

Memorandum



Date: March 7, 2017

Agenda Item No. 1F2

To: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

A handwritten signature in black ink, appearing to read "Carlos A. Gimenez", written over a horizontal line.

Subject: Sunset Review of County Boards for 2016 – Miami-Dade County Hispanic Affairs
Advisory Board

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2016 Sunset Review of County Boards Report for the Miami-Dade County Hispanic Affairs Advisory Board. The Board approved the attached report at its meeting of May 10, 2016 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Russell Benford", written over a horizontal line.

Russell Benford
Deputy Mayor, Office of the Mayor

Date: May 4, 2016

To: Carlos A. Gimenez
Mayor

From: Abbie B. Cuellar, Esq.
Chairperson, Miami-Dade Hispanic Affairs Advisory Board

Subject: Sunset Review of County Boards for 2016 – Miami-Dade Hispanic Affairs Advisory Board

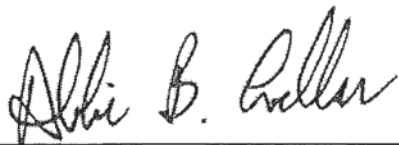
Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2016 Sunset Review of County Boards Report for the Miami-Dade Hispanic Affairs Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of May 10, 2016.

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

BACKGROUND

The Miami-Dade County Hispanic Affairs Advisory Board was created by Ordinance No. 92-41 on May 19, 1992. The Board was created to serve in an advisory capacity to the Board of County Commissioners, County Administration, the community, and all agencies and residents of Miami-Dade County, with respect to matters pertaining to the Hispanic community in the County. The Board is tasked with initiating and recommending plans and programs for coordination of the activities of governmental entities and non-governmental entities pertaining to the Hispanic community. Moreover, the purpose of the Board is to function as a medium for said entities to utilize and consult with in formulating solutions aimed at the diverse issues surrounding the Hispanic community in the County in addition to devising plans for the future of this ever growing community.

Since the creation of the Hispanic Affairs Advisory Board, the Hispanic population in Miami-Dade County has increased by over 15% bringing it to a total 65.2% of the entire County's population. The continuation of this Board will ensure that the Miami-Dade County successfully identifies and monitors issues within the ever developing Hispanic community.



Abbie B. Cuellar
Board Chairperson, Hispanic Affairs Advisory Board

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2016**

I. GENERAL INFORMATION

1. Name of Board reporting:
Miami-Dade County Hispanic Affairs Advisory Board (H.A.A.B.)
2. Indicate number of board members, terms of office, and number of vacancies:
Number of Board Members: 26
Terms of Office: 4
Number of Vacancies: 4
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2014** through **December 31, 2015**):
Number of Meetings: 24
Number of Meetings with a Quorum: 20
Attendance Records: (Please see Attachment 1).
4. What is the source of your funding?
 - County General Fund for administrative costs.
 - Fundraising, sponsorships, and donations.
5. Date of Board Creation: May 19, 1992
6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).
(Please see Attachment 2).
7. Include the Board's Mission Statement or state its purpose:

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

In support of its mission, the Board's primary activities include hosting educational television and radio programs on issues of concern to the Hispanic community; information and referral services; networking fairs; public forums; and the development and implementation of special projects and signature events celebrating Hispanic Heritage month.

Mission Statement:

"The Miami-Dade County Hispanic Affairs Advisory Board's mission is to empower and advocate for Hispanics, their communities and businesses, placing an emphasis in education, economic development and civic engagement."
8. Attach the Board's standard operating procedures, if any: None.
9. Attach a copy of the Board's By-Laws, if any.
(Please see Attachment 3).

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2016**

10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, **including a vote of the membership**. (Please see Attachment 4).

II. EVALUATION CRITERIA

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

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

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

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

3. What are the Board's major accomplishments?

a. Last 24 months (Please see Attachment 5).

b. Since established (Please see Attachment 6).

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 2014 and FY 2015)

o **2014**

➤ Direct Cost: \$10,670.80

➤ Indirect Cost: \$96,037.20

o **2015**

➤ Direct Cost: \$8,567.761

➤ Indirect Cost: \$77,109.852

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2016**

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

MIAMI-DADE COUNTY HISPANIC AFFAIRS ADVISORY BOARD- 2014 ATTENDANCE

*= New Member No meetings in August or December | P - Present A - Absent E - Excused

