



# **MIAMI-DADE COUNTY FINAL OFFICIAL MINUTES Metro Miami Action Plan Trust**

Office of the Metro Miami Action Plan Trust  
19 West Flagler Street  
Mezzanine Room 106  
Miami, Florida 33128

January 16, 2008  
As Advertised

Harvey Ruvin, Clerk  
Board of County Commissioners

Kay Madry Sullivan, Director  
Clerk of the Board Division

Karen Leonard, Commission Reporter  
(305) 375-1296



**OFFICIAL MINUTES**  
**METRO-MIAMI ACTION PLAN TRUST**  
**MEETING OF JANUARY 16, 2008**

The Metro-Miami Action Plan Trust (MMAP) convened a meeting at the Office of MMAP Trust Board Room, 19 West Flagler Street, Mezzanine Room #106, on January 16, 2008 at 12:00 Noon, there being present: Chairperson John T. Jones, and Members: Mr. Arthur J. Barnes, Jr., Ms. Marie B. Hyppolite, Ms. Greicy Lovin, Mr. Herbert Robinson, and Dr. Marzell Smith (Members: Ms. Veldrin Freemon was absent).

**ROLL CALL:**

Staff members present were: Mr. Milton Vickers, Executive Director; Mr. John Dixon MMAP Trust Interim Executive Director; Ms. Marlene Blanco, Mr. Clarke Brian, Ms. Melba Gasque, Mr. Jose Gonzalez, Ms. Bibi Fawzi Hack, Ms. Joann Hicks, Mr. William Simmons, and Mr. Anthony Williams; Assistant County Attorney Shannon Summerset and Deputy Clerk Karen Leonard.

**MOTION TO SET THE AGENDA:**

Chairperson Jones called the meeting to order at 12:59 p.m. and noted there were no Trust Action Items. He noted Mr. Tony Crapp was no longer a member of the Trust and the requirement for a quorum was four (4) Trust members being present.

**DISCLOSURE OF CONFLICTS OF INTEREST**

**QUERY FOR EARLY DEPARTURES**

**Approval of Previous Minutes (July 25, 2007)**

**I. Trust Information Items**

**A. Committee Information Items**

**1. Housing**

Ms. Hicks provided a brief update of the foregoing item based on the December 12, 2007 Economic Development and Human Services Committee (EDHS) meeting with Commissioner Audrey Edmonson. She noted that the Trust had directed the MMAP staff to address the issue regarding the Lafayette Square Apartment Project (LSAP) and the MMAP staff determined it would be feasible to earmark 60% from the MMAP HAP Program each month that would be encumbered for the LSAP.

Ms. Hicks noted that after Commissioner Edmonson met with the Chief of Staff, she recommended that BAME Development Corporation apply for the Request for Assistance (RFA) process. She added the application would be available by February 2008 with a 60 day window process once the applications were submitted.

In response to Mr. Barnes' question regarding what the contingency would be since the RFA was not guaranteed, Ms. Hicks noted the other option was the approval of this item, which would provide 50% of the funding source. She also noted the MMAP staff wanted the Trust members' input regarding another source of revenue for the housing issue rather than the Office of

Community Economic Development (OCED).

In response to Ms. Hyppolite's question regarding whether the MMAP staff had met with the Board of County Commissioners and agreed to provide \$1.2 million, Ms. Hicks noted that an email would be sent to Mr. Don D. Patterson, CEO/President of BAME Development Corporation to clarify the process in order to address that issue.

Discussion ensued regarding the projected date of the release of the funds.

Assistant County Attorney (ACA) Summerset noted a request was made to waive the deadline to January 22, 2008.

Ms. Hicks noted the MMAP staff wanted to utilize the funds for first time homebuyers program because several calls were received for assistance and that the Miami Gardens district had depleted its funds.

In response to Ms. Lovin's question regarding the capability to assist the current homebuyers, Ms. Hicks noted yes, MMAP would be able to assist those homebuyers.

