



# **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

June 18, 2003  
As Advertised

Harvey Ruvin, Clerk  
Board of County Commissioners

Kay Madry Sullivan, Director  
Clerk of the Board Division

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**METRO-MIAMI ACTION PLAN TRUST  
MEETING OF JUNE 18, 2003**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:35 p.m., on June 18, 2003, at the Office of Metro-Miami Action Plan, 19 West Flagler Street, Mezzanine - Room 106, there being present Chairperson Dr. Marty Pinkston; Trust members: Mr. Arthur J. Barnes, Mr. Tony Crapp, Jr., Mr. Robert Holland, Ms. Marie B. Hyppolite, Ms. Beverly Kovach, Mr. Benedict P. Kuehne, Mr. Omar Malone, Mr. Joseph H. Mathos, Ms. Ruth Page, Mr. Herbert Robinson, Dr. Marzell Smith, Ms. Cynthia A. Stafford and Mr. Daniel A. Wick; (The following members were absent: Chair-Elect Mr. John T. Jones, Jr.; Trust members: Dr. Bradford Brown, Mr. Torris Cooper, Mr. Thomas B. Donaldson, Ms. Greicy Lovin Meighan and Mr. Andre McAden); MMAP President/CEO Vincent Brown; Staff members: Ms. Cindy Campbell, Ms. Rachel Fredericq, Mr. Jose Gonzalez, Ms. Joann Hicks, Mr. Caesar Phillips, Ms. Traci Pollock, Ms. Natelege Powell, Ms. Rashada Simmons, Mr. William Simmons, Ms. Gloria Taylor, Mr. Joey Walker and Mr. Jeffrey Watson; and Deputy Clerk Jovel Shaw.

Chairperson Pinkston called the meeting to order and welcomed new Trust members Robert Holland, Omar Malone and Joseph Mathos.

Chairperson Pinkston stated a clarification had not provided from the Clerk of the Board's Office regarding Ms. Stafford and Mr. Barnes' membership status. She pointed out, if Ms. Stafford and Barnes were not official members of the Trust, a quorum was not present in order to vote on action items due to the expiration of their terms. Dr. Pinkston indicated when a vote was required; the action item may be deferred until a quorum was present.

In response to Chairperson Pinkston's request for any changes to today's agenda, Dr. Smith requested that Agenda Items III (A) 3 entitled, "MMAP Trust Nominating Council" and III (A) 4 entitled, "Request from the Albert Leroy Moss Foundation, Inc." be added to the agenda. He also requested that discussion be held regarding a leadership conference scheduled in September 2003, which pertained to the Florida Comprehensive Assessment Test (FCAT). Dr. Smith requested support from the Trust regarding a City of Miami Project entitled, "Back to School without a Bang", which the City of Miami Commission had approved.

Chairperson Pinkston asked Dr. Smith to report the leadership conference and the City of Miami Project as part of the Education Committee report.

In response to Mr. Barnes' request for the Trust to meet with the new County Manager, Chairperson Pinkston asked Mr. Brown to scheduled a meeting with County Manager George Burgess.

It was moved by Dr. Smith that the Trust's meeting agenda be adopted as amended to include agenda items III (A) 3 and III (A) 4. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed unanimously by those members present.

## **APPROVAL OF MINUTES (Clerk of Courts)**

**February 19, 2003**

**March 19, 2003**

**April 16, 2003**

It was moved by Mr. Mathos that the Trust meeting minutes of February 19, 2003, March 19, 2003 and April 16, 2003 be approved. This motion was seconded by Mr. Crapp, Jr., and upon being put to a vote, passed unanimously by those members present.

Responding to concerns raised regarding time to review the meeting minutes, Chairperson Pinkston requested members of the Trust to review the minutes and discussion could be held at the MMAP Trust Annual Retreat, if necessary.

Discussion ensued among members of the Trust regarding the cost for the Retreat and the reception.

### **I. MONTHLY STATUS 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.

Dr. Smith presented a program entitled, "Back to School without a Bang" and provided an overview of the program. He indicated efforts would be made to involve the MLK Academy, the City of Miami, Miami-Dade County and the MMAP Trust in this event which was scheduled for September 19, 2003.

