

Memorandum



Date: February 6, 2023

To: Department Directors

From: Daniella Levine Cava *Daniella Levine Cava*
Mayor

Subject: Disability Etiquette Employee Training Workshop

On March 1, 2022, the Board of County Commissioners adopted Resolution No R-230-22, sponsored by Commissioner Raquel Regalado, directing the County Mayor or County Mayor's designee to develop a plan to increase employment opportunities for individuals with disabilities in Miami-Dade County.

In October of 2022, the Human Resources (HR) Department, in collaboration with the Mayor's Office and the Internal Services Department's Americans with Disabilities (ADA) Office, announced the development and anticipated rollout of EmployABILITY 305, a program designed to identify barriers to employment of persons with disabilities, take proactive steps to overcome those barriers, and provide the support necessary to promote success, accessibility and inclusion in the County's employment programs.

To accomplish these objectives, the Human Rights and Fair Employment Practices Division (HRFEP) has developed a Disability Etiquette employee training program. The training will ensure employees understand how to interact and communicate with people with disabilities in a professional setting, which will promote awareness, respect, good communication, and sensitivity.

While all employees are strongly encouraged to participate in this training, it is mandatory that all employees in a supervisory position complete the course by September 1, 2023. HRFEP will be contacting each department to schedule training dates and ensure compliance.

c: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners
Honorable Luis G. Montaldo, Clerk Ad Interim, Circuit and County Courts
Honorable Pedro J. Garcia, Property Appraiser
Lazaro Solis, Deputy Property Appraiser
Geri Bonzon-Keenan, County Attorney
Gerald K. Sanchez, First Assistant County Attorney
Jess M. McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Felix Jimenez, Inspector General
Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust
Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust
William Diggs, Executive Director, Miami-Dade Economic Advocacy Trust
Aileen Bouclé, Executive Director, Transportation Planning Organization
Departmental Personnel Representatives
Erin A. New, Division Director, Human Rights & Fair Employment, Human Resources