



**OFFICE OF THE CHAIR
CHAIRMAN JOSE "PEPE" DIAZ**

MEMORANDUM

TO: Honorable Vice Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: January 12, 2021

FROM: Jose "Pepe" Diaz,
Chairman

RE: Commission Committees,
Organizational Structure and
Processes

It is an honor to have the opportunity to serve as Chairman of the Miami-Dade County Board of County Commissioners and to present to my colleagues my committee structure and vision for my term. During my tenure, it is my intent to strengthen the BCC by shoring up its structural foundations, simplifying internal and external processes to improve efficiency and effectiveness and bolstering the resources available to the members of the BCC in our efforts to lead this community.

Staffing Efforts

One of the first steps taken toward this end, with unanimous support of the BCC, was to create the Office of Policy and Budgetary Affairs (OPBA). OPBA will be responsible for coordinating activities of the Office of the Chair, support staff and the various offices that report to the full Board to ensure that required resources are available and activities are complementary in purpose and intended outcomes. OPBA will also support the various Committee Chairpersons, as needed, in providing information and support in the development and review of legislation, as approved in the OPBA annual workplan. I am also redirecting the protocol and media functions of the Office of the Chair in order to ensure they support the needs of all Commission Districts and reflect a collaborative relationship amongst BCC members for the singular goal of improving our community. Finally, I have met with each of the directors of the offices which report to the BCC to communicate my desire to make things more efficient and effective and appreciate their receptiveness to these initiatives.

Agenda Briefings

Agenda briefings provide a tremendous opportunity for collaboration, because they not only allow for questions regarding items proffered by the Administration, but also allow discussion of Commissioner-sponsored items. To facilitate this process for collaboration, my office will be holding agenda briefings the day following the release of the preliminary agenda for each regular BCC meeting. These will be held generally on Wednesdays but may be adjusted based on the date the preliminary agenda is released. These publicly-noticed briefings will be held on the 18th floor according to COVID-19 protocols to allow for maximum participation, and all Commission staff and appropriate members of the Administration are

urged to attend. By having the agenda briefings earlier in the week, Commission staff will have more time, in turn, to brief their Commissioners and pending issues may be addressed prior to each BCC meeting.

Commission Meeting Protocols

Any Commissioner, or member of the Administration or the public, who wishes to address the Board must be recognized by the Chairman prior to speaking. The Chairman will call upon the individual when it is the appropriate time for him or her to speak. I believe this will be the best way to conduct meetings given the challenges presented by the physical alterations needed to protect participants from the pandemic. To help ensure that all members are heard in an expeditious and effective manner, I will also be utilizing technology whenever possible, to record names of Commissioners who have indicated they wish to speak on an item. To better respect the time of the members of the public, I will take up public hearing items at the beginning of the meeting, whenever possible.

Commission Committees

I envision that Commission Committees will support policies, goals and objectives for the County specific to each Committee's jurisdiction in governmental activities at the local, state and federal levels. This is especially important now, as we move through and out of the COVID-19 pandemic and recover as a community and a society. Each Committee Chairperson should identify issues and goals to include innovative ways to improve the efficiency and effectiveness of government services. I want to encourage Committee Chairpersons to take advantage of the broad array of BCC members' experience to put forward legislation and support policies that will benefit the residents of Miami-Dade County. The Office of Intergovernmental Affairs, Office of Community Advocacy, International Trade Consortium, Office of the Commission Auditor and OPBA will all be incorporated into the activities of the various Committees.

These Committees will review items placed on the agenda for Board action and also facilitate budgetary discussions. In order to ensure that we receive the support we deserve from state and federal sources, these Committees will also serve to provide support for our intergovernmental efforts in Tallahassee and Washington, DC. It is my intent that the Committee Chairpersons represent the Board and serve as the champions of the matters that fall under their jurisdiction when our County lobbies the state and federal governments.

The attachment outlines the Committee assignments, listing the policy areas under each Committee's jurisdiction, the County departments or functions that report to each Committee and the various community entities and stakeholders that are associated with each Committee. These assignments are by no means all-encompassing and I expect that as this organization and support processes evolve, more policy areas and community stakeholders will be identified. This will be a living document and will be updated as the need arises by the Office of the Chair.

I will convene the Chairman's Council of Policy when required, which will consist of Vice Chairman Gilbert, III, the Chairpersons of each of the Committees and myself, as Committee Chairman. Vice Chairman Gilbert, III will also be a voting member of every Committee. Ad hoc subcommittees may be created for issue-specific considerations.

I will schedule a meeting of the Chairman's Council of Policy to discuss the issues and goals each Committee Chairperson intends to undertake in 2021. At this meeting, the Committee Chairpersons will discuss the issues and ideas they would like to address in their Committee and propose their Committee goals and objectives for the coming year.

