

6. Should the Board's membership requirements be modified? Not at this time.
7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2012 and FY 2013) The Youth Commission has an operating budget of \$55,349 for FY 2013. This includes an allocation for a temporary part time position to assist Youth Commission staff. Indirect costs include 30% of JSD staff salary at a cost of \$31,742 for FY 2012 and \$31,703 for FY 2013. For FY 2012, the Youth Commission had an operating budget of \$60,000.
8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals. Not Applicable

Youth Commissioners Meeting Attendance 2012

Youth Name	Commission District	1/19/2012	2/16/2012	3/26/2012	4/19/2012	5/21/2012	6/14/2012	9/6/2012	9/20/2012	10/18/2012	10/29/2012	11/15/2012	12/20/2012
Abreu-Molnar, Brenda	10	✓	✓		✓	✓	✓				✓	✓	✓
Bermos, Michael	13												
Bruno, Jude	1	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Burger, Jonathan	4	RESIGNED											
Campbell, Walord	12											✓	
Casiano, Giancarlo	8	✓		✓		✓	✓		RESIGNED				
Castillo, Cesar	6		✓	✓	✓	✓	✓		✓			✓	✓
Chebbi, Anyssa	9	✓	✓	✓	✓	✓		✓		✓	✓		✓
Clark, Isis	2							New Member			✓		✓
Daniels, Marica	1	✓	✓	✓									
Delva Naomie	3							New Member		✓		✓	
Derval, Arielle	5	✓	✓	✓	✓		✓						
Diez, Gabriela	10			✓	✓								
Fisk, Christopher	8	✓	✓	✓	✓		✓			✓			✓
Freeman, Emily	7	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fussell, Leon	1		✓	✓		✓	✓					✓	✓
Gastelu, Stephanie	13				✓			✓	✓	✓			
Gonzalez, Lijuan	Agenda Coordinator	✓		✓	✓				✓			✓	
Gonzalez, Natalia	12							New Member	✓	✓	✓	✓	✓
Ivory, Michael	Mayor's Office		✓		✓			✓				✓	
Lafontant, Virginia	3							New Member	✓	✓			
Larroque, Cynthia	11	✓	✓	✓	✓	✓		✓	✓			✓	
Logo, Ivonne	1							New Member			✓		
Matos, Nicklaus	13							New Member		✓	✓	✓	✓
Mesa, Ambar	9	✓	✓		✓	✓	✓	✓	✓				✓
Mogre, II, Clarence	3						✓						
Morano, Alejandro	12	✓	✓			✓	✓						
Nunez, Daniela	8							New Member		✓		✓	
Owens, Morgan	6							✓	✓	✓			✓
Pardinas, Luzzi, Stephanie	11	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Patel, Raveena	6	✓	✓		✓		✓						
Quiroz, Estrella	5							New Member	✓			✓	✓
Raman, Peter	12	✓	✓	✓			✓						
Rojas, Lina	4	New Member	✓		✓		✓	✓		✓			✓
Salinas, Daniela	5	✓	✓		✓		✓						
Sanchez, Ashley	7	✓	✓		✓	✓	✓	✓		✓		✓	
Santos, Shakira	MDCPS							New Member		✓	✓	✓	
Smalls, Jennise	3						✓						
Stern, Jacob	4	✓	✓	✓				✓	✓	✓			✓
Tirado, Daniel	Clerk of Courts	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓
Valero, Annette	MDCPS	✓	✓	✓			✓						
Verte, Alexa	11	✓	✓	✓	✓								
Zilberberg, Haley	10								✓	✓	✓		✓
DENOTES GRADUATES													

