



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

November 19, 2003
As Advertised

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Board of County Commissioners

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**METRO-MIAMI ACTION PLAN TRUST
MEETING ON NOVEMBER 19, 2003**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:21 p.m. on November 19, 2003, at the MLK Academy, 5220 Biscayne Boulevard, Miami, Florida, there being present Chairperson John T. Jones, Jr.; Trust members: Mr. Arthur J. Barnes, Ms. Greicy Lovin-Meighan, Mr. Tony E. Crapp, Jr., Mr. Thomas B. Donaldson, Ms. Veldrin Freemon, Mr. Robert Holland, Ms. Beverly Kovach, Mr. Benedict P. Kuehne, Mr. Omar Malone, Ms. Ruth Page, and Mr. Herbert Robinson; MMAP President/CEO Vincent Brown; and Staff members: Ms. Cindy Campbell, Mr. Randel Carr, 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, Mr. Jeffrey Watson; Mr. Gary Hartfield, Assistant to Assistant County Manager Tony Crapp, Sr.; and Deputy Clerk Ms. Jovel Shaw.

Chairperson Jones called the meeting to order at 12:21 p.m. and asked for any changes to today's agenda.

There being no changes to today's agenda, Chairperson Jones proceeded to consider today's agenda and noted only discussion items would be presented until a quorum was present.

A quorum was constituted at 12:49 p.m. at which time Chairperson Jones recommended consideration of the day's action items.

APPROVAL OF MINUTES (Clerk of Courts)

It was moved by Mr. Malone that the Trust meeting minutes of September 17, 2003 and October 15, 2003, be approved. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed by a unanimous vote.

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 (CJSAC)

Mr. Malone advised Trust members that a report was not submitted by the Criminal Justice Sensitivity Action Committee for November.

2. Education Action Committee

Mr. Brown advised Trust members that a report was not submitted by the Education Action Committee for November.

3. Community and Economic Development Action Committee

Ms. Kovach informed the Trust that the subcommittee of the Community and Economic Development Action Committee met with Dr. Philip H. Mann, Director of the Entrepreneurship Institute, to discuss the implementation of a Money Bag Program administered by FDIC. She noted the program would be consolidated to address credit card use. Ms. Kovach stated the program would be presented to the clergy on January 31, 2004, and later it would be presented to representatives from historically Black colleges at Florida Memorial College by Dr. Mann.

Mr. Barnes provided an overview of a software program known as "Money Matter," which he noted provided valuable information on how to correct credit problems. He stated he would order 25 copies of the CD-ROM to be distributed at the next Trust meeting scheduled for January 21, 2004.

4. International Trade Committee

Chairperson Jones stated he would Chair the International Trade Committee (ITC) and that Dr. Pinkston would serve as the co-Chair of that Committee. Mr. Barnes accepted Mr. Jones' invitation to serve as a member of the ITC.

Following further discussion, Chairperson Jones noted, for the record, that the appropriate name for the ITC was the International Business Committee (IBC).

Chairperson Jones presented a draft of the banner to be displayed on 50 buses during the Annual Youth Tour. He stated that in observance of the Civil Rights Movement's 40th Anniversary, an International Youth Summit would be held in Birmingham, Alabama in June 2004. He noted that Broward, Palm Beach, Leon, and Escambia counties had already agreed to participate in the Summit and that a documentary on non-violence in the Civil Rights Movement would be presented at that time. He stated he would work with the Florida Attorney General's Office on this initiative, and he would also work to bring the youth summit, as well as the National Crime Conference, to Miami next year.

Chairperson Jones noted that the Florida MLK Institute had entered into an agreement with the Florida Human Relations Commission (FHRC) and the State National Association for the Advancement of Colored People (NAACP) to partner some initiatives that would include joint efforts to identify dedicated funding for the Institute. He added that they would also try to identify some economic development opportunity programs to be presented for discussion at the December 1, 2003 Executive Committee meeting.

B. Units/Sections/Divisions

1. Fiscal Management

Mr. Brown presented the MMAP Fiscal Year 2003-04 Budget and noted a copy of the FY 03-04 Line Item Budget approved by the County Commission was included in the meeting packet. He stated the FY04-05 budget would be due in the County Manager's Office by February 2004. Mr. Brown advised that only the Juvenile Justice Committee

had submitted its FY 04-05 budget proposal, adding that a recommendation of \$35,000 would be submitted as the Education Action Committee's proposed budget, based on previous expenditures.

