

# Memorandum



**Date:** July 8, 2021

**To:** Honorable Chairman Jose “Pepe” Diaz  
and Members, Board of County Commissioners

Agenda Item No. 1(F)(1)

**From:** Daniella Levine Cava  
Mayor

**Subject:** Sunset Review of County Boards for FY 2021 – Commission On Disability Issues

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In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2021 Sunset Review of County Boards Report for the Commission on Disability Issues (CODI). CODI Chairman Damian Gregory recommends the continuation of the board. This report is in non-final form because it lacks the minutes of an in-person meeting at which CODI would vote to approve the attached Sunset Review report.

Attachments

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Edward Marquez  
Chief Financial Officer



miamidade.gov

Internal Services Department  
Facilities and Infrastructure Management Division  
ADA Office  
111 NW 1<sup>ST</sup> Street • 10<sup>th</sup> Floor, Suite 1031  
Miami, Florida 33128

**Date:** March 25, 2021

**To:** Daniella Levine Cava  
Mayor

**From:** Damian Gregory  
Chairperson, Commission on Disability Issues (CODI)

**Subject:** Sunset Review of County Boards for FY 2021: **Non-Final Report Memo**

Pursuant to Section 2-11.40 of the Code of Miami-Dade County, Florida, I am submitting the 2021 Sunset Review of County Boards Report for the Commission on Disability Issues (CODI) for transmittal to the Board of County Commissioners (BCC). The Internal Services Department, American with Disabilities Act (ADA) Office provides administrative support to CODI.

This report is in non-final form because it lacks the minutes of an in-person meeting at which CODI would vote to approve the attached Sunset Review report. CODI is unable to hold an in-person meeting to vote to approve the report because of health concerns regarding the COVID-19 pandemic. The majority of CODI members are people with disabilities, some of which have serious underlying medical conditions that make them especially vulnerable to COVID-19. They simply cannot risk the COVID-19 exposure by attending an in-person meeting.

CODI had been meeting last year via a virtual platform, as was permitted by Governor's Executive Order 20-69 allowing local governments to utilize communications media technology for video conference meetings. However, CODI has not held a meeting at which voting was permitted since September 2020, because Executive Order 20-69 expired on October 15, 2020. As soon as it is safe for the members to resume in-person meetings, CODI will vote to approve the Sunset Review report, and minutes of that meeting can be drafted and attached to the report, finalizing it. It is recommended that the BCC approve the continuation of CODI.





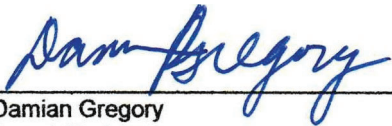
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111 NW 1<sup>ST</sup> Street • 10<sup>th</sup> Floor, Suite 1031  
Miami, Florida 33128

**BACKGROUND**

CODI was created in July 23, 2002 by Ordinance No. 02-133. The purpose of CODI is to serve in an advisory capacity to the BCC and the County administration, the community, and all agencies in Miami-Dade County, Florida in respect to all matters pertaining to the status of persons with disabilities, including but not limited to discrimination against persons with disabilities, employment of persons with disabilities, vocational training to persons with disabilities, establishment of residential facilities in the community for persons with disabilities, transportation needs of persons with disabilities and attitudes towards persons with disabilities in the community, and to make reports and recommendations to these bodies in respect to such matters.

CODI serves a vital role in helping Miami-Dade County to comply with the Americans with Disabilities Act of 1990 and other related laws. No other Miami-Dade County board serves in this capacity.

  
\_\_\_\_\_  
Damian Gregory  
Board Chairperson



**SUNSET REVIEW QUESTIONNAIRE  
MIAMI-DADE COUNTY BOARDS  
2021**

**I. GENERAL INFORMATION**

1. Name of Board reporting: **COMMISSION ON DISABILITY ISSUES (CODI)**

2. Indicate number of board members, terms of office, and number of vacancies:

Number of Board Members:

**CODI currently has nine board members, and four open appointments. (CODI has 13 total appointments, with each Commissioner selecting one appointee).**

Terms of Office:

**Four years to coincide with Commissioner's term in office with a maximum of eight years to serve on the Board.**

Number of Vacancies: **CODI has four vacancies.**

3. Identify number of meetings and members' attendance  
(Attach records reflecting activity from **January 1, 2019** through **December 31, 2020**):