7

Youth Commissioners Meeting Attendance Roster
2013

Youth Name	Commission District	1/17/2013	2/5/2013	2/21/2013	2/26/2013	4/16/2013	5/16/2013	6/17/2013	8/15/2013	9/19/2013	10/17/2013	11/21/2013	12/19/2013
Abdelrahman, Salma	Clerk of Courts									n/a	New Member	✓	✓
Abreu-Molnar, Brenda	10		✓		✓			✓					
Bruno, Jude	1	✓	✓	✓	✓	✓		✓					
Campbell, Walford	12												
Castillo, Cesar	6		✓		✓	✓			✓		✓		✓
Castillo, Gia	7									n/a	✓	✓	excused absence
Chebbi, Ariyssa	9	✓	✓	✓		✓			✓				
Clark, Isis	2			✓			✓	✓					
Delva, Naomie	3		✓			✓							
Edouard, Sanloarh	1									n/a	✓	✓	✓
Felzola, Genesis	5									n/a	n/a	New Member	✓
Ferraro, Dezmaire	9									n/a	New Member	✓	✓
Fisk, Christopher	8							✓					
Freeman, Emily	7	✓		✓				✓					
Fussell, Leon	1		✓	✓			✓	✓					
Gastellu, Stephanie	13	✓					✓	✓					
Gonzalez, Lijuan	Agenda Coordinator	✓	✓			✓	✓	✓					
Gonzalez, Natalia	12	✓	✓			✓	✓		✓		✓	✓	✓
Higgins, Julissa	13									New Member	✓	✓	✓
Ivory, Michael	Mayor's Office		✓				✓		✓	✓	✓	excused absence	✓
Irizarry-Muñoz, Kathia	5	RESIGNED										New Member	✓
Kiuthe, Joshua David												New Member	✓
Lafontant, Virginia	3	✓		✓		✓		✓					
Larroque, Cynthia	11	✓	✓		✓								
Leonico, Jose	10									n/a	n/a	New Member	✓
Logo, Ivonne	1												
Lungren-Walker, Kristi-Ann	9									n/a	New Member	New Member	excused absence
Maddy, Krisna	MDCPS									n/a	n/a	New Member	✓
Matos, Nicklaus	13	✓	✓	✓	✓								
Mesa, Amber	9		✓	✓									
Narson, Jacob	4									✓	✓	✓	✓
Nunez, Daniela	8		✓						✓	excused absence	absent	✓	✓
Ortiz, Pablo	7									n/a	New Member	✓	✓
Owens, Morgan	6		✓										
Panizales, Miariele	Agenda Coordinator									n/a	New Member	✓	✓
Pardinas Liuzzi, Stephanie	11	✓	✓		✓	✓	✓	✓		excused absence	excused absence	✓	✓
Perez, Edwin	13									New Member	✓	excused absence	✓
Pierre, Travon	1									✓	✓	✓	✓
Pctestad, Anthony	11									✓	✓	✓	✓
Quiroz, Estrella	5		✓	✓	✓	✓	✓	✓	✓	✓	absent	✓	✓
Rodriguez, Doñs	3									n/a	New Member	✓	✓
Rojas, Lina	4	✓	✓					✓					
Rose, Jasmine	2									n/a	✓	absent	absent
Sanchez, Ashley	7							✓	✓				
Santos, Shakira	8	✓						✓		✓	absent	excused absence	excused absence
Sardinas, Sophia	12									n/a	New Member	excused absence	✓
Slam, Jacob	4		✓			✓	✓			✓	excused absence	✓	absent
Tirado, Daniel	Clerk of Courts	✓	✓	✓	✓	✓	✓	✓	✓				
Zilberberg, Haley	10		✓		✓		✓	✓		excused absence	✓	excused absence	✓
DENOTES GRADUATES													

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 7(F)
1-21-10

ORDINANCE NO. _____

ORDINANCE CREATING THE MIAMI-DADE COUNTY YOUTH COMMISSION AND ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF SUCH COMMISSION; PROVIDING FOR APPOINTMENT OF STUDENT REPRESENTATIVES AS ITS MEMBERS; SETTING FORTH QUALIFICATIONS OF MEMBERS AND TERMS OF OFFICE, PROVIDING FOR ELECTION OF OFFICERS AND OTHER MATTERS; PROVIDING FOR EXCEPTION TO SECTION 2-11.38 OF THE CODE OF MIAMI-DADE COUNTY RELATING TO REQUIREMENT THAT COUNTY BOARD MEMBERS BE ELECTORS; PROVIDING FOR COUNTY STAFF SUPPORT; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, the youth in our County have particular insight and opinions on the issues affecting youth and the teen population, especially County programs relating to youth and teens; and