Dr. Smith discussed a Leadership Conference at which principals and assistant principals from Miami-Dade County Public Schools were in attendance along with students from the MLK Academy and the 5000 Role Models of Excellence. He noted discussion was held in connection with the Florida Comprehensive Assessment Test.

In response to Dr. Smith's concern regarding cooperation from staff, Mr. Brown pointed out there was a lack of communication that resulted in the misunderstanding regarding the transportation of MLK Academy students to the conference.

#### **B. Units/Sections/Divisions**

- 1. Fiscal Management**
- 2. MLK Academy**

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

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

## **II. PRESIDENT ITEMS**

### **A. Conference Report**

Dr. Smith suggested that Trust members be given additional time to review the Conference Report.

Ms. Pollock provided an overview of the 20<sup>th</sup> Anniversary Conference Report and noted the main objective was to increase awareness of critical issues that impact the growth and mobility of underserved communities was achieved. Ms. Pollock stated the workshops focused on subject matters such as nonviolent economics and faith based community economic development. She noted more than 800 people attended the MMAP conference and the conference's success was measured by feedback via e-mail and letters over the course of the week following the conference along with the comments on the evaluations. Ms. Pollock noted the success of the Town Hall meeting.

Mr. Carr provided an overview of the 20<sup>th</sup> Annual MMAP Conference Budget Report.

In response to Mr. Crapp comments regarding the projected revenue for the MMAP Conference, Mr. Brown stated the projected revenue for the MMAP Conference was based upon information available at that time. He reminded the Trust that numbers were not available from a historical perspective and staff projected the amount of expenses. Mr. Brown pointed out expenses in the amount of \$60,000 were not approved by him. He noted these expenses included print, media, General Services Administration (GSA) printing materials and a \$5,800 expense for broadcasting through Clear Channel.

In response to Mr. Crapp comments regarding the revenue generated from the concert, Mr. Brown stated the intent of the revenue generated was to offset the cost for the MMAP Conference.

Discussion ensued among members of the Trust and staff regarding the projected and actual revenue generated.

Mr. Barnes suggested that a procedure or process be implemented to delegate only the President/CEO the authority to execute all documents and invoices on MMAP's behalf.

Chairperson Pinkston asked staff to retrieve a copy of the invoice in question to verify the signature and if the signature was unauthorized, the staff member or consultant should be reprimanded. She stated a letter would be sent to the consultants informing them of the Trust's concerns with the conference report.

Further discussion was held in connection with safeguards to prevent any staff member from authorizing any expenditure of funding on MMAP's behalf.

Mr. Mathos pointed out in this Conference report, there was no recommendation for fiscal control for next year and noted fiscal management need to be addressed.

Following discussion between Trust member Mathos and Mr. Brown regarding the Miami-Dade County Public School (MDCPS) Board commitment, Mr. Brown acknowledged the MDCPS did not commit to the \$10,055 for this year's conference.

Ms. Stafford suggested that the Chairperson of the Trust appoint a committee composed of Trust members to develop, plan, conduct contract negotiations with the consultant and prepare the budget for the next MMAP Annual Conference.

Chairperson Pinkston stated she was aware that planning a conference was time consuming and this year the role of the consultant hindered MMAP in this process.

Mr. Kuehne suggested that the incoming Chairperson of the Trust had agreed to appoint a Committee that would decide the role and scope of the 21<sup>st</sup> Annual Conference. He noted the MMAP would probably not receive any more funding for a conference due to MMAP being in a fairly stagnant revenue generation position. Mr. Kuehne discussed the possibility of obtaining a title sponsor for the conference. He stated the Trust might use its internal funding to fund the annual conference. Mr. Kuehne pointed out the conference should be viewed as a project similar to the MMAP HAP and the MLK Academy and not a revenue stream.

Discussion ensued among members of the Trust regarding the real intent for the annual conference, being informed daily of the status of the conference and being more responsible for financial reports.

Mr. Kuehne recommended that the expenditures and the funding sources be identified by the Trust. He requested that the \$215,000 in funding sources be placed on the next Trust agenda for consideration.

Mr. Holland suggested that the Trust and staff review all failures regarding the MMAP Annual Conference. He stated the review should begin this summer along with setting the policies and parameters for next year's conference.

Ms. Hyppolite agreed with Ms. Stafford in the appointment of a committee to oversee the planning of the annual conference.

