

ADA Office Meeting with Commission on Disability Issues Board Members on The Role of the PIOD ADA Office

Location: online (Zoom)

Meeting Minutes

Date: 1/15/2026

Time: 2:00 PM to 3:00 PM

Start Time: 2:05 PM

End Time: 3:00 PM

Meeting recording link: <https://youtu.be/roKcyq4R2L4>

Attendance:

Jody Cox, ADA Projects Administrator, (Miami-Dade County)
Marie-Chantal Darius, ADA Coordination Specialist, (Miami-Dade County)
Christine Garcia, Human Rights & Fair Employment Specialist, (Miami-Dade County)
Erin New, Division Director, Fair Employment Practices, (Miami-Dade County)
Heidi Johnson, ADA Coordination Director, (Miami-Dade County)
Yetive Hidalgo, HRD Business Relationship Mgr., (Miami-Dade County)
Damian Gregory (CODI Board Member)
Marlyin Orozco (CODI Board Member)
David (unknown last name and affiliation)
Jessica Tyrrell, Assistant Director, Clerk of the Courts, (Miami-Dade Clerk of the Court)
Woody Remy, HRFEP Section Manager PIOD, (Miami-Dade County)
Chanel Jefferson, Chier, Policy and Legislation PIOD, (Miami-Dade County)
Howard Kane (CODI Board Member)
Daniel Borges, Assistant Director, PIOD, (Miami-Dade County)
Angelo Remuzgo, Commission Aide - District 6, (Miami-Dade County)
Unidentified iPhone user

Meeting Facilitator: Jody Cox

Purpose of the meeting: To outline and inform newer members and remind older members of the role the ADA office plays in supporting CODI.

1. ADA Office Mission- Mrs. Cox reviewed the mission of the ADA Office as a division within a County department.

2. ADA Office Primary responsibilities- Mrs. Cox reviewed the primary responsibilities of the ADA Office including:

- Ensure ADA Compliance in all Miami-Dade County Programs and Services
 - Facility compliance reviews
 - Facilitating accommodation requests
 - ADA Policy development as it relates to the ADA
 - Make recommendations and provide guidance on issues *directly* affecting County operations
- Provide guidance and training to MD County departmental ADA liaisons
 - Host ADA Coordinator Meetings where information and best practices are shared with County ADA liaisons
 - Provide customized trainings
- Public Awareness and Engagement-Two major annual events: ADA Celebration and Disability Resource Fair
- Coordinate, support and provide liaison services for the Commission on Disability Issues

3. ADA Office CODI administrative support responsibilities- Ms. Cox discussed the following administrative support activities provided to CODI and which types of activities are not provided to the Board including:

- Create the monthly agenda with Chair
- Ensure monthly meetings are added to the County Calendar
- Arrange and set up meeting room
- Respond to ADA accommodation requests for the meeting, i.e., ASL interpreters
- Draft minutes after meeting
- Monitor, maintain and update CODI-related web pages
- Facilitate requests for County staff to attend CODI meetings
- Arrange Zoom meetings and recordings
- Communicate with BCC office staff when there is a vacancy (at least twice a year)
- Provide requested guidance during meetings on historical and institutional knowledge
- Complete Sunset reviews when needed or requested
- Archive and maintain required CODI historical documents

ADA staff do **not**:

- Draft or create content for resolutions, letters, or opinions for CODI
- Conduct research related to CODI topics on behalf of the Board although we may share information or resources that could be used by CODI for research
- Serve as the personal secretarial staff of the Board

- o Communicate with BCC staff other than notifying them when there are seat vacancies/applicants or when serving as the communication liaison for the collective Board

4. CODI-related responsibilities of ADA Office staff-Mrs. Cox mentioned that secretarial and administrative responsibilities are gradually being shifted to Ms. Darius. She reviewed a brief history and of who was responsible previously and how CODI-related support was spread over office staff since an office position was not filled when it was vacated. She reviewed what each staff person in the office typically handles and stated that responsibilities may shift to another person when other County-related business or priorities necessitates staff attend to other matters. The following duties were identified:

<p>Marie-Chantal Darius (ADA Coord. Spec.)</p>	<ul style="list-style-type: none"> • Primary communicator with CODI members • Sets agenda with Chair • Takes notes during meetings and drafts meeting minutes • Assists in meeting room set up • Serves as liaison between County personnel/BCC and CODI • Handles back-up recordings of meeting • Drafts and compiles Sunset Review reports • Arranges accommodation requests for CODI
<p>Michael Moran (Sr. ADA Officer)</p>	<ul style="list-style-type: none"> • Handles meeting room arrangements • Monitor member term limits/appointments • Communicates to District staff when there are vacancies • Finalizes pre-meeting arrangements and sets up meeting room • Adds meeting notices to County Calendar • Handles requests with CITD for uploading approved minutes to website, updating website info
<p>Jody Cox (ADA Project Admin.)</p>	<ul style="list-style-type: none"> • Arranges Zoom meetings • Assists in meeting room set up • Archives meeting videos, audio recordings and transcripts • Coordinates document archive • Provides direct oversight of ADA Office staff • Reviews and provides guidance on documents created by Board for submission • Currently working on creating a welcome and informational packet for new appointees
<p>Heidi Johnson (ADA Coord.)</p>	<ul style="list-style-type: none"> • Provides direct oversight of ADA Office staff