WHEREAS, having input from young people will be a helpful complement to the decision-making process of the Board of County Commissioners; and

WHEREAS, creation of this Commission will serve the added purpose of exposing youth to county government; and

WHEREAS, the Chatham County Youth Commission in Savannah, Georgia is the first Youth Commission, and it has served as a model for the majority of the Youth Commissions which have been formed and will serve as a model for the Miami-Dade County Youth Commission,

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

Section 1. Creation of the Miami-Dade County Youth Commission. There is hereby created the Miami-Dade County Youth Commission (the "Youth Commission"), which is an advisory board of Miami-Dade County. The purpose of the Youth Commission is to provide the youth of Miami-Dade County with a vehicle to learn about government, participate in the process of Miami-Dade County government, represent and articulate the needs of youth in the County, and advise the Mayor and Board of County Commissioners on matters affecting the youth and teen population, especially County programs relating to youth and teens.

Section 2. Duties and responsibilities of the Youth Commission. The Youth Commission shall have the following duties and responsibilities:

- (a) Foster increased youth involvement in the affairs of County government;
- (b) Study problems and hold forums on issues, activities and concerns of youth in the County;
- (c) Comment upon existing or proposed legislation, ordinances, resolutions and policies that impact the youth in Miami-Dade County;
- (d) Present methods to resolve youth-related conflicts between youth and between youth and adults;
- (e) Recommend the implementation of community programs to improve the lives of youth;
- (f) Monitor programs and policies that affect youth to ensure that they are achieving the intended results;
- (g) Work with other youth organizations in the County to collaborate on shared issues and interests;
- (h) Submit to the Mayor and Board of County Commissioners an annual report of the activities of the Commission in the month of May prior to the end of the regular school year;

- (i) Serve as the Violence Intervention Program representative for their respective school, as permitted by the Miami-Dade County Public School System;
- (j) Facilitate an annual Youth Summit in conjunction with the Juvenile Services Department and the South Florida Youth Advisory Board; and
- (k) Utilize social networking sites and/or technology to engage and inform the youth of their community of important County activities.
- (l) Participate in a workshop which will introduce the Youth Commission members to a County Commission agenda process, a mock county commission meeting, the role of the officials who appoint them and the County Attorney, at a minimum.
- (m) The member of the Youth Commission appointed by the Mayor shall be designated as a member of the South Florida Workforce Youth Advisory Council.

Additionally, each member of the Youth Commission is to meet with the official who appointed the Youth Commission member on a quarterly basis or at the discretion of the appointing official, as is mutually convenient for the Youth Commission member and appointing official to discuss teen and community issues of concern to them.

Section 3. Commission Composition; Qualifications; Process for Nomination and Appointment; Exceptions to County Code; Term; Officers; Rules of Procedure; Staff Support.

- (a) The Youth Commission shall be composed of twenty-seven (27) youth who will serve as voting members of the Youth Commission.
- (b) Each County Commissioner shall appoint two members of the Youth Commission. At least one of the students appointed by a County Commissioner shall be a Miami-Dade County public school student. One of the students appointed by a Commissioner may be a student attending a parochial or private school in the Commissioner's district. The members of the Youth Commission shall be between the ages of fifteen (15) to eighteen (18) years old at the time of appointment and be in the 10th, 11th, or 12th grade.

To be qualified for appointment, such student shall have a minimum 2.0 grade point average and shall demonstrate a sincere interest and the motivation to work for the community and have a background in community-based activity.