Commission Committees, Organizational Structure and Processes

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The BCC members currently serving are extremely busy, involved community members. In order to allow for as much flexibility with work and other activities, Committee meetings will take place once a month, on Tuesday and Thursday. Four regular committee meetings will be scheduled for each day, at 9:00 a.m., noon, 3:00 p.m. and 6:00 p.m. In consultation with Committee Chairs, I will rotate the Committee meeting that will be scheduled in the 6:00 p.m. time slot to provide the public with improved access to public hearings that take place before Committees.

The February schedule will be as follows:

Tuesday, February 9

9:00am – Port Miami and Environmental Resilience

Noon – Airports and Economic Development

3:00pm – Health, Emergency Management and Intergovernmental Affairs

6:00pm – Transportation, Mobility and Planning

Thursday, February 11

9:00am – Public Housing and Community Services

Noon – Community Safety and Security

3:00pm – Recreation and Culture

6:00pm – County Infrastructure, Operations and Innovations

I look forward to working with each of you to further our goals of an efficient, effective, transparent and inclusive County government. Thank you for your support.

- c: Honorable Daniella Levine Cava, Mayor
- Honorable Harvey Ruvín, Clerk, Circuit and County Courts
- Honorable Bertila Soto, Chief Judge, Eleventh Judicial Circuit
- Honorable Katherine Fernandez-Rundle, State Attorney
- Honorable Carlos Martínez, Public Defender
- Honorable Pedro J. García, Property Appraiser
- Geri Bonzon-Keenan, County Attorney
- Melissa Adams, Director, Clerk of the Board
- Eugene Love, Agenda Coordinator
- Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
- Felix Jimenez, Inspector General
- Jose Arrojo, Executive Director, Commission on Ethics and Public Trust
- Yinka Majekodunmi, Commission Auditor
- Laura Morilla, Executive Director, Community Advocacy
- Joe Rasco, Director, Intergovernmental Affairs
- Jonathan Ward, Executive Director, International Trade Consortium
- Office of the Mayor Senior Staff
- Department Directors

Commission Committees

Chairman's Council of Policy

Chair: Jose "Pepe" Diaz Vice Chair: Oliver G. Gilbert, III

Members: Keon Hardemon, Sally A. Heyman, Eileen Higgins, Kionne L. McGhee, Jean Monestime, Raquel A. Regalado, Rebeca Sosa, Javier D. Souto

The Chairman's Council of Policy will meet as needed and address issues of Countywide significance. Issues and matters before the Chairman's Council of Policy will include items that cross the jurisdictions of various committees and the preparation of the transition towards elected constitutional officers. All County departments may, at one point or another, have matters before the Chairman's Council of Policy.

Airports and Economic Development (AEDC)

Chair: Keon Hardemon Vice Chair: Danielle Cohen Higgins

Members: Oliver G. Gilbert, III, René Garcia, Jean Monestime, Raquel A. Regalado

Departments: Aviation, Office of Management and Budget (CRAs), Regulatory and Economic Resources (Economic Development, Film and Entertainment)

Stakeholders: Community Redevelopment Agencies, Chambers of Commerce, Beacon Council, Miami-Dade Economic Advocacy Trust, Greater Miami Convention and Visitors Bureau, Industrial Development Authority, International Trade Consortium, Military Affairs, World Trade Center, Sporting Event Host Committees

The AEDC will address issues involving Miami International Airport, the Executive Airports and other aviation properties, including development of support areas surrounding MIA. This Committee will also work with the Community Redevelopment Agencies, Chambers and other economic development entities, the GMCVB, the various groups tasked with bringing major sporting events to South Florida and the Armed Forces to promote broad economic development opportunities for the region.

Community Safety and Security (CSSC)

Chair: Sally A. Heyman

Vice Chair: Joe A. Martinez

Members: Oliver G. Gilbert, III, Keon Hardemon, Kionne L. McGhee, Rebeca Sosa, Javier D. Souto

Departments: Animal Services, Communications and Customer Experience, Corrections and Rehabilitation, Fire Rescue, Juvenile Services, Police

Stakeholders: Eleventh Judicial Circuit, Office of the Clerk, Department of Homeland Security, Commission on Ethics and Public Trust, Criminal Justice Council, Youth Crime Task Force, Office of the Inspector General

In every community, public safety and security is of primary importance and the CSSC will be tasked with supporting these efforts by developing policy that ensures fair policing, safe corrections and rehabilitation services, compassionate animal care, properly equipped fire and rescue service and effective communication with the community. This Committee will also work with Federal and State law enforcement agencies in order to collaborate to achieve common goals.

County Infrastructure, Operations and Innovations (CIOIC)

Chair: Raquel A. Regalado

Vice Chair: Danielle Cohen Higgins

Members: Oliver G. Gilbert, III, Eileen Higgins, Jean Monestime, Rebeca Sosa

Departments: Audit and Management Services, Elections, Finance, Human Resources, Information Technology Department, Internal Services, Regulatory and Economic Resources (Building, Zoning, Permitting), Solid Waste Management, Water and Sewer

Stakeholders: Office of the Inspector General, Property Appraiser, Commission on Ethics

The CIOIC will be responsible for promoting efficient and effective delivery of the core services of Miami-Dade County government, both to external and internal customers. While the activities that are monitored by this committee are broad in nature, some specific goals should be met: improvement to the procurement process for the County, accelerated conversion of properties from septic tanks to regional sewer service, and revamping the permitting process to utilize technology to make the service more efficient.

