



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

March 19, 2003
As Advertised

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Board of County Commissioners

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(305) 375-1289



**METRO-MIAMI ACTION PLAN TRUST
MEETING OF MARCH 19, 2003**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:33 p.m., on March 19, 2003, at the Office of Metro-Miami Action Plan, 19 West Flagler Street, Mezzanine - Room 106, there being present Chairperson Dr. Marty Pinkston; Chair-Elect Mr. John T. Jones, Jr.; Trust members: Mr. Arthur J. Barnes, Mr. Tony Crapp, Jr., Ms. Marie B. Hyppolite, Ms. Beverly Kovach, Ms. Greicy Lovin Meighan, Mr. Andre McAden, Ms. Ruth Page, Mr. Herbert Robinson, Dr. Marzell Smith, Ms. Cynthia A. Stafford and Mr. Daniel A. Wick; the following members were excused absentees: Mr. Miguel A. Amion, Sr. and Ms. Effie McCartney-Donaldson; the following Trust members were absent: Dr. Bradford Brown, Mr. Torris Cooper and Mr. Benedict P. Kuehne; MMAP President/CEO Vincent Brown; Staff members: Mr. Randall Carr, Ms. Rachel Fredericq, Mr. Jose Gonzalez, Ms. Joann Hicks, Mr. Caesar Phillips, Ms. Traci Pollock, Ms. Natelege Powell, Mr. William Simmons, Ms. Gloria Taylor and Mr. Aaron Weeks; Mr. Gary Hartfield, Assistant to the Assistant County Manager Tony Crapp, Sr.; and Deputy Clerk Jovel Shaw.

Chairperson Pinkston called the meeting to order at 12:33 p.m. and asked for any changes to today's agenda. She also noted a supplement to the agenda.

Mr. Barnes requested that agenda items II (O) entitled, "Small Business Administration Agreement" and II (P) entitled, "Memorandum of Understanding."

It was moved by Ms. Kovach that the Trust's meeting agenda be adopted as amended to include agenda items II (O) and II (P). This motion was seconded by Mr. Wick, and upon being put to a vote, passed unanimously by those members present.

APPROVAL OF MINUTES (Clerk of Courts)

No minutes were submitted for approval.

I. MONTHLY STATUS OF REPORTS

- A. Action Committees**
 - 1. Criminal Justice Sensitivity Action Committee**
 - 2. Education Action Committee**
 - 3. Community Economic Development Action Committee**
 - 4. International Trade Committee**

Chairperson Pinkston announced the foregoing monthly status reports were submitted for informational purposes.

- B. Units/Sections/Divisions**
 - 1. Fiscal Management**
 - 2. MLK Academy**

- 3. Teen Court**
- 4. Housing**
- 5. Economic Development**

The foregoing monthly status reports for Units/Sections/Divisions were not presented.

II. PRESIDENT's ITEMS

A. Opa-locka Community Development Corporation 23rd Annual Dinner

The foregoing report was not presented.

B. Tort Claim (MLK Academy)

The foregoing report was not presented.

C. MLK Academy Budget

The foregoing report was not presented.

D. Property Development and Management Services (PDMS) with Solid Waste

E. Property Development and Management Services (PDMS) between MMAP Trust and Foundation

Mr. Weeks presented the PDMS Agreements between the Miami-Dade Department of Solid Waste Management and the MMAP Trust. He also presented the PDMS Agreement between the MMAP Trust and the MMAP Foundation, and explained that these agreements did not include funding requests.

Responding to Dr. Smith's comments regarding the possibility of properties within the DSWM Agreement being transferred to the County, Ms. Weeks reminded members of the Trust that the DSWM could only transfer the development rights to MMAP. He noted, however, that the Foundation had targeted the acquisition of that property as one of its objectives.

Dr. Smith questioned the purpose of placing the PDMS between MMAP Trust and the Foundation on today's agenda.

Mr. Weeks stated the this agreement was reviewed and approved the Foundation and although it could be forwarded directly to the Foundation, it was presented to the Trust today in order to allow the MMAP Trust to make that determination or to provide direction regarding the appropriate process.

Following discussion regarding the PDMS agreements, Ms. Stafford suggested the MMAP Trust proceed these agreements to avoid potential budget reduction.

Following further discussion in connection with the foregoing agreements, Mr. Weeks encouraged the participation of the Community and Economic Development Chairperson in this process

Mr. Jones reminded staff that the policies and procedures established by the MMAP Trust should be followed in all contract negotiations.