- (c) Each member of the County Commission shall receive the names of high school students from public private and parochial high schools in his or her district. Such high schools shall be requested to forward the names and resumes of interested students for appointment to the Youth Commission to the office of the County Commissioner of the commission district in which the high school is located. The County Commissioner shall interview the nominated student and forward the name and the resume of the students appointed by the County Commissioner to the Clerk of the Board of County Commissioners.
- (d) The Mayor of Miami-Dade County, the Chairperson of the Board of County Commissioners, the County Manager, the Clerk of the Board of County Commissioners and the Agenda Coordinator for the Board of County Commissioners shall each select a Miami-Dade Public School System student to be a non-voting member of the Youth Commission. The Youth Commission member selected by each official shall meet the qualifications set forth in subparagraph (b) above. Each of these officials shall receive the names of high school students from the Miami-Dade County School Board. Each official or his or her designee shall interview the nominated student and forward the name and the resume of the student appointed by the official to the Clerk of the Board of County Commissioners. These nonvoting members of the Youth Commission shall be exposed to and given the opportunity to learn the role of the official who appointed them as non-voting members of the Youth Commission.
- (e) The Miami-Dade County Public School student who is appointed to serve on the Miami-Dade County School Board shall be an ex-officio voting member of the Youth Commission.
- (f) Notwithstanding Section 2-11.38 of the Code of Miami-Dade County, the members of the Youth Commission shall not be required to be an elector of Miami-Dade County.

- (g) The term of office for each member shall be one (1) year. Members may be appointed for a subsequent one (1) year term; provided, that no member shall serve more than two (2) years as a member of the Youth Commission.
- (h) The Youth Commission members shall annually elect a voting member as chairperson and other officers it deems necessary from its voting membership.
- (i) The Youth Commission shall adopt its own rules and regulations, as may be necessary and appropriate to carry out its responsibilities, subject to the approval of the County Mayor or his or her designee.
- (j) The County Mayor shall designate staff support sufficient to carry out the purposes of this ordinance and provide facilities for meetings and other activities, as necessary. Programming for the Youth Commission shall be executed jointly and in coordination with the Teen Court and Violence Intervention Project programs.

Section 4. **Youth Commission Committees.** The Youth Commission may establish such committees as are deemed necessary and appropriate to assist in its function and duties. Members of such committees may include nonvoting members and nonmembers of the Youth Commission.

Section 5. **Meetings.** The Youth Commission, which is subject to the Government in the Sunshine and Public Records requirements, shall meet at the call of the Chairperson or at the request of the majority of the membership, but no less than once monthly. A majority of the voting members of the Commission shall constitute a quorum for the transaction of business. A vote of a majority of the voting members present constituting a quorum shall be required to constitute action taken by the Youth Commission. The meetings of the Youth Commission may be conducted in the Board of County Commission Chambers and if so conducted, shall be televised and broadcast on Miami-Dade TV.

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 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 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.

PASSED AND ADOPTED:

Approved by County Attorney as
to form and legal sufficiency:



Prepared by:

Cynthia Johnson-Stacks

Prime Sponsor: Commissioner Barbara J. Jordan
Co-Sponsor: Commissioner Rebeca Sosa
Co-Sponsor: Senator Javier D. Souto

MEMORANDUM

Agenda Item No. 7(E)


TO: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

DATE: (Second Reading 11-5-13)
September 4, 2013

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

SUBJECT: Ordinance amending Section
2-2064 of the Code relating to
meetings of the Miami-Dade
County Youth Commission

The accompanying ordinance was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Barbara J. Jordan.



R. A. Cuevas, Jr.
County Attorney

RAC/smm

Memorandum



Date: November 5, 2013

To: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez".

Subject: Ordinance Amending Section 2-2064 of the Code Relating to Meetings of the Miami-Dade Youth Commission

The proposed ordinance amends Section 2-2064 of the Code relating to meetings of the Miami-Dade County Youth Commission. Implementation of this ordinance will not have a fiscal impact to the County.

A handwritten signature in black ink, appearing to read "Russell Benford".

Russell Benford
Deputy Mayor

Fis9213



MEMORANDUM

(Revised)

TO: Honorable Chairwoman Rebeca Sosa
and Members, Board of County Commissioners

DATE: November 5, 2013

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

SUBJECT: Agenda Item No. 7(E)

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 Mayor'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. 7(E)
11-5-13

ORDINANCE NO. _____

ORDINANCE AMENDING SECTION 2-2064 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA RELATING TO MEETINGS OF THE MIAMI-DADE COUNTY YOUTH COMMISSION; 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 2-2064 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:¹

Sec. 2-2064. Meetings.