In response to Chairperson Jones' question as to whether anything would prohibit MMAP from applying to the RFA, ACA Summerset noted the RFA qualifications were limited to individuals who applied to the general RFA or people who applied for State tax credits etc. which limited the qualifications.

Discussion ensued among the Trust members regarding the feasibility of BAME Corporation receiving the RFA and its capability to pay for the LSAP project if the funds were not awarded.

Ms. Lovin further discussed her concern regarding the MMAP staff not following through with the instructions from the Trust to encumber monies for specific projects.

Discussion ensued regarding the contract agreement that expired in December 2007 between MMAP and BAME Corp. was because of underwriting issues rather than the lack of money and MMAP was not under any legal obligation.

In response to Ms. Lovin's request to note for the record that she questioned whether MMAP was obligated to return the application fee that totaled \$13,000.00, Ms. Hicks noted the fee was non-refundable.

Ms. Lovin expressed concern regarding the issue of the MMAP staff's accountability. She requested to see a report regarding the structure of how monies were allocated last year, and budget codes in the area of operation including education.

Ms. Lovin recommended that the MMAP staff submit a monthly/quarterly report, depending on the discretion of the Trust in order to know the status of the past, present and future of MMAP's budget.

Mr. Barnes added that the Trust needed to identify the administrative procedures because the Trust had set the policy, but the system had failed.

Ms. Lovin questioned how much administrative budget went to the County agencies and if those expenses would become a priority in order to identify how much money was applied.

Chairperson Jones recommended that the MMAP staff provide a copy of the administrative procedures and other procedural information that applied to the Trust members.

### **A. MMAP HAP Funding Status**

#### **2. Education**

Mr. Dixon provided a brief update of the MMAP staff's effort to increase enrollment at MLK Academy. He noted the MMAP staff met with Dr. Steve Gallon who indicated that Miami Dade County Public School (MDPS) needed to place 200 students ranging from 6<sup>th</sup> to 9<sup>th</sup> grade. Subsequently, meetings were held to identify the process to recruit those students. Mr. Frank Tarrau acted as MMAP's liaison by contacting the schools and requesting a list of those students, Mr. Dixon noted. He added that he anticipated an increase of approximately 70 students and the MMAP staff would be meeting with the students' parents.

Mr. Dixon noted that Dr. Gallon was supportive and provided the list of students who attended approximately 15 middle schools, including Country Club, Carol City, and Westview.

Mr. Barnes expressed concern that the issue of 13 year old student drop-outs had not been addressed. He noted MMAP had a process in place to provide parents information during orientation regarding MLK Academy.

Mr. Dixon noted the MMAP staff would create an information packet and present it to the parents.

In response to Ms. Hyppolite's question regarding the process to become more aggressive in addressing this issue, Mr. Clarke noted that Dr. Gallon had worked aggressively with the MMAP staff and the major concern was regarding the participation of the parents. He noted that parent's attendance at meetings held during the day had become an issue and it would take the faculty's effort to follow up with the parents regarding participation in those meetings.

Mr. Dixon added that initially the MMAP staff offered to meet in the evenings; however, the schedule was based on the other parties involved.

Chairperson Jones recommended that meetings be held in the evenings. He also recommended that MMAP staff identify the employers of the student's parents in order to request the employers to permit parents to leave early to attend those meetings.

Discussion ensued among the Trust members regarding the feasibility of employers allowing parents to leave work early to attend meetings concerning their children's education.

In response to Mr. Barnes' question regarding the number of students needed, Mr. Dixon noted the MMAP staff had targeted to recruit 90 students by January 30, 2008 because of the FTE budget deadline.

Mr. Tarrau noted the Highway of Success program was the mediator in the process of recruiting those students and would schedule another meeting after working hours next week.

In the meantime, Mr. Dixon added, a letter would be drafted to inform Ms. Nyce Daniel, Principle of Highway to Success, regarding MMAP's request to arrange a meeting with the parents after working hours.