Chairperson Jones recommended approval of the FY 03-04 proposed budget by MMAP Trust be scheduled for the next meeting on December 17, 2003.

Mr. Crapp stated a meeting would be scheduled with MMAP's Fiscal Management and Budget Committees to discuss the FY 03-04 MMAP Trust budget.

Mr. Brown requested that Trust members submit all questions regarding the proposed budget to staff, via email, for presentation at the next Budget Committee meeting. In response to Mr. Malone's inquiry regarding changes to the FY 03-04 budget, Mr. Brown discussed the process used to determine budget allocations.

In response to Mr. Malone's inquiry regarding CJSAC's Teen Police Council's budget, Mr. Brown stated that the item would be listed as Teen Court under the Special Programs category. Mr. Brown noted that none of the Action Committees' budgets had been approved and asked that the Action Committees' proposed FY03-04 and FY04-05 budgets be presented to the Budget Committee before next Wednesday, November 26, 2003, if possible.

Further discussion determined that expenditure item No. 21122-Lobbyists-Federal, included state lobbyists and that the only undedicated funds were included under Sub-object code 60620-Grants. Chairperson Jones asked that Trust members submit any requests for changes for review by the Budget Committee and subsequently by the Executive Committee.

In response to Ms. Kovach's inquiry regarding the funds budgeted for clothing and uniforms, Mr. Brown stated that any funds not used for their budgeted purpose this year would be reprogrammed as needed.

Mr. Brown stated that the Teen Court and Housing Programs generated major sources of revenue that were used to supplement the General Fund Budget.

Mr. Hartfield, Assistant to Assistant County Manager Tony Crapp, Sr., provided an explanation for the shortfall in MMAP's budget. He explained that the projected figures would reflect negatively until the actual figures were available at year end.

Providing clarification to a question raised by Mr. Crapp, Mr. Brown noted conferences hosted by the MMAP Trust would be funded from the County's General Fund dollars and supporting activities.

Mr. Crapp requested a follow-up discussion on the Budget Committee's report from the previous month. Following further discussion, Mr. Brown agreed to adjust the budget so that balances would be reflected as credits, as opposed to deficits.

IV. TRUST ITEMS

1. Letter from Ginn Scroggins & Associates

Noting that following the Executive Committee's review, this letter was forwarded without action/recommendation, and it was previously deferred by the Trust, pending a decision by the Budget Committee, Mr. Crapp recommended that the foregoing matter be referred to the Budget Committee.

Discussion ensued among Trust members regarding whether Ms. Ginn should be paid an additional \$1,800 to \$4,200 to prepare a written report on the Trust 5-Year Strategic Plan or whether the final report and recommendations should have been presented, in writing, as part of terms of the original agreement.

Chairperson Jones noted that the strategic plan was updated each year at the annual retreat and that the strategic plan being developed by Ms. Ginn should be consistent with the County Manager's Strategic goals and objectives.

Mr. Kuehne suggested that a timeline be developed for the strategic plan to allow for proper research and planning. He recommended that a provision be incorporated in all consultant/vendor agreements entered into by the MMAP Trust requiring that final conclusions/ recommendations be submitted in the form a written reports

In response to Mr. Barnes' comment regarding charges imposed for compiling data and developing final reports, Mr. Brown stated that a draft copy of the organizational change development strategy would be made available to the Trust to assist them in making their decision.

In response to Chairperson Jones' inquiry regarding what was included in the consultant \$40,000, Mr. Brown explained that the \$40,000 covered the hourly rate for compiling that data, analyzing it, and formulating the report.

After further discussion, Chairperson Jones asked that payments for Ms. Ginn be stopped, pending staff's determination. He also asked that an itemized expenditure report of the work completed by Ms. Ginn thus far be presented at the next Executive Committee meeting.

Mr. Holland suggested staff meet with Ms. Ginn to discuss this matter and to obtain a detailed breakdown of the costs involved.

Chairperson Jones stated the Trust should allow Ms. Ginn to present a status report. He further stated that if the \$40,000 included a strategic plan, a final written report must be presented.