Number of Meetings: **Jan. - Dec. 2019: 9, Jan. - Dec. 2020: 10**

Number of Meetings with a Quorum: **Jan. - Dec. 2019: 7, Jan. - Dec. 2020: 7**

See Attachment # **3a Attendance Records (2 pages)**

4. What is the source of your funding? **Internal Services Department, Facilities and Infrastructure Management Division, ADA Office Operating Budget.**

5. Date of Board Creation: **July 23, 2002**

6. Attach a copy of the ordinance creating the Board. Please include all subsequent amendments.  
See Attachment # **6a Miami-Dade Code ARTICLE XXXIV, Sec. 2-312 (4 pages)**

7. Include the Board's Mission Statement or state its purpose:

- **To advise the Miami-Dade Board of County Commissioners as to the issues and concerns facing people with disabilities and to recommend to it those ordinances and resolutions that address the issues that foster independence, empowerment, and equity within the community at large.**
- **To be a forum for free and open discussion in which the needs and desires of all people with disabilities may be brought forward, discussed, and solutions sought for or determined.**
- **To eliminate the barriers of prejudice and discrimination based on disability in employment, education, housing, transportation, etc. and all other aspects of daily living.**
- **To inform, educate, and spread awareness among individuals, the general public, the private sector, and government entities as to the existence of local, state, and federal legislation that speaks to the issues of inclusion, independence, and empowerment for people with disabilities.**
- **To motivate individuals with disabilities to participate in the accomplishment of the above and to take part in the decision-making process so that an ever increasing number of people with disabilities may become more vigilant regarding their rights and responsibilities under the law.**

8. Attach the Board's standard operating procedures, if any. **CODI has no standard operating procedures.**
9. Attach a copy of the Board's By-Laws, if any. See Attachment # **9a CODI By-Laws (6 pages)**
10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership. See Attachment # **10a PENDING**

**CODI approved the Sunset Review Questionnaire at its: PENDING**

## **II. EVALUATION CRITERIA**

1. Is the Board serving the purpose for which it was created? Please provide detailed information.  
**Yes, it serves as a voice for the disability community and as a sounding board for proposed changes to County programs and services that affect people with disabilities. Through partnership with the County, CODI strives to enhance access to County programs, services, activities and facilities, and to improve the quality of life of people with disabilities in the community.**
2. Is the Board serving current community needs? (Please provide detailed information)  
**Yes, CODI serves as a public forum for people with disabilities to bring their complaints and suggestions to the attention of the Board of County Commissioners and county administration. The input from the local disability community shapes programs, services, activities and facilities, making them more usable to the community. It also ensures the overall participation of people with disabilities in all aspects of community life.**
3. What are the Board's major accomplishments?  
Last 24 months –
  - 1) **Advocated to the Department of Transportation & Public Works regarding the accessibility of smaller, independent busses, not operated by Miami-Dade County, but serving county residents. Concern: making sure that vehicles were both accessible and usable to those with disabilities.**
  - 2) **Advocated to the Department of Transportation & Public Works regarding consumer concerns related to Paratransit services. Included areas of concern were: operators' training; steepness of ramps; overall consumer safety.**
  - 3) **Continued to advocate for those with disabilities who rely on the Miami-Dade Paratransit system.**
  - 4) **Agreed to a partnership between CODI and the Mailman Center for Child Development to work on ways to improve Miami-Dade's Paratransit service. The goal: improving reliability and efficiency of the service.**
  - 5) **Coordinated with the Miami-Dade Police Department regarding: training protocols for officers interacting with people with disabilities.**
  - 6) **Advocated for the implementation for a text-to-911 system in Miami-Dade for persons who are deaf and hard of hearing.**
  - 7) **Worked alongside the Miami-Dade Aviation Department to improve the accessibility features at Miami International Airport, including the increased number of family restrooms; the inclusion of family changing stations; and the addition of a sensory room as a part of the MIAccess initiative as well as the proposed wheelchair charging stations, which will allow passengers to power up their mobility devices, if needed.**

