



**MIAMI-DADE COUNTY
FINAL OFFICIAL MINUTES
Miami-Dade Military Affairs Board**

Fire Fighters Memorial Building Corp.
8000 NW 21 Street
Miami, FL 33122

July 2, 2014
As Advertised

Harvey Ruvin, Clerk
Board of County Commissioners

Christopher Agrippa, Director
Clerk of the Board Division

Judy Marsh, Commission Reporter
(305) 375-1967



CLERK'S SUMMARY OF MEETING AND OFFICIAL MINUTES
MILITARY AFFAIRS BOARD
July 2, 2014

The Military Affairs Board (MAB) convened in a meeting on July 2, 2014, at 6:05 p.m. at the Fire Fighters Memorial Building, 8000 NW 21 Street, Doral, Florida 33122.

The following voting MAB members were present: Commissioner Jose "Pepe" Diaz, Chairman; Dr. Anthony Atwood; Mr. David Blake; Ms. Rosa Brito; Mr. Thomas Davis; Ms. Diana Gonzalez; Mr. Kevin Humes; Mr. Eduardo Lombard; and Mr. Joseph Martory.

The following voting Board members were absent: Mr. Alex Acosta; Mr. Mario Alvarez; Mr. Mark Blumstein; Town of Miami Lakes Councilman Timothy Daubert; Mr. Manuel Gonzalez; Mr. Michael Sergei Kowalchik; Mr. Phil Lyons; Retired Lt. Colonel Jorge Sibila; and Mr. Keith Vail Whitbeck.

The following non-voting Board members were present: Major Brooke Cortez; Gunnery Sergeant Eddy Fonseca, Jr.; Captain Benjamin Davis for Admiral Korn; Lt. Colonel Son Vo; City of Doral Councilwoman Sandra Ruiz; and Officer Victor Milian.

The following non-voting Board members were absent: Colonel Greg Julian; Ms. Glorianne Amor; Mr. Ed Haynes; Ms. Joanna Sandstrom; and Mr. Paul Russo.

The following staff members were present: Mr. Gustavo Cruz, MAB Director; Assistant County Attorney Miguel Gonzalez; Mr. Antonio Crawford, Commission Auditor Office; and Deputy Clerk Judy Marsh.

The following guests were also present: Mr. Bill Carney and Mr. Mike Giallombardo.

❖ **Welcome**

❖ **Moment of Silence/Pledge of Allegiance**

Mr. Thomas Davis led the MAB in a moment of prayer, after which the Pledge of Allegiance was led by Mr. Joseph Martory.

❖ **MAB Member Roundtable**

The following introductions and updates were made by the MAB members:

Lt. Colonel Sonny Vo, Professor of Military Science, Florida International University Army ROTC, advised that his replacement would be arriving next week and he would introduce him at the next MAB meeting. Lt. Colonel Vo noted he would be transitioning, not retiring, to his second career; and would remain in South Florida.

Mr. David Blake, representing County Commission District 2, noted State Representative Clarke-Reed would be honoring military personnel at the 12th Annual Boomer Expo to be held at the Seminole Hard Rock Hotel in Pompano.

Gunnery Sergeant Eddy Fonseca, Jr., United States Navy and Marine Corps Reserves, noted the Civil Affairs Group (CAG) Unit would be conducting its annual training in Fort Stewart, Georgia, from July 12 to July 25, 2014.

Major Brooke Cortez, Homestead Air Reserve Base, advised that a meeting was recently held at the Base with community organizations to discuss potential public private partnerships with the Base. She noted the participants were divided into three groups, of which she was in the Aviation group, and they discussed reinstating civic use of the flight line; and possibly partnering with Miami Center regarding radar capability. Major Cortez said that Mr. Gustavo Cruz, Ms. Diana Gonzalez and Ms. Rosa Brito also attended the meeting.

Chairman Diaz recalled Homestead Air Base Developers, Inc.'s efforts to use the base as a commercial airport, in addition to being a military airport. He spoke in support of maintaining troops at the base.

Mr. Eduardo Lombard, representing County Commission District 11, noted the Young Marines of Dade County held their graduation on Friday, June 20, 2014, at the Miami-Dade Police Department Training Center. He also noted a Fun Day was held for the marines on June 21, 2014 at Oleta River State Park, and included many social events to motivate the troops. Mr. Lombard said the Young Marines would also be participating in the City of Doral's Fourth of July Celebration at the J.C. Bermudez Park, between 4:00 p.m. and 9:00 p.m. and would be selling baked goods. He noted donations would be welcomed, including donations of baked goods.

Chairman Diaz asked Mr. Cruz to ensure that information regarding this event was posted on the MAB's Website.

Mr. Joseph Martory, representing County Commission District 6, noted his step grandchild would be coming home from deployment in Fort Benning, Georgia.

Ms. Diana Gonzalez, Miami-Dade Defense Alliance (MDDA), noted the Alliance would be transitioned to Military Miami-Dade in order to focus more on economic development efforts. She advised that the Alliance was in the process of writing its grants for next year. Ms. Gonzalez said these grants which were funded by the State of Florida, supported the MDDA's operation and supported funds the MDDA provided to other organizations, including the three Chambers, the Armed Forces Services Club at Miami International Airport, and Doing Business with the Military.