The Youth Commission, which is subject to the Government in the Sunshine and Public Records requirements, shall meet at the call of the Chairperson or at the request of the majority of the membership, but no less than once monthly. ~~[[A majority of the]]~~ >>Ten (10)<< voting members of the Commission shall constitute a quorum for the transaction of business. A vote of a majority of the voting members present constituting a quorum shall be required to constitute action taken by the Youth Commission. The meetings of the Youth Commission may be conducted in the Board of County Commission Chambers and if so conducted, shall be televised and broadcast on Miami-Dade TV.

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.

¹ Words 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 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.

PASSED AND ADOPTED:

Approved by County Attorney as
to form and legal sufficiency:



Prepared by:



Terrence A. Smith

Prime Sponsor: Commissioner Barbara J. Jordan

Miami-Dade County Youth Commission

By-Laws and Procedures

Article I – Appointments and Terms

Section 1: Appointments. Youth Commissioners shall be appointed by vacancy by July 1st. Youth Commissioners appointed after this date shall be treated retroactively, in which the Youth Commissioner shall be counted as having been appointed, but not present at any meeting that occurred between their actual appointment date and July 1st. However, unattended meetings between two days after their actual appointment date and July 1st shall not be counted as absences.

Section 2: Members of the Youth Commission who have not been appointed are not considered in regards to quorum, nor can they be considered retroactively for meetings that have passed prior to their actual date of appointment.

Article II – Attendance and Meetings

Section 1: Meetings. In accordance with the ordinance establishing the Miami-Dade County Youth Commission (Henceforth referred to as “Commission” or “Youth Commission”), its members shall meet at the call of the Chairperson or at the request of the majority of the membership but no less than once monthly at an agreed upon time and place.

Section 2: Attendance and Excused Absences (Hereafter defined as not being in communication with the Youth Commission while the Commission is in session). Youth Commissioners shall attempt to be present at all meetings of the Youth Commission. In the event that he/she cannot make it to a meeting it is his/her responsibility to contact the Chairperson, Parliamentarian, and Juvenile Services Department liaison, via email, with an excuse as to why he/she cannot be present. It shall be up to the Chairperson and the Juvenile Services Department liaison to determine whether it constitutes a valid excuse or not.

Section 3: Unexcused absences and Penalties. In the event, that no valid excuse is presented, the absence shall count as an unexcused absence during the roll call. A maximum of two unexcused absences will be permitted. Any amount of absences after that shall be subject to the penalties administered by the Chairperson which may include, exclusion from voting privileges for an a maximum of two consecutive meetings, and/or the dismissal of a Youth Commissioner by the County Commissioner which appointed him/her.

Article III – Executive Committee and Positions

Section 1: Committee Role, Size. The Executive Committee is responsible for overall policy and direction of the Youth Commission, and delegates responsibility for day-to-day operations to the Youth Commission Chair and subsequent Committees that may be created as are needed.

Section 2: Committee Elections. Election of the new Executive Committee will occur as the first item of business at the first meeting of August. The Executive Committee will be elected by a majority vote of the voting members sitting on the Youth Commission and present at the aforementioned meeting. If the first meeting occurs prior to the appointment ceremony but after the end of the terms of the previous year's Executive Committee elections of temporary appointees to the Executive Committee shall be held on the first meeting of the year. A commissioner appointed in this manner will serve only until official elections are held. These elections will be preformed in the same manner as the official elections that occur after the appointment ceremony.

Revised: *Thursday December 20th, 2012*

Section 3: Terms. All Executive Committee members shall serve until the end of their term as Youth Commissioners, but are eligible for re-election to a second term.

