



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

December 17, 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



MIAMI ACTION PLAN TRUST
MEETING OF DECEMBER 17, 2003

The Metro-Miami Action Plan (MMAP) Trust convened at 12:38 p.m., on December 17, 2003, at the Commerce Banking Center, 200 Alhambra Circle Suite 212, Coral Gables, Florida, there being present Chairperson John T. Jones, Jr.; Trust members: Mr. Tony E. Crapp, Jr., Mr. Thomas B. Donaldson, Ms. Velderin Freeman, Mr. Robert Holland, Ms. Marie B. Hyppolite, Ms. Beverly Kovach, Mr. Omar Malone, Ms. Ruth Page, Dr. Marty Pinkston, Mr. Herbert Robinson, Dr. Marzell Smith, Ms. Cynthia Stafford and Mr. Daniel A. Wick, Jr.; (The following members were absent: Mr. Arthur Barnes, Mr. Torris L. Cooper, Ms. Greicy Lovin-Meighan, Mr. Andre McAden,) (The following members were excused absences: Mr. Benedict P. Kuehne and Dr. Richard E. Williams); MMAP President/CEO Vincent Brown; Staff members: Mr. Randel Carr, Ms. Rachel Fredericq, Ms. Joann Hicks, Ms. Traci Pollock, Ms. Natelege Powell, Mr. William Simmons, Ms. Gloria Taylor, Mr. Joey Walker and Mr. Mr. Jeffrey Watson; Mr. Gary Hartfield, Assistant to Assistant County Attorney Tony Crapp, Sr.; Assistant County Attorney Shannon Summerset; and Deputy Clerk Jovel Shaw.

Chairperson Jones asked for changes to today's agenda.

Mr. Brown requested that the announcement of Miami-Dade County Board of County Commissioners Chairperson Dr. Barbara M. Carey-Shuler "Family and Friends Holiday Event" and the memorandum of approval for the West Perrine Community Development Corporation Martin Luther King, Jr. Parade be added to the agenda.

APPROVAL OF MINUTES (Clerk of Courts)

There were no minutes submitted for approval by the Trust.

BOARD ATTENDANCE RECORD

I. OLD BUSINESS

Mr. Brown noted a report entitled, "Old Business of MMAP Trust for FY 03-04," was submitted for informational purposes, which outlined items that were pending or completed.

II. MONTHLY STATUS REPORTS

A. Action Committees

1. Criminal Justice Sensitivity Action Committee

Mr. Malone provided an overview of the Criminal Justice Sensitivity Action Committee Report. He noted two additional components were added to the Teen Police Council initiative as follows: etiquette and a community forum to address Black on Black Crime. He concluded by stating the May 2004 would be the scheduled kick off for this initiative.

2. Education Action Committee

No report submitted.

3. Community Economic Development Action Committee

Ms. Kovach noted a written report was submitted for informational purposes.

4. International Trade Committee

Chairperson Jones advised that a report was not submitted by the International Trade Committee.

B. Units/Sections/Divisions

1. Fiscal Management

Mr. Brown noted the memorandum dated December 3, 2003, from him that was part of today's agenda package entitled, "Explanation of Negative and Positive Numbers on Fiscal Report."

2. MLK Academy

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

Chairperson Jones noted a letter from the MMAP Foundation, which indicated that the Foundation was no longer interested in continuing its involvement in the MLK Academy after this fiscal school year. He stated at the Winter Retreat of the MMAP Trust and Staff that discussion be held in connection with the MLK Academy.

Mr. Brown noted if the Trust desired to continue the MLK Academy the major challenge would be the location of the academy. He suggested that a committee be established to review the MLK Academy.

3. Teen Court

Chairperson Jones noted a written report was submitted for informational purposes.

4. Neighborhood Accountability Board

Chairperson Jones noted a written report was submitted for informational purposes.

5. Housing

Mr. Brown noted a written report was submitted for informational purpose. He noted a meeting would occur on Thursday, December 18, 2003, with the Miami-Dade County

Department of Audit Management Services to review the MMAP Homeownership Assistance Program database for any inconsistencies.

6. Economic Development
 - i. Northside Station Update
 - ii. Revolving Loan Fund Status

Mr. Brown noted the foregoing reports were submitted for informational purposes.

III. PRESIDENT ITEMS

A. Foundation Expenditure Report

Mr. Brown noted the foregoing report was submitted for informational purposes.

B. Term Expiration Report

Mr. Brown noted the foregoing report was submitted for informational purposes.

C. Update on Florida Memorial College Agreement

Mr. Brown noted the foregoing update report was submitted for informational purposes.

D. Postponement of the Rebuild Liberty City Home Improvement Project Kick-Off Event

Ms. Hick presented the foregoing memorandum dated December 3, 2003, entitled, "Postponement of the Rebuild Liberty City Home Improvement Project Kick Off" Event. She emphasized the importance of this event being covered by the media.