BOARD MEMBERS	01/14/14	02/11/14	03/13/14	04/21/14	05/15/14	06/24/14	07/24/14	09/09/14	10/14/14	11/11/14
VACANT Commissioner Jordan, District 1	A	A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
VACANT Commissioner Monestime, District 2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Abbie B. Cuellar Commissioner Edmonson, District 3	P	P	N/A	P	P	P		P	P	P
Edilfa E. Perez Commissioner Heyman, District 4	P	E	N/A	E	P	E	P	E	P	P
VACANT Commissioner Barreiro, District 5	P	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Christina F. Gomez- Pina Commissioner Sosa, District 6	P	E	N/A	A	P	A	P	E	E	P
Addys Kuryla * Commissioner Suarez, District 7	N/A	N/A	N/A	N/A	N/A	N/A	P	P	E	P
Marianne Salazar * Commissioner Bell, District 8	N/A	P	N/A	E	P	P	E	P	P	E
Yvelice Gonzalez Commissioner Moss, District 9	A	E	N/A	A	A	A	A	A	A	A
Daniel A. Perez * Commissioner Souto, District 10	N/A	N/A	N/A	N/A	N/A	P	P	P	P	P
Vivian Rosado Commissioner Zapata, District 11	P	P	N/A	P	P	P	N/A	N/A	N/A	N/A
Lyse Cuellar-Vidal Commissioner Diaz, District 12	P	P	N/A	E	P	P	E	P	P	E
Diana Ramos Commissioner Bovo, District 13	P	P	N/A	E	A	A	E	N/A	N/A	N/A

5102

MEMBER ATTENDANCE RECORD

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1 Abbie Cuellar	P	P	P	P	P	P	P	P	P	P	P	P
2 Addys Kuryla	E	P	E	E	E	E	E	E	E	E	E	E
3 Ileana Quintana	N/A	N/A	N/A	N/A	N/A	P	P	E	E	E	E	E
4 Lyse Cuellar-Vidal	P	E	P	E	E	E	P	E	E	E	A	E
5 Marian Iglesias	N/A	P	P	P	E	P	E	P	E	E	E	E
6 Daniel A. Perez	P	P	P	P	E	P	E	P	P	E	E	P
7 Jordan Argiz	N/A	N/A	N/A	P	E	E	P	P	E	P	P	VACANT
8 Karim Batista	N/A	P	P	P	E	P	P	RESIGNED	VACANT	VACANT	VACANT	VACANT
9 Edilfa Perez	P	P	P	E	P	E	P	P	P	P	E	P
10 Evelyn Suero	N/A	P	P	E	P	E	E	P	E	E	E	P
11 Karamat Qayum	N/A	N/A	P	P	P	P	P	P	E	E	P	P
12 Melissa Peña	N/A	N/A	P	E	E	P	P	P	E	RESIGNED	VACANT	VACANT
13 Monica Amador	N/A	N/A	P	P	P	P	P	P	P	P	E	P
14 Francesca Cesti	N/A	N/A	P	E	P	E	E	P	E	E	E	P
15 Denise Scanziani	N/A	N/A	P	P	E	P	E	P	E	E	E	P
16 Leonarda Duran- Buitke	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P	P	P	P
17 Teresa Lowe	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	P	P	P
18 Dori Alvarez	N/A	N/A	P	P	E	E	E	E	E	E	E	E
19 VACANCY											VACANCY	VACANCY
20 VACANCY											VACANCY	VACANCY
21 VACANCY											VACANCY	VACANCY
22 VACANCY											VACANCY	VACANCY
23 VACANCY											VACANCY	VACANCY
24 VACANCY											VACANCY	VACANCY
25 VACANCY											VACANCY	VACANCY
26 VACANCY											VACANCY	VACANCY
QUORUM 50% + 1	Y	Y	Y	Y	N	Y	Y	Y				

Agenda Item No. 2(e)

(Public Hearing 5-19-92)

April 7, 1992

TO Honorable Mayor and Members
of the Board of County
Commissioners

DATE

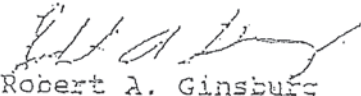
SUBJECT

Ordinance creating
the Hispanic
Affairs Advisory Board

FROM Robert A. Ginsburg
County Attorney

92-41

The attached ordinance was prepared and placed on the agenda
at the request of Commissioner Alexander Penelas.


Robert A. Ginsburg
County Attorney

RAG/mlm
Attachment

ORDINANCE NO.

92-41

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

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

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

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

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

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

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

(a) To serve in an advisory capacity to the county commission, the county administration, the community, and all agencies and persons in Dade County, Florida, in respect to matters pertaining to the Hispanic community of Dade County.

(b) To formulate and recommend plans and programs for coordination of the activities of governmental entities and nongovernmental agencies pertaining to the Hispanic community.

(c) It is the express purpose of this Board to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with the Hispanic community in Dade county and to make findings and recommendations to the county commission and the county administration regarding such matters.

(d) The Board shall annually report to the commission as to its findings and recommendations.

(e) To perform such other duties as may from time to time be assigned to it by resolution of the county commission.

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

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

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

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

PASSED AND ADOPTED: MAY 19 1992

Approved by County Attorney as
to form and legal sufficiency.