Ms. Gonzalez said that she was also working separately from MDDA, as a facilitator for Tomorrow's South Dade, an economic development effort and visioning process occurring in South Miami-Dade County. She noted this process incorporated a military component and included a military committee; and whenever possible, she would try to ensure that cohesion occurred between the MAB and Tomorrow's South Dade. Ms. Gonzalez stated that she was working on a legislative plan and a strategic plan for the local military, and would be sharing information on the plan with Mr. Cruz and Mr. Davis in order for it to be incorporated as part of the Base Realignment and Closure (BRAC) Committee efforts. She noted the intent of the legislative plan was to begin proceeding through the County's legislative process, as well as incorporating those requests through the local Chambers.

Ms. Rosa Brito, Homestead/Florida City Chamber of Commerce, advised that today (7/2), she was asked to serve on a committee which would be focusing on the gateway to the national parks in South Dade. She noted she was working with Biscayne and Everglades National parks to attract more visitors and awareness to South Miami-Dade County.

Mr. Thomas Davis, representing County Commission District 8, noted Fourth of July fireworks displays would be held at Black Point Marina; and at the Homestead Air Reserve Base. He also noted the City of Palmetto Bay would be holding a community parade which he invited MAB members to attend.

Mr. Davis noted the BRAC Committee's efforts to maintain and support military organizations within the community.

Professor Anthony Atwood, representing District 9, stated that Senator Marco Rubio and Representative Michael Bileca would host a Veterans Outreach Event at the Military Museum and Veterans Memorial of South Florida, on August 7, 2014, between 10:00 a.m. and 2:00 p.m. He noted veterans could sign up for the G.I. Bill at this event.

Chairman Diaz asked Professor Atwood to consider holding an annual, major event at the Military Museum which the MAB could support.

Captain Benjamin Davis, representing Admiral Korn, Commander, United States Coast Guard District 7, said the Coast Guard would be celebrating its 224th birthday on August 4, 2014. He noted a picnic would be held on Saturday, August 2, 2014 for all the local area commands at Air Station Miami. Captain Davis said the Coast Guard had held two changes of commands for one of its Fast Response Cutters, which was based in Miami Beach. He noted today was Miami's change of command, and two additional change of commands were scheduled for cutters within the next month.

In response to Chairman Diaz' inquiry as to whether additional cutters would be provided, Captain Davis said that they were finished for the foreseeable future;

however, he believed that Key West would receive a couple more cutters. He noted the Miami Beach facilities were based on 12 acres; therefore, making it more difficult to place additional cutters in that location.

Councilwoman Sandra Ruiz, representing Congressman Joe Garcia, commented on the Fourth of July events to be held in the City of Doral. She noted military patrons would be provided with packages, including an access bracelet and meal coupons, and she thanked the Young Marines for participating in these events. Councilwoman Ruiz noted she recently attended the National Association of Latino Elected and Appointed Officials (NALEO) Conference in San Diego on board the USS Midway; and approximately 43 veterans were recognized at this event. She stated that the Doral Chamber of Commerce would be hosting a Business Expo and Veterans Resource Fair on July 23, 2014 at the Miami Airport Convention Center, and she expressed appreciation to Chairman Diaz for participating in this event.

Councilwoman Ruiz noted the City would be hosting the MAB's meeting scheduled for August 2014.

Chairman Diaz thanked Councilwoman Ruiz for her participation in various events.

In response to Mr. Lombard's comments regarding the City of Doral's brick campaign at its Veteran's Park, Councilwoman Ruiz said that the proceeds of this campaign would be made to Fisher House.

Officer Victor Milian, Miami-Dade Police Department Military Affairs Board liaison.

Chairman Diaz called for speakers wishing to address the MAB.

Mr. Bill Carney, 3003 Terremar Street, Ft. Lauderdale, representing Project Courage; and Mr. Mike Giallombardo, representing the H.E.L.O. Foundation, appeared before the MAB in connection with the Task Force Courage 5k Ruck Run event. Mr. Carney distributed information regarding the Ruck Run event and stated it was rescheduled from September 13, 2014 to Monday, November 10, 2014, at 7:30 p.m. at North Shore Park Beach, Miami Beach. He noted this event was to honor the 34 Miami-Dade service members killed in Iraq and Afghanistan by naming the awards after each casualty; and information regarding a past Ruck Run event conducted in Broward County, and a video presentation on the 34 casualties could be viewed on Ruck Run.com. Mr. Carney advised that the organization had submitted a request for the 13th Army Band for this event; and was awaiting approval from the City of Miami Beach regarding the Silver Wings Parachute Demonstration Team from Fort Benning, GA. He noted a request would also be sent to the Southern Command for any surplus "molle" to be used as backpacks. Mr. Carney said that rice was previously used in the backpacks at the Broward County event; however, something other than rice would have to be

used for this event as some of the participants did not like carrying rice in their backpacks. He encouraged the MAB members to visit the Ruck Run Website.

In response to Chairman Diaz' suggestion that sand, instead of rice, be used to fill the backpacks, Mr. Carney said the organization was trying to benefit the local food banks.

Chairman Diaz noted his support for the Ruck Run event. He asked, and Mr. Carney acknowledged, that the City of Miami Beach was supportive of the event.

In response to Mr. Carney's inquiry regarding the MAB logo, Chairman Diaz stated that the logo was approved.

❖ **Old Business**

➤ **Veterans Court Update**

Chairman Diaz said he believed that for the first time, the Veterans Court, was being considered as a serious movement, and all the major parties including the Chief Judge, were now involved. He noted he along with the other participants were looking at solutions and were considering travelling to Buffalo, NY, to observe their Veterans Court. Chairman Diaz said that veterans from every Military branch resided in Miami-Dade County and the MAB was working with the Miami-Dade Police Department, the Miami-Dade Corrections Department, and the Veterans Administration (VA) Department to ensure that veterans were treated respectfully. He noted currently, most of the issues involving veterans related to misdemeanors. Chairman Diaz stated that a major disconnect existed between the defense and the prosecution regarding the number of veterans in the jail system.