It was moved by Chair-Elect Jones that the Trust approve the PDMS Agreements between the Miami-Dade Department of Solid Waste Management and the MMAP Trust, and the DPMS agreement between the MMAP Trust and the Foundation, with a caveat that the Community and Economic Development Action Committee participate in any forum(s) involving discussion of projects included within these agreements. This motion was seconded Ms. Hyppolite, and upon being put to a vote, passed by a majority of those members present with one "No" vote by Ms. Lovin-Meighan.

- F. Northside Joint Development Agreement Status Report**
- G. Northside Metrorail Station Lease Draft copy**

The foregoing report were not presented.

H. Housing Consultants

It was moved by Chair-Elect Jones that the Trust approve the award of three contracts for the Request for Qualifications (RFQ) for the Housing Assistance Program (HAP) Consultant Services and Real Estate Development Consultant Services as follows:

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|---|----------|
| Home ownership Assistance Consulting Services | |
| South Florida Board of Realtists | \$10,000 |
| M-Car Consultant and Associates Inc. | \$25,000 |
| Real Estate Development Consulting Services | |
| M-Car Consultant and Associates Inc. | \$25,000 |

This motion was seconded by Ms Lovin-Meighan.

In response to Dr. Smith's request for an overview be provided by staff, Ms. Hicks presented the foregoing Memorandum of Approval entitled, "Multiple Contract Awards for Home ownership Assistance Program -- Request for Qualifications" for Home ownership Assistance Program Consulting Services and Real Estate Development Consulting Services.

The Trust considered a motion to award three contracts in the amount of \$60,000 from the Documentary Surtax funds for the Request for Qualifications (RFQ) for Home ownership Assistance Consulting Services to the South Florida Board of Realtists in the amount of \$10,000; the M-Car Consultant and Associates Inc. in the amount of \$25,000; and the Real Estate Development Consulting Services to the M-Car Consultant and Associates Inc. in the amount of \$25,000. This motion was seconded by Lovin-Meighan, and upon being put to a vote, passed by

a vote of 12-0, Trust members Mr. Amion, Dr. Brown, Mr. Cooper, Mr. Crapp, Jr., Ms. McCartney-Donaldson and Mr. Kuehne were absent.

I. Letter from Senator Bullard regarding Family Connection Program

The foregoing report was not presented.

J. Quarterly Progress Report Entrepreneurial Institute

The foregoing report was not presented.

K. Carrie Meek Foundation

Mr. Brown presented the foregoing Memorandum of Approval entitled "Carrie P. Meek Foundation," in which staff recommended that the Trust approve the purchase of a table and a half page advertisement to support the Carrie Meek Foundation. He noted the Carrie Meek Foundation was paying tribute to the Honorable Carrie P. Meek for her distinguished career as a public servant.

It was moved by Dr. Smith that the Trust approve an allocation in the amount of \$1,350 from the Charitable Contribution Fund for the purchase of a table and a half page advertisement to support the Carrie P. Meek Foundation. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 11-0, with Chairperson Pinkston who abstained due to a conflict, Trust members Mr. Amion, Dr. Brown, Mr. Cooper, Mr. Crapp, Jr., Ms. McCartney-Donaldson and Mr. Kuehne were absent.

L. Participation in the County Employee Assisted Housing Program

Ms. Hicks presented the foregoing Memorandum of Approval (MOA) entitled, "Request to Participate in the County Employee Assisted Housing Program Workshops." She noted as proposed, this MOA would authorize an expenditure of \$10,000 to fund costs associated with the County's Employee Assisted Housing Program Workshops. She noted the County Manager recommended each County's Housing agencies expend \$10,000 to participate in the County Employee Assisted Housing Program.

Following discussion among the members of the Trust regarding the County Employee Assisted Housing Program Workshops, it was moved by Chair-Elect Jones that the Trust approve funding in the amount of \$10,000 from the FY 2003 Documentary Surtax funds to defray costs associated with the County Employees Home ownership Program. This motion was seconded by Mr. Wick, and upon being put to a vote, passed by a vote of 12-1, with one "No" vote by Dr. Smith, Trust members Mr. Amion, Dr. Brown, Mr. Cooper, Ms. McCartney-Donaldson and Mr. Kuehne were absent.

M. Conference Report

Ms. Traci Pollock provided a brief overview of the status of the MMAP 20th Annual Conference and introduced the conference consultants Ms. Stephanie Broomfield and Ms. Christa Dean, who presented the foregoing Consultant Update Report, dated March 19, 2003.

Ms. Bromfield presented an itinerary of events scheduled for Thursday, May 8, 2003, which she noted included "An Evening with Nancy Wilson," at the Jackie Gleason Theater of the Performing Arts along with a VIP Reception. She briefly summarized issues relating to the contract by Miami-Dade County General Services Administration, the cost for tickets, the expenses for Nancy Wilson, the sponsors for the event, and the potential gross revenue gains. Ms. Bromfield also provided an update on the status of plans for the induction of Nancy Wilson into the Gleason "Walk of Stars."