Mr. Brown stated the new budgetary process and the budget had not been approved by the Trust. He further stated WEDR had notified MMAP that the cost of radio coverage for events would increase from approximately \$100.00 to \$400.00.

Discussion ensued among members of the Trust pertaining to the existing contract, the current rate and the terms of the contract.

It was moved by Dr. Pinkston that the Trust authorize the MMAP President/CEO to enter into a contractual agreement with WEDR at a rate of \$175.00 for the total cost for radio promotional services prior to the December 31, 2003 deadline. This motion was seconded by Ms. Freemon, and upon being put to a vote, passed by a vote of 13-0, (Trust members: Mr. Barnes, Mr. Cooper, Mr. Kuehne, Ms. Lovin-Meighan, Mr. McAden, Ms. Obi Nweze, Mr. Robinson and Dr. Williams were absent).

Mr. Crapp requested that a copy of the contract be submitted at the next Trust meeting for the Trust's review.

Chairperson Jones asked that the Executive Committee review the contract prior to it being presented to the Trust.

E. Miami-Dade County Legislative Priorities from Becker & Poliakoff

Mr. Robinson stated that the Legislative Committee would be meeting with the consultant, Yolanda Cash Jackson, to develop a legislative agenda that would be submitted to the Trust for approval. He noted a copy of the Miami-Dade County 2004 Preliminary State Legislative Priorities was included in today's agenda package. Mr. Robinson suggested this information be reviewed by Trust members and used as a model for developing legislative priorities for the Trust.

F. Line Item Budget

Mr. Brown presented his memorandum dated November 13, 2003, regarding the Fiscal Year 2003-2004 Budget.

During discussion of the foregoing report Chairperson Jones requested agenda packages for future Trust meetings be placed in binders.

Discussion ensued among members of the Trust regarding the MMAP Trust approved 2003-2004 Line Items in the budget to be funded from the Countywide General Fund, during which the following issues were highlighted: executive benefits for staff, cost for office space, telephone rates and other budgeted line items.

Mr. Crapp recommended that the foregoing item be deferred and referred to the Budget Committee.

Further discussion occurred among members of the Trust regarding the MMAP Trust approved 2003-2004 Line Item Budget for Teen Court, Housing, Economic Development and MLK Academy.

Mr. Holland suggested that last year's budgeted amount and actual expenditure be used to assist the Trust in developing budget policies.

G. Consultant Evaluation Process

Mr. Brown noted the foregoing report was submitted for informational purposes.

H. MMAP Consultant Evaluation Update

Mr. Brown noted the foregoing report was submitted for informational purposes.

I. Certificate of Use Update

Mr. Brown noted the foregoing report was submitted for informational purposes.

J. FTE Projection and Salary Analysis

Mr. Brown noted the foregoing report was submitted for informational purposes.

IV. TRUST ITEMS

1. MOA Black Resource Directory

Chairperson Jones presented the Memorandum of Approval entitled, "Sponsorship of the 2004 South Florida Black Resource Directory," which recommended that the Trust sponsor the 2004 South Florida Black Resource Directory in the amount of \$5,000.

In response to Dr. Smith's inquiry regarding any previous action taken by the Trust on the foregoing item, Mr. Holland noted this MOA was previously deferred by the Trust.

Mr. Max Rameau provided an overview of the request and noted the intent to have the directory printed for distribution during Black History Month.

In response to Dr. Smith's question regarding the benefit to the MMAP Trust, Mr. Rameau noted any profits from the advertisement sales and request for a sponsorship.

It was moved by Mr. Crapp that the Trust approve a sponsorship of \$5,000.00 for the 2004 South Florida Black Resource Directory from the Occupational License Surtax Fund for FY 2003-04. This motion was seconded by Mr. Hyppolite, and upon being put to a vote, passed by a vote of 12-1 (Trust members Dr. Smith voted "No" and Trust members: Mr. Barnes, Mr. Cooper, Mr. Kuehne, Ms. Lovin-Meighan, Mr. McAden, Ms. Obi Nweze, Mr. Robinson and Dr. Williams were absent).

Chairperson Jones asked that all members of the Trust receive a copy of the 2004 Black Resource Directory.

2. Black Business Association Invoice

Chairperson Jones presented the foregoing invoice and noted the Executive Committee recommended the sponsorship of two tables for the Black Business Association 2003 Anniversary Gala.

It was moved by Mr. Crapp that the Trust approve expenditure in the amount of \$1,200.00 for the Black Business Association 2003 Anniversary Gala. This motion was seconded by Dr. Pinkston, and upon being put to a vote, passed by a vote of 13-0, (Trust members: Mr. Barnes, Mr. Cooper, Mr. Kuehne, Ms. Lovin-Meighan, Mr. McAden, Ms. Obi Nweze, Mr. Robinson and Dr. Williams were absent).