Prepared by:

SAC
[Signature]

MEMORANDUM

Agenda Item No. 7(F)

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

DATE: November 5, 2014


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

SUBJECT: Ordinance amending Sections
2-532, 2-533, 2-534, and 2-535
of the Code, pertaining to the
Miami-Dade County Hispanic
Affairs Advisory Board's
composition, terms of office,
duties, and support
Ordinance No. 14-110

A substitute was presented and forwarded to the BCC with a favorable recommendation at the 10-15-14 Health and Social Services Committee. This substitute differs from the original in that it:

- (1) Provides that the nominating committee, proposed to be created for the purpose of nominating 13 of the 26 members of the Hispanic Affairs Advisory Board, will be selected by the Hispanic Affairs Advisory Board from its membership instead of by the Office of Community Advocacy; provides that the Hispanic Affairs Advisory Board shall make such appointments, following required criminal background checks and research; provides that the Hispanic Affairs Advisory Board shall develop nominating committee procedures; and eliminates the requirement that the thirteen members nominated by the nominating committee reside in each of the thirteen commission districts.
- (2) Provides that after one year of not holding an elected office on the Hispanic Affairs Advisory Board, a member may be elected to the same office he or she previously held for two consecutive years.
- (3) Does not require the Clerk of the Board to record the minutes of board meetings but still requires the Clerk to maintain minutes of the board's meetings.

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



R. A. Cuevas, Jr.
County Attorney

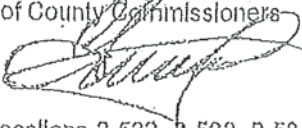
RAC/smm

Memorandum



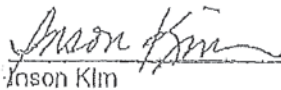
Date: November 5, 2014

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

From: Carlos A. Gimenez 
Mayor

Subject: Ordinance amending sections 2-532, 2-533, 2-534, and 2-535 of the Code, pertaining
to the Miami-Dade County Hispanic Affairs Advisory Board

The proposed ordinance amends sections 2-532, 2-533, 2-534, and 2-535 of the Code of Miami-Dade County, pertaining to the Miami-Dade County Hispanic Affairs Advisory Board's composition, terms of office, duties, and support. Implementation of this ordinance will not have a fiscal impact to the County.



Anson Kim
Director of Policy and Legislative Affairs

Fls8214




MEMORANDUM

(Revised)

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

DATE: November 5, 2014

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

SUBJECT: Agenda Item No. 7(F)

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

Agenda Item No. 7(F)

11-5-14

Override _____

ORDINANCE NO. 14-110

ORDINANCE AMENDING SECTIONS 2-532, 2-533, 2-534, AND 2-535 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA, PERTAINING TO THE MIAMI-DADE COUNTY HISPANIC AFFAIRS ADVISORY BOARD'S COMPOSITION, TERMS OF OFFICE, DUTIES, AND SUPPORT; 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 2-532 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:¹

Sec. 2-532. Composition; terms.

The Miami-Dade County Hispanic Affairs Advisory Board >>("the board"), in accordance with the provisions of Section 2-11.38 of the Code of Miami-Dade County as may be amended, << shall be composed of ~~[[twenty-seven (27)]]~~ >>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 Hispanic community. Each county commissioner shall appoint ~~[[three (3) members of the Board: one member for an initial one-year term, one member for an initial two-year term, and one member for an initial three-year term. Appointments after the initial term shall be for a term of three (3) years.]]~~ >>one member to the board, and << ~~[[one member residing in each of the thirteen (13) commission districts]]~~² >>the other thirteen (13) members << >>shall be << ~~[[selected]]~~ >>nominated << >>by a nominating

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.

² The differences between the substitute and the original item are indicated as follows: Words double stricken through and/or ~~[[double bracketed]]~~ are deleted, words double underlined and/or >>double arrowed<< are added.

~~committee~~<< ~~[[subject to approval by the Board of County Commissioners]]~~. >>The nominating committee shall be<< ~~[[constituted by the Office of Community Advocacy which shall]]~~ >>comprised of existing members of the board as selected by majority vote of the board. The board shall develop procedures for the creation of the nominating committee in its bylaws. The nominating committee shall recommend potential members for appointment by the Hispanic Affairs Advisory Board, subject to compliance with the requirements of Section 2-11.38.1(b) of the Code of Miami-Dade County, as may be amended, including the requirement relating to criminal history background checks on potential advisory board members performed by the Office of the Inspector General and compliance with the requirements of Resolution No. R-636-14, as may be amended, pertaining to background research on potential advisory board members performed by the Office of the Commission Auditor. The board shall work with the Office of Community Advocacy or successor department to<< >>advertise vacancies occurring on the Hispanic Affairs Advisory Board in publications of general circulation and maintain an online application to generate a pool of potential members for the nominating committee's consideration.<< ~~[[The nominating committee shall recommend potential members for approval of the Board of County Commissioners in accordance with Section 2-11.38.1(b) of the Code of Miami-Dade County, as may be amended.]]~~

>>All appointments shall be made for a term of four (4) years. No member may serve more than eight (8) consecutive years in accordance with Section 2-11.38.2 of the Code of Miami-Dade County as may be amended. This section shall apply to all board members, except that current board members shall be allowed to complete their current terms.