Ms. Dean presented the MMAP Conference Consultant Update Report followed by a discussion among Trust members regarding the sponsorships for the conference and the marketing strategies for the VIP Reception featuring Nancy Wilson.

The foregoing report was accepted.

N. Notice of Birth - Effie Donaldson

Chairperson Pinkston announced the birth of Harrison Robert Juan Donaldson, the son of Trust member Effie McCartney-Donaldson. She asked that Trust members on volunteer basis make contributions to purchase a gift certificate. She also asked that a donation be made by individual Trust members.

O. Small Business Administration Agreement

In response to Mr. Barnes' request for a report on the status of the Small Business Agreement presented at the last meeting, Mr. Brown advised that a discussion was held with Ms. Althea Harris, the spokesperson from the United States Small Business Administration program regarding a contract to be presented to the Trust at a later date.

P. Memorandum of Understanding

In response to Mr. Barnes' request for a status of the Memorandum of Understanding pertaining to the Youth Academic Program designed to decrease risk factors in youth, Mr. Brown indicated he would review this matter and report back to the Trust.

III. TRUST ITEMS

A. Memorandum of Approval

1. Trustee Memorandum Congressional Tax Summit and Award

Chairperson Pinkston presented the foregoing Memorandum of Approval entitled, "Congressional Tax Summit and Award." She noted this MOA was from Mr. Amion regarding the Congressional Tax Summit for the 2003 Businessman of the Year Award.

It was moved by Chair-Elect Jones that the Trust ratify the Executive Committee's recommendation authorizing Mr. Amion to attend the Congressional Tax Summit on behalf of the Chairperson and members of the MMAP Trust. This motion was seconded by Dr. Smith, and upon being put to a vote, passed by a vote of 11-0, Trust members Mr. Amion, Dr. Brown, Mr. Cooper, Mr. Crapp, Jr., Ms. McCartney-Donaldson, Ms. Hyppolite and Mr. Kuehne were absent.

2. 54th Street Development Project

Chairperson Pinkston introduced Mr. Robert Henderson from the MMAP Foundation, Mr. Otis Pitts and Mr. Alben Duffie from Peninsula Developers/Teja Associates (PDTA), Inc.

Mr. Weeks provided an overview of the foregoing Memorandum of Approval entitled "Request for Loan to begin 54th Street Development Project." He noted the subject MOA was discussed at the last Trust meeting and involved a 120-day, zero interest loan, in the amount of \$75,000 to the MMAP Foundation for pre-development costs associated with the development of property located at the SW corner of NW 27th Avenue and 54th Street.

Mr. Robert Henderson, Jr., Chairman of the MMAP Foundation, appeared before the Trust to discuss the goals and objectives of the Foundation. He indicated that one of the Foundation goals was to become self-sustaining in the future.

Mr. Henderson stated the Foundation has identified six projects for short, mid-term, and long-term goals. He stated the first short-term goal and project identified was the 54th Street Development Project that had been vacant for some time. Mr. Henderson indicated \$75,000 was needed of community development funding to begin the project and explained that this project was time sensitive.

Mr. Henderson noted that as Chairman of the Foundation, his goal was to assist in the development of this project. He also noted the Foundation had partnered with PDTA, Inc. to develop the subject property located at the southwest corner of 54th Street and NW 27th Avenue. Mr. Henderson urged Trust members to approve this loan.

Following comments from Mr. Crapp, Jr. and other Trust members in connection with the administrative staff support for the Foundation, Chairperson Pinkston announced Ms. Joann Hicks was assigned to the Foundation prior to Mr. Henderson becoming Chairman of the Foundation. She stated Ms. Hicks was presently assisting Mr. Henderson due to her experience with the Foundation.

Mr. Henderson informed the Trust members that the Foundation staff would be assisting him with the six projects identified.

In response to Dr. Smith's comments regarding stationery and administrative staff for the Foundation, Chairperson Pinkston asked that all questions regarding the staffing be deferred, and that today's discussion be limited to the 54th Street Development project.

Mr. Otis Pitts, representing PDTA, Inc. appeared before the Trust to discuss the role of PDTA in this project.

Mr. Barnes expressed concern with PDTA, Inc. being involved in six projects simultaneously that included the foregoing project and efforts to increase the staffing levels need to complete this project within required timeframes.