Section 4: Officers and Duties. There shall be five officers of the Executive Committee consisting of a Chair, Vice Chair, Secretary, Parliamentarian, and Historian. Their duties are as follows:

Subsection 1: The Chair shall convene regularly scheduled Youth Commission meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: Vice-Chair, Secretary, Parliamentarian and Historian, shall see that all orders and resolutions of the Committee are carried into effect, shall delegate any specific powers, except such as may be by statute exclusively conferred on the Chairman, to any other officer or officers of the Youth Commission, shall be Ex-Officio a member of all committees and shall be required to sign all official business in order to attest that it has been through proper parliamentary procedures and the policies and bylaws of the commission. In the case that the Parliamentarian, Secretary, or Historian are unable to continue their roles, the Chair shall also be responsible for appointing new officers to fill the vacancies.

Subsection 2: The Vice-Chair will shall assist the Chair in carrying out the duties of the position and preside over any meetings or events in which the Chair is not present. The vice chairperson shall become the chairperson if the chairperson is unable to continue his/her office. The vice chairperson shall become acting chairperson if the chairperson is unable to attend a meeting.

Subsection 3: The Secretary shall be responsible for keeping records of Youth Commission actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Committee members, keep track of and announce all income and expenses from the youth commission and announcing what the income and expenses were as well as how much money remains in the budget at every meeting, and assuring that appropriate records are maintained. In the case that both the chairperson and the vice chairperson fail to attend a meeting, the secretary becomes the acting chairperson for that one meeting. If both the chairperson and the vice chairperson are unable to continue their positions, the secretary will oversee elections of a new chairperson and vice-chairperson.

Subsection 4: The Parliamentarian shall advise the Youth Commission on the proper parliamentary process during all meetings, shall maintain proper decorum of the members present during all meetings and events, shall be called upon to make decisions concerning conflicting interpretations of the rules governing the Youth Commission's meetings, shall call a role call at the beginning of each meeting and keep adequate record of it, shall update the Chair on the proper voting majorities of one-half majority and two-thirds majority for differing voting procedures, and shall keep an accurate record of the votes taken during meetings, informing the Chairperson of how many votes for, against and abstaining for the Commission record. In the case that the chairperson, the vice chairperson, and the secretary all fail to attend a meeting, the parliamentarian becomes the acting chairperson for that one meeting. If either the chairperson or the vice chairperson are unable to continue their positions, the parliamentarian will oversee elections of a new officer to fill the vacancy unless the parliamentarian was appointed by the Chair instead of through election, in which case a Youth Commissioner that is not a candidate in the elections must be selected by a vote to oversee the elections.

Subsection 5: The Historian shall keep an adequate photographic and written record of events held or attended by the Youth Commission, which shall include but not be limited to meetings, fundraisers, and community events; shall prepare and present a yearly record of all the accomplishments of the Youth Commission and present it to the Chair at a meeting held at the annual Incorporation meeting.

Section 6: Resignation, Termination and Absences From the Executive Committee. Resignation from the Committee must be in writing and received by the Secretary, the liaison between the County Commission the Youth Commission, the Clerk of Courts of Miami-Dade County, and the County Commissioner or other official that appointed him/her. A Committee member shall be forced to resign from the executive committee after three consecutive absences, unless a majority of the Commission votes to extend the maximum allowed number of absences for that Committee member. Committee member may be removed for other reasons by a three-fourths vote of the remaining members.

Article IV – Responsibilities of Non-Voting Members

Section 1: The Agenda Coordinator. The Youth Commissioner appointed by the Agenda coordinator shall be responsible for receiving requests for agenda items and composing the agenda. Requests for agenda items must be made by three (3:00) PM on the day prior to the day of the meeting. Each meeting's agenda shall be made available prior to the beginning of each meeting.

Section 2: The Clerk of Courts. The Youth Commissioner appointed by the Clerk of Courts shall be responsible for attesting that each official action made by the Youth Commission underwent proper parliamentary procedures. He/She shall also be responsible for notifying the appointing member of the Board of County Commissioners when the Youth Commissioner appointed by said commissioner from the Board of County Commissioners has accumulated more than three consecutive unexcused absences.

Article V – Decorum

Section 1: Rules for Behavior.