Mr. Barnes suggested an ongoing standing committee for the annual conference planning be established.

It was moved by Mr. Kuehne that the Trust decide the allocation of funds to pay for the \$215,437.49 MMAP Annual Conference cost shortfall. This motion was seconded by Mr. Wick, and upon being put to a vote, passed by a vote of 13-1, (Trust member Dr. Smith voted “No”) (Trust members Dr. Brown, Mr. Cooper, Mr. Donaldson, Mr. Jones, Ms. Lovin-Meighan, Mr. McAden and Dr. Williams were absent).

In response to Mr. Kuehne’s recommendation that the President/CEO assign a senior level staff person to the MMAP Conference, Mr. Brown informed the Trust that Ms. Pollock would be given this additional responsibility.

Mr. Kuehne recommended that periodic reports be provided to the Trust regarding MMAP staffing issues.

Mr. Robinson discussed the intent of the Annual MMAP Conference to bring forth issues raised by the community and advocate to eliminate those issues or concerns. He suggested that funding be earmarked for the annual conference.

Mr. Crapp requested that the MMAP Organizational Chart be reviewed at the Trust Retreat and that information be provided to Trust members prior to the Retreat including all job descriptions and salaries.

Mr. Brown noted the organizational chart was reviewed and a reorganization chart was submitted to the County Manager’s Office but never addressed.

Later in the meeting, Ms. Pollock presented the Management Report pertaining to the 20<sup>th</sup> Anniversary Conference for the MMAP Trust. She noted the report provided recommendations to improve future conference planning.

### **B. Second Quarter Management Report**

The foregoing report was not presented.

### **C. Newly Appointed MMAP Trust Members**

Chairperson Pinkston welcomed the new Trust members present who were Robert Holland, Omar Malone and Joseph Mathos and asked that the newly appointed Trust members introduce themselves.

### **D. MOA St. John Community Development Corporation Charitable Request**

Mr. Brown presented the Memorandum of Approval entitled, “St. John Community Development Corporation (SJCDC) Charitable Contribution Request” which recommended that the Trust approve an expenditure in the amount of \$400.00 from the Charitable Contribution Fund for a table at SJCDC and Miami-Dade Community College

whose sponsoring the Fourth Annual “Things Are Cooking in Overtown” Gala, a culinary event.

It was moved by Mr. Crapp that the Trust approve an expenditure in the amount of \$400.00 from the Charitable Contribution Fund to purchase a table for the SJCDC Fourth Annual “Things Are Cooking in Overtown” Gala, a culinary event. This motion seconded by Dr. Smith for discussion.

Mr. Kuehne suggested that the \$400.00 be allocated to develop a joint program with SJCDC such as a Town Hall meeting to discuss redevelopment rather than the charitable contribution to SJCDC.

Upon being put to a vote, the Trust by motion duly made, seconded and carried, unanimously approved the foregoing Charitable Contribution to Saint John Community Development Corporation in the amount of \$400.00, (Trust members Dr. Brown, Mr. Cooper, Mr. Donaldson, Mr. Jones, Ms. Lovin-Meighan, McAden and Dr. Williams were absent).

## **I. TRUST ITEMS**

### **A. Memorandum of Approval**

#### **1. MOA The Reading Scene**

See note under Agenda Item II (A) 2.

#### **2. MOA MLK School-based referrals**

Dr. Smith pointed out the foregoing items should be reviewed by the Education Action Committee prior to being considered by the Trust. He moved that the foregoing Memorandum of Approvals be deferred. The motion died due to the lack of a second.

Ms. Kovach stated a meeting was held with Dr. Joyce C. Fine, Associate Professor, Coordinator of Reading Education, Florida International University (FIU), Ms. Lovin-Meighan, Dr. Brown, Ms. Fredericq and herself to discuss the foregoing tutorial program.

Ms. Fredericq pointed out the foregoing issue came before the Trust at a prior meeting and it was referred to the MLK Academy Oversight Committee. She provided an overview of the proposal for a community partnership between FIU and the Trust in which the Reading Scene, a Saturday tutoring center at the Teen Court building on Biscayne Boulevard would provide academic support for low-performing students and increase their reading performance. Ms. Fredericq stated the program would be available for MLK Academy students and would be paid out of the Teen Court budget in the amount of \$30,000.