Officer Victor Milian, Miami-Dade Police Department, said he believed that returning veterans who had no jobs should be a major component of the Veterans Court. He noted upon entering the system, veterans would trust the Public Defender but would not divulge information to the prosecutor, and this resulted in a discrepancy in the numbers. Officer Milian said he was hopeful that the electronic data arrest form would capture more of these numbers as this would drive the system coming online. He reported that Buffalo, NY started the first Veterans Court and had not experienced any issues with their system. Officer Milian noted the importance of observing Buffalo's system, and having Miami-Dade County judges, law enforcement agencies, and Corrections Department interact with Buffalo's judges and law enforcement agencies. He said that it would be best to begin with misdemeanors, as many returning veterans were not involved in violent crimes. Officer Milian noted it was decided during the meeting that was held, to speak with the Chief Judge for misdemeanor services, as he believed that would capture the discrepancy in the numbers.

Officer Milian commented on the mental health component of the Veterans Court. He noted veterans were taken to the VA by law enforcement agencies; however, this was

another stigma and concern due to ongoing issues surrounding the VA. Officer Milian said that one chance existed to accomplish what needed to be done, and if the system was not effective everyone would be turned away. He noted he had made some good contacts at the VA and there were good employees who were dedicated to the veterans. Officer Milian also commented on the mentorship program which he noted was the most intensive component of the Veterans Court; and on veterans suffering from traumatic brain injury, which was becoming more frequent.

Mr. Gustavo Cruz explained that currently, veterans or active duty personnel could not be identified through the arrest form, and the Miami-Dade Police Department would be transitioning to an electronic arrest form, which would serve as self-identification. He noted the jail system would then follow up by contacting the VA to verify that the individual was a veteran in order to access benefits provided to veterans. Mr. Cruz said that two of the judges who were initially hesitant, had offered to provide resources, including a representative from the State Attorney's Office and the Public Defender's Office, if the numbers were available. He noted the goal was to assist service members with reintegrating into society. Mr. Cruz said the MAB was working with the Corrections Department and the Public Defender's Office to obtain the numbers which would be presented to the judges, and this would be followed by discussions with the Veterans Court in Buffalo. He noted Broward County and West Palm Beach County currently had a Veterans Court. Mr. Cruz said that he would advise the MAB of the next step.

Chairman Diaz expressed appreciation to Officer Milian and Mr. Cruz for their efforts regarding the Veterans Court. He noted it appeared the judges were hesitant with the VA; however, he believed that Mr. Paul Russo, Director, Veterans Affairs Hospital, was an outstanding individual, and he offered to assist him in identifying solutions. Chairman Diaz said that Judge Cohen was upset with the VA regarding the Drug Court, but was willing to revisit this issue. He commented on the high percentage of veterans involved in domestic violence.

➤ **MAB Account Update**

Mr. Gustavo Cruz discussed the balance account of the MAB's Trust Fund.

Chairman Diaz stated that the Trust Fund balance resulted from the Veteran's Parade. He noted the contribution made by Hershey's was included and this was the remaining amount. Chairman Diaz advised that a fund was still missing.

Mr. Cruz said the Commission Auditor's office provided the County Commission with a quarterly report on the Trust Fund. He noted he was working with Ms. Diana Gonzalez on approval of grant funds for which the MAB had applied, and once these funds were approved, they would be deposited into the Trust Fund, and the MAB would be provided with a new balance. Mr. Cruz pointed out that the balance fluctuated monthly as the Trust Fund gained interest. He said that questions pertaining to the Trust Fund could be sent to him via email.

Mr. Antonio Crawford, Senior Auditor, Office of the Commission Auditor (OCA) stated that Resolution No. 868-13, requires the OCA or the Office of the Inspector General (OIG) to conduct a quarterly audit of the MAB's expenditure; and the procurement process used to purchase services, mainly services for the Veteran's Day Parade. He distributed a draft report of the MAB's expenditures for the last six months and noted in the future, an audit would not be conducted if no activity had occurred. Mr. Crawford said MAB members could contact him or Commission Auditor Charles Anderson regarding any questions relating to the draft report.

Chairman Diaz said the report was in draft form as it had not been finalized. He noted the balance sheet was not presented to the MAB members before as an amount was pending; however, it was addressed. Chairman Diaz said all the funding that was received was accounted for and he wanted to maintain that accountability. He noted the MAB had a large number versus other similar entities; however, the Veteran's Parade required a lot of funds. Chairman Diaz said that \$246,000 was generated for the Veteran's Parade, but did not include the approximately \$100,000 in soft costs for police, fire and everything between the City, the County and the Military. He noted he believed the cost of the Parade was approximately \$350,000. Chairman Diaz said that last year's Parade was outstanding and would be held this year. He emphasized that the MAB's goal was total transparency, and asked the members to review the draft report, and to contact Mr. Cruz or Mr. Crawford if they had any questions.

Chairman Diaz stated that he would be discussing the MAB's structure with County Commission Chairwoman Sosa in a Sunshine meeting. He noted he believed the MAB did not fit within its current structure and should be a stand-alone board because of the need to address military issues at a high level. Chairman Diaz said that the MAB's operations would not be affected; just its placement in the governmental structure. He noted he believed the MAB should be viewed similarly to the International Trade Consortium which was a stand-alone entity under the Mayor's office, and had its own budget; or the Sports Commission. Chairman Diaz said that he had discussed this issue with the Mayor who was receptive to whatever needed to be done.