In response to Mr. Barnes' concern, Mr. Pitts reassured Trust members that PDTA, Inc. had the ability and the experience to complete this project. He noted McDonald Restaurant, a potential tenant at the 54th Street Development, would be responsible the build out of its property on the subject site.

Mr. Pitts responded to comments made by Mr. Barnes regarding any impact to the Family Dollar Store located at the Edison Plaza. He noted that 560 Family Dollar Store franchises were opened within the last year, PDTA, Inc. had established a relationship with Family Dollar and a Family Dollar Store would be located at the 54th Street Development.

Following discussion in connection with the method of repayment of the \$75,000 to the Trust, Mr. Jones asked that PDTA, Inc., be required to sign a written document indicating that the \$75,000 would be due at closing.

It was moved by Mr. Jones that the Trust approve a 120-day loan in the amount \$75,000 to the MMAP Foundation to be used for pre-development costs associated with the development of property located at the SW corner of NW 27th Avenue and 54th Street. This motion was seconded by Mr. Crapp, Jr., and upon being put to a vote passed by a vote of 13-0, Trust members: Mr. Amion, Dr. Brown, Mr. Cooper, Ms. McCartney-Donaldson and Mr. Kuehne were absent.

SUPPLEMENTS TO AGENDA

II. TRUST ITEMS

A. Memorandum of Approval (MOU) 1. Agreement with School Board

Mr. Brown presented the foregoing MOU entitled "Agreement with Miami-Dade County Public School Board," that recommended the Trust approve an agreement with the School Board. He stated this agreement would develop a partnership with teachers and administrators on creating an environment conducive to learning for low achieving students and provide strategies for parental involvement in order to enhance the education of children.

Dr. Smith stated an agreement had not been reached with the School Board.

Following discussion among the Trust members in connection with the foregoing item, Chairperson Pinkston announced that the foregoing item would be withdrawn from today's agenda.

2. Agreement with Miami Bridge

Mr. Brown presented the foregoing Memorandum of Approval (MOU) entitled "Agreement with Miami Bridge Youth and Family Services, Inc." which recommended that the Trust approve an agreement with the Miami Bridge Youth and Family Services, Inc. to provide services to runaway, homeless, and ungovernable youth ages 10-17 and their families in District 11.

It was moved by Chair-Elect Jones that the Trust approve the interagency agreement between MMAP and Miami Bridge Youth and Family Services, Inc. to provide services to runaway, homeless and ungovernable youth ages 10-17 and their families in District 11. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 12-0, Trust members Mr. Amion, Dr. Brown, Mr. Cooper, Mr. Crapp, Jr., Ms. McCartney-Donaldson, Ms. Hyppolite and Mr. Kuehne were absent.

3. Charitable Contribution for NAACP

Chairperson Pinkston presented the foregoing request from the Charitable Contribution Fund for the NAACP 15th Annual Freedom Fund Banquet.

It was moved by Dr. Smith that the Trust approve an allocation in the amount of \$500.00 from the Charitable Contribution Fund for the purchase of five tickets to the NAACP 15th Annual Freedom Fund Banquet. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed by a vote of 11-0, Trust members Mr. Amion, Dr. Brown, Mr. Cooper, Mr. Crapp, Jr., Ms. McCartney-Donaldson, Ms. Hyppolite and Mr. Kuehne were absent.

4. Memorandum of Approval (MOA) for Affordable Housing Loan

Mr. Weeks presented the foregoing Memorandum of Approval entitled "MMAP Foundation Request for Loan to Develop Affordable Housing," recommending that would the Trust approve a loan in the amount of \$275,000 to the MMAP Foundation to support the development of affordable housing for low to moderate income families.

Discussion ensued among Trust members in connection with various projects for affordable housing that would benefit the Trust and the Foundation.

Ms. Lovin-Meighan suggested that the Executive Committee consider additional affordable housing projects by the Foundation at a later date.

Dr. Smith recommended the affordable housing projects should be reviewed by the appropriate committee and then presented to the Executive Committee prior to being considered by the Trust.

Discussion ensued in connection with the time sensitivity for moving forward on the affordable housing projects before another entity acquired those subject properties.

It was moved by Mr. Jones that the Trust approve a loan in the amount of \$275,000 to the MMAP Foundation to support the development of housing for low to moderate income families; to perform all legal, accounting, financing, procurement, design, construction, and other pre-developmental and development activities necessary to develop affordable housing projects; with a proviso that the Chairperson of the Community and Economic Development Action Committee be allowed to participate in any forum(s) held to discuss these projects. This motion was seconded by Dr. Smith, and upon being put to a vote, passed by a vote 13-0, Trust members: Mr. Amion, Dr. Brown, Mr. Cooper, Ms. McCartney-Donaldson and Mr. Kuehne were absent.