It was moved by Ms. Lovin-Meighan that the Trust obtain all written information and materials gathered by Ginn Scroggins and Associates in connection with the 5-year

strategic plan that Ms. Ginn was paid for. This motion was seconded by Mr. Crapp, and following a brief discussion was put to a vote and passed by a vote of 11-0 (Trust members: Mr. Barnes, Mr. Cooper, Ms. Hyppolite, Mr. McAden, Dr. Pinkston, Dr. Smith, Ms. Stafford, Mr. Wick, and Dr. Williams were absent).

2. MOA MLK Lease Expenses

In response to Mr. Barnes inquiry regarding the Memorandum of Approval entitled, "\$300000 for MLK Academy Lease Expenses," Mr. Brown stated that those funds were different from the \$300,000 scheduled for transfer based upon the Trust's action at its meeting of July 11, 2003. He further noted those funds were never transferred, but would be advanced through Teen Court and reimbursed. He noted that the \$300,000 would be used for rent, utilities, and building maintenance fees for the existing lease for the MLK Academy. He advised the Trust that the lease would expire on, July 30, 2004.

Responding to Mr. Barnes' inquiry regarding the 1.5% (approximately \$8,000 per month) imposed for defaults on the lease, Mr. Jones stated that those costs had been paid and the lease was now current. Chairperson Jones requested that staff provide an itemized expenditure report for the \$300,000 allotted in September 2003.

Concerning Mr. Crapp's inquiry regarding code enforcement issues, Mr. Brown stated that pursuant to a meeting held two weeks prior with Mr. Robert Henderson, MMAP Foundation Chairman, all code violations were corrected.

Discussion ensued among Trust members regarding the how much of the \$300,000 allocation would be needed to cover repairs. Chairperson Jones recommended that the Foundation provide an itemized expenditure report through July 30th, before the FY03-04 budget was approved by the Trust.

It was moved by Mr. Holland that the foregoing report be deferred, pending that submittal of an itemized expenditure report by the Foundation. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed by a vote of 11-0 (Trust members: Mr. Barnes, Mr. Cooper, Ms. Hyppolite, Mr. McAden, Dr. Pinkston, Dr. Smith, Ms. Stafford, Mr. Wick, and Dr. Williams were absent).

3. MOA FOR AGREEMENT WITH J. WATSON AND COMPANY

It was moved by Mr. Robinson that the Trust approve an agreement in the amount of \$24,000 with J. Watson and Company to provide contract monitoring services from December 1, 2003 to November 30, 2004. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 11-0 (Trust members: Mr. Barnes, Mr. Cooper, Ms. Hyppolite, Mr. McAden, Dr. Pinkston, Dr. Smith, Ms. Stafford, Mr. Wick, and Dr. Williams were absent).

5. MOA FOR APPROVAL OF RFQ FOR GOVERNMENTAL REPRESENTATION IN TALLAHASSEE

In response to Mr. Crapp's inquiry of the action taken by the Executive Committee on the foregoing MOA, Chairperson Jones stated the Committee forwarded this item for consideration by the Trust.

It was moved by Mr. Holland that the proposed Request for Qualifications (RFQ) providing for governmental representation (lobbying) be amended to provide for a one-year contract, with a one-year option to renew; and that the County Commission retain the discretion to approve compensation in the amount of \$10,000 for the first year and \$30,000 for the second year. This motion was seconded by Mr. Barnes.

Following discussion among Trust members, Mr. Robinson expressed the need for representation in Washington, D.C. to secure federal funding as well as state funding. He recommended efforts be engaged to ensure that MMAP Trust's specific requests were lobbied at the national level.

In response to Mr. Robinson's concern that \$10,000 was insufficient to hire qualified individual(s) to lobby on MMAP's behalf at both the State and Federal levels, Chairperson Jones clarified that this RFQ covered lobbying at State level only. He stated that a different firm would be retained to lobby at the Federal level.

Mr. Kuehne concurred with Mr. Robinson and recommended a specified funding amount be set aside for qualified lobbyist services.

Discussion ensued among members of the Trust regarding the assembling of a Selection Committee responsible for interviewing bidders, making award recommendations to the Executive Committee, and negotiating the contract amount.

Mr. Holland withdrew his previous motion following Mr. Kuehne's recommendation that a two-year contract for governmental representation (lobbying) be approved in an amount not to exceed \$100,000.