Chairman Diaz said the date for this year's Veteran's Parade was scheduled; however, the MAB needed to address fundraising efforts for the Parade and seek participation from companies, if not funds would not be available to cover this event. He noted he had not received many commitments regarding fundraising efforts. Chairman Diaz commented on the budget constraints facing the County and noted the possibility of approximately 200 officers receiving pink slips, which he believed was unacceptable. He asked members who were interested in assisting with fundraising efforts for the Parade to contact Mr. Cruz.

➤ **Golden Veterans Parade Screening in North Miami Beach**

Chairman Diaz said the Golden Veterans Parade screening in North Miami Beach was very special and he would forward a copy of the screening to the MAB members. He noted it was expected to be available on On-Demand within this month or next month, and depending on the process, it would be posted on You Tube.

Mr. Cruz said there were plans to post the Parade on You Tube as it was considered a strong candidate for Emmy nominations. He noted some veterans were recognized at the screening at the Littman Theatre in North Miami Beach; and the veterans and their families were pleased with the results.

➤ **70th Anniversary of D-Day Display at County Hall**

Mr. Cruz said that an exhibit commemorating the 70th anniversary of D-Day was displayed in June at County Hall, with the assistance of Professor Atwood. He noted photographs of D-Day and a World War Two jeep were displayed. Mr. Cruz said the Mayor, County Commissioners and French Consulate viewed the display, which ran through the month of June and would continue for this week. He noted he received great reviews about the display and questions as to whether this would be done annually.

Professor Atwood commented on pop-up history, which he noted were displays or exhibits related to an event or a date that was brought to the local library. He asked that if anyone had ideas for pop-up history to inform him. Professor Atwood invited MAB members to attend the Veterans Outreach Event on August 7, 2014 at the Military Museum and Veterans Memorial. He noted the Military Museum could be used for an event which could be supported by the MAB.

Chairman Diaz thanked Professor Atwood and Mr. Cruz for the D-Day Display in County Hall. He noted he had seen few displays in which people took pictures with the display.

➤ **Medal of Valor Ceremony**

Chairman Diaz said the Medal of Valor ceremony at which the Medals of Valor were awarded to the families of two service members killed at war, was a moving event. He expressed appreciation to the combined forces from Southcom, the Honor Guard, Colonel Vo, and the Miami-Dade Police Department, and noted the families of these service members were grateful for the commemoration. Chairman Diaz said he was hopeful that the Medal would not have to be awarded to any family member next year; however, the memories of those service members would be commemorated next year and all the families would be invited. He noted his colleagues on the County Commission expressed that this event should take precedence. Chairman Diaz thanked everyone involved in organizing this event, including Mr. Cruz, Colonel Vo, and Professor Atwood.

Mr. Cruz said that the Medal of Valor was the County's highest medal, and was awarded to the families of service members who were killed in the line of duty in the

prior year. He noted the Medals were presented to the families of two soldiers, from South Miami and Homestead respectively. Mr. Cruz said the ceremony was very respectful and the families thanked the County for honoring the memories of their loved ones.

➤ **Korean War Veteran Proclamation Presentation**

Chairman Diaz said the County Commission issued proclamations to two Korean War veterans. He noted the two recipients were very appreciative and it was a good event.

❖ **New Business**

➤ **Office of the Commission Auditor's Report presented by Charles Anderson**

The foregoing report was presented earlier in the meeting.

➤ **BRAC Committee Introduction/Update**

Ms. Diana Gonzalez noted discussions had occurred regarding the possibility of a Base Realignment and Closure (BRAC) in 2017; however, this would require Congressional support. She stated that although no one was advocating for a base closure, the community would have an opportunity to meet with its Congressional Delegation, to present its case at the regional hearings, and to be a part of the closure process. Ms. Gonzalez pointed out that when the Military services reduced military installations through their own actions, there was no opportunity for communities to intervene.

Mr. Thomas Davis said that the BRAC provided a structure. He noted some organizations were losing units and the community was made aware after the decision was made.

Ms. Gonzalez said that at one point, there was discussion regarding the merger of Northcom and Southcom; however, that was no longer the case. She expressed concern that all the combatant commands were supposed to reduce their size by 20 percent. Ms. Gonzalez said that it was not known what would occur regarding Homestead Air Reserve Base, as it related to the BRAC process. She noted the Army Corps of Engineers was interested in seeking additional land from Miami-Dade County to bring additional missions that support Special Operations Command South. Ms. Gonzalez expressed that this was a positive move; however, it was being done in a vacuum with the Army Corps; and there was no opportunity to understand the details, and how the community could be proactive to ensure that this transition to Miami-Dade County would be an easy transition for incoming personnel.

Mr. Davis commented on the concerted efforts that occurred in 2005/2006 pertaining to Homestead Air Reserve Base and the community; and he noted people were once again moving in that direction.

Chairman Diaz said that having a military-friendly community was viewed favorably by the Federal government, and he believed this would be conveyed by the County's Washington Delegation. He noted the Delegation had been very strong supporters of the military.

Mr. Davis commented on the number of service members suffering from Post-Traumatic Stress Disorder (PTSD). He noted the number was relatively small; however, due to the multiple deployments and multiple afflictions that service members experienced while they were on tours, the affliction became worse.

Chairman Diaz noted the PTSD issue related to the Court systems.