**Health, Emergency Management
and Intergovernmental Affairs (HEMIC)**

Chair: Kionne L. McGhee

Vice Chair: René Garcia

Members: Oliver G. Gilbert, III, Keon Hardemon, Sally A. Heyman, Javier D. Souto

Departments: Fire Rescue (Emergency Management), Office of Management and Budget (Ryan White, Byrne and other Federal Grants), Medical Examiner

Stakeholders: Public Health Trust/Jackson Health System, Health Council of South Florida, Miami-Dade League of Cities, Federal Emergency Management Agency, Florida/National Association of Counties

The primary focus of the HEMIC initially is addressing, mitigating and recovering from the COVID-19 pandemic. There are many lessons learned in terms of management of health-related emergencies, intergovernmental cooperation and equality in the delivery of public health resources to our community for which new policy should be developed by this Committee for implementation by the County Administration. In addition, this Committee will also focus on natural and manmade disasters.

PortMiami and Environmental Resilience (PRC)

Chair: Rebeca Sosa

Vice Chair: Javier D. Souto

Members: Oliver G. Gilbert, III, René Garcia, Sally A. Heyman, Kionne L. McGhee, Joe A. Martinez

Departments: Regulatory and Economic Resources (DERM, Office of Resilience), Seaport, Transportation and Public Works (Stormwater Utility Management)

Stakeholders: Chief Bay Officer, Resilient 305, South Florida Climate Compact, Miami River Commission, Florida Inland Navigation District

The PRC will tackle issues such as beach renourishment, implementation of the recommendations of the Back Bay Study, monitoring of the health of Biscayne Bay and continued development of PortMiami cargo and cruise business. This Committee will collaborate with the Office of Resilience to develop and support policies to improve the environmental resilience of the region.

Public Housing and Community Services (PHCSC)

Chair: Jean Monestime

**Vice Chair: Danielle Cohen
Higgins**

Members: Oliver G. Gilbert, III, René Garcia, Keon Hardemon, Eileen Higgins, Joe A. Martinez

Departments: Community Action and Human Services, Office of Management and Budget (Community-based Organizations), Public Housing and Community Development

Stakeholders: CareerSource, Housing Finance Authority, the Homeless Trust, Miami-Dade Economic Advocacy Trust, Community Relations Board, Miami-Dade County Public Schools, Early Learning Coalition, Children's Trust, Housing Finance Authority

A community is measured by how it treats its most vulnerable members. The PHCSC will have the continued task of promoting the development of workforce and affordable housing, clean and safe public housing, and the provision of services to children, the disabled and the elderly. This committee will also work closely with the Community Relations Board and the other advisory boards that report through the CRB to address issues critical to segments of our community.

Recreation and Culture (RCC)

Chair: Javier D. Souto

Vice Chair: Eileen Higgins

Members: Oliver G. Gilbert, III, René Garcia, Jean Monestime, Raquel A. Regalado

Departments: Parks, Recreation and Open Spaces, Library, Cultural Affairs

Stakeholders: Museums, Cultural Affairs Council, Cultural Facilities, Neat Streets Miami

The RCC will maintain the critical role of supporting the acquisition, development and programming of green spaces, libraries and cultural programs and facilities. A community's future livability is dependent upon the accessibility to green spaces and recreational opportunities.

Transportation, Mobility and Planning (TMPC)

Chair: Eileen Higgins

Vice Chair: Kionne L. McGhee

Members: Oliver G. Gilbert, III, Sally A. Heyman, Danielle Cohen Higgins, Joe A. Martinez, Raquel A. Regalado, Rebeca Sosa

Departments: Office of Management and Budget, Planning, Transportation and Public Works

Stakeholders: Office of the Commission Auditor, Citizens' Independent Transportation Trust, Transportation Planning Organization, Florida Department of Transportation, Expressway Authority, South Florida Regional Transportation Agency, Brightline/FECR, South Florida Regional Planning Council, Downtown Development Authority

The TMPC must address one of the most critical issues facing our region: transportation and mobility. Transportation patterns have changed as a result of the COVID-19 pandemic and opportunities have arisen due to these changes, as well as due to the pauses in normal activities. Taking the next steps regarding the SMART Plan, as well as shepherding the development of rapid transit zones and other planning tools to incentivize transit-oriented development are the key to a resilient South Florida in the future. In order to be able to push this agenda effectively, the TMPC will also be involved in planning for future development and other activities in the region. The TMPC will also be the Committee of jurisdiction for the budget, strategic planning and performance analysis function of the Office of Management and Budget.