8) **Worked with Commissioners' staffs to ensure that food distribution drives are accessible to those with disabilities during the pandemic. This is particularly important because of the encouraging of social distancing coupled with the inherent transportation and economic challenges that many of those with disabilities face.**

B. Since established - **CODI influenced the decision for STS to accommodate Riders with Service animals by providing additional space to ride on STS vehicles. CODI encouraged the County to purchase lift-equipped, accessible busses even before these were required by the ADA. CODI also persuaded the County to commence a para-transit transportation service for people with disabilities before it was mandated by federal law. CODI helped set priorities for the County's ADA Transition plan to remove architectural barriers in County facilities. CODI also provided input on A.O. 10-10, which details the obligations of County departments in complying with the ADA.**

4. Is there any other board, either public or private, which would better serve the function of this board? **There is no other board, either public or private, which would better serve the function of this board.**
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) **The ordinance creating this Board should not be amended.**
6. Should the Board's membership requirements be modified? **The membership requirements of this Board should not be modified.**
7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2019 and FY 2020) **The projected direct cost supporting CODI is \$22,128.99 and the indirect cost is \$9,568.75. The total cost is \$31,697.74.**
8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals. **This Board has no performance measures.**

Commission on Disability Issues  
Attendance Table 2019

Attachment 3a

CODI MEMBERS	J	F	M	A	M	J	J	A	S	O	N	D	Dist.	COMMISSIONER
Damian Gregory	P	P	P	P	N	P	P	N	P	P	P	N	1	Barbara Jordan
Jackson David	P	P	P	P	O	P	P	O	A	P	P	O	2	Jean Monestime
Vacant 11/18-5/19 Alexandra J. Leclerc 6/19	V	V	V	V		V	V		P	A	A		3	Audrey Edmonson
Willie Lucas	A	P	P	P	M	P	P	M	A	P	P	M	4	Sally A. Heyman
Jose "Ernie" Martinez Vacant 1/19-2/19 Eddie I. Sierra 3/19	P	P	P	P	E	P	A	E	A	P	P	E	5	Eileen Higgins
John Paul Jebian Vacant 6/19- Present	P	P	P	P	E	V	V	E	V	V	V	E	6	Rebeca Sosa
Harry Horgan	P	P	P	P	T	A	P	T	A	P	P	T	7	Xavier L. Suarez
Nicole Attong	A	P	A	P	I	A	A	I	A	P	P*	I	8	Daniella Levine Cava
Ronald Fulton	A	A	A	P	N		P	N	P	P	P	N	9	Dennis C. Moss
Vacant 1/16 – Present	V	V	V	V	G		V	G	V	V	V	G	10	Javier D. Souto
Mercedes Hernandez Vacant 10/19-3/20	P	A	P	P		A	A		P	A	A		11	Joe A. Martinez
Vacant 3/18-1/19 Maria M. Villar 2/19	V	P	A	P			A		A	A	P		12	Jose "Pepe" Diaz
Rosa Maria Oisen-Barbara	A	P	P	P			A		A	P	A		13	Esteban Bovo, Jr.