Chairman Diaz asked Ms. Gonzalez to inform him of any support she needed in moving forward with a legislative package for the military community and he would sponsor an appropriate resolution.

Mr. Davis said that he anticipated other organizations would begin giving their input in the next few weeks.

Ms. Gonzalez said that Chairman Diaz should be receiving a legislative package by the end of the month in which individual organizations could buy into with their own legislative agendas. She noted the need for resources from the County Commission to support the military community.

Chairman Diaz stated that one of the reasons the MAB was created was to have one concerted effort based upon all the entities working together for a common goal. He noted once Ms. Gonzalez provided him with the legislative package, he would present it to the County Commission. Chairman Diaz commended Ms. Gonzalez for her efforts in Washington.

Mr. Davis noted Ms. Gonzalez' history in the community on behalf of the military, and said it was a delight to have her as a MAB member.

Chairman Diaz noted his earlier comment regarding an arrest resulted from a heated discussion between himself and the BRAC Chair in Congress, who then called the Capitol Police; however, nothing happened.

➤ **MAB Brochure presented by Diana Gonzalez**

Ms. Gonzalez said that she was in the process of compiling the text for a Military Affairs Board/Military Miami-Dade brochure, using State funds. She noted the brochure would be used to educate the community, engage businesses, and inform the community about the military. Ms. Gonzalez said this would be a straightforward brochure explaining the economic impact, the different units, and how the community could become engaged in assisting local military families and veterans. She noted the

brochure would be used for all the MAB's events when doing business with the military. Ms. Gonzalez said the format was one that was previously used by the Government Information Center (GIC), and the printing would be done by GIC. She noted the expenses would be very low as the brochure would be printed in-house. Ms. Gonzalez said that the goal was to have the brochure completed by the end of July, 2014.

Chairman Diaz spoke in support of the proposed brochure.

➤ **Medal of Valor Ceremony, approval of payment for food for the families**

Mr. Cruz said that he had contracted with a food service for the Medal of Valor Ceremony as it was held early in the morning. He requested approval of payment for the food in the amount of \$162.80.

Mr. Cruz advised that a quorum was no longer present.

Ms. Gonzalez said the Miami-Dade Defense Alliance would pay the bill. She noted the Alliance had a line item to support military organizations, and this would qualify.

Chairman Diaz noted the MAB would reimburse the Alliance, and Mr. Cruz noted he would place this item on the MAB's August meeting agenda for approval.

Ms. Gonzalez noted the MDDA did not need to be reimbursed as this was part of its mission.

➤ **Approval of minutes (May 2014)**

Mr. Cruz said the foregoing minutes would be placed on the MAB's August meeting agenda for approval.

❖ **Next meeting date is scheduled for August 6th, 2014 at City of Doral's City Hall**
Councilwoman Sandra Ruiz announced that the City of Doral would be hosting the MAB's August 6th meeting at City Hall.

Chairman Diaz expressed appreciation to Councilwoman Ruiz for offering to host the meeting at Doral's City Hall. He noted Doral was a major military city.

Mr. Cruz noted he would disseminate information regarding the MAB's next meeting which would be held on Wednesday, August 6, 2014, at City of Doral City Hall, on the first floor.

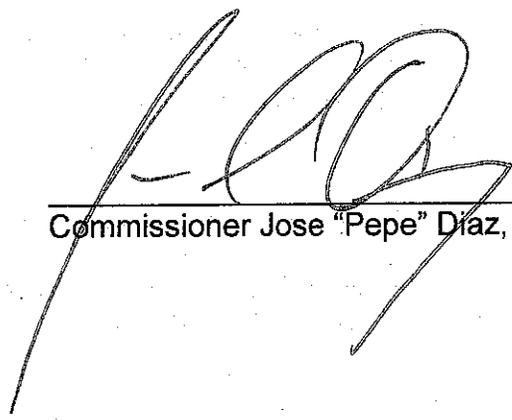
❖ **Discussion items for the next agenda**

Chairman Diaz asked MAB members to review the draft budget. He stated the MAB members had expressed consensus to create an initiative that would provide assistance to veterans in the community. Chairman Diaz noted he had not received any feedback, and he asked MAB members to provide Mr. Cruz with ideas on this proposal for the

next meeting. He noted the MAB was involved in the Veterans Court to assist the Court system; however, he believed there were other initiatives that the Board could be involved in. Chairman Diaz indicated that he planned to lobby Tallahassee strongly for funds for the Veterans Court.

❖ **Adjournment**

There being no further business to come before the Military Affairs MAB, the meeting adjourned at 7:19 p.m.



Commissioner Jose "Pepe" Diaz, Chairman



Military Affairs Board
July 2, 2014

Prepared by: Judy Marsh

EXHIBITS LIST

NO.	DATE	ITEM #	DESCRIPTION
1	07/02/14		Meeting Agenda
2	07/02/14		Task Force Courage 5k Ruck Run
3	07/02/14		MAB's Procurement Practices
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MIAMI-DADE COUNTY
OFFICE OF THE CHAIR
MILITARY AFFAIRS ADVISORY BOARD
MONTHLY MEETING
WEDNESDAY, July 2nd, 2014
6:00 PM

FIRE FIGHTERS MEMORIAL BUILDING
8000 NW 21 Street, Doral, FL 33122
AGENDA

- ❖ **Welcome**
- ❖ **Moment of Silence / Pledge of Allegiance**
- ❖ **Board Member Roundtable**
- ❖ **Old Business**
 - **Veterans Court Update**
 - **MAB Account Update**
 - **Golden Veterans Parade Screening in NMB**
 - **70th Anniversary of D-Day Display at County Hall**
 - **Medal of Valor Ceremony**
 - **Korean War Veteran Proclamation Presentation**

