



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

October 15, 2003
As Advertised

Harvey Ruvin, Clerk
Board of County Commissioners

Kay Madry Sullivan, Director
Clerk of the Board Division

Jovel Shaw, Commission Reporter
(305) 375-1289



**METRO-MIAMI ACTION PLAN TRUST
MEETING OF OCTOBER 15, 2003**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:24 p.m., on October 15, 2003, at the Office of the Metro-Miami Action Plan, 19 West Flagler Street, Mezzanine – Room 106, there being present Chairperson John T. Jones, Jr.; Trust members: Mr. Arthur Barnes, Mr. Tony E. Crapp, Jr., Mr. Robert Holland, Ms. Marie B. Hyppolite, Mr. Benedict P. Kuehne, Mr. Omar Malone, Ms. Greicy Lovin-Meighan, Ms. Ruth Page, Dr. Marty Pinkston, Mr. Herbert Robinson, Ms. Cynthia Stafford, Mr. Daniel A. Wick, Jr. and Dr. Richard E. Williams; (The following members were absent: Mr. Torris L. Cooper and Mr. Andre McAden) (The following members were excused absentees: Mr. Thomas B. Donaldson, Ms. Veldrin Freemon, Ms. Beverly Kovach and Dr. Marzell Smith); MMAP President/CEO Vincent Brown; Staff members: Ms. Cindy Campbell, Mr. Randel Carr, Ms. Rachel Fredericq, Mr. Jose Gonzalez, Ms. Joann Hicks, Ms. Traci Pollock, Ms. Natelege Powell, Ms. Rashada Simmons, Mr. William Simmons, Ms. Gloria Taylor and Mr. Mr. Jeffrey Watson; Mr. Gary Hartfield, Assistant to Assistant County Manager Tony Crapp, Sr.; Mr. Mike Iturrey, Budget Analyst, Office of Strategic Business Management; and Deputy Clerk Jovel Shaw.

APPROVAL OF MINUTES (Clerk of Courts)

Dr. Pinkston noted she was present at the July 23, 2003, Trust meeting.

In response to Ms. Lovin-Meighan's comments regarding excused absences being noted in the minutes, Ms. Taylor stated upon notification that a Trust member would not be present, the information would be conveyed in order to reflect a Trust member absent as excused.

Mr. Barnes pointed out Agenda Item III (E) from the May 21, 2003, Trust meeting was not reflected in the minutes.

Chairperson Jones stated if a Trust member does not notify staff of your absent, the absence could not be reflected as excused.

It was moved by Dr. Pinkston that the Trust meeting minutes of May 21, 2003, June 18, 2003 and July 23, 2003 be approved with the necessary corrections. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed unanimously by those members present.

In response to Ms. Taylor's regarding notification that a Trust member would not attend a meeting, Chairperson Jones stated that notification should be read into the record.

In response to Mr. Crapp's inquiry regarding what constitute an excused absence for a Trust member, Chairperson Jones referred the foregoing issue to the By-laws Committee for review and provide a report at the next Trust meeting.

Ms. Lovin-Meighan requested that Budget Committee Recommendations be added under Trust Items, Agenda Item IV (B).

I. OLD BUSINESS

No old business was submitted or discussed by the Trust.

II. MONTHLY STATUS REPORTS

A. Action Committees

1. Criminal Justice Sensitivity Action Committee

Mr. Malone presented an oral report from the Criminal Justice Sensitivity Action Committee regarding the formulation of a budget for the Teen Police Council that was approved at the last Trust meeting. He indicated that the budget would be submitted at the next Trust meeting.

In response to Mr. Robinson's inquiry regarding the starting date for the Teen Police Council, Mr. Malone stated it would begin January 1, 2004.

2. Education Action Committee

Mr. Brown noted no report was submitted.

3. Community Economic Development Action Committee

Mr. Barnes presented the monthly report "Metro-Miami Action Plan Trust Community Economic Development Action Committee Monthly Report - September 2003. He noted the interest to conduct a Pastors' Roundtable Workshop Series. Mr. Barnes indicated the next scheduled meeting would be in March 2004.

