Memorandum

MIAMI-DADE COUNTY

Date: February 7, 2012

To: Department Directors

From: Carlos A. Gimenez
Mayor

Subject: Management Meetings

Now that we have preliminarily established our reorganized department structure and you have submitted your business plans, we can refresh our format of management meetings. We have matured in our use of strategic management principles and tools and can take the next step in working as a team to manage this organization. Instead of facilitated Strategic Area Meetings in which scorecards were reviewed and the focus was performance results, I envision teams of directors working together to address our mission and goals, and organized into a Directors' Council (Council) which will meet with me regularly to discuss organizational issues and report on a quarterly basis on issues of concern.

Directors' meetings will be scheduled on a quarterly basis and strategic areas have been combined in order to allow for cross-discipline discussions. These meetings will be scheduled by the Office of Management and Budget (OMB) at lunchtime and will last approximately one hour. The respective Deputy Mayors will also attend.

At the first meeting, each group will choose a director to be the chairperson of their Council. For the remainder of the year, that director will facilitate the quarterly meetings with assistance from OMB. Attached to this memorandum are a schedule and subjects for the quarterly meetings. These subjects are suggestions and I anticipate your agendas will broaden. Also attached is a listing of departments by Council.

My goal is to improve communications amongst department directors and to reinvigorate the management team. I have witnessed that as a peer group, directors have little opportunity to discuss issues that impact multiple departments and to provide each other feedback regarding management strategies and practices. You have much to learn from each other; you are all experienced and an innovative group of professionals and I want to provide you with the resources in order to manage Miami-Dade County the best way possible.

Attachment

c: Office of the Mayor Senior Staff

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Strategic Areas

1. **Recreation and Culture and Health and Human Services** – Community Action and Human Services; Cultural Affairs; Library; Parks, Recreation and Open Spaces; Public Housing and Community Development

2. **Transportation and Economic Development** – Aviation; Port of Miami; Sustainability, Planning and Economic Enhancement; Transit

3. **Public Safety** – Corrections and Rehabilitation; Fire Rescue; Juvenile Services; Medical Examiner; Police

4. **Neighborhood and Infrastructure** – Animal Services; Permitting Environmental and Regulatory Affairs; Public Works and Waste Management; Water and Sewer

5. **General Government** – Audit and Management Services; Community Information and Outreach; Elections; Finance; Human Rights and Fair Employment Practices; Information Technology; Internal Services; Management and Budget

Meeting Subjects

A. (January – March) Business Plan and Reorganization Issues
B. (April – June) Proposed Budget
C. (July – September) Reorganization Implementation
D. (October – December) Business Plan development for FY 2012-13

Meeting Dates

Subject		A	B	C	D
Group	**1**	February 22, 2012	April 4, 2012	July 13, 2012	October 10, 2012
	2	February 29, 2012	April 18, 2012	July 18, 2012	October 24, 2012
	3	March 7, 2012	May 2, 2012	August 29, 2012	November 28, 2012
	4	March 21, 2012	May 16, 2012	September 5, 2012	December 5, 2012
	5	March 28, 2012	June 6, 2012	September 19, 2012	December 19, 2012