❖ **New Business**

- **Office of the Commissions Auditor Report presented by Charles Anderson**
- **BRAC Committee Introduction/Update**
- **MAB Brochure presented by Diana Gonzalez**
- **Medal of Valor Ceremony, approval of payment for food for the families**

- **Approval of minutes (May 2014)**

❖ **Next meeting date is scheduled for August 6th, 2014 at City of Doral's City Hall**

❖ **Discussion items for the next agenda**

❖ **Adjournment**

Miami-Dade Military Affairs Board Brief
Task Force Courage 5k Ruck Run

2 July 14

Entry Fee

Event Pricing		Military/Student Price	Dollar Discount	Starts
INDIVIDUAL		15%		
Early Bird	\$ 45	\$38.25	\$ 6.75	Tuesday, July 15, 14
Back To School	\$ 55	\$46.75	\$ 8.25	Tuesday, October 7, 14
Full Price	\$ 65	\$55.25	\$ 9.75	Wednesday, October 22, 14
TEAM				
Early Bird	\$ 90	\$76.50	\$ 13.50	Friday, July 4, 14
Back To School	\$ 110	\$93.50	\$ 16.50	Tuesday, October 7, 14
Full Price	\$ 130	\$110.50	\$ 19.50	Wednesday, October 22, 14

Activity Schedule

- 4:00pm - Build In
 - Port-a-lets (5)
 - Sheds
- Timing Truck & Trailer
- 4:30pm - Silver Wings Ground Crew Arrives
- 5:30pm - Silver Wings Jumpers depart for airport (TBD)
- 6:00pm - H.E.L.O. crew establishes & maintains drop zone perimeter
- 6:00pm - Arrival of 13th Army Band at Bandshell
- 6:15pm - Kiddy Ruck Run 1 Mile w/ 5pound backpack
- 7:00pm - Entrants are called to the assembly area from Bandshell
- 7:10pm - Video presentation on the 34 Miami-Dade casualties
- 7:23pm - VIP Introduction
- 7:30pm - US Army's Silver Wings Parachute Demonstration Team jumps from 6,000ft with US flag while National Anthem is played
- 7:45pm (+/-) - Start of 5k Ruck Run on the beach at 72nd Street, heading north on the beach just east of the dune to 84th Street looping around near the water's edge south to 64th Street then heading north along the dune to 72nd Street then weaving its way to the Southeast entry to bandshell and finish line.
- 15 minutes after the first female finisher finishes awards will be presented.
- 9:45pm - Approximate time the last entrant will cross finish line
- 10:00pm - Tear Down
 - Sheds
 - Timing Truck
 - Port-a-lets (5)
 - Clean Up

Miami Beach Permit

- Letter from the H.E.L.O. Foundation for fee waiver is in process of being submitted to the City of Miami Beach
- Permit application is complete, awaiting issuance of Insurance certificate from K&K Event Insurance Company

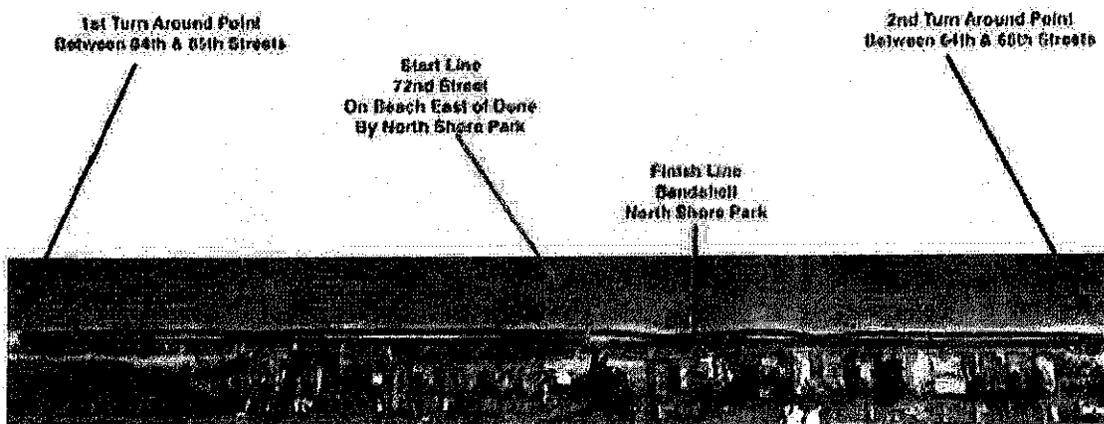
Road Closures

None are required

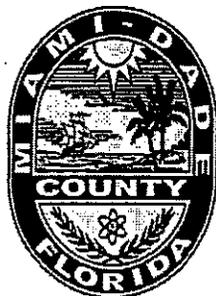
Miami-Dade Military Affairs Board Brief
Task Force Courage 5k Ruck Run