In response to Mr. Robinson's comments regarding the Faith Based Initiative and if any of the ministers received funding through this initiative, Mr. Barnes stated he was not aware but he would inquire and if none has received funding through the Faith Based Initiative, he would inform them of the available funding.

4. International Trade Committee

Mr. Jones indicated there was no report from the International Trade Committee.

B. Units/Sections/Divisions

1. Fiscal Management

Mr. Brown indicated there was no report for Fiscal Management. He introduced Mr. Mike Iturrey, Budget Analyst, Office of Strategic Business Management, who was assigned to the MMAP's office.

2. MLK Academy

Mr. Jones indicated there was no oral report regarding MLK Academy. A written report was submitted for informational purpose.

Mr. Brown stated that a visit by the State of Florida Health Department and the air conditioning problem was resolved.

In response to Dr. Pinkston's comments regarding the withdrawal of 38 students since the beginning of the school year, Ms. Rashada Simmons stated the reasoning for the withdrawal was that ninth graders were enrolling into high school that chose not to stay at the Academy.

Dr. Williams asked that Miami Maintenance should submit a letter indicating the air conditioning problem has been repaired.

Mr. Brown review the FTE Forecast for MLK Academy for fiscal year 2003-04 and students not being allowed to withdraw until the Miami-Dade County School Board conducts its actual FTE count. He pointed out funding was based upon the FTE count.

3. Teen Court

Mr. Brown indicated a written report was submitted for informational purpose.

4. Neighborhood Accountability Board

Mr. Brown noted a written report was submitted for informational purpose.

5. Housing

Ms. Lovin-Meighan requested deferral of the foregoing Housing report until later in the meeting.

6. Economic Development

No report was submitted.

III. PRESIDENT ITEMS

A. List of Payments to Consultants

Mr. Brown in response to the Trust's request at the last meeting, the foregoing report entitled, "List of Payments to Consultants – Fiscal Year 2002/03" was being submitted to the Trust.

In response to Mr. Barnes' inquiry regarding the consultant Becker & Poliakoff being listed under economic development as the legal consultant for the Northside Metrorail Station Project, Mr. Brown reminded the Trust of the conflict of interest for the County Attorney's Office to represent the MMAP Trust in this project.

Following brief discussion regarding the funding source for the Northside Metrorail Station, Mr. Brown indicated the project was funded through Economic Development budget and not the General Fund.

In response to Dr. Pinkston's inquiry regarding the scope of services for the \$600.00 under Teen Court pertaining to Miami-Dade Community College (MDCC), Mr. Brown indicated that amount paid to MDCC was for the MMAP Trust Retreat.

Discussion ensued among members of the Trust regarding the scope of services and the amount paid to MDCC.

Following discussion of the amount paid to MDCC for the MMAP Trust Retreat, Mr. Robinson requested a copy of the billed invoice to MMAP.

B. Status of the Northside Metrorail Project

Mr. Brown indicated the Status of the Northside Metrorail Project report was submitted for informational purpose.

In response to Mr. Robinson's request for an oral status report, Mr. Brown informed the Trust that Altamira, the Florida Housing Finance Corporation did not approve a subgroup of Cornerstone Group Development, LLC for competitive tax credits in the 2004 cycle. Therefore, Altramira applied for local bond financing with the Housing Finance Authority. He pointed out staff was not aware of the status of Altamira's application but it was equivalent to the amount for the tax credits.

In response to questions from members of the Trust regarding the status of the development at the Northside Metrorail Station, Mr. Brown provided a background and an overview of the joint development at Northside Metrorail Station RFP Number MMAP-JD-0602.

C. Trust Portraits

Mr. Brown informed the new members of the MMAP Trust that their photos were scheduled to be taken today.

D. Trust Appointments

Mr. Brown noted the foregoing memorandum entitled, "Metro-Miami Action Plan Trust Appointments" was submitted for informational purposes.