Subsection 1: No weapons shall be permitted in Committee meetings

Subsection 2: On issues that the bylaws do not address, Robert's Rules of Order shall prevail.

Subsection 3: Members of the Commission may not discuss any matter of business that may come before the committee in accordance to Florida Sunshine Law.

Subsection 4: Members are expected to follow the Conflict of Interest and Code of Ethics Ordinance.

Subsection 5: Members are expected to dress in business or Youth Commission attire (Youth Commission polo and khaki pants or a khaki skirt. Khaki skirts that have a hemline more than three (3) inches above the knee may not be worn.) unless otherwise notified.

Section 2: Regarding the Suspension of Voting Rights

Subsection 1: The Chairperson shall have the right to rule a member out of order if he/she becomes unruly, purposefully infringes the By-laws, Robert's Rules of Orders, or acts in a menacing or harassing way to the Commission, its members, and its corresponding liaisons.

Subsection 2: The minimal length of a suspension of voting rights shall be at least one meeting long.

Subsection 3: A suspension of voting rights for a single offense may not last for longer than one meeting at which the member is present.

Subsection 4: If a member who has his/her voting rights suspended is absent at a meeting, their voting rights shall be suspended for an additional meeting.

Section 3: Grounds for Removal From a Committee Meeting or Commission Meeting

Subsection 1: Any member who, after being warned by the Parliamentarian that they are in violation of parliamentary procedures, continues to violate the parliamentary procedures may be removed by a two-thirds vote of Committee members.

Subsection 2: Any member causing a serious disruption to a meeting may be removed by a two thirds vote of Committee members.

Section 4: Grounds for Expulsion from the Miami-Dade Youth Commission

Subsection 1: Any member of the Commission who engages in a violent or a menacing manner against another member of the Commission

Subsection 2: Any member convicted of a felony

Subsection 3: Any member who is expelled from their school

Subsection 4: The Youth Commission may, with just cause, call for a vote to remove a member of the Youth Commission, and in the case of a two-thirds or greater vote said Youth Commission member shall be removed from the Youth Commission.

Article VI – Voting Procedures

Section 1: Voting. The formal expression of preference for a proposed resolution by voting members of the Youth Commission shall be the means by which a preference can be made known; it must be by a raise of hands, with the Parliamentarian recording the votes.

Section 2: Majorities. A simple majority shall constitute fifty-percent plus one of the voting members; a super-majority shall constitute two-thirds of the total number of voting Members; and a unanimous vote shall constitute the complete Commission without objections.

Section 3: Quorum. In order to vote a quorum must be obtained to make and pass decisions.

Subsection 1: Before voting takes place the Chair must establish how the voting will be counted and whether a simple majority or a super-majority will be required to pass the motion.

Section 4: Voting Procedures

Subsection 1: Vote by show of hands. If the vote is taken by show of hands, the Chair, must ask who is in favor, against, or abstains form the vote and count the votes out loud for the record of the Commission.

Subsection 2: Vote by roll-call. After counting those in favor, against, or abstaining, Parliamentarian must announce how many votes for, against and abstaining for the Commission record.

Subsection 3: Vote by ballot. This form of voting can be ordered by a majority vote or general consent if motioned by the Commission.

Section 5: Tie Vote. On a tie vote the motion is lost. The Chair, may vote to make it a tie, but may not vote again afterward on the same motion. In case of an appeal, the question is, "Shall the decision of the chair stand as the judgment of the Commission?" a tie vote, even though his/her vote made it a tie, sustains the Chair, upon the principle that the decision of the Chair can be reversed only by a majority of the present Voting Members.

Subsection 1: Members shall abstain for voting if it poses particular benefit to himself/herself. This does not apply to votes pertaining to Executive Committee Elections.

Section 6: Votes that are Null and Void even if Unanimous. No motion is in order that conflicts with the laws of the nation, or state, or with the assembly's constitution or by-laws, and if such a motion is adopted, even by a unanimous vote, it is null and void. No rule that conflicts with a rule of a higher order is of any authority;

Section 7: General Agreement. When there is no evident opposition, the formality of voting can be avoided by the Chair if there is no objection to the proposed action, and announcing the result.