Notwithstanding any other provision of the Code of Miami-Dade County, a board member shall be automatically removed if, in a given County fiscal year: the member is absent from two (2) consecutive meetings without an acceptable excuse or the member 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 (2/3) vote of its membership, deems appropriate. If a member is absent with an acceptable excuse from three (3) or more meetings, the board may vote to remove the member from the board.

A member shall be considered absent from a meeting if the member is not physically present for at least seventy-five (75) percent of the meeting's duration. A member shall also be considered absent from a meeting if the member refrains from voting on any matter for which voting is conducted at the meeting, unless the member is prevented from voting by a conflict of interest. The provisions of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as may be amended, are applicable to this board.<<

~~[[three (3) members of the Board: one member for an initial one-year term, one member for an initial two-year term, and one member for an initial three-year term. Appointments after the initial term shall be for a term of three (3) years.]]~~

Section 2. Section 2-533 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

Sec. 2-533. Officers; quorum; compensation.

The members of the Board shall elect a chairperson and vice chairperson, who shall serve >>one-year terms<< at the will of the Board. >>No member shall remain in the same office for more than two (2) consecutive years.<< >>After one (1) year of not holding the office, a member may be elected to the same office that was previously held for up to two (2) consecutive years.<< >>Officer elections shall take place each November, with newly elected officers installed the following January.<<

~~[[Nine (9) members of]]~~ >>A majority of members duly appointed to<< the Board shall constitute a quorum necessary to hold a meeting and take any action. A majority vote of the quorum of the Board shall be necessary to take any action. Members shall serve without compensation. The chairperson or vice chairperson may call meetings of the Board. Meetings may also be called by written notice signed by nine (9) members. The Board at any duly noticed meeting may fix and call a meeting on a future date. All meetings shall be public.

>>The Clerk of the Board of County Commissioners ("Clerk of the Board") shall maintain a current roster of the board's members<< [[and record]] >>and maintain minutes of the board's meetings.

The Office of Community Advocacy's duties shall include working with the Clerk of the Board to ensure the board's membership roster is current and posting minutes from the board's meetings online. In addition, the executive director of the Office of Community Advocacy shall provide a report on the board every twelve months to the Board of County Commissioners.<<

Section 3. Section 2-534 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

Sec. 2-534. Duties, powers and responsibilities.

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

* * *

- (d) The Board shall annually report to the Commission as to its >>accomplishments, priorities,<< findings and recommendations.

* * *

Section 4. Section 2-535 of the Code of Miami-Dade County, Florida, is hereby amended to read as follows:

Sec. 2-535. Supervision and Support.

The Office of the Chairperson of the County Commission, County Attorney and Clerk of the Board shall provide appropriate support for the Hispanic Affairs Advisory Board. The Chairperson of the County Commission shall have the power to appoint, employ, remove and supervise such assistants, employees, and personnel as deemed necessary to provide appropriate support to the Hispanic Affairs Advisory Board, and such assistants, employees, and [[personnel]] >>personnel, including an executive director, collectively herein referred to as the Office of Community Advocacy,<< shall serve at the will of the Chairperson of the County Commission.

Section 5. 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 6. 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 7. 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: November 5, 2014

Approved by County Attorney as
to form and legal sufficiency:

APW

Prepared by:

ES

Estephane S. Resnik

Prime Sponsor: Chairwoman Rebeca Sosa

BY-LAWS

MIAMI-DADE COUNTY

HISPANIC AFFAIRS ADVISORY BOARD

ARTICLE I

NAME

The Miami-Dade County Hispanic Affairs Advisory Board, hereinafter referred to as the Hispanic Affairs Advisory Board (the "Board") was created by the Board of County Commissioners pursuant to Ordinance No. 92-41 on May 19, 1992, which is codified as Section 2-532 in the Code of Miami-Dade County.

ARTICLE II

PURPOSE

Section 1. The purpose of the Miami-Dade County Hispanic Affairs Advisory Board shall be to:

- (a) Continuously study the interests and needs of Miami-Dade County citizens who are of Hispanic origin.
- (b) Encourage the interest and involvement of Hispanics in respect to matters pertaining to the Hispanic community in Miami-Dade County.
- (c) Encourage and support the development of Hispanics in leadership roles.
- (d) Formulate and recommend the adoption of legislation supporting matters relevant to and of interest to Miami-Dade County citizens who are of Hispanic origin.

ARTICLE III

DUTIES, POWERS AND RESPONSIBILITIES

Section 1. The Hispanic Affairs Advisory Board shall have the following duties, powers and responsibilities as established in Miami-Dade County Ordinance No. 92-41:

- (a) To serve in an advisory capacity to the county commission, the county administration, the community, and all agencies and persons in Miami-Dade County, Florida, in respect to matters pertaining to the Hispanic community of Miami-Dade County.
- (b) To formulate and recommend plans and programs for coordination of the activities of governmental entities and non-governmental agencies pertaining to the Hispanic community.

