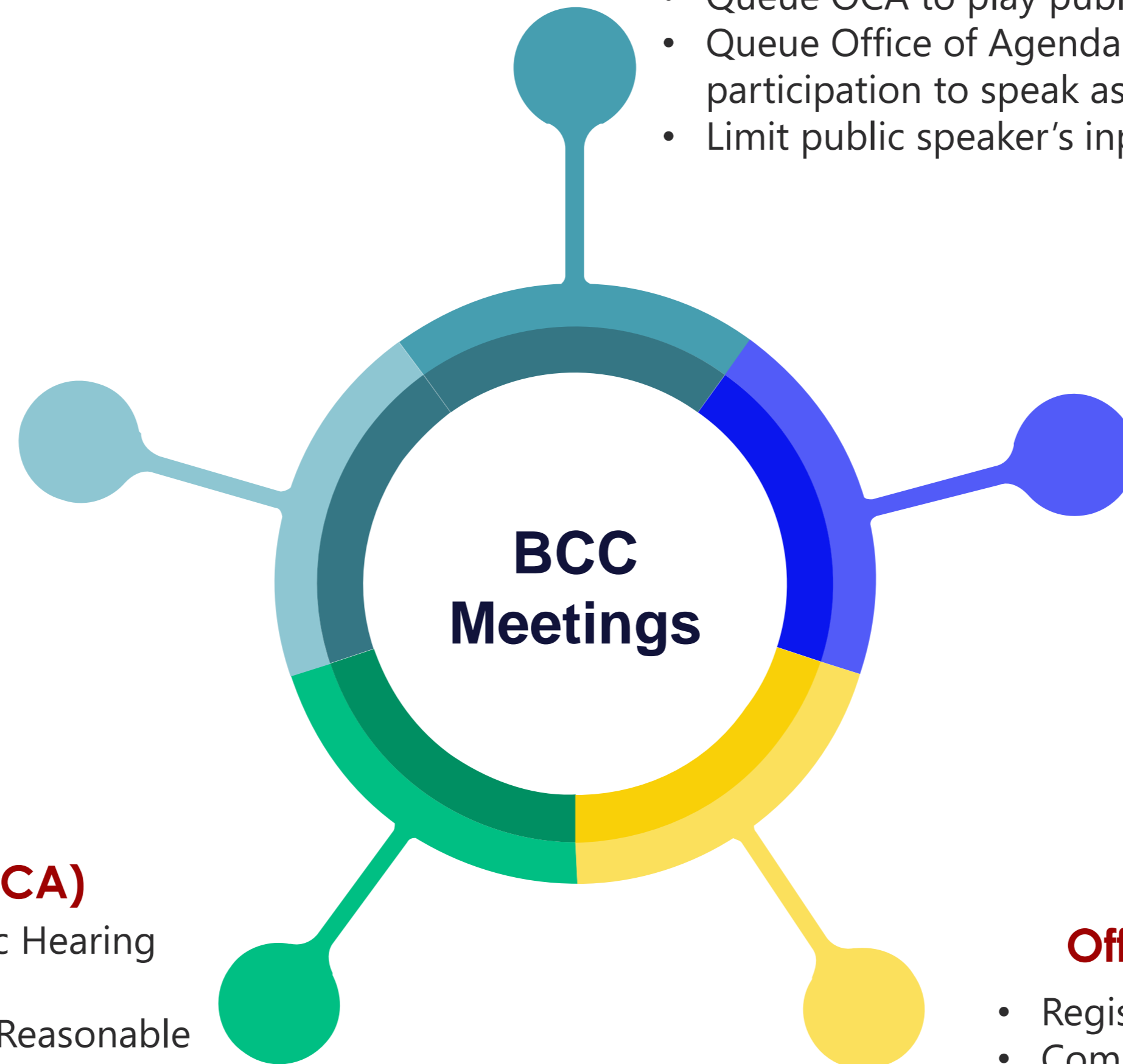




MIAMI-DADE COUNTY BOARD OF COUNTY COMMISSIONERS



Roles and Responsibilities in a Hybrid World



Communications & Customer Experience Department (CCED)

- Show audio/video from in-person and remote participants
- Broadcast meetings via MDTV, Webcast and YouTube
- Display in-person presentations, videos, documents and photos

Office of Commission Auditor (OCA)

- Visibility of Reasonable Opportunity and Public Hearing Items
- Organize and separate the voice messages by Reasonable opportunity and Public hearing and play them as appropriate thru Zoom

Office of the Chair

- Preside over all Board and Committee meetings
- Queue OCA to play public participation voice messages as appropriate
- Queue Office of Agenda Coordinator (?) to bring in-person public participation to speak as appropriate
- Limit public speaker's input to pre-determined time

Information Technology Department (ITD)

- Host Zoom Webinars for County participants
- Maintain master list of all County participants and send meeting invitations
- Promote remote participants (ZOOM) to display presentations, videos, documents & photos as appropriate – requests are required before the meeting
- Provide technical support to Zoom participants
- Provide/maintain a telephone line for voice messages and provide the voice messages files to OCA with files the day before the meeting
- Touchless card registration application

Office of Agenda Coordination (OAC)

- Register and coordinate all in-person public speakers
- Communicate with the Chair's office (via Text/Chat) for all in person participation, call the public to speak as appropriate