2 July 14

- Pyrotechnics** None used on the site.
Silver Wings will use them from 6,000ft to 10ft above ground
- Coordination**
- 1. Florida Department of Environmental Protection**
 - Since the Ruck Run will take place during "Turtle Nesting Season" a Florida DEP permit is necessary.
 - "SPECIAL EVENT PERMIT CONDITIONS FOR MARINE TURTLE PROTECTION" has been submitted to DEP.
 - 2. DOD, FAA, USCG & - Silver Wings Parachute Demonstration Team**
 - HELO/Project Courage completed *DoD Form 2535*
 - Submitted it to the City of Miami Beach for the "venue owner's" signature.
 - Waiting to submit it to the US Army @ Fort Benning, GA.
 - US Army submits request to the FAA.
 - Copies of FAA permit are sent to all parties by the US Army
 - HELO/Project Courage will submit *Request for Aerial Support* to USCG Miami for use of HC 140 for the jump platform for Silver Wings.
 - Request to Miami Beach PD for police escort for the jumpers is required from the "Drop Zone" site to Opa Locka airport.
 - 3. 13th ARMY Band DD Form 2536** was submitted to the Florida National Guard and received by Crystal McNairy at Florida National Guard HQ.
 - 4. Safety Boat Request** will be sent to MDPD Marine Patrol to be on station during the parachute demonstration jump.
 - 5. Request to Southern Command** to secure/purchase, if possible,
 - 500 turned in/surplus "ALICE" or "MOLLE" packs
 - 500 surplus T-shirts
 - 1,000 surplus chemlites (500 red, 500 green)
- Markings**
- Each entrant will wear two chemlites - red in the front and green on the back.
 - Course will have a series of chemlites stretching from 84th Street to 64th Street. Entrants are to keep blue chemlites on their right.
 - Turn around points will be marked in red, white and blue chemlites.
- Parking** All entrants will be encouraged to car pool as much as possible as well as utilize the 1,186 metered parking spaces in and around North Shore Park.



7/1/2014



MIAMI-DADE COUNTY BOARD OF COUNTY COMMISSIONERS

OFFICE OF THE COMMISSION AUDITOR

**REVIEW OF THE MILITARY AFFAIRS BOARD
PROCUREMENT PRACTICES**

Project Number 14-633151

July 1, 2014

**Charles Anderson, CPA
Commission Auditor**

Auditors

Antonio Crawford, CIA, CFE, CGAP, CRMA
Neil R. Singh, CPA

Auditor-In-Charge
Audit Manager

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Miami, Florida 33128
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7-2-14 MAB

7/1/2014

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7/1/2014



**BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**

M E M O R A N D U M

TO: Honorable Rebeca Sosa, Chairwoman
and Members, Board of County Commissioners

FROM: Charles Anderson, CPA
Commission Auditor

DATE: July __, 2014

SUBJECT: Review of the Military Affairs Board Procurement Practices

In accordance with Resolution No. 868-13 approving Implementing Order (IO) 3-59, the Office of the Commission Auditor (OCA) is submitting this report for the quarters ended December 31, 2013, and March 31, 2014, on the Miami-Dade County Military Affairs Board (MAB) procurement practices.

We thank the staff of the Office of Community Advocacy for their cooperation and input throughout this review.

Please let me know if you need additional information.

Cc: Honorable Carlos Gimenez, County Mayor
R. A. Cuevas, Jr., County Attorney
Mary T. Cagle, Inspector General
Cathy Jackson, Director, Audit & Management Services
Rene Diaz, Director, Community Advocacy
Gustavo Cruz, Director, Military Affairs Board, Community Advocacy
Neil R. Singh, Audit Manager

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I. OBJECTIVE AND SCOPE

Resolution No. 868-13 approving *Implementing Order (IO) No.: 3-59: Procurement of the Miami-Dade County (County) Military Affairs Board (MAB)* became effective November 1, 2013. This resolution requires the Office of the Commission Auditor (OCA) or the Office of the Inspector General (OIG) to review the procurement process, and to present the Board of County Commissioners (BCC) with a report of MAB purchase activities on a quarterly basis.

The objective of this review was to:

1. Review MAB purchases/expenditures to determine whether they are in compliance with IO 3-59.
2. Determine reasonableness, adequacy, and propriety of expenditures documentation.

This report examined MAB purchases for the first two quarters of FY 2013-14 from October 1, 2013 through December 31, 2013, and January 1, 2014 through March 31, 2014.

II. BACKGROUND

Military Affairs Board

On May 17, 2012, the BCC created the MAB to advance the goals identified in Section 2-2102 of the County Code. These goals generally relate to supporting and recognizing active, reserve, retired, disabled, and deceased military personnel and their families, and being their advocate on matters such as health care, housing, employment, education, pension etc. Moreover, the objective of MAB is to increase awareness and support for our military personnel serving in the armed forces around the world.

Creation of the MAB granted this entity the power to solicit and approve contracts to accomplish the public purposes set forth in Section 2-2102 of the County Code. The BCC directed the MAB to create an Implementing Order to be approved by the BCC that would establish a framework for the MAB to exercise its purchasing power.

Implementing Order 3-59

On October 22, 2013, the BCC issued resolution R-868-13 approving IO 3-59. IO 3-59 requires the MAB director to make all reasonable efforts to obtain competitive prices for the goods and services procured, and to maintain documentation describing those efforts. Efforts to obtain competitive prices shall include, but not be limited to, obtaining quotes and comparison of prices to published prices and to prices in other contracts.

The MAB director, in consultation with the County Attorney's Office and the Internal Services Department (ISD), is required to develop bid forms, Request for Proposals (RFP) and Request for Qualifications (RFQ) documents. Policies and Procedures are also required to implement the intent of this IO.

Only purchases above \$250K require competitive bids. The MAB director is authorized to waive this requirement at his discretion; however, documentation is required to justify the waiver.

III. METHODOLOGY

This review consisted principally of inquiries of personnel and examination of purchase documentation such as invoices, approval forms, and written records describing efforts to obtain competitive prices for the goods and services procured.