P = Present; \* = participation via phone; A = Absent; V = Vacant

Commission on Disability Issues  
Attendance Table 2020

Attachment 3a

CODI MEMBERS	J	F	M	A	May 6th	May 27th	J	J	A	S	O	N	D	Dist.	COMMISSIONER
Damian Gregory	P	P	N	P	P	P	P	P	P	P	P	N	N	1	Barbara Jordan 11/16/20 Oliver G. Gilbert, III 11/17/20
Jackson David Vacant 6/20-Present	P	A	O	P	P	P	V	V	V	V	V	O	O	2	Jean Monestime
Alexandra J. Leclerc	A	A		A	A	A	P	P	P	A	A			3	Audrey Edmonson 11/16/20 Keon Hardemon 11/17/20
Willie Lucas Vacant 3/20-6/20 Willie Lucas 6/20	P	P	M	V	V	V	P	P	A	P	P	M	M	4	Sally A. Heyman
Eddie I. Sierra	P	A	E	A	P	P	P	P	A	A	P	E	E	5	Eileen Higgins
Vacant 10/19-Present	V	V	E	V	V	V	V	V	V	V	V	E	E	6	Rebeca Sosa
Harry Horgan Vacant 3/20-5/20 Moraly Arroyo 6/20	P	P	T	V	V	V	P	P	P	P	P	T	T	7	Xavier L. Suarez 11/16/20 Raquel A. Regalado 11/17/20
Nicole Attong Vacant 3/20-8/20 Nicole Attong 8/20	P	A	I	V	V	V	V	V	P	P	P	I	I	8	Daniella Levine Cava 11/16/20 Danielle Cohen Higgins 11/17/20
Ronald Fulton	P	P*	N	A	A	A	P	A	P	A	P	N	N	9	Dennis C. Moss 11/16/20 Kionne L. McGhee 11/17/20
Vacant 1/16 – Present	V	V	G	V	V	V	V	V	V	V	V	G	G	10	Javier D. Souto
Mercedes Hernandez Vacant 3/20-11/20 Katherine Magnoli 12/20	A	A		V	V	V	V	V	V	V	V			11	Joe A. Martinez
Maria M. Villar	A	A		P	P	A	P	P	A	P	P			12	Jose "Pepe" Diaz
Rosa Maria Olsen-Barbara Vacant 3/20 – Present	P	A		V	V	V	V	V	V	V	V			13	Esteban Bovo, Jr. 11/16/20 René Garcia 11/17/20

P = Present; \* = participation via phone; A = Absent; V = Vacant



**Miami - Dade County, Florida, Code of Ordinance, PART III - CODE OF ORDINANCES; Chapter 2 – ADMINISTRATION; ARTICLE XXXIV. COMMISSION ON DISABILITY ISSUES**

**ARTICLE XXXIV. COMMISSION ON DISABILITY ISSUES**

**Sec. 2-311. Short title.**

This article, enacted under and pursuant to the provisions of the Home Rule Charter of Government for Miami-Dade County, Florida, shall be known and may be cited as the "Miami-Dade County Commission on Disability Issues."

(Ord. No. 77-23, § 1, 4-19-77; Ord. No. 94-04, § 1, 1-18-94; Ord. No. 02-133, § 1, 7-23-02)

**Sec. 2-312. Commission on Disability Issues established.**

The Miami-Dade County Commission on Disability Issues is hereby created and established. The commission shall consist of thirteen (13) members appointed by the Board of County Commissioners.

(Ord. No. 77-23, § 2, 4-19-77; Ord. No. 79-90, § 1, 10-16-79; Ord. No. 94-04, § 2, 1-18-94; Ord. No. 02-133, § 2, 7-23-02)

**Sec. 2-313. Qualifications of members.**

Members of the Commission shall be individuals who have demonstrated their dedication to issues affecting persons with disabilities or representatives of organizations or agencies dedicated to the advancement of persons with disabilities. At least fifty (50) percent of the members of the Commission shall be persons with disabilities as defined from time to time in the Americans with Disabilities Act. In the event that the percentage of Commission members with disabilities falls below fifty (50) percent, all succeeding appointees shall be persons with disabilities until persons with disabilities constitute a majority of Commission membership. Members of the Commission shall work in or be permanent residents of Miami-Dade County. Members, while serving, shall not become candidates for election to any public office.

(Ord. No. 77-23, § 3, 4-19-77; Ord. No. 79-90, § 2, 10-16-79; Ord. No. 94-04, § 3, 1-18-94; Ord. No. 02-133, § 3, 7-23-02)

Annotation—CAO 77-37.

**Sec. 2-314. Appointments and terms of office.**

All appointments to the Commission shall be for a term which begins on the day of appointment and expires when the appointing Commissioner's term of office expires or the appointing Commissioner leaves office. A Commissioner who has appointed a Commission member may at any time, with or without cause,

remove the member. A member of the Commission may be removed pursuant to the provisions of any general county ordinance relating to advisory boards or by the Board of County Commissioners when the member's absenteeism is generally excessive or the continued membership of the individual would be detrimental to the Commission on Disability Issues as determined by a majority of that Commission. The Commission on Disability Issues will make its determination by a formal motion and vote and the chairperson shall certify said vote to the Clerk of the Board of County Commissioners who shall place the matter on the next available agenda.