- (c) It is the express purpose of this Board to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with the Hispanic community in Miami-Dade County and to make findings and recommendations to the county commission and the county administration regarding such matters.
- (d) The Board shall annually report to the commission as to its findings and recommendation.
- (e) To perform such other duties as may from time to time be assigned to it by resolution of the county commission.

Section 2. The Office of Community Advocacy shall supply staff support and shall act as liaison between the Board and the County.

ARTICLE IV MEMBERSHIP

Section 1. The Miami-Dade County Hispanic Affairs Advisory Board shall be composed of twenty-seven (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 Hispanic community.

Section 2. Each county commissioner shall appoint one member of the Board and the other thirteen (13) members shall be nominated by the Board's Nominating Committee and ratified by the Board. All appointments shall be made for a term of four (4) years. No member may serve more than eight (8) consecutive years in accordance with Section 2-11.38.2 of the Code of Miami-Dade County, as may be amended. This section shall apply to all board members, except that current board members shall be allowed to complete their current terms.

Section 3. No Member shall become a candidate for elective office during his or her term on the Board. A member of the Hispanic Affairs Advisory Board shall resign prior to or will be automatically removed upon becoming a candidate for elective office during his or tenure on the Hispanic Affairs Advisory Board.

Section 4. Members shall serve without compensation.

Section 5. The Board's attendance requirement for members shall be in accordance with Section 2-11.39 of the Code of Miami-Dade County, as amended.

It shall be the responsibility of each member to attend all Hispanic Affairs Advisory Board meetings and the Sub-Committee meetings of his or her primary assignment.

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, or any other reason which the task force, by a two-thirds majority vote of the membership deems appropriate. A member shall also be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five (75) percent of the time.

All requests for excused absences shall be given in writing (faxed, mailed or emailed) to the Executive Director and Chairperson at least 24 hours prior to the meeting.

Section 6. Upon absences from two (2) consecutive meetings or three (3) unexcused absences, in a given fiscal year, the Executive Director shall notify the Clerk of the Board of County Commissioners, in writing, of the member's removal. The seat shall be deemed vacant effective on the date the Clerk receives the notification. Members' removal from office shall be in accordance with the provisions of Section 2-11.38 of the Code of Miami-Dade County.

Section 6. Each member shall serve on at least one (1) Sub-Committee.

Section 7. Any member desiring to resign from the Hispanic Affairs Advisory Board shall submit his or her resignation in writing to the appointing Commissioner (if applicable), the Chairperson and the Executive Director. The Executive Director of the Board shall send a copy of the letter to the Clerk of the Board of County Commissioners. The seat shall be deemed vacant on the date the Clerk receives the notification.

Section 8. The terms of office of members shall begin on the day of appointment and expire when the appointing Commissioner leaves office or the appointing Commissioner's term of office expires. No member shall serve more than eight (8) consecutive years on the Board. Members' terms of office shall be in accordance with the provisions of Section 2-11.38 of the Code of Miami-Dade County.

ARTICLE V

OFFICERS

Section 1. The members shall elect a Chairperson and a Vice-Chairperson, and a Second Vice-Chairperson. These officers shall perform the duties prescribed by these by-laws and by Mason's Manual of Legislative Procedure, the parliamentary authority adopted by the membership.

- Section 2. At the regular meeting in November, the Chair shall open the floor for nominations starting with the office of Chairperson. Nominees shall be given no more than five minutes to speak prior to a vote. Officers shall be elected by a voice vote if there is only one nominee. If there is more than one nominee, members shall conduct a voice vote and cast a written ballot, to be made a part of the public record, signed by the member casting the vote. Officers' terms of office shall begin at the close of the meeting at which they are elected and they shall serve for two years or until their successors are elected. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.
- Section 3. No members shall be eligible to serve more than two consecutive terms in the same office.
- Section 4. A vacancy in the office of Chairperson shall be filled by the Vice-Chairperson and a vacancy in the office of Vice-Chairperson shall be filled by the Second Vice-Chairperson. The Vice-Chairperson or Second Vice-Chairperson shall assume the role of Chairperson or Vice-Chairperson, respectively, for the balance of that term or until the Chairperson or Vice-Chairperson returns.
- Section 5. In addition to those duties prescribed by Mason's Manual of Legislative Procedure, the parliamentary authority adopted by the membership, the Chairperson: (i) shall assign members to each Sub-Committee with due consideration given to member's area(s) of interest and the need of the Sub-Committee; (ii) shall present all reports to the Board of County Commissioners; (iii) may appoint a registered parliamentarian at his or her discretion; and (iv) shall serve as the only official representative and spokesperson for the Hispanic Affairs Advisory Board, unless otherwise authorized by a vote of the membership.
- Section 6. The Vice-Chairperson and Second Vice-Chairperson shall be of active assistance to the Chairperson and shall perform the duties of the Chairperson and Vice-Chairperson, respectively, in his or her absence or inability to serve.