Article VII – Standing Committees

Section 1: Quorum. For all committees quorum shall be one half the total members with a minimum of three members present.

Section 2: Appointments. Committee positions shall be appointed by the Chairman of the Youth Commission.

Section 3: Standing Committees. There shall be two standing committees: a Public Relation, Marketing and Communications Committee and an Advocacy and Legislation Committee. Each committee shall have no less than six members.

Article VIII – Amendments

Section 1: Proposed Changes. Any proposed alteration or amending to these by-laws must be written and provided with at least ten days prior to the meeting where debate or voting on such changes will be made.

Section 2: Amendment Approval. Any changes shall require a supermajority of the voting members of Commission, during a meeting where a quorum is obtained.

Clerk of the Board Attest Salma Abdelrahman

MIAMI DADE COUNTY YOUTH COMMISSION

Minutes of the Meeting

December 19, 2013

The regular monthly meeting of the Miami-Dade County Youth Commission was held on Thursday, December 19th, 2013 at 4:00 P.M., at the Juvenile Services Department. The minutes of the last meeting were read and approved as read.

- Staff informed members of the MDCYC of vacancies that currently exists for the youth commission and introduced the newest members that will be joining. Staff also introduced the newest individual that would be working with the JSD and youth commission and the new date for the 2013-2014 youth commission cycle appointment ceremony.
- Division Director Anthony (Tony) Williams with Teen Court gave an oral presentation to members of the MDCYC.
- Beneshea Simmons was introduced from the Office of County Commissioner Barbara Jordan, District 1. Ms. Simmons will be the new liaison for Commissioner Jordan to the Miami-Dade County Youth Commission.
- Agenda Item 1D1 was skipped due to no-show from Harrison Earnest.
- Correspondence from Katherine Duarte was read.
- With a quorum present, the members of the Miami-Dade County Youth Commission authorized staff to plan the 2013-2014 youth commission trip(s). ---moved by Vice-Chair Natalia Gonzalez. The commission voted to prioritize the trips in the following order for staff to provide members of the MDCYC with a recommendation with all associated costs and logistics at a later date:
 1. Visiting Washington, D.C.
 2. Visiting the Philadelphia Youth Commission (PYC)
 3. Visiting Florida State Capital
 4. Visiting Chatham County Youth Commission (CCYC)

The youth commission suggested that staff research the feasibility of the following:

-Combining the first two (2) trips.

-And should we visit Tallahassee, Florida that the visit to the state capital takes place during April 18-19, 2014 leaving on April 17th, 2014 in the afternoon.

- Members of the MDCYC gave staff authorization to create a calendar of events with a cost associated to be approved at a later date.
- The MDCYC approved the Sunset Review of County Boards 2013 as it was provided by staff.
- Moved by Vice-Chair Gonzalez----The youth commission adopted a Miami-Dade County Youth Commission Manual that will take effect immediately (See attached). Staff recommends that each youth commissioner reviews the manual. A hard copy will be provided to each member of the youth commission.
- Moved by Secretary Travon Pierre---The youth commission moved to re-allocate the \$5,000.00 from the Update 2012-2013 Commercial line item to the administrative line item in FY 2013-14 budget. The motion was amended by Youth Commissioner Cesar Castillo to allocate an additional \$3, 600.00 at the January 2014 MDCYC meeting.
- Moved by Youth Commissioner Dezmarie Ferraro---Staff informed members of the youth commission that the training/retreat will take place on Friday January 17th, 2014 at Florida International University Biscayne Bay Campus (FIU-BBC). Additional information will be provided via a memorandum. Motion was adopted.
- Moved by Vice-Chair Gonzalez----The MDCYC approved the point system that will take effect immediately (See Attached). Members are advised to review the point system to avoid any confusion. A hard copy will be provided to each member of the youth commission.
- Moved by Vice-Chair Gonzalez----The youth commission voted to move all remaining business items to the January 2014 meeting.
- Meeting adjourned at 6:15pm.