When any vacancy occurs on the Commission, the remaining members of the Commission shall recommend up to three (3) persons to the Commissioner responsible for recommending an appointment to that vacancy. That Commissioner shall either recommend to the Board of County Commissioners one of the individuals on the list or the commissioner shall request a new list of three (3) people either including or excluding, at the Commissioner's discretion, specific names from the original list. The Board of County Commissioners shall fill the vacancy from the names submitted.

Terms of office for CODI members shall run from the day of appointment by the Commission and expire when the appointing Commissioner's term of office expires or the appointing Commissioner leaves office. Notwithstanding any other provision of the Code, no member shall serve more than a cumulative total of eight (8) years on the Commission unless reappointed after a hiatus of two (2) years. If a seat remains vacant for more than thirty (30) days then any Commissioner may fill the vacancy. The positions vacated or expiring shall be filled by the Board of County Commissioners in the manner stated above.

(Ord. No. 77-23, § 4, 4-19-77; Ord. No. 79-90, § 3, 10-16-79; Ord. No. 94-04, § 4, 1-18-94; Ord. No. 02-133, § 4, 7-23-02)

#### **Sec. 2-315. Organization of the Commission.**

The members of the Commission shall elect a Chairperson, two (2) Vice-Chairpersons and a Secretary. Fifty-one (51) percent of the current members of the Commission shall constitute a quorum necessary to hold a meeting and to take any action provided that at least one-half ( $\frac{1}{2}$ ) of the Commission's members have been appointed. The Chairperson shall set date, time and place of the meetings of the Commission, but special meetings may be called upon with agreement by fifty-one (51) percent of the members of the Commission. There shall be at least eight (8) meetings a year. Minutes shall be kept of all meetings of the Commission, under the supervision of the Secretary. All meetings shall be open to the public. Members shall serve without compensation, but shall be reimbursed for necessary expenses incurred in the performance of their official duties, upon approval by the County Commission. The Chairperson, the two (2) Vice-Chairpersons and the Secretary shall constitute the Executive Committee.

(Ord. No. 77-23, § 5, 4-19-77; Ord. No. 79-80, § 4, 10-16-79; Ord. No. 94-04, § 5, 1-18-94; Ord. No. 02-133, § 5, 7-23-02)

#### **Sec. 2-316. Prerogatives and powers of the Commission.**

The Commission shall have the following prerogatives and powers:

(a)

To serve in an advisory capacity to the Board of County Commissioners and, upon request, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, in respect to all matters pertaining to the status of persons with disabilities, including but not limited to discrimination against persons with disabilities, employment of persons with disabilities, vocational training for persons with disabilities, establishment of residential facilities in the community for persons with disabilities, transportation needs of persons with disabilities and attitudes towards persons with disabilities in the community, and to make reports and recommendations to these bodies in respect to such matters.

(b)

To serve as liaison between the Board of County Commissioners and persons with disabilities of the community, and to consult with representatives of said bodies from time to time as requested and necessary in order to carry out the Commission's functions.

(c)

When feasible and desirable, to institute studies and to have studies made of all existing County institutions, facilities, services and programs dealing with or affecting persons with disabilities, and to consider the future needs of Miami-Dade County in respect to such institutions, facilities, services and programs.

(d)

To institute studies and to have studies made in respect to, but not limited to, discrimination against persons with disabilities in employment, education, transportation, and architecture; the problems involving the establishment of a residential center for persons with disabilities; the treatment, recreational service and other facilities for persons with disabilities; and the problems of attitudinal barriers toward persons with disabilities.

(e)

To formulate and recommend plans and programs for the coordination of the activities of all governmental entities and nongovernmental agencies dealing with problems of persons with disabilities.

(f)

To serve as a resource facility to persons with disabilities and to those interested in advancing the welfare of persons with disabilities.

(g)

To seek and accept appropriations or funds from interested persons and entities in order to carry out studies and activities for the advancement of persons with disabilities.

(h)

To perform any other activities as may from time to time be assigned to the Commission by resolution of the Board of County Commissioners.

(i)

To prepare and submit an annual report on the studies and activities of the Commission to the Board of County Commissioners.

(Ord. No. 77-23, § 6, 4-19-77; Ord. No. 02-133, § 6, 7-23-02)

**Sec. 2-317. Limitations of powers.**

The powers and jurisdiction of the Commission shall be purely advisory, voluntary and persuasive. The Commission shall not have any power or authority to subpoena or compel the attendance of witnesses. The Commission shall have no power to appoint County officers or employees or to make policy decisions, or to manage, control or administer institutions or programs relating to persons with disabilities in Miami-Dade County.