ARTICLE VI

MEETINGS

- Section 1. The regular meetings of the Hispanic Affairs Advisory Board shall be held on the second Tuesday of the month unless otherwise ordered by the membership. 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. Meetings shall be open to the public at a time and place designated by the Chairperson or Vice-Chairperson. Meetings may also be called by written notice signed by one-half (½) of the members.

- Section 2. The regular meeting in November shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of Officers and Sub-Committees, and for any other business that may arise.
- Section 3. Special meetings can be called by the Chairperson and shall be called upon the written request of one-half ($\frac{1}{2}$) of the members. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.
- Section 4. At least 50% plus 1 of the full Board membership shall constitute a quorum. The Board is not authorized to take any action without a quorum being present at the meeting.
- Section 5. Each person who desires to address the Board or a committee at a meeting about a proposition or matter before the Board shall notify the Executive Director and request an opportunity to speak about any specific item. The person shall state his or her name and address, if representing an organization and its views the person shall state the organization's name and address. Unless further time is granted by the Board, each individual shall be limited to a statement of three (3) minutes. All remarks shall be addressed to the Board as a whole and not to an individual Board member. No questions shall be asked to individual Board members.
- Section 6. All meetings will be held subject to an in conformance with Miami-Dade County and Florida Conflict of Interest and Open Government Laws, including the "Sunshine Law," public meeting laws, public records laws and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.

ARTICLE VII THE EXECUTIVE COMMITTEE

- Section 1. The officers of the Hispanic Affairs Advisory Board shall constitute the Executive Committee.
- Section 2. The Executive Committee shall have general supervision of the affairs of the organization between its business meetings, make recommendations to the membership and shall perform other duties as are specified in these Bylaws. The Chair of the Executive Committee shall be the Chair of the Board. The Executive Committee shall be subject to the orders of the Hispanic Affairs Advisory Board and none of its acts shall conflict with action taken by the organization.
- Section 3. Meetings of the Executive Committee shall be called at a time and place designated by the Chairperson.

ARTICLE VIII

COMMITTEES

- Section 1. The Chair, with the approval of the Board, may designate an Executive Committee, other standing and ad hoc committees from among its members. Each committee, if more than one (1), shall be responsible for performing such duties as are necessary to accomplish the duties, powers, responsibilities and purpose of the Hispanic Affairs Advisory Board, as set forth in these by-laws.
- Section 2. Each committee shall meet at a time, date and place upon the call of its Chair, and such meetings shall be open, announced and publicized.
- Section 3. Reports of committee activities shall be provided in writing at the annual meeting and at such times as they shall be requested by the Chairperson. Copies of reports shall be distributed at least five (5) days prior to the meeting calling for such report.
- Section 4. Unless a greater proportion is required by the Board when designating a Sub-Committee, a majority of the authorized committee membership shall constitute a quorum. The Sub-Committee is not authorized to take any action without a quorum being present at the meeting.

ARTICLE IX

PARLIAMENTARY AUTHORITY

Parliamentary procedure shall be conducted in accordance with the most current edition of Mason's Manual of Legislative Procedure, when applicable and not inconsistent with these by-laws, or any special rules of order properly adopted by this Board.

ARTICLE X

AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting by a vote of one-half ($\frac{1}{2}$) of the active members present and voting, provided that the amendment has been submitted in writing to the membership at least fifteen (15) days prior to the meeting at which it will be considered.



MIAMI-DADE COUNTY
OFFICE OF THE CHAIR
HISPANIC AFFAIRS ADVISORY BOARD
MONTHLY MEETING
Tuesday, May 10, 2016
6:30 P.M.

Survivor's Pathway
1801 Coral Way, Suite 200
Miami, FL 33145

MINUTES

Members Present: Abbie B. Cuellar, Chairperson, Daniel A. Perez, Vice Chairperson, Evelyn Suero, Second Vice Chairperson, Patricia Elizee, Monica Amador, Marian Iglesias, Jordan Argiz, Monica Amador, Leonarda Duran- Buike, Karamat Qayum, Jose Diaz, Lizette Reboredo, Francesco Duberli, Teresa Lowe

Members Absent: Dolores M. Mejia

Members Excused: Edilfa Perez, Ileana Quintana, Francesca Cesti- Browne, Tatiana Campuzano, Dori Alvarez

Guests: Honorable Jose Felix Diaz, Chair and Honorable Jose Javier Rodriguez, Vice Chair, Miami-Dade Legislative Delegation, Melisa Peña, Ex-Officio HAAB Member

I. Welcome

II. Approval of Meeting Agenda

Report: Motion to approve, Daniel A. Perez, Second, Marian Iglesias; Approved 14-0

III. Presentation by guest speaker(s):

- a. Honorable Jose Felix Diaz, Chair, Miami-Dade County Legislative Delegation
- b. Honorable Jose Javier Rodriguez, Vice Chair, Miami-Dade County Legislative Delegation