E. Nominating Council Appointment Letter

Mr. Brown stated in response to the Trust's request for a copy of the foregoing memorandum from Miami-Dade County Mayor Alex Penelas to the Miami-Dade County Board of County Commissioners pertaining to his appointment to the Metro-Miami Action Plan Trust Nominating Council was being provided to the Trust along with the County Attorney's opinion (Agenda item III – F).

F. County Attorney's Legal Opinion Re: Trust Appointment Procedures

Mr. Brown noted the foregoing County Attorney's Legal Opinion regarding Trust Appointment Procedures was submitted for informational purposes.

G. MMAP Trust Ordinance – SEC 2-503 Appointment and Tenure Procedures

Upon the Trust's request, Mr. Brown noted the foregoing item was being provided to the Trust to inform the Trust of the role and responsibility of the MMAP Trust Nominating Council.

In response to Mr. Crapp's comments regarding vacancies and expiration of terms for Trust members, Mr. Brown informed the Trust the next round of expiration of terms would occur in March 2004.

Following discussion among members of the Trust regarding the expiration of terms for members of the Nominating Council, Ms. Hicks indicated she would provide a response to Mr. Crapp's request regarding the expiration of terms.

H. MMAP Trust Board of Trustees Interview Questions and Rating Sheets

Mr. Brown noted the foregoing MMAP Trust Board of Trustees Interview Questions and Rating Sheets were being provided to the Trust.

I. MMAP Trust Board of Trustees Interview Evaluation Scores

Mr. Brown noted the foregoing MMAP Trust Board of Trustees Interview Evaluation Scores was being submitted for informational purpose.

J. Report on Short Sales

In response to the Executive Committee's request, Mr. Brown indicated the foregoing memorandum entitled, "Report on the Short sale for 550 NW 204 Street, Unit 202" was being provided to the Trust.

Mr. Holland recommended that staff seek input from the Executive Committee prior to agreeing to a short sale.

Discussion ensued among members of the Trust regarding an amendment to the policy for short sales and the time sensitive of a short sale.

Mr. Malone suggested the Budget Committee provide input prior to staff agreeing to a mortgage short sale.

Following discussion of whose input should be sought prior to agreeing to a mortgage short sale, Chairperson Jones pointed out the Executive Committee comprised of the Officers of the Trust along with other members of the Trust who chose to participate in the meetings and felt the Budget Committee was the appropriate body.

It was moved by Mr. Holland that the Trust adopt the Miami-Dade Housing Authority policy subject to approval or denial by the Executive Committee. Ms. Lovin-Meighan seconded this motion for discussion.

Ms. Lovin-Meighan noted a meeting would be held by the Housing Committee to discuss and formulate a policy to address mortgage short sales.

In response to Mr. Brown's concern regarding if an Executive Committee meeting could not be convened, Ms. Meighan noted Mr. Brown's concern would be addressed during the meeting of the Housing and invited all Trust members to participate in the Committee meeting.

Upon being put to a vote, the motion passed unanimously by those members present.

K. Miami Dade Housing Short Sale Procedures

See report under Agenda Item III-J.

L. 5220 Repair Update

See report under Agenda Item II-B (1) and the report submitted for informational purposes.

M. 5220 Health Department Inspection Report and Checklist

See report under Agenda Item II-B (1) and the report submitted for informational purposes.

N. Revolving Loan Status Report

Mr. Brown presented the foregoing report entitled, "Revolving Loan Fund Status Report – September 30, 2003" which outlined the business name, the loan amount, terms of the agreement, any modifications and the loan balance.

Discussion ensued among members of the Trust regarding the process of granting the loan.

Following comments by Ms. Lovin-Meighan regarding MMAP Loan Policy and Procedure Manual, Mr. Brown noted the manual was updated to allow for inventory and equipment be used to secure the loan.

Discussion ensued among members of the Trust regarding sufficient capital and personal guarantees.

Mr. Holland suggested that personal guarantees be sought for businesses which had no equipment to use for collateral to secure the loan.