Following further discussion, it was moved by Mr. Kuehne that the RFQ be set at an aggregate maximum amount of \$45,000 per year for a two-year contract with terms to be negotiated with the prevailing firm. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 11-1.

It was then moved by Mr. Robinson that the Trust approve payment of \$5,000 for the advertisement process of an RFQ for Governmental Representation and Consulting Services in Tallahassee, Florida. This motion was seconded by Mr. Thomas Donaldson, and upon being put to a vote, was passed by a vote of 10-1 (Trust member Mr. Holland voted no; Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Dr. Smith, Ms. Stafford, Mr. Wick, and Dr. Williams were absent).

III. PRESIDENT ITEMS

H. Memo on the Rebuild Liberty City Home Improvement Project

Loan Commitment Letter

In response to Mr. Holland's inquiry, Ms. Lovin-Meighan stated that this loan would place a third lien on the property and that the applicant would provide an appraisal report prior to closing to determine the property's value. She also explained that the \$139,400 listed as homeowners' insurance was the aggregate of the first, second, and third mortgages.

Discussion ensued among members concerning houses in the area carrying second and third mortgages. It was noted that the Miami-Dade Housing Agency held a second mortgage of \$30,000 as surtax on Ms. Brown's house and that Ms. Brown's income was \$45,800 per year. It was stated that the Consultants were prepared to completely renovate applicants' homes to retain the property value.

Following discussion among Trust members, Ms. Lovin-Meighan noted the project reviews and orientations regarding funds set aside for housing initiatives and programs included a uniform process for approving such loans. She asked Trust members to review this report and submit any questions/concerns to the Budget Committee.

B. Memorandum from Entrepreneurial Institute Regarding Involvement in the MMAP Technology Center Program

Mr. Caesar Phillips, MMAP staff member, presented the Florida Memorial College Memorandum entitled, "Entrepreneurial Institute involvement in the MMAP Technology Center program." He stated that he had met with Dr. Phillip Mann, Director of the Entrepreneurial Institute, on several occasions to discuss the proposal to amend the existing contract with FMC to include operation of this Technology Center program, and that he was currently working with Dr. Mann to develop the scope of services. During further discussion, Chairperson Jones noted the program would provide an opportunity for MMAP to work closely with Florida Memorial College and Dr. Mann in implementing an International Studies Program.

G. Little Haiti Book Fair, Inc.

Mr. Brown presented a letter from Little Haiti Book Fair, Inc. regarding the First Annual Little Haiti Book Fair to be held on January 30 – 31, 2004. He noted this report included a funding recommendation in the amount of \$10,000 for the proposed book fair. Due to no quorum being present, the foregoing matter was deferred to the Budget Committee for review.

Having concluded the agenda for today's (11/19) MMAP Trust meeting, the Trust proceeded to consider the following non-agenda matter.

NON-AGENDA ITEMS

Ms. Lovin-Meighan stated that Chairperson Carey-Shuler would convene a forum of organizing agencies on Saturday, December 6, 2003, at the Caleb Center from 10:00 a.m. to 2:00 p.m., to address emergency housing issues, to leverage dollars, and to address housing and economic development issues facing this community. Ms. Lovin-Meighan further stated that this event would be open to the public and MMAP would serve as an advocacy agency to inform storm victims of resources available to them.

In response to Mr. Holland's question regarding funding for MMAP's Annual Conference, Chairperson Jones stated that this issue would be referred to the Conference Committee for review and recommendation.

Following further discussion on the foregoing matter, the Trust determined that the Conference and Budget Committees should collaborate regarding the funding issue for the conference.

Mr. Crapp explained that funding would come from the Countywide General Fund and the monies would be adjusted as necessary. Chairperson Jones noted workshops had been held in the past, in lieu of conferences and should be considered as an alternative in this case.

Chairperson Jones discussed the possibility of each Action Committee conducting a community event every three months to give MMAP more exposure and increase its presence in the community. He noted revenues generated from these events/activities could be used to fund the Annual MMAP Conference.

Chairperson Jones requested the Public Relations Committee recommend a date and time for the Winter Retreat. He noted he would meet with Mr. Holland and Dr. Pinkston later to discuss this matter.

ADJOURNMENT

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

Chairperson John T. Jones, Jr.