Discussion ensued among members of the Trust regarding the MLK Academy Oversight Committee and the Education Action Committee's consideration of the foregoing MOA.

In response to Dr. Smith's concern regarding the assessment process for students participating in this program, Ms. Kovach informed the Committee that each student would be evaluated and a progress report would be provided to the Trust for accountability of the program.

Mr. Kuehne stated if the reading program was successful and helped students increase their reading performance, the Trust should document this program.

Following a brief discussion regarding the MLK Academy Computer Lab, Mr. Kuehne suggested any concern of members of the Trust should be presented to the Trust for discussion.

In response to Mr. Crapp's inquiry regarding the Budget Sheet attached to the letter from Dr. Fine pertaining to budget line item Consultant Services, Ms. Kovach stated graduate students would be overseeing this program and tutors would be paid a stipend for their services.

Following Mr. Mathos' comments regarding the time sensitive nature of the foregoing item, Ms. Fredericq stated it was the desire of staff to implement this program by August 2003.

Ms. Kovach pointed out Dr. Fine need to know the Trust's position on the foregoing matter in order to plan her curriculum for her students. She noted the Fall Semester for FIU would begin in August 2003.

Following further discussion, it was moved by Mr. Crapp that the Trust approve a contract in the amount of \$30,000 with Florida International University to provide a tutoring program called "The Reading Scene" to Miami-Dade County Teen Court students. This motion was seconded Ms. Kovach for discussion.

Mr. Kuehne requested the foregoing motion be amended to require a progress report be provided to the Trust at the end of each semester.

Upon being put to a vote, the motion as amended passed by a vote of 13-1, Dr. Smith voted "No" and Trust members Dr. Brown, Mr. Cooper, Mr. Donaldson, Mr. Jones, Ms. Lovin-Meighan, Mr. McAden and Dr. Williams were absent.

Ms. Fredericq presented the Memorandum of Approval entitled, "MLK School-based referrals" which recommended that the Trust grant authorization for MLK to refer students to Teen Court in lieu of suspension as part of the school-based referral program. She noted the MLK Academy Advisory Committee reviewed the school-based referral program, a pilot program to begin at the start of the new school year in August 2003. Ms. Fredericq provided an overview of the proposed program outlined in the MOA.

Mr. Crapp moved that the MOA regarding the MLK school-based referrals be deferred and referred to the Criminal Justice Sensitivity Action Committee for review.

Mr. Robinson suggested that the MOA pertaining to the MLK school-based referrals be referred to the Education Committee.

Following discussion among members of the Trust and staff regarding the purpose of the MLK Academy Advisory Committee, Mr. Kuehne recommended that the purpose of the advisory committee be revisited and discussed at the Annual Retreat.

In response to concerns raised pertaining to the MLK school-based referrals and the intent of the MLK Academy Advisory Committee, Mr. Brown withdrew the foregoing MOA.

Chairperson Pinkston stated the MLK Academy Advisory Committee would be discussed at the MMAP Trust Retreat scheduled for July 10 –13, 2003.

Mr. Crapp recommended that the MOA be referred to the following three committees: Criminal Justice Sensitivity Action Committee, Education Action Committee and the MLK Academy Advisory Committee.

In response to Mr. Crapp recommendation, Chairperson Pinkston stated consideration would be given to the foregoing matter after the Committee System had been reviewed for clarification on the responsibility of each committee.

In response to Dr. Smith's inquiry regarding the role of the administrative staff for the MLK Academy, Mr. Brown stated the MLK Academy administrative staff was provided with the information regarding the school-based referral program.

### **3. MMAP Trust Nominating Council**

In response to Dr. Smith's request for a clarification regarding the MMAP Trust Nominating Council and the revised ordinance pertaining to the Trust, Ms. Hicks explained the process and the role of the Nominating Council.

Discussion ensued among the members of the Trust regarding the Nominating Council and the nominating process for persons seeking appointment to the Trust.

Chairperson Pinkston informed the Trust, as a member of the Nominating Council; she abstained from voting on any recommended nominees to serve on the Trust.

In response to Mr. Crapp inquiry regarding a clarification on who appoints the Nominating Council, Ms. Hick noted the Miami-Dade County Mayor appoints the members of the MMAP Trust Nominating Council.