Following discussion of the status of the litigation with the businesses listed in the report, discussion was held in connection with job creation, economic development and other factors that were considered to grant loans.

During discussion of the foregoing item, Mr. Kuehne arrived to the Trust meeting.

Mr. Gary Hartfield, Assistant to Assistant County Manager Tony Crapp, Sr. indicated the focus should be on job creation when granting funding through the Revolving Loan Fund.

Mr. Barnes pointed out the Trust was making progress in terms of granting the loans at a simple interest of 6% on the loan amount.

In response to comments by Dr. Williams pertaining to the rationale changing the Trust policy from grants to loans, Mr. Barnes noted the organizational change, which desired to become self-sufficient.

Dr. Williams suggested that the Trust revisit its policy to grant or loan funding to businesses. He pointed out the intent of the Trust to serve an underserved community.

Chairperson Jones indicated the Revolving Loan Committee should provide notice to members of the Trust of its scheduled meeting.

Mr. Robinson recommended that all collateral be listed in future status report. He also noted that not only should job creation be considered, the stabilization of businesses should be considered. He discussed the previous Request for Proposal process to allocate funds.

O. MLK – Teachers Consultant Agreement

Following concerns raised by Mr. Holland regarding the need for the Trust to make policy decisions, it was moved by Mr. Holland that the Trust defer the foregoing item to the next Trust meeting. This motion was seconded by Dr. Pinkston, and upon being put to

a vote, passed by a vote of 13-0, (Trust members Mr. Cooper, Mr. Donaldson, Ms. Freemon, Ms. Kovach, Mr. McAden, Dr. Smith and Ms. Stafford were absent).

P. Report on Consultant Evaluations

Mr. Simmons presented the foregoing report entitled, “Report Consultant Evaluations – October 7, 2003.” He noted the Miami-Dade County Department of Procurement Management Procurement Guidelines, which the MMAP Trust was required to follow.

In response to Mr. Robinson’s comments regarding if the consultants had been evaluated, Mr. Brown indicated the consultants are monitored but not evaluated.

Chairperson Jones noted a concern raised by the Executive Committee regarding the impact of the consultants that are hired and the need to evaluate the consultant.

In response to Ms. Lovin-Meighan’s comments regarding the process, the Director’s would utilize to evaluate consultants and if the information would be presented to the Trust, Mr. Brown stated the information would be presented.

Mr. Kuehne reminded the Trust of previous discussions held regarding consultants with the exception of the MLK teacher consultants and the focus should be on consultants who were hired to perform a service. He expressed there was a need for feedback from staff to the Trust regarding the status of consultants.

Following discussion of an oral report to be given by Ms. Donna Ginn, Consultant, Mr. Holland requested that a written report be provided to members of the Trust prior to Ms. Ginn making her presentation to the Trust.

Mr. Robinson requested a final report from the Legislative Consultant to the Trust.

Q. Report from the Entrepreneurial Institute

Mr. Brown presented the report entitled, “Final Report Entrepreneurial Institute for October 1, 2002 – September 30, 2003” submitted by Dr. Philip H. Mann, Director, Florida Memorial College Entrepreneurial Institute.

Chairperson Jones discussed the possibility of having the Technology Incubator housed at Florida Memorial College. He also noted an extensive report would be prepared to address the feasibility of this program being conducted at FMC. He further noted FMC was pleased with Dr. Mann and the Entrepreneurial Institute.

Dr. Pinkston noted discussion should be held with Florida Memorial College regarding the availability of space for the Technology Incubator.

During discussion of the foregoing item, Chairperson Jones noted an orientation should occur with the new Trust members and the Public Relations Committee would be responsible for that task.

Mr. Kuehne noted Dr. Mann has an open invitation for any Trust member to visit the Entrepreneurial Institute. He further noted the Economic Development Action Committee should consider the feasibility of facilitating a partnership for the Technology Incubator. Mr. Kuehne made comments regarding the State who has plans to award contracts and developing a method of training individuals to take advantage of that opportunity when it becomes available.

