



# City of Doral Special Needs Advisory Board Minutes

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Wednesday, January 24, 2018  
Doral Government Center  
1<sup>st</sup> Floor Multipurpose Room  
8401 N.W. 53<sup>rd</sup> Terrace  
Doral, Florida 33166

**1. Call to Order**

Meeting was called to order by Board Chair Tandon at 6:33 p.m.

**2. Roll Call of Board Members**

Phillip Lloyd Hamilton, Secretary	Present
Corina Orozco, Board Member	Present
Rosa Sanabria, Vice Chair	Present
Vinita Tandon, Chair	Present

**3. Pledge of Allegiance**

**4. Public Comments**

No members of the public addressed the board.

**5. Approval of Minutes**

Minutes from the November 21, 2017 board meeting were approved unanimously with one correction: name of Ms. Nieto from FDLRS was updated.

**6. Discussion Items**

**a. Divine Savior Social Program Presentation**

School representatives postponed their presentation until February, when they will be more prepared to discuss the social programming.

**b. Programming for Special Needs at Doral Legacy Park**

Soccer, basketball, and dance classes are all now taking place at the park. As the school year has just started, staff is aiming to begin skills programming in the coming month. Social hour will also begin soon, as all park staff has signed off on the plan. Thursday is the one day each week when there are no sport team practices. The

board recommended that team member birthday celebrations occur one Thursday each month and the remaining Thursdays be used for social programming.

**c. Survey Results – School Board**

Staff has not yet heard back from school board member Suzie Castillo after the survey results were disseminated. A letter is being drafted for Mayor Bermudez to send to Superintendent Carvalho with the survey results. Board Chair Tandon will draft a memo to Mayor Bermudez and the City Council to request approval for the board to officially meet with Ms. Castillo during her Doral office hours.

**d. Mail Chimp Survey – Parent Education Workshop Date & Topic**

The survey was distributed to the city's special needs listserv in November. The response rate was very low; only nine out of over 100 recipients responded. Staff will resend using emails from Ms. Anne Marie <need last name> as well as to the special needs listserv. Staff will also send the survey directly from a city email address, as the communication from the Mailchimp server may have ended up in recipients' spam filters. Board Chair Tandon stated that the participation target is 10-15 parents in order to host workshop.

**e. Special Needs Job Profile**

Staff is working to develop a job profile template for adult citizens with special needs who desire to work within the Parks Department. This tool will be used in training with prospects so that parents can train them prior to beginning the job application and interview process. George Vega has been in touch with Best Buddies and Employee Network in order to finalize the job profile and training. George reported that the Parks Department recently added a new employee with special needs (John) to their team. Staff suggests that the job profiles may not need as much altering as the actual hiring process; applicants can apply to existing positions. It will be the staff's responsibility to augment their interviews to accommodate applicants with special needs.

**f. Hiring of Special Needs Training for City Departments**

This process will commence for other city departments once implementation of the plan is successful within the Parks Department.

**g. Parks & Volunteers Program for Special Needs – Training for Jobs**

The Parks Department has existing adult volunteer programs. The concept for this Special Needs Volunteer Program is to provide an internship-like opportunity for adults with special needs to gain job skills prior to seeking employment. Board Secretary Hamilton suggested using the existing adult program, which can simply be augmented to be more ADA compliant and accessible to citizens with special needs, as the framework instead of creating a completely new/different program. Chair Tandon volunteered to work on an initial draft and share with staff and the board.

**h. Programs for Special Needs Adults**

George Vega advised that staff plans to implement the social hour and an arts & crafts program. Discussions will continue regarding educational programming other than job skills training.

**7. New Business**

- a. Board Secretary Hamilton advised that his schedule will no longer permit his participation in Tuesday evening meetings through April. He requested the board consider moving the meetings to a different evening for the next few months. The

board agreed that Thursdays would be best, but specific dates will be coordinated through staff in order to avoid conflicts with other advisory boards.

- b. Mr. Hamilton also informed the board of Florida International University's upcoming job fair focused on encouraging employers throughout the region to hire more persons with intellectual and/or developmental disabilities. More information will be shared through staff to the board, Doral businesses, the Doral Chamber of Commerce, and the special needs listserv; additional information can be accessed at [http://fiuembrace.fiu.edu/home/employment\\_conference](http://fiuembrace.fiu.edu/home/employment_conference).

**8. Future Meeting Date**

The next meeting date was tentatively scheduled for February 15, 2018 at 6:30pm, pending staff scheduling approval and coordination.

**9. Discussion of next meeting agenda items.**

All standing agenda items will be discussed along with Adult Day Training (ADT) program/center for Doral.

**10. Adjournment**

Meeting adjourned at 7:12 p.m.

Respectfully submitted,



Phillip Lloyd Hamilton, Secretary

Motion to approve the minutes of the January 24, 2018 Special Needs Advisory Board Meeting made

by Board Member V. Tandon and seconded by Board Member R. Sanabria.

Chair Vinita Tandon  
Vice Chair Rosa Sanabria  
Secretary Phillip Lloyd Hamilton  
Board Member Corina Orozco

yes  
yes  
yes  
yes

APPROVED and ADOPTED this 8<sup>th</sup> day of February, 2018.



Vinita Tandon, Chair