



**MIAMI-DADE COUNTY  
FINAL OFFICIAL MINUTES  
Governmental Operations and Environment  
Committee (GOEC)**

**Board of County Commissioners**

Stephen P. Clark Government Center  
Commission Chambers  
111 N.W. First Street  
Miami, Florida 33128

June 21, 2007

Harvey Ruvlin, Clerk  
Board of County Commissioners

Kay Sullivan, Director  
Clerk of the Board Division

Judy Marsh, Commission Reporter  
(305) 375-1967





Stephen P. Clark  
Government Center  
111 N.W. 1st Street  
Miami, FL 33128

# FINAL OFFICIAL Meeting Minutes Governmental Operations and Environment Committee

Natacha Seijas (13) Chair; Jose "Pepe" Diaz (12) Vice Chair; Commissioners Audrey M. Edmonson (3), Carlos A. Gimenez (7), Joe A. Martinez (11), and Dorrin D. Rolle (2)

## WORKSHOP-SUNSET REVIEW OF COUNTY BOARDS

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Thursday, June 21, 2007

2:30 PM

COMMISSION CHAMBERS

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**Members Present:** Jose "Pepe" Diaz, Audrey M. Edmonson, Carlos A. Gimenez.

**Members Absent:** Joe A. Martinez, Dorrin Rolle, Natacha Seijas.

**Members Late:** None.

**Members Excused:** None.

**Members Absent County Business:** None.

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### 1A ROLL CALL

**Report:** *The following staff members were present:  
Assistant County Manager Ian Yorty; Assistant  
County Attorney Gerri Bonzon-Keenan; and  
Deputy Clerk Judy Marsh.*

*Chairman Diaz called the meeting to order at 2:47  
p.m. He clarified that the Subcommittee was  
comprised of three members. Chairman Diaz  
noted Commissioner Gimenez had a previous  
engagement and would be leaving before the  
Subcommittee adjourned, and he asked the  
Subcommittee members to agree on the format for  
moving forward before Commissioner Gimenez'  
departure.*

### 1B CHAIRPERSON

1B1

**071930 Report**

REMARKS FROM CHAIRPERSON

*Presented*

**Report:** *In response to Chairman Diaz, Assistant County Manager Ian Yorty noted County Advisory Boards included Advisory, Community Council, Municipal Advisory Council, Canvassing, Governing, Nominating Committee and Quasi-Judicial.*

*Chairman Diaz asked that a Governmental Operations and Environment (GOE) Subcommittee meeting be scheduled between the GOE Committee meeting scheduled for July 11th and the August recess.*

*Chairman Diaz asked that the 2006 audit report prepared by the Commission Auditor on County boards be updated to include the following changes and resubmitted at the Subcommittee meeting in July:*

- reflect the following categorizes: community council; municipal advisory council; canvassing; governing; nominating committee; and quasi-judicial;*
- reflect separate classifications for federal, state and county-chartered mandated boards;*
- identify boards on which county commissioners serve as members;*
- include the meeting schedule and the number of times the Board(s) actually met;*
- state the quorum requirements and the issues involving vacancies and failure to achieve quorum;*
- indicate whether the respective board(s) met its goals and objectives.*

*Chairman Diaz asked that representatives of all non-mandated boards give a three-minute presentation to the Subcommittee on whether the particular individual board should remain in existence or be consolidated into another functioning board, with a written report to the Chair and Members of the Governmental Operations and Environment (GOE) Committee and Subcommittee one week before presentation.*

*Commissioner Edmonson asked that future audits of the activities and functions of county boards be conducted by audit staff, as opposed to the board staff.*

*Commissioner Gimenez asked that the Canvassing*

Board be excluded from the process referenced by Chairman Diaz. He also asked that the updated report be grouped by functions that were similar in nature and include the operating costs of each individual board.

It was moved by Commissioner Gimenez that the Subcommittee proceed with the process discussed. This motion was seconded by Commissioner Edmonson, and upon being put to a vote, passed by a vote of 3-0.

Ms. Amy Horton-Tavera, Management Consultant, Office of Strategic Business Management (OSBM), summarized the Governmental Structures Task Force's recommendations for County advisory boards and the sunset review process as follows:

*Sunset Provisions*

- impose universal sunset date five years into the future for existing boards, board continuation past this date would require reauthorization by the County Commission and specific boards, such as governing boards, could be exempted as appropriate;
- eliminate currently inactive boards that have not met in 12 months, except boards that exist pursuant to federal or state mandate, or that convene on an as needed basis;
- require sunset date for future boards in the ordinance creating the board with a maximum five-year life, board continuation past this date would require reauthorization by the County Commission, and specific boards could be exempted as appropriate;
- automatic sunset for all boards following one year of inactivity and specific boards could be exempted as appropriate.

*Reporting Requirements*

- impose additional financial reporting requirements for fiduciary boards and boards meeting threshold annual budget amount such as \$100,000;
- triggers for in-depth review based on low quorum achievement rate, high vacancy rate, request by County Commission's subcommittee, discretion of Commission Auditor;
- provide greater flexibility in evaluating board performance.

*Procedural Items*

- Allow Sunset Review Report to serve as the Annual Report for the year in which it is submitted;
- Realign reporting deadlines with current

*committee structure or eliminate committee review requirement;*

- Consider moving reporting deadline from spring to November/December*
- Post board vacancies online in lieu of the current biannual advertisement requirement.*

*In response to Chairman Diaz' inquiry whether the Task Force's intent was to identify potential duplication, Ms. Horton-Tavera said the Task Force suggested duplication might be a potential role for the committees to explore. She noted when the staff looked at the complete board list; they did not identify any boards that were without a unique mission.*

*Responding to Chairman Diaz' inquiry whether the Task Force's recommendations were implemented, Ms. Horton-Tavera said an action item was approved by the County Commission in March which directed the County Manager to prepare an ordinance that would implement the changes. She noted that ordinance had been drafted and staff would work with the County Attorney's Office to finalize the proposed ordinance pending additional input from this Subcommittee.*

*Chairman Diaz noted the Subcommittee would be reviewing each board on its own merit to determine the possibility of consolidating these boards.*

*In response to Chairman Diaz, Ms. Kay Sullivan, Director, Clerk of the Board (COB) Division, said the COB worked closely with the Office of Strategic Business Management and the Commission Auditor's Office and she had no concerns.*

*Chairman Diaz asked Assistant County Attorney Gerri Bonzon-Keenan to review the mission and mandates of federal, state and county mandated boards to determine the possibility of consolidating these boards.*

*Mr. Charles Anderson, Commission Auditor, commented on his report on boards and councils issued in March 2006. He said the concern regarding self assessment by board members was highlighted in the report and performance measures; however, the boards were not independently evaluated.*

*Chairman Diaz asked the Commission Auditor,*

*Office of Strategic Business Management Director and Clerk of the Board Division Director to work together to update the audit report.*

*Chairman Diaz noted he felt the sunset date in the ordinance creating the boards should be reduced from five years to one year.*

**2 PRESENTATION**

**Report:** *(See notes under Agenda Item 1B1)*

**3 DISCUSSION**

**Report:** *(See notes under Agenda Item 1B1)*

**ADJOURNMENT**

**Report:** *There being no further business to come before the Governmental Operations and Environment Subcommittee, the meeting was adjourned at 3:17 p.m.*

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Natacha Seijas, Chair