Following comments by Dr. Pinkston, Chairperson Jones noted the coming of the Secretariat that would create approximately 90,000 jobs and the need for skillful individuals to participate locally. He strongly recommended that consideration be given to the development of a partnership with FMC for the Technology Incubator and other educational institutions.

In response to Mr. Crapp's request for copies of minutes and an updated list of all the action committees along with the Trust members who serve on those committees, Mr. Brown indicated staff would meet with the Chairperson of the Trust to gather that information.

Chairperson Jones asked that staff review the minutes and provided that information to the Trust. He also noted the Public Relations Committee should conduct the orientation for new members.

Mr. Malone indicated he would serve on the Public Relations Committee.

Chairperson Jones announced that Mr. Donaldson was the Chairperson of the Public Relations Committee along with the following members of the Trust as members of the Committee: Mr. Holland, Mr. Malone and Dr. Pinkston who would serve on the committee

Chairperson Jones suggested that the Trust should conduct a Winter Retreat to discuss the Trust's 5-year Strategic Plan and meet with the County Manager's Office.

Mr. Hartfield noted Assistant County Tony Crapp, Sr. plans to meet with County Department Directors under his purview to provide an overview of the County's Strategic Plan and the business plan for economic development and housing departments. He further noted the business plan would set the goals and objectives for each department. Mr. Hartfield indicated funding for these departments during the Budget process would be dictated by the goals and objectives set. He also discussed the new approach to be used to evaluate Department Director based upon how the County Strategic Plan and Business plan tied into the Department's goals and objectives.

Mr. Iturrey stated that the County's Strategic Plan was brought into place based upon a survey regarding what does the public want from the County. He suggested that each department should review its operations to see how it addresses the overall County Strategic Plan and all factors that were essential to operation related to the Strategic Plan.

Mr. Hartfield pointed out that the Office of Strategic Business Management would decide where county funding would be allocated depending upon the goals for the Department. Dr. Williams discussed his interest in MMAP and reminded members of the Trust of the mission for the Trust. Therefore, MMAP would not lose focus of its purpose.

Chairperson Jones indicated at the MMAP Trust Winter Retreat an evaluation of the County's Strategic Plan to ensure that it met the community needs. Mr. Jones asked that the Public Relations Committee would coordinate the Winter Retreat.

Dr. Pinkston noted that Mr. Donaldson, Chairperson of the Public Relations Committee has not attended the last three Trust meetings. She suggested that Committee coordinate the Annual MMAP Conference.

Following Dr. Pinkston's comments, Chairperson Jones indicated a letter would be sent to Mr. Donaldson and he would telephone him to seek his interest in carrying out the functions of the Committee. He also if Mr. Donaldson could not follow through, an appointment of a Chairperson for the Public Relations Committee would be made in order for the Committee to move forward.

Mr. Crapp suggested that a review of the MMAP Trust attendance and inform those members of the Trust of their attendance record and to gauge their interest in continuing to serve as a member of the Trust.

Chairperson Jones indicated staff would respond to Mr. Crapp's suggestion.

Mr. Hartfield pointed out MMAP Five-Year Plan would correlate with the Countywide Strategic Plan and MMAP would need to set its goals and objectives according to those plans.

In response to Mr. Kuehne's suggestion that cumulative attendance report be part of the minutes beginning with January 2003, Chairperson Jones requested staff to provide the information, as requested by Mr. Kuehne.

R. FTE Forecast for MLK Academy for 03-04

Mr. Crapp requested deferral of the foregoing item entitled, "FTE Forecast for MLK Academy for 03-04" to the next Trust meeting due to the absence of Dr. Smith, Chairperson of the Education Action Committee.

Mr. Kuehne pointed out based upon the report, even if the student enrollment was increased by 25%, the Trust would not earn the full amount of the contract.

Following a brief discussion among members of the Trust regarding student enrollment, Chairperson Jones stated the foregoing report would be deferred and indicated an effective outreach should be conducted in this community to increase student enrollment at the MLK Academy.