#### **4. Request from the Albert Leroy Moss Foundation, Inc.**

Mr. Crapp presented a letter from the Albert Leroy Moss Foundation, Inc. regarding the Peace in Da Hood Festival 2003 and provided a background on the festival. He noted the City of Miami Commission supported this festival. Mr. Crapp stated the City waived the administrative cost, however, funding was still needed for services required hosting this event.

Dr. Smith stated the foregoing festival would educate the community in the areas of HIV and AIDS, safe sex, abstinence, non-violence and the importance of education. He noted the Trust would have the opportunity to become a sponsor of this event.

Mr. Brown strongly encouraged the Trust to support the Peace in Da Hood Festival 2003.

It was moved by Dr. Smith that the Trust co-sponsor the Peace In Da Hood Festival 2003. Mr. Crapp seconded this motion for discussion.

Mr. Brown expressed concern and informed the Trust that County Manager George Burgess requested County departments to reduce their departmental budget from 5% to 10% across-the-board. He asked that before the Trust approves this request, consideration be given to a condition that the Trust seek funding for this event. Mr. Brown noted a 5% budget reduction (\$51,000) was already proposed, and now the County Manager was requesting an additional 5% reduction. He noted a contingency plan must be developed to address the initial budget shortfall.

Following his comments, Mr. Brown asked that staff be allowed to review the MMAP's budget and the possibility to allocate the funds for this event from the Teen Court's budget.

Following further discussion on the motion, Mr. Crapp offered an amendment to fund the festival in the amount of \$14,000 from the Education Committee.

Mr. Kuehne questioned the budget for this event, the level of contributions from other entities, the level of sponsorship and the role of MMAP's staff.

Mr. Crapp suggested that the coordinator of the festival meet with staff to discuss the logistics and the role of staff.

Upon being put to a vote, the Trust approved the motion as amended to allocate \$14,000 from the Education Action Committee's budget for the Peace in Da Hood Festival 2003, (Ms. Kovach voted "No") (Trust member Dr. Brown, Mr. Cooper, Mr. Donaldson, Mr. Jones, Ms. Lovin-Meighan, Mr. McAden and Dr. Williams were absent).

In response to Mr. Kuehne's comments regarding MMAP's involvement in the designing and planning to maximize the use of the \$14,000, Dr. Smith stated MMAP would be involved in the process.

## **SUPPLEMENTAL AGENDA**

### **I. PRESIDENT ITEMS**

#### **A. Conference Report including Budget**

#### **B. Invitation to review FIU's Metropolitan Center's proposed economic development plans**

Mr. Brown presented a letter from the City of Miami Springs extending an invitation to the Trust to review the Florida International University (FIU) Metropolitan Center's proposed economic development plans for the City of Miami Springs.

### **NON-AGENDA ITEMS:**

1. In response to inquiries by members of the Trust regarding the dates for the MMAP Annual Retreat, Chairperson Pinkston noted the Retreat would begin on Thursday, July 10, 2003 with a reception, an all-day workshop on Friday, July 11, 2003 and one half day on Saturday, July 12, 2003. She noted the Retreat would be hosted at the Sheraton Biscayne Bay on Brickell Point, 495 Brickell Avenue, and asked that Trust members confirm their attendance with Ms. Taylor.

2. Ms. Campbell provided an oral report on the Annual Youth Nonviolence Educational Historical Tour held June 11 –13, 2003.

3. Chairperson Pinkston presented a report entitled, "MLK Academy 2003 FCAT Reading, Math and Science Results." She noted discussion could be held at the Retreat regarding this report.

Ms. Simmons informed the Trust that four students at the MLK Academy received perfect scores on the FCAT.

4. Mr. Brown discussed the challenges faced regarding the MLK Academy building. He noted Florida Department of Transportation was considering whether or not to classify the building for eminent domain. Mr. Brown suggested that the Trust appoint an oversight committee to assist in the approval and the logistics pertaining to the relocation of the MLK Academy.

In response to the information provided by Mr. Brown, Chairperson Pinkston indicated that the foregoing issue could be discussed at the Executive Committee meeting.

## **ADJOURNMENT**

There being no further business to come before the Trust, the meeting was adjourned at 2:47 p.m.

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Chairperson Dr. Marty Pinkston