In response to Mr. Barnes' question as to whether there would be adequate staff to accommodate the increase of students, Mr. Tarrau noted there was no way to control the number of students coming from each grade; however, staff needed to increase the sixth grade teacher positions.

Mr. Barnes noted MLK Academy needed a program that would accelerate students who had fallen behind in academics.

Mr. Dixon noted MMAP's initial meeting and discussion with Ms. Daniel, who was willing to provide software for a program called "Plato" in a computer lab that would assist approximately 30 students attending MLK Academy. He added that she advised him the timeframe to bring those students up to the correct academic level would be six (6) months.

Chairperson Jones recommended that the MMAP staff inquire about the General Education Diploma (GED) Drop-out Prevention Program in order to assist that group of students. He added that MMAP needed to offer that service because 70% of students who were involved in criminal activity were drop-outs.

**A. Overpayment to Miami-Dade County Public Schools (MDCPS)**

Mr. Dixon noted a letter was received in December 2007 by MMAP regarding the foregoing item that indicated a \$41,000.00 overpayment was made by MDCPS. He noted the MMAP staff met with representatives of MDCPS to compare records. Mr. Dixon explained that the 2004 contract was based on enrollment; however, since that time the agreement was based on the student's attendance.

Mr. Gonzalez noted the students had to be present in school at least one day during the week.

Mr. Dixon noted the MMAP staff had identified 14 students that had an outstanding record of non-attendance and was in the process of obtaining those identification numbers to compare MMAP's records with MDCPS' in order to reconcile.

Mr. Gonzalez noted he would be meeting with the auditor to perform an evaluation of the number of students that attended MLK Academy.

**B. Community Outreach to MDCPS (MLK Academy)**

3. Criminal Justice

**A. Teen Court Action Plan – Sixty (60) Days**

Mr. Anthony Williams provided a brief overview of the meetings held by the Executive Committee regarding the foregoing item with Linda Kearson, General Counsel to Judge Farina, and noted the plan to meet with Judge Farino in order to work with juveniles that the Courts could not prosecute because witnesses were not found to testify.

Discussion ensued among the Trust members regarding whether the charges filed would stay on

record if the juveniles were not prosecuted.

Mr. Williams noted that the next meeting on January 25, 2008 would address the restorative justice program.

Chairperson Jones advised that the MMAP files should have a record of a past restorative justice program with documented procedures that were implemented as well as contact persons who could be supportive.

In response to Mr. Barnes' question regarding the number of juveniles involved, Mr. Williams noted it was 60 youth and was increasing.

Discussion ensued regarding a collaborative effort with public defenders in the youth division and the need to create a list of youth organizations that could support the foregoing item.

Chairperson Jones recommended that the MMAP staff contact Mr. Gerald Rudolph, Chief of Police Youth Crime Watch regarding a National Crime Watch event in March 2008.

Mr. Williams noted the meeting regarding the restorative justice program was to determine the feasibility of implementing it for the entire Miami Dade County Public Schools system. He noted that the superintendent liked the idea and noted the possibility of available funds to support the program.

Chairperson Jones noted the need to make a collaborative effort with local entities including athletes. He noted in the past that MMAP received additional monies from the State for the restorative justice program.

Mr. Williams advised the Trust members that the purpose of the meeting was to set the lead for the Teen Court program rather than a restorative justice program.

Mr. Dixon added that he had an opportunity to speak to Mr. Rick Beasley, Executive Director of the South Florida Workforce, and would be meeting again to further discuss collaborative efforts in working with the youth.

Dr. Smith reported the number of referrals for Teen Court was 39 in November 2007 and the actual intake of students was 26, with a success of completion that totaled 15 students. He noted the need to connect to the proper pipeline and to quickly reduce the per item cost of the program. Dr. Smith added that the only way to reduce expenses was to increase the student enrollment.

Discussion ensued among the Trust members regarding the need to make contact with individuals who could assist MMAP in increasing its student enrollment through the Teen Court program through the County pipeline.

Further discussion ensued regarding the meeting that would be held on January 23, 2007 with Ms. Linda Kearson and Judge Farina.