3. Board Meeting Attendance Letter

Mr. Brown noted the foregoing letter was submitted for informational purposes.

Mr. Crapp asked if staff received any response to the letter sent by the Chairperson regarding attendance, particularly those members with five consecutive absences.

Following discussion among members of the Board regarding the board meeting attendance, Mr. Donaldson, Dr. Pinkston, Dr. Smith and Chairperson Jones noted the need for corrections to the Board attendance report for the month of June and July 2003. He was not a member of the Trust. He was appointed September 2003

In response to Mr. Crapp's comments, Mr. Brown stated certified letters would be sent to those effected Trust members.

Mr. Crapp asked that staff present the process for Board attendance and that this issue be placed on the January 2004 Trust meeting agenda.

Chairperson Jones concluded that no action would be taken until the Board attendance has been reviewed and the necessary corrections were made prior to sending certified letters to the effected Trust members.

Dr. Pinkston suggested the roll be called at future Trust meetings to ensure that the records were accurate.

Chairperson Jones noted an explanation or summary would be attached to the report in January 2004.

Mr. Brown asked Trust members to forward any issues or concerns regarding the Board Attendance Report to staff.

4. Martin Luther King Parade – West Perrine

Mr. Brown presented the foregoing Memorandum of Approval (MOA) entitled, "MLK Jr. Parade 2004," in which he noted staff was seeking authorization to rent a decorative float for the MLK Jr. Parade in West Perrine.

It was moved by Dr. Smith that the Trust approve \$800.00 from Teen Court funds to rent a decorative float for the Martin Luther King, Jr. (MLK) Parade to be held in West Perrine and hosted by the West Perrine Community Development Corporation on January 17, 2004. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed by a vote of 13-0, (Trust members: Mr. Barnes, Mr. Cooper, Mr. Kuehne, Ms. Lovin-Meighan, Mr. McAden, Ms. Obi Nweze, Mr. Robinson and Dr. Williams were absent).

NON-AGENDA ITEMS:

1. Chairperson Jones informed the Trust of two projects coming forth by the Solid Waste Department in collaboration with the Carrie Meek Foundation. Mr. Jones noted it had been suggested that Mr. Brown be used as an executive on loan. He briefly discussed the terms of this agreement.

Dr. Pinkston asked for a deferral of the foregoing matter.

Chairperson Jones discussed a collaborative agreement with the Carrie Meek Foundation.

Dr. Pinkston expressed concern that no discussion occurred prior to this agreement being presented to the Trust.

Discussion ensued among members of the Trust for the need of the MMAP Executive Director and highlighted the following issues:

- the funding for MMAP Executive Director, Deputy Executive Director and an Administrative Office 5
- the determination by the Trust for Mr. Brown to serve as the Executive Director
- the setting of benchmarks for evaluation of the Executive Director
- the delegated authority of Trust to hire and fire the Executive Director
- the administrative deficiencies in MMAP

Chairperson Jones expressed the need for a Winter Retreat to discuss issues pertaining to the overall MMAP Agency.

Assistant County Attorney Shannon Summerset repoded to Ms. Stafford's comments regarding a County employee who was on loan to another County Department.

Chairperson Jones discussed the agreement and noted it provided for revenue sharing.

During discussion of the foregoing item, Ms. Freemon discussed the format for the Trust meetings.

During further discussion among members of the Trust, the following issues were highlighted:

- the policies for fiscal management,
- the creation of partnerships,
- the commitment to the community and the County who grants funding to the MMAP Agency,
- the directives given to MMAP staff which lack follow-up to the Trust,
- the establishment of standards/benchmarks for MMAP and effectiveness of the President/CEO,
- the effectiveness of the MMAP President/CEO,

- the accountability of the Trust and MMAP staff,
- the review of the mission for the Trust,
- the historical perspective of the Trust,
- the revamping of the Trust,
- the advocacy role of MMAP,

Chairperson Jones noted the Public Relations Committee would be coordinating the Winter Retreat.

Assistant County Attorney Summerset advised the Trust that the Winter Retreat was subject to the Sunshine Laws.

Chairperson Jones stated staff provided the notice of all meetings conducted by the Trust.

Mr. Hartfield stated the MMAP's Business Plan should correlate with the County's overall Strategic Business Plan and noted MMAP needed to submit a business plan by Friday, December 19, 2003.

2. Chairperson Jones thanked Ms. Kovach and representatives from the Commerce Bank allowing the MMAP Trust to use their facility for this meeting. He suggested that the future Trust meetings be held at different locations throughout the community.

ADJOURNMENT

There being no further business to come before the Trust, the meeting adjourned at 2:56 p.m.

Chairperson John T. Jones, Jr.