Report:

Second Vice Chairperson, Evelyn Suero opened the meeting at 6:15 p.m. introduced the Chair Jose Felix Diaz and Vice Chair Jose Javier Rodriguez and asked that the Board members briefly introduce themselves to the representatives. She then gave the floor to Vice Chair Jose Javier Rodriguez for his presentation. Vice Chair Rodriguez provided an overview of the Miami-Dade Legislative Delegation (Dade Delegation), then spoke about legislation that he was working and events and updates from his office. Chair Jose Felix Diaz then took the floor to make his presentation and he also spoke about how HAAB could get more involved with the Dade

Delegation and suggested that the Board have a designee to track pertinent legislation before and during session. Chair Diaz and Vice Chair Rodriguez spoke about upcoming legislation that may be of interest and relevant to HAAB and invited the Board members to attend the Dade Delegation monthly meetings and to collaborate in the future on initiatives and legislative priorities that are relevant to HAAB's mission.

IV. Committees Updates

- a. Immigration Committee (Chair Jose Diaz)
- b. LGBTQI Advisory Committee (Chair Francesco Duberli)
- c. Special Events Committee (Chair Lizette Reboredo)
- d. Communications, Development and Fundraising Committee (Francesca Cesti-Browne)

Report:

Special Events Committee: Chair Lizette Reboredo provided updates with regards to the Judicial Candidate Forum on June 1st and the Board members agreed upon who would complete the pending matters.

LGBTQI Advisory Committee: Chair Francesco Duberli briefed the Board on the outcome of the Committee meeting and stated that he would provide an LGBTQI training, with the intention of educating the members as to the intricate and unique issues facing the LGBTQI community; the training will be open to all Board members as well as the general public.

Chair Abbie gave the floor to Board Member Marvin Cordero and Dr. Waldo Castro to discuss their committee initiatives. Board Member Marvin Cordero made a motion to create a Legislative Advisory Committee, Second by Board Member Jose Diaz; Approved 14-0. Later, Board Member Dr. Waldo Castro discussed the importance of working with the consulates in Miami-Dade County and involving whenever possible with HAAB. Board Member Dr. Waldo Castro made a motion to create a Consular Relations Committee, Second by Board Member Monica Amador; Approved 14-0.

V. Old Business

- a. HAAB Letter to Carnival Corporation and PLC and Press Release (Attached)
- b. Judicial Candidate Forum, June 1, 2016, 5:30 – 7:00 p.m. at Miami Dade College Wolfson Campus; Save the Date (Attached)
 - o Budget
 - o Sponsorships
 - o Refreshments
- c. 2016 HAAB Goals
 - o Judicial Candidate Forum
 - o Hispanic Advocate of the Year
 - o Hispanic Heritage Month Events
 - o HAAB Networking Event

Report:

Chair Abbie Cuellar reminded the Board of the letter that was sent to Carnival Corporation and PLC regarding the sales of tickets to Cuban born residents and provided an update as to the outcome. At this time the Board discussed compiling a list of events for Hispanic Heritage Month and beginning to work on realizing them. Chair Abbie Cuellar said she would take the lead on the Hispanic Advocate of the Year to take place sometime in October. Board Member Dr. Waldo Castro said he would like to take the lead on a Health Fair and a tentative date would be set following the meeting.

VI. New Business

- a. Legislative Committee (Marvin Cordero)
- b. Consular Committee/ Initiative (Dr. Waldo Castro)
- c. Race-Storation Forum – Thursday, May 26th, 1:30 – 4:00 p.m. at the Miami-Dade County Commission Chambers (Dr. Waldo Castro)
- d. Discussion regarding Miami-Dade Parks Meal Program
- e. Health Fair Discussion (Dr. Waldo Castro)
- f. Coral Gables Art Event (Marian Iglesias)
- g. Approval of Annual Sunset Review

Report:

Board Member Dr. Walo Castro spoke about the Race-Storation event taking place on May 26th at the Miami-Dade Commission Chambers. The event is being co-hosted by the Miami-Dade Commission for Women and Board Member Dr. Waldo Castro asked if HAAB would also like to be co-sponsor. The Board concurred on the idea and Board Member Dr. Waldo Castro made a motion for HAAB to co-sponsor the Race-Storation Event on May 26th, Second by Board Member Monica Amador; Approved 14-0.

Board Member Marian Iglesias spoke about the Coral Gables Art Event taking place during Hispanic Heritage Month and stated that she has spoken to a prominent Miami Artist that is going to coordinate the event; she asked that HAAB assist with securing the date and the venue and the Board agreed.

Board Director Natalie Milian then explained the last action item, the review and approval of the 2016 Sunset Review. Chair Abbie Cuellar made a motion to approve the 2016 HAAB Sunset Review, Second by Board Member Dr. Waldo Castro; Approved 14-0.