In response to Mr. Crapp's inquiry regarding the status of the Foundation and the agreement with landlord, Mr. Brown indicated the Foundation met with landlord and he was not provided with a follow-up as of yet but a status report would be presented to the Trust.

Mr. Crapp recommended that the Trust make a recommendation to the Foundation prior to the Foundation entering into a lease agreement with the property owner for the MLK Academy. He felt it was necessary for the Trust to provide a recommendation to the Foundation due to outstanding issues.

Discussion ensued among members of the Trust regarding the future for the MLK Academy.

Chairperson Jones noted discussion has been held with members of the School Board seeking their support and assistance to identify a potential school site. He indicated he was assured that the MLK Academy would be placed on a list for consideration. Mr. Jones further indicated the Trust need to review the issue of operating a school. He noted the Trust may need to consider allowing the Foundation to operate the MLK Academy and Trust could be the overseer for the Academy.

In response to Mr. Holland's suggestion that an evaluation be conducted on the MLK Academy, Chairperson Jones noted the foregoing issue should be placed on the agenda for the Trust Winter Retreat meeting agenda.

IV. TRUST ITEMS

A. Memorandum of Approval

- 1. MOA Community Action Agency**
- 2. MOA P.U.L.S.E. Contribution**
- 3. MOA South Florida Board of Realists, Inc. Scholarship Ball**

In response to Ms. Lovin-Meighan's comments regarding the funding source for the foregoing Memorandum of Approvals, Mr. Brown noted the funding would be allocated from the Charitable Contribution Fund for fiscal year 2003-04.

Discussion ensued among members of the Trust regarding the time sensitive of funding these agencies and their involvement with MMAP.

Mr. Holland recommended non-approval of funding to the South Florida Board of Realist, Inc. and expressed concern with allocating funding to the Community Action Agency because it was a County's agency.

Chairperson Jones spoke in support of approving the funding to People United to Lead the Struggle for Equality, Inc. (P.U.L.S.E.) for outreach efforts pertaining to faith-based organizations.

Mr. Holland recommended the Public Relations Action Committee should consider economic development outreach efforts.

It was moved by Mr. Crapp that the Trust approve for \$450.00 from the Charitable Contribution Fund to sponsor a table for the Community Action Agency Foundation Awards Banquet to be held on November 7, 2003. This motion was seconded by Ms. Lovin-Meighan, and upon being put to a vote, passed by a vote of 12-1 (Trust member: Mr. Kuehne voted "No") (Trust members: Mr. Cooper, Mr. Donaldson, Ms. Freemon, Ms. Kovach, Mr. McAden, Dr. Smith and Ms. Stafford were absent).

It was moved by Mr. Malone that the Trust approve for \$350.00 from the Charitable Contribution Fund to the People United to Lead the Struggle for Equality, Inc. for its "Sixth Annual Presidential Reception" to be held on October 18, 2003. Mr. Barnes seconded this motion for discussion.

Following Mr. Kuehne's comments regarding the request to purchase a table and questioned if members of the Trust would be attending this reception, Chairperson Jones indicated he would attend along with Mr. Malone.

Dr. Pinkston suggested that tickets be purchased for the Chairperson of the Trust along with those members of the Trust who plan to attend instead of sponsoring a table.

Mr. Malone recommended that members of the Public Relation Committee should attend this reception.

Mr. Barnes recommended that if not enough members of the Trust could attend this reception consideration should be given to allow some of the MLK Academy students to attend this affair.

Upon being put to a vote, the motion passed by a vote of 11-2, (Trust members: Mr. Kuehne and Dr. Pinkston voted "No") (Trust members: Mr. Crapp, Mr. Donaldson, Ms. Freemon, Ms. Kovach, Mr. McAden, Dr. Smith and Ms. Stafford were absent).

It was moved by Dr. Pinkston that the Trust deny the funding request for \$425.00 from the Charitable Contribution Fund to the South Florida Board of Realtists, Inc. for its Annual Realtists Scholarship Ball. Mr. Holland seconded this motion.