(Ord. No. 77-23, § 7, 4-19-77; Ord. No. 02-133, § 7, 7-23-02)

**Sec. 2-318. Staff support.**

The Office of Americans With Disabilities Act Coordination shall coordinate, support and provide liaison services for the Commission on Disability Issues.

(Ord. No. 77-23, § 8, 4-19-77; Ord. No. 79-90, § 5, 10-16-79; Ord. No. 94-04, § 6, 1-18-94)

**BY-LAWS  
OF THE MIAMI-DADE COUNTY  
COMMISSION ON DISABILITY ISSUES**

**Adopted: June 13, 1978**  
**Amended: December 12, 1978**  
**Amended: January 8, 1980**  
**Amended: March 7, 1995**  
**Amended: January 8, 2002**  
**Amended: September 28, 2007**  
**Amended: October 28, 2009**

**ARTICLE I**  
**NAME**

The name of this Commission is the Miami-Dade County Commission on Disability Issues. This Commission was established by the Miami-Dade Board of County Commissioners on April 19, 1977 by Ordinance No. 77-23. The original ordinance was replaced by Ordinance No. 79-80 on October 16, 1979, then replaced by Ordinance No. 94-04 on January 18, 1994, and subsequently replaced by Ordinance No. 02-133 on July 23, 2002.

**ARTICLE II**  
**STATEMENT OF PURPOSE**

To advise the Miami-Dade Board of County Commissioners as to the issues and concerns facing people with disabilities and to recommend to it those ordinances and resolutions that address the issues that foster independence, empowerment, and equity within the community at large.

To be a forum for free and open discussion in which the needs and desires of all people with disabilities may be brought forward, discussed, and solutions sought for or determined. To eliminate the barriers of prejudice and discrimination based on disability in employment, education, housing, transportation, etc. and all other aspects of daily living.

To inform, educate, and spread awareness among individuals, the general public, the private sector, and government entities as to the existence of local, state, and federal legislation that speaks to the issues of inclusion, independence, and empowerment for people with disabilities.

To motivate individuals with disabilities to participate in the accomplishment of the above and to take part in the decision-making process so that an ever increasing

number of people with disabilities may become more vigilant regarding their rights and responsibilities under the law.

**ARTICLE III**  
**PREROGATIVES AND POWERS**

The Commission shall have the following prerogatives and powers:

- a) To serve in an advisory capacity to the Miami-Dade Board of County Commissioners, the County administration, County departments, the community, and all agencies in Miami-Dade County, Florida, with respect to all matters pertaining to issues affecting people with disabilities. These issues include, but are not limited to discrimination, employment, education and vocational training, establishment of residential facilities, transportation, housing, recreation, independent living, the elimination of architectural barriers, inclusion in programs, policies, and procedures and to make reports and recommendations to the appropriate entities regarding such matters.
- b) To serve as liaison between the Miami-Dade Board of County Commissioners and the community of people with disabilities and to consult with representatives of organizations representing people with disabilities as requested and as necessary to carry out the functions of this commission.
- c) To institute and have studies made of all County facilities, services, institutions, and programs dealing with or affecting people with disabilities and to consider the future need of Miami-Dade County with respect to said facilities, services, institutions, and programs.
- d) To formulate and recommend plans and programs for the coordination of the activities of all governmental entities, non-governmental agencies, non-profit organizations and recipients of county funds that deal with the issues and concerns of people with disabilities.
- e) To serve as a resource to people with disabilities, service providers, family members, and other allies interested in the distribution of equitable services for people with disabilities.
- f) To seek and accept appropriations of funds from persons and entities in order to carry out studies and activities for people with disabilities.
- g) To perform any other activities as may be assigned to the Commission by the Miami-Dade Board of County Commissioners.
- h) To prepare and submit an annual report on the activities of the Commission to the Miami-Dade Board of County Commissioners.