	<ul style="list-style-type: none"> • Reviews meeting-prep checklist to ensure staff accountability • Provides historical and institutional knowledge • Provides guidance on appropriate procedure • Reviews and provides guidance on documents created by Board for submission • Edits drafts of meeting minutes
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5. Overview of CODI powers and limitations of powers- Mrs. Cox reminded everyone that CODI serves in an advisory capacity, not a legislative or oversight capacity. She provided a brief summary of some of the powers afforded to the Board as well as their limitations including 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.

6. CODI member responsibilities- Mrs. Cox reviewed some of the responsibilities of members including:

- Attend Ethics Commission’s board member trainings (**required**)
- Complete sexual harassment training (**required**)
- Submit annual financial disclosure forms before July 1 of each year (**required**)
- Attend meetings (**required**)
- Submit accommodation requests in advance of meetings
- Review meeting minutes draft sent out in advance of meeting
- Notify ADA Office staff (Chantal) whether they will be in attendance at each meeting to ensure quorum is met
- Communicate with their appointing Commissioner and Commissioner’s staff on a regular basis to keep Commissioner informed about CODI’s priorities and concerns or to learn from Commissioner about upcoming BCC items of import to CODI. Mrs. Cox mentioned members could sign up for email lists where they could get BCC agenda items and said she would provide the link.
- Follow up on action items assigned to them during CODI meetings and report on progress at future meetings
- Conduct research on issues/topics related to CODI and seek professional opinion from subject experts (recommending at least two to avoid implicit bias)
- Draft language for letters, opinions, proposals, etc.
- Attend BCC full commission and committee meetings that include CODI-related agenda items

- Familiarize self with:
 - Sunshine Law and Open Meetings provisions
 - CODI ordinance and by-laws
 - Robert’s Rules of Order
- Submit to the ADA Office in advance (minimum two weeks prior to meetings):
 - Sunshine meeting requests
 - Requests for attendance of County staff at a future meeting
 - Requests for approval of proposed uses of the County logo
- When making a motion, state your motion clearly (in other words, don’t jump around)

7. Recommendations for CODI officers and members- Mrs. Cox addressed the following recommendations to members:

- Submit requests to add items to agenda at least three to four weeks in advance for Chairperson’s approval
- Submit questions to invited County personnel in advance
- Keep their own personal notes
- Stick to the order of the agenda
 - Secretary- Maintain a binder with copies of all minutes and documents related for historical record and track CODI’s achievements for Sunset Review reports
- Chair and Vice Chair: Remind all speakers to announce themselves and use a microphone during meetings as needed. This assists Chantal or ADA Office staff with documenting speakers’ names in the minutes.

8. Questions- Mrs. Cox opened the floor to Board members to ask questions. The following questions were presented in the text and responses provided:

- (Damian Gregory) Could you discuss about Administrative Order 10-10? Mrs. Cox provided an overview of the provisions of AO 10-10 which requires the appointment of 3 departmental ADA liaisons per County dept.
- (Howard Kane) Where does the advisory role arise to the BOCC? Mrs. Cox advised the ADA Office is not able to directly communicate with BCC staff, but if the board collectively draws up a letter, it could be sent through the office.
- (Howard Kane) What are the rules for attending board meetings remotely? Mrs. Cox advised members must be physically present to vote and for quorum to be established however members could still attend meetings remotely if they were unable to attend physically.

- (Eddie Sierra) Is the acting CODI Chair present today? Mr. Kane responded, yes, in the chat. When Mrs. Cox asked if the acting Chair was present and called out his name, no response was given.
- (Howard Kane) Who reports to whom in the individual ADA support staff job descriptions? Mrs. Cox outlined the table of organization for the ADA Office and stated that job descriptions could be sent to him.
- (Howard Kane) The following questions Mrs. Cox deferred to be tabled for a regular CODI Meeting since discussion or questions may be led to action taken or voting items.
 - Who underwrites our work financially?
 - How do we or can we get a budgetary allocation?
 - If the board, takes a vote and wants it to go to the commission what is the procedure?

Resources

[CODI website](#)

[CODI By-laws](#)

[Municipal Code Regarding CODI](#)

[Miami-Dade Code of Ordinances](#)

[County Calendar](#)

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