We prepared this report based on information obtained from the Financial Accounting Management Information System (FAMIS) Data Warehouse, and supporting information provided by the MAB director and the Miami-Dade Parks, Recreation and Open Spaces Department.

Revenue for the two quarters under review totaled \$246,866 and is summarized in Table I. The source of these revenues was donor cash contributions, with one single donor contributing \$200,000. Expenditures for the two quarters totaled \$169,206. These expenses were mainly incurred in hosting the November 8, 2013 Veterans Day parade in downtown Miami. MAB expenditures are currently recorded in 12 expenditure accounts (Please see Attachment I). OCA reviewed \$154,173 or 91% of the expenditures allocated to these accounts. The expenditures were judgmentally selected and reviewed for propriety and reasonableness. Further, supporting documentation such as original invoices was observed, and vendors' existence was confirmed. See Attachment I and II for expenditures allocated to each account and the sample tested.

Table I
Quarterly Revenues and Expenditures

Period (Quarter)	Revenues	Expenditures
October 1 thru December 31, 2013	241,980	160,972
January 1 thru March 30, 2014	4,886	8,234
Total(s)	<u>\$ 246,866</u>	<u>\$ 169,206</u>

IV. SUMMARY RESULTS

OCA analysis of MAB expenditures for the period under review determined that they were in compliance with the goals identified in Section 2-2102, and that the expenditures were reasonable and adequately supported by proper documentation as required by Resolution No. 868-13. However, as detailed below, the MAB procurement process did not always adhere with IO 3-59 requirements. We noted the following areas of noncompliance with IO 3-59:

- Bids and price comparisons were not always performed on all applicable purchases. As explained by the MAB director, reasons for non-compliance were due to issues related to the MAB hosting an event of this magnitude for the first time; time constraints; and lack of prior procurement experience. Items such as coins and medals were purchased out of state via a P-card, while T-shirts were purchased through ISD's copy center.

- The policies, procedures and supporting forms have not been developed.

V. OPPORTUNITIES FOR IMPROVEMENT

We believe that the experience gained in promoting the Veterans Day parade will help the MAB to be better prepared for the next major event in terms of being compliant with the requirements of resolution R-868-13 and IO 3-59. The following opportunities for improvement are recommended:

- Adherence to required guidelines by making all reasonable efforts to obtain competitive prices for goods and services whenever possible; comparison of prices to published prices; and to prices in other existing contracts.
- Develop bid forms, RFP, and RFQ documents, and policies and procedures in consultation with the County Attorney and ISD.

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ATTACHMENT I

MAB QUARTERLY EXPENDITURES

Account No.	Type of Expenditures	October 1, 2013 thru December 31, 2013	January 1, 2014 thru March 31, 2014	Total Amount
21030	Other Professional Services	\$ 44,850	\$ -	\$ 44,850
26051	GSA Postage	94	-	94
31420	Sponsorships/Marketing Items Promotional	6,555	5,355	11,910
31510	Outside Printing	4,620	-	4,620
32250	License and Permit Fees	-	173	173
33060	Special Services	103,451	1,225	104,676
45019	Other Construction Materials & Supplies	866	-	866
47012	Miscellaneous Supplies	-	75	75
49220	Food	-	688	688
49660	Miscellaneous Other Operating Supplies	537	-	537
60645	Scholarship and Fellowship Grants (1099 RPT)	-	-	-
95021	Computer Equipment Other than PC	-	717	717
	TFCC Military Affairs Board Trust Fund	<u>\$ 160,973</u>	<u>\$ 8,233</u>	<u>\$ 169,206</u>

ATTACHMENT II

MAB EXPENDITURES TESTED

Type of Expenditures	Total Amount	Sample Amount
Other Professional Services	\$ 44,850	\$ 44,850
GSA Postage	94	-
Sponsorships/Marketing Items Promotional	11,910	5,355
Outside Printing	4,620	-
License and Permit Fees	173	-
Special Services	104,676	103,251
Other Construction Materials & Supplies	866	-
Miscellaneous Supplies	75	-
Food	688	-
Miscellaneous Other Operating Supplies	537	-
Computer Equipment Other than PC	717	717
TFCC Military Affairs Board Trust Fund	<u>\$ 169,206</u>	<u>\$ 154,173</u>

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LINK TO:

PROJECT TRIAL BALANCE INQUIRY

3:04 PM

FISCAL MO/YEAR : 09 2014 CURRENCY CODE :
 PROJECT : 604TCF OTHER TRUST FUNDS - COMMUNITY AFFAIRS
 PROJECT DETAIL : 604328 OTHER TRUST FUNDS-MILITARY AFFAIRS BOARD
 FUND TYPE :
 FUND :
 SUBFUND :
 GRANT :
 GRANT DETAIL :

S ACCT	DESCRIPTION	JUNE 2014	BALANCE
101	EQUITY IN POOLED CASH	-30.23	76,712.52
165	MACHINERY, EQUIPMENT & FURNI	0.00	717.05
201	VOUCHERS PAYABLE	40.00	0.00
325	INVESTMENTS IN GENERAL FIXED	0.00	-717.05
411	ACTUAL REVENUES	-9.77	-246,958.64
431	EXPENDITURES	0.00	170,246.12
	PROJECT DETAIL TOTAL	0.00	0.00

F1-HELP F2-SELECT F4-PRIOR F5-NEXT
 F7-PRIOR PG F8-NEXT PG F9-LINK
 G005 - PRIOR RECORD DISPLAYED

Exhibit
 7-2-14 MAB