**SECTION 1**  
**LIMITATIONS OF POWERS**

The powers and jurisdiction of the Commission shall be solely advisory, voluntary, and persuasive. The Commission shall not have any power or authority to subpoena or compel the attendance of witnesses. The Commission shall not have any power to appoint County officers or employees or to make policy decisions, or to manage, control, or administer institutions or programs relating to people with disabilities in Miami-Dade County.

**SECTION 2**  
**STAFF SUPPORT**

The Office of the Americans with Disabilities Act Coordination shall supply staff support and shall act as liaison between the Commission and the County.

**ARTICLE IV**  
**MEMBERSHIP AND QUALIFICATION**

The Miami- Dade County Commission on Disability Issues shall consist of thirteen (13) members appointed by the Miami-Dade Board of County Commissioners. Each member of the Board of County Commissioners shall appoint one member to the Commission. Membership qualifications will comply with Article 1B, Section 2-11.38 of the Miami-Dade County Municipal Code.

The terms of office of the members of the Commission shall begin on the day of appointment and expires when the appointing Commissioner's term of office expires or the appointing Commissioner leaves office. No member shall serve more than a cumulative total of eight (8) years on the Commission unless reappointed after a hiatus of two (2) years.

Appointed members of the Commission must be permanent residents of Miami-Dade County unless the Board of County Commissioners, by a two-thirds vote of its membership, waives this requirement. Members shall not become candidates for election to any public office. Members of the Commission must be individuals who are willing to further the cause of civil rights for people with disabilities. Individuals need not have a disability, but for purposes of effective representation and diversity, the majority of appointed members must have a disability and membership will strive to represent the diversity of Miami-Dade County.

A member of the Commission may be removed without cause by a 3/4 vote of the entire membership of the Miami-Dade Board of County Commissioners or by the

appointing Commissioner. The Commission on Disability Issues may request an appointing Commissioner to remove a Commission member provided that the recommendation for removal is approved by a majority vote of the Commission on Disability Issues. When any member of the Commission fails to attend two (2) consecutive meetings of the Commission without good cause or three (3) meetings without good cause, the Chairperson shall certify that fact to the Miami-Dade Board of County Commissioners and such member shall then be deemed to have been removed from office and a vacancy created. "Good cause" is defined as an absence for medical reasons, business reasons, personal reasons or any other reason which the Commission on Disability Issues, by a two-thirds (2/3) vote of the membership, deems appropriate. Attendance of a member at less than seventy-five percent (75 %) of the scheduled meetings, without excuse, shall be deemed a failure to attend.

When a vacancy of an appointed seat occurs on the Commission, the Membership Committee shall submit at least one (1) applicant for appointment to the respective Miami-Dade County Commissioner. The Miami-Dade Commissioner shall recommend approval of this applicant to the Miami-Dade Board of County Commissioners or shall request a new list of up to three (3) people either including or excluding, at the Commissioner's discretion, the name of the applicant originally submitted. The Miami-Dade Board of County Commissioners shall fill the vacancy from the names submitted.

Until an appointment to fill a vacancy occurs the member vacating may remain in the seat until the vacancy is filled by the Miami-Dade Board of County Commissioners. If a seat remains vacant for more than thirty (30) days then any Commissioner may fill the vacancy subject to the procedures for recommending applicants as stated above.

#### **ARTICLE V** **EXECUTIVE COMMITTEE**

The officers of the Commission on Disability Issues shall be a Chairperson, a First Vice-Chairperson, a Second Vice Chairperson, and a Secretary, and shall be called the Executive Committee.

#### **ARTICLE VI** **ELECTIONS AND TERMS OF OFFICE**

Officers shall be elected at the January meeting of the Commission. A slate of nominations shall be presented by the Nominating Committee at the December meeting. The Chairperson shall appoint a Nominating Committee at the November meeting. The election shall be the last item on the agenda and the newly elected officers shall assume their duties immediately after the elections are over. The Chairperson shall, as long as he or she remains a member in good standing, serve for a period not to exceed two years, unless re-elected. Each other officer, as long as he or she remains a member in good standing, shall serve for a period not to exceed two years, unless reelected.



Elections shall be held by the Chairperson opening the floor for nominations, starting with the office of the Chairperson. Voting shall be by other means than a secret ballot. Proxy votes shall not be accepted.