Mr. Barnes recommended that the MMAP staff ensure the historical prospective of MMAP be presented to Ms. Linda Kearson.

In response to Mr. Barnes's question regarding the annual number of referrals submitted in the past fiscal year, Mr. Williams noted there were 276 referrals.

Dr. Smith questioned the process in tracking the number of students in comparison with the FTE count from Miami Dade County School Board (MDCSB) provided to the MMAP finance office.

Following the discussion, ACA Summerset advised the Trust to identify which numbers MDCSB relied on for record keeping of the FTE count and to redact the listed names of students in order to maintain the required privacy.

Dr. Smith expressed concern regarding the need for MMAP to have a system in place with precise records in order to be properly audited.

ACA Summerset advised the Trust that the MMAP staff needed to know the legal basis of the MDCSB's position in order to properly evaluate how to redact the students' files or to determine whether the files were required to be secured. She noted if the student's files were on site, a type of file restriction would be required.

Discussion ensued among the Trust members regarding a backup system to track the student's attendance files in a manner that would be compatible with MDCSB's records and State regulations.

Mr. Simmons explained that the initial contractual structure of how MMAP received payment changed, neither MMAP nor MDCSB made adjustments, and this occurred for three (3) school periods. He noted the MDCSB identified the error and the MMAP staff reviewed the past records to identify those students. Mr. Simmons also explained the 14 students were required to attend the MLK Academy at least one day, and if the students were enrolled, but in a juvenile facility, MMAP would be responsible for the \$41,000.00 owed to the MDCSB. He noted the MMAP staff and MDCSB's representatives were discussing negotiating the amount owed, and were in the process of resolving this issue, which was not the accuracy of records, but whether the records would be kept at MMAP.

Discussion ensued among the Trust members regarding the foregoing matter.

Following Ms. Lovin's comments regarding the success of the MMAP HAP program, Mr. Eric Johnson noted that over 5,000 applications were submitted by families since the inception of the program. He noted that he would like to come back to the Trust to report the actual number of homebuyers for the record.

Ms. Lovin noted for the record that the ratio for homebuyers was 92% in the MMAP HAP program in comparison to the Miami Dade County Housing Finance Authority Department, and was in concordance to the MMMAP mission statement.

Mr. Dixon added that a two-sided flyer listing all the MMAP programs and businesses in the community would be displayed in those facilities; however, the MMAP brochure needed to be revised and he would bring it back before the Trust for review.

Ms. Lovin requested that the brochure include historical information regarding MMAP.

Dr. Smith noted following his review of the report from MLK Academy and his meeting at Drew Middle School, he determined that the MMAP staff needed to provide more information regarding the required number of students needed at MLK Academy because more faculty staff was needed.

Mr. Dixon advised the Trust that he was informed that MLK Academy needed approximately 200 students and currently had 93 attending.

4. Community and Economic Development
5. Legislative
6. Budget

B. Additional Information Items

**1. Community Advocacy Action Plan**

Mr. Dixon provided a brief overview of the Community Advocacy Action Plan (CAAP) and noted the Executive Committee was asked to review the process and to provide some feedback; however, there were no modifications.

In response to Mr. Robinson's question regarding a plan for the Legislative, State, and Federal portion of MMAP's function, Mr. Dixon noted that part of the plan would be added.

Mr. Dixon requested the Trust members to provide feedback regarding the foregoing item in order to be approved by the Trust in order to move forward.

Chairperson Jones recommended that the MMAP staff move forward with the CAAP and noted the recommended changes could be added through the process.

Hearing no objection or further comments, it was moved by Mr. Barnes to approve the MMAP staff to move forward with CAAP. This motion was seconded by Ms. Hyppolite, and upon being put to a vote, passed by a unanimous vote of those members present.

**ADJOURNMENT**

There being no further business to come before the Trust, the meeting was adjourned at 2:23 p.m.

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John T. Jones, Jr., Chairperson  
Metro Miami Action Plan Trust