Mr. Robinson noted the involvement of the South Florida Board of Realtists in the MMAP Trust housing program initiative.

Upon being put to a vote, the motion passed unanimously by those members present.

B. Budget Committee Recommendations

Ms. Lovin-Meighan presented the foregoing report entitled, "Budget Committee Report" that listed recommendations from the Budget Committee.

During discussion of the foregoing item, Ms. Stafford arrived to the Trust meeting.

In response to the Budget Committee's recommendation pertaining to the MMAP's organizational chart, Mr. Brown requested a clarification on the due to the need to review and compare the Trust's Strategic Plan with and Business Plan with the County's Strategic Plan.

Ms. Lovin-Meighan stated the recommendation was broad enough to consider all factors along with the information provided today by Mr. Hartfield pertaining to County Strategic Plan. She clarified that the Committee was seeking MMAP's President/CEO perspective on how the organizational chart would correlate with the overall budget for MMAP and the Trust along with the initiatives.

Mr. Crapp indicated the Trust on an annual basis should approve a budget and an organizational chart for MMAP. He further indicated even though the fiscal year has begun he would like the Trust to review MMAP's budget and the organizational chart. Mr. Crapp specifically noted the budget allocation for the annual conference and the budget approved last year was not sufficient. He asked that the Trust be given the opportunity to adjust the budget as necessary in order to carry out the Trust initiatives this fiscal year. Therefore, at the next Trust meeting the budget should be reviewed along with the organizational chart and suggested that this practice be continued prior to each fiscal year.

Discussion ensued among members of the Trust regarding the rationale for approval of MMAP's Organizational Chart.

Mr. Crapp stated the organizational chart should list each job position in the MMAP Office and the need for additional positions. Mr. Crapp reminded the Trust of the need for a Fiscal Officer.

Mr. Brown informed the Trust of following issues: (1) a hiring freeze and the impact to operation of the MMAP Agency and (2) the absence of an Assistant Director in the past 1 ½ years.

Discussion ensued among members of the Trust pertaining to the need for input and approval of Trust's budget by the Trust.

Following comments by Ms. Lovin-Meighan pertaining to a respond by staff and a recommendation being presented to Executive Committee, Chairperson Jones asked that the Budget Committee provide notice of its Committee meeting to Trust members.

Further discussion was held in connection with the establishment of new positions that could adversely influence the Trust's ability to address the community needs due to a budgetary constraint.

In response to Mr. Kuehne's inquiry regarding if the Trust approves the operative budget for this fiscal year, Mr. Hartfield informed the Trust of the County's budget process and the approval by the Board of County Commissioners' approval for County Departmental budgets. He indicated, therefore, funding approved for MMAP should be utilized by the Trust according to the ordinance that established the MMAP Trust. Mr. Hartfield discussed the issue of new positions in the MMAP's office in which some positions could be reclassified that may require a higher or lower salary depending upon the nature of the reclassification. He further discussed the potential budgetary impact on the overall MMAP budget. Mr. Hartfield concluded by stating that the Trust should direct the MMAP President/CEO on how the Trust would like to expend the funding allocated to MMAP.

Mr. Holland stated if the Trust agreed to impose a hiring freeze for both staff and consultants on a temporary basis until an analysis was conducted. He asked that the Trust provide a policy for emergencies in the event additional staff was needed.

Ms. Lovin-Meighan continued the presentation of the Budget Committee report and highlighted the following recommendations:

- that staff presents a recommendation for a consultant to conduct an external audit to include an audit of the 2003 MMAP Annual Conference expense.
- that other requests made to staff which required follow-up be done and presented to the Trust.
- that staff provides a date certain of when the consultant would be hired to perform the external audit. Therefore, the Public Relations Committee could begin to plan next year's Annual Conference.

Mr. Holland asked that staff provide the cost of the external audit to the Trust prior to entering into an agreement with the consultant. He further asked that no Charitable Contribution requests be approved until a comprehensive review of the budget has been done. He suggested that the Charitable Contribution Fund balance be carried over from quarter to quarter. Mr. Holland concluded by stating that rescinding the Executive Director authority to expend \$2,500 be suspended until November 2003.