5. 54th Development Project Property

See Agenda Item III A(2).

6. Fiscal Management

Following comments by Trust members regarding the total amount of expenditures and the loan payment for Teen Court, Chair-Elect Jones suggested the foregoing be deferred and referred.

Chairperson Pinkston announced the foregoing item would be referred to the Budget Committee for review and presented at the next Executive Committee meeting prior to coming back to the Trust.

NON-AGENDA ITEMS:

1. Ms. Dishon Blue, a former Teacher Assistant, Martin Luther King, Jr. Leadership Academy, appeared before the Trust to discuss concerns with her recent termination from the MLK Academy.

In response to the concerns raised by Ms. Blue, Chairperson Pinkston stated no recommendation could be made at this time by the Trust, and she advised that the issues need to be reviewed by the Administration. She advised Ms. Blue that the information provided would be acceptable for informational purposes only.

2. In response to Mr. Crapp, Jr.'s comments regarding the process to hire consultants for the Trust, Mr. Brown stated any consultants hired for professional services in an amount that exceeds \$25,000 must be approved by the Trust.

Discussion ensued among the Trust members regarding the Trust's process for approval of professional services agreement pertaining to the MLK Academy.

Ms. Stafford requested that options be presented regarding the issue of hiring the teachers and non-instructional staff for the MLK Academy.

In response to Ms. Stafford's request, Mr. Brown stated that staff was meeting with the Miami-Dade County Employee Relations Department to review the issue of hiring the teachers and staff at the MLK Academy as County employees.

Ms. Stafford stated as Chairperson of the MLK Academy Advisory Committee the foregoing matter would be reviewed by the Executive Committee prior to being presented to the Trust.

Ms. Lovin-Meighan suggested that the feasibility of utilizing the services of retired teachers be reviewed as an option to address the hiring of teachers at the Academy if there was a budgetary constraint.

Mr. Brown indicated options would be presented to the Trust at a later date.

Chair-Elect Jones stated the Trust should have permanent employees if the Trust was going to continue to operate the MLK Academy. He emphasized the importance of keeping the Trust informed of all issues concerning the Academy.

Mr. Brown informed the Trust that there will be another round of layoffs due to the budget deficit in terms of not having the required number of students enrolled. He noted the school currently had an enrollment of 154 students. He stated last school year the Academy had no concerns with the issue of student enrollment. He stated a morale issue existed with permanent employees, and it needed to be addressed. He stated employee morale and team work were more of a concern.

Mr. Robinson discussed the budget deficit for the MLK Academy and the possibility of identifying another funding source to address the needs of the Academy. He indicated staff should not be laid off due to lack of funding. He agreed with his colleagues that options should be presented for the Trust's consideration.

Mr. Brown stated non-instructional staff would be laid off first versus the instructional staff such as office support and security. He expressed the difficulty in laying off staff.

Dr. Smith stated that the President/CEO determined to deviate from the Trust's process to use Miami-Dade County Public School teachers and hired staff after realizing the budgetary deficit. He noted, at that point in time, it was too late return to MDCPS to hire teachers for the Academy.

Dr. Smith indicated the President/CEO assumed that the Trust supported his approach to hire teachers. He noted the Trust became aware of his approach based upon information being presented to the Trust regarding a saving of \$24,000 for the Trust. He discussed staff's recommendation to hire consultants and the Trust, at that time, did not support that recommendation. He stated monitoring and accurate record keeping must be in placed when hiring consultants.

Discussion ensued between Chairperson Pinkston and Dr. Smith regarding the contract with the Miami-Dade County Public School Board.

Ms. Stafford, Chairperson of the MLK Academy Advisory Committee, requested the assistance of a Co-Chair for the MLK Academy Advisory Committee and recommended that Ms. Kovach and Ms. Lovin-Meighan serve as Co-Chairperson for the Committee.

In response to Ms. Stanford's recommendation, Ms. Kovach accepted the position to serve as Co-Chairperson of the MLK Academy Advisory Committee.

3. Mr. Crapp, Jr., requested that the entire contracting process be reviewed by the Executive Committee. He asked that the criteria and the President/CEO authority be included in this review as it pertained to his authority to execute contracts in an amount not to exceed \$25,000 without the Trust consideration.

In response to Mr. Barnes' comments regarding written procedures or guidelines for execution of contracts, Chairperson Pinkston indicated the foregoing was a policy issue that should be addressed by the Trust.

ADJOURNMENT

There being no further business to come before the Trust, the meeting was adjourned at 3:07 p.m.

Chairperson Dr. Marty Pinkston