VII. Announcements

a. Welcome new Board Members:

- o Ms. Patricial Elizee, appointed by Chairman Jean Monestime (District 2)
- o Dr. Waldo Castro, appointed At-Large
- o Announcement of HAAB's newly elected Second Vice Chairperson, Evelyn Suero, Esq.

Report: At this time all new members were mentioned along with the announcement of HAAB's newly elected Second Vice Chairperson, Evelyn Suero.

Adjournment

Report: Chair Abbie Cuellar made a motion to adjourn the meeting, Second by Board Member Dr. Waldo Castro; Approved 14-0. The meeting was adjourned at 8:05 p.m.

HAAB Major Accomplishments in the Past 24 Months:

- In 2014 HAAB's membership was increased through County resolution, from 13 to 26 members; 13 members are commissioner appointees and the other 13 members are at-large appointees. The increase has allowed the HAAB to become more inclusive of the diverse community of Miami-Dade County and has also increase the efficiency and exposure of the Board. Currently HAAB has 22 appointed members and 4 vacancies.
- HAAB created seven new working sub-committees in order to address the increasing and evolving issues facing our community. The existing sub-committees are as follows:
 - Communications, Development and Fundraising Committee
 - Special Events Committee
 - LGBTQI Advisory Committee
 - Immigration Committee
 - Legislative Advisory Committee
 - Consular Relations Committee
- Between 2014- 2015 HAAB developed and launched an updated logo and mission statement; which are now posted on HAAB's revamped County webpage.
- HAAB created and launched their social media pages, such as Facebook and Twitter, through which the Board can reach out to the community on pertinent issues, receive feedback and also share Miami-Dade County events and initiatives.
- HAAB Members have been active advocates for fair immigration practices and for the passage of the Dream Act. They are active in the community attending community meetings on important issues that affect the Hispanic constituents of Miami-Dade County.
- HAAB has partnered with the State of Florida Health Department to host "Take Control Health Fairs" at different cities within Miami-Dade County. The fairs included free screening services for blood pressure, cholesterol, glucose, and HIV. It provided free referrals and appointments for Mammograms. The fairs help HAAB enhance its intergroup relations function and strengthen the relationship with the different cities.
- During the Month of October HAAB joined the celebration of Hispanic Heritage Month where the board concentrates its efforts on showcasing the Hispanic culture and the many contributions Latinos have made to this great nation.

Attachment 5

- On May 7, 2014 HAAB and the Black Affairs Advisory Board (BAAB) co-hosted "A Civil Discourse on Cultural Diversity, Race and Inclusion" in the Commissioner Chambers. The event was broadcast live on Miami-Dade T.V. and also streamed on the live Webcast.
- In 2014 and 2015 HAAB collaborated with various commission offices to host the Hispanic Art Expressions exhibits and events in their respective districts.
- In 2015 HAAB collaborated with the Miami Urban Contemporary Experience (a non-for-profit entity) and the Celia Cruz Legacy Foundation to develop and present the Hispanic Heritage Display in the lobby of the Stephen P. Clark Center.
- HAAB coordinated and sponsored a special performance highlighting Hispanic culture at 2015 Asian Culture Festival in collaboration with the Asian Affairs Advisory Board.
- In 2015 HAAB updates and amended the Board's by-laws in collaboration with the County Attorney's Office; the by-laws now reflect current policy measures and procedures.
- Every year between September and October HAAB designs and organizes the Hispanic Art Expressions exhibit at the Stephen P. Clark Center Lobby, along with any organization or entity who requests assistance in putting together a Hispanic Heritage Month display, presentation or performance.
- The Hispanic Art Expressions Exhibit aims to raise awareness of visual arts as a form of the Hispanic culture and help the Miami-Dade County citizens foster a better understanding of each other's roots and cultures. It provides an excellent forum for the constituents and members of the community organizations to interact and expose their issues and concerns.
- In February 2016 HAAB Hosted a Free Tax Event, affording residents the opportunity to have their taxes filed for free by a CPA firm.

HAAB's Major Accomplishments Since Established:

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

Attachment 6

- HAAB hosted the “Hispanic Role Model and Future Leader Award Luncheon”, which was established by the board to recognize a Role Model, which is an award that is presented to a Hispanic who has contributed to the enhancement and development of business, culture and education in our community. It also recognizes a future leader, an award that is presented to a young Hispanic who is active in the Miami-Dade County community and who has demonstrated leadership skills in the Hispanic community.
- HAAB also hosted Public Educational Forums on the topics of health, education and immigration outreaching to the constituents to provide advice.
- Hosted health fairs to provide free services to the constituents.
- Hosted voter’s registration drives in different sectors of the Hispanic community to educate the public on the importance of voting during elections.
- On May 7, 2014 HAAB and the Black Affairs Advisory Board (BAAB) co-hosted “A Civil Discourse on Cultural Diversity, Race and Inclusion” in the Commissioner Chambers. The event was broadcast live on Miami-Dade T.V. and also streamed on the live Webcast.
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