

**Disability Advisory Board Meeting**  
**Annual Training**  
**March 13, 2017**

The meeting of the Orange County Disability Advisory Board was called to order at 2:01 p.m. on March 13, 2017, at the 2010 E. Michigan St., Facilities Training Center Meeting Room, Orlando, FL 32806. Chairperson Brian Michaels opened the meeting with the pledge of allegiance. Roll call was taken by Vice-Chairperson Kirk Root. A quorum was present. Board members present were: Chairperson Brian Michaels, Vice Chairperson Kirk Root, Jose Fernandez, Elizabeth McCarthy, Tiffany E. Namey, Marcelino Rivera, Eric Shelton and Joe Waczewski. Absent were Sandra Algarin and Joe Waczewski, who arrived at 2:15 p.m. and 2:31 p.m. respectively. At this time, a full quorum was present.

Welcome and Introductions

Chairperson Michaels welcomed board members and attendees to the Disability Advisory Board Annual Training meeting for 2017. Others present were Citizen Resource and Outreach Division Manager and Interim ADA Advisor, Dianne Arnold, Family Services Project Coordinator, Judi Kerr, and ADA Contractor Samme Ripley; Community Advisors – Johny Volf Pierre, Catholic Charities, and Reed Stephan, Agency for Persons with Disabilities; and Presenters — Assistant County Attorney Sawsan Mohiuddin and Orange County HIPAA Officer Randy Lewis.

Public Comment

Chairperson Michaels opened the floor for public comment. No members of the public were present at this meeting.

Presentation - Florida Sunshine and Public Records Law

At 2:09 p.m., Chairperson Michaels introduced Assistant County Attorney Sawsan Mohiuddin to present on Florida Sunshine and Public Records Law. The presentation was followed by a brief Q&A session.

### Presentation - Florida Sunshine and Public Records Law

At 2:23 p.m., Chairperson Michaels introduced Randy Lewis, Orange County HIPAA Officer, to present on HIPAA –“Health Insurance Portability & Accountability Act of 1996.” The presentation was followed by a brief Q&A session.

### Presentation – Parliamentary Procedure

At 3:02 p.m., Chairperson Michaels introduced the final segment of the training on Parliamentary Procedure, which included a video entitled, “Robert’s Rules Made Simple. After the video presentation, a brief discussion ensued on the topic.

### Old Business

ADA Advisor Arnold reported that as of March 6, 2017, Samme Ripley (present at this meeting) joined the Orange County Office on Disability as a 6-month casual employee to assist during the transition to the permanent-hire for the ADA Advisor position. She further added she is working with Ripley on candidate selections at this time.

Michaels inquired on the scheduled for the upcoming ad-hoc subcommittee meeting. Arnold stated the next Legislative Subcommittee meeting will be held on the Monday, April 10, 2017, from 1-2 p.m., and the Veterans Subcommittee meeting will be held on the Monday, May 9, 2017, from 4-5 p.m.

### Meeting Adjournment

Michaels asked for a motion to adjourn the meeting. Board member Algarin made a motion adjourn with a second by board member Rivera. The meeting was adjourned at 3:40 p.m. The next meeting will be held on Monday, April 10, 2017, at 2010 E. Michigan St., Facilities Training Center, Orlando, FL, 32806, from 2-4 p.m. Any changes will be noted in the posted meeting agenda per Orange County regulations regarding meeting notifications.