Mr. Crapp recommended that the Trust take a vote on each recommendation separately. Therefore, staff would have clear direction and follow should occur by staff.

Dr. Williams stated the Executive Director should be allowed to provide input on the recommendations being presented by the Budget Committee.

Mr. Holland indicated the foregoing recommendations should be discussed further at the next Trust meeting to allow staff to present the pros and cons for each recommendation.

Mr. Iturrey noted for informational purposes the County's budget process begins in January and indicated he would begin to ask for MMAP's budget projections for fiscal year 2004-05. He indicated staff needs the Trust's budget priorities.

Following extensive discussion among members of the Trust and the Executive Director in connection with the Budget Committee Report, which outlined recommendations from the Committee, Chairperson Jones suggested that the Budget Committee and staff meet to discuss the recommendations being proposed to present a recommendation to the Trust.

It was moved by Dr. Pinkston that the Budget Committee Report be deferred until such time to allow the Committee to meet with staff to discuss the recommendation presented today.

Upon Mr. Kuehne's comments pertaining to a clarification of the motion, Dr. Pinkston stated the Budget Committee Report would be referred to the Committee and the appropriate staff for further review. Mr. Malone seconded this motion for discussion.

Mr. Crapp reiterated his recommendation to vote separately on each recommendation in order to give staff clear direction. He indicated the most important function of this Trust was to expend funds.

Following Mr. Crapp's inquiry regarding how much funding has been budgeted for the MMAP's Annual Conference, Mr. Brown responded based upon a recommendation from staff, the Trust would approve a budget for the Annual Conference and that discussion has not occurred as of yet.

Discussion ensued between Mr. Brown and Mr. Crapp regarding the budget for the Annual Conference.

Mr. Kuehne discussed protocols for approval of the budget and the need for an evaluation. He further discussed the time line for the Trust to receive staff recommended budget and approval by the Trust. Mr. Kuehne concluded by stating that the Budget Committee should give the Trust direction on that issue and supports the referral of the foregoing report to Committee.

Following further comments from members of the Trust regarding the expenditure of the County's funding allocated to MMAP, Mr. Kuehne indicated if a proposed budget has not been approved by the Trust, the foregoing matter should be agenda for the next Trust meeting.

In response to Chairperson Jones's request for clarification of the motion on the foregoing report, it was moved by Dr. Pinkston that the foregoing report be referred to back to the Budget Committee and the appropriate MMAP staff; and that no expenditures

be made that would significantly impact recommendations in this report. This motion was seconded by Mr. Malone, and upon being put to a vote, passed by a vote of 12-2, (Trust members Mr. Crapp and Mr. Lovin-Meighan voted “No”) (Trust members: Mr. Cooper, Mr. Donaldson, Ms. Freemon, Ms. Kovach, Mr. McAden and Dr. Smith were absent).

Mr. Crapp expressed the need for the Trust to conduct an annual review of the proposed MMAP and Trust budget along with the organizational chart.

Chairperson Jones indicated the Budget Committee would be mandated to propose a date for an annual review and approval of the budget. He further indicated the Committee should present a recommendation at the November Trust’s meeting. He concluded by stating that the Budget Committee played an important role as policymakers and responsible for monitoring all the funding allocated from the County.

Mr. Brown indicated staff would provide copies of the MMAP budget approved by the County to each member of the Trust.

Chairperson Jones recommended that information be provided at the next Trust meeting.

In response to Mr. Crapp’s request that the Carrie P. Meek Fund and the Jeffrey Watson and Company’s be placed on the next Trust’s agenda, Chairperson Jones indicated the foregoing issues would be placed on the next Executive Committee’s meeting agenda and then presented to the full Trust.

ADJOURNMENT

There being no further business to come before the Trust, the meeting adjourned at 2:59 p.m.

Chairperson John T. Jones, Jr.