Election shall be by a majority vote of the members of the Commission present and voting. In the event that there is no majority vote for an office, then the two candidates receiving the highest number of votes shall go through a rerun election.

**SECTION 1**  
**DUTIES OF THE OFFICERS**

The Chairperson shall preside at all meetings of the Commission. The Chairperson shall assign various members to Committees or Task Forces with due consideration as to the preference of each member.

The Chairperson shall present all reports to the Board of County Commissioners. The Chairperson shall be the only official spokesperson and representative for the Commission - other members of the Commission may speak on behalf of the Commission only with the written permission of the Chairperson, or with the approval of the majority of the Commission members, or at a public appearance which is planned for the participation of the entire Commission.

The First Vice-Chairperson shall perform the duties of the Chairperson in the latter's absence and the Second Vice-Chairperson shall perform such duties in the absence of the Chairperson and First Vice-Chairperson, unless a different assignment is made by the Chairperson. Both Vice-Chairpersons shall assist the Chairperson in the performance of his or her duties.

In the event the Chairperson can no longer perform the duties of office, the First Vice Chair will assume those duties until the next scheduled election.

**ARTICLE VII**  
**STANDING COMMITTEES**

Each Commission member shall serve on one standing committee with the exception of the Executive Committee.

Immediately after accepting office, the Chairperson shall appoint a Membership Committee whose duty it will be to gather willing and qualified candidates to serve as members. Each time a vacancy occurs among the thirteen (13) appointed members of CODI the committee will present an applicant to the Commission for subsequent appointment by the Board of County Commissioners.

Each Committee shall meet at a time, date, and place to be determined by the Committee's Chairperson, such meetings to be announced and publicized.

Comprehensive reports of each Committee shall be provided in writing at least once a year with copies distributed with the minutes of the Commission meeting or at the request of the Chairperson of the Executive Committee.

### **ARTICLE VIII** **MEETINGS**

The Commission shall hold regularly monthly meeting at least eight (8) times per year. A special meeting may be called upon written notice signed by not less than a majority of members serving at that time.

It shall be the responsibility of each member to attend all meetings of the Commission, and also all meetings of the Committees that member has been assigned. To be counted as present, a member must remain at a meeting for three-quarters (3/4) of the scheduled meeting time.

A quorum shall consist of fifty-one percent (51%) of the current membership provided that at least one-half (1/2) of the Commission membership has been appointed. In the event that more than one-half (1/2) of the Commission seats remain vacant then a quorum shall be constituted by two-thirds (2/3) of the currently appointed membership.

### **ARTICLE IX** **PARLIAMENTARY AUTHORITY**

The parliamentary authority for this Commission shall be Roberts Rules of Order.

### **ARTICLE X** **AMENDMENTS**

These By-Laws may be amended by a two-thirds (2/3) vote at any meeting of the Commission if two weeks' notice of such amendment has been provided to each member.

# CODI MEETING MINUTES

**STATUS: PENDING**

Attachment: 10a

**Date:** February 23, 2021  
**To:** Daniella Levine Cava  
Mayor  
**From:** Damian Gregory  
Chairperson, Commission On Disability Issues  
**Subject:** Sunset Review of County Boards for FY 2021 – Commission On Disability Issues

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Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2021 Sunset Review of County Boards Report for the Commission on Disability Issues (CODI) for transmittal to the Board of County Commissioners (BCC). CODI approved the attached report at its meeting of January 27, 2021

It is recommended that the BCC approve the continuation of CODI.

**BACKGROUND**

The Commission on Disability Issues was created in July 23, 2002 by Ordinance 02-133.

The purpose of CODI is to serve in an advisory capacity to the Board of County Commissioners and the County administration, the community, and all agencies in Miami-Dade County, Florida in respect to all matters pertaining to the status of persons with disabilities, including but not limited to discrimination against persons with disabilities, employment of persons with disabilities, vocational training to persons with disabilities, establishment of residential facilities in the community for persons with disabilities, transportation needs of persons with disabilities and attitudes towards persons with disabilities in the community, and to make reports and recommendations to these bodies in respect to such matters.

CODI serves a vital role in helping Miami-Dade County to comply with the Americans with Disabilities Act of 1990 and other related laws. No other Miami-Dade County board serves in this capacity.



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Damian Gregory  
Board Chairperson