



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

February 18, 2004
As Advertised

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Board of County Commissioners

Kay Madry Sullivan, Director
Clerk of the Board Division

Mary Smith-York, Commission Reporter
(305) 375-1598



**METRO-MIAMI ACTION PLAN TRUST
MEETING ON FEBRUARY 18, 2004**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:26 p.m. on February 18, 2004, 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 J. Barnes, Ms. Greicy Lovin-Meighan, Mr. Tony E. Crapp, Jr., Mr. Thomas B. Donaldson, Ms. Veldrin Freemon, Ms. Beverly Kovach, Ms. Ruth Page, Dr. Marzell Smith, Ms. Cynthia A. Stafford, Mr. Daniel Wick, Jr., Mr. Robert Holland, Ms. Marie Hyppolite, Mr. Omar Malone, and Mr. Herbert Robinson. (The following members were absent: Mr. Torris Cooper, Dr. Marty Pinkston, and Mr. Andre McAden) (The following members were excused absentees: Mr. Benedict P. Kuehne and Dr. Richard E. Williams).

In addition to the members of the Board in attendance at today's meeting, the following staff persons were present: MMAP President/CEO Vincent Brown; Staff members: Ms. Cindy Campbell, Mr. Randel Carr, Ms. Rachel Fredericq, Mr. Jose Gonzalez, Ms. Joann Hicks, Mr. Caesar Phillips, Ms. Natelege Powell, Ms. Rashada Simmons, Mr. William Simmons, and Ms. Gloria Taylor; Assistant to Assistant County Manager Tony Crapp, Mr. Gary Hartfield; and Deputy Clerk Ms. Mary Smith-York.

Chairperson Jones called the meeting to order at 12:26 p.m.

APPROVAL OF MINUTES (Clerk of Courts)

None Presented.

ADOPTION OF THE AGENDA

Chairperson Jones asked that a Non-Agenda Report as a Memorandum of Approval for Contract Option Renewal for Governmental Representation in Tallahassee be added to the day's agenda.

Hearing no other requests for changes, it was moved by Ms. Beverly Kovach that the February 18, 2004, MMAP Trust agenda be approved with the addition of the Non-Agenda Report as a Memorandum of Approval for Contract Option Renewal for Governmental Representation in Tallahassee, as requested by Chairperson Jones. This motion was seconded by Ms. Marie Hyppolite, and upon being put to a vote, passed by a vote of 15-0 (Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

I. MONTHLY STATUS REPORTS
A. Action Committees

1. Criminal Justice Sensitivity Action Committee (CJSAC)

Mr. Malone provided an oral report regarding the progress of the Teen Police Academy (TPA) during which he advised that the Committee members had participated in or sponsored the following activities:

- The completion of the incorporation documentation for the TPA;
- Participated in a meeting held February 17, 2004 to discuss students admitted to the TPA with Police Chiefs from the south region; and
- a kick-off event to inform the public that the selection of students from the northern region to participate in the TPA would begin on March 1, 2004.

Mr. Malone explained that Commissioner Martinez and the Police Athletic League were providing funding for the TPA, which made it possible to add a new component that enhanced the students' communication and articulation skills.

Following discussion among Trust members regarding limitations on student enrolled in the academy and the curriculum, it was determined that the number of students in the program would be limited to 30 in the south and 30 in the north for a term of one year, and that once the enrollment reached 30, applicants applying for admission would be placed on a waiting list.

2. Education Action Committee

None Presented.

3. Community and Economic Development Action Committee

None Presented.

III. TRUST ITEMS

1. Presentation on Mobile Entrepreneurship by Dr. Albert Smith

Dr. Albert Smith, Florida Memorial College (FMC), appeared before the MMAP Trust and expressed his appreciation to its members for the funding approved for the Entrepreneurial Institute at Florida Memorial College. He then provided an oral presentation entitled the, "Mobile Entrepreneurship Report," in which he proposed the development of a Mobile Business Assistance Unit to provide public education and awareness on business opportunities available to Miami-Dade County residents.

During further discussion, Dr. Phillip Mann, Director, Florida Memorial College/Entrepreneurial Institute, appeared before the MMAP Trust and introduced Mr. Carlos Fernandez-Guzman, Executive Vice President of Marketing at Bank United. He described the development process for the proposed Mobile Business Assistance Unit and emphasized the benefits of traveling to the communities where live to provide education and outreach.

Mr. Barnes stated a preliminary estimate of the projected costs was approximately \$40,000 to purchase a trailer from an out-of-town vendor and convert it into a mobile unit.

Dr. Marzell Smith recommended that the proposers consider entering into a one-year lease agreement as a pilot program, with the option to buy versus buying a trailer. He pointed out that Dr. Mann would visit Fort Valley State University in Georgia to observe a similar program.

Mr. Barnes recommended the proposers explore the possibility of acquiring and renovating surplus buses through Miami-Dade Transit Department, as an alternative to leasing/purchasing trailers.

Discussion ensued regarding the legal, financial, and operational aspects of the proposed project, during which several scenarios were presented.

Mr. Jones recommended the Trust approve the proposed Mobile Business Assistance Unit, in concept, and that a proposal be submitted for funding through the Miami-Dade County's Office of Community and Economic Development.

It was moved by Mr. Crapp that the Trust adopt the proposed Mobile Business Assistance Unit, in concept. This motion was seconded by Mr. Robinson, and upon being put to a vote, passed by a vote of 15-0 (Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

2. MOA Agreement with Community Action Agency

Mr. Brown provided a brief overview of the proposed Agreement between the MMAP Trust and the Community Action Agency (CAA), which provided for the use of the CAA's computer lab and classrooms on Saturdays for tutoring in reading literacy..

Following a brief discussion among Trust members, it was moved by Mr. Holland that the Trust approve the proposed Agreement with the Community Action Agency. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 13-2 (Trust Members Ms. Lovin-Meighan and Dr. Smith voted no; Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

Following concerns raised by Dr. Marzell Smith that Dr. Fine, the consultant retained by the MMAP Trust to operate the Teen Court program, had not submitted a progress report, as previously requested, Mr. Jones suggested that Ms. Fine's consulting agreement with the Trust be revisited.

3. MOA Commission for Black Resource Directory Advertisement

Staff member, Caesar Phillips, provided an overview of the foregoing proposed MOA. He pointed out that this proposed MOA did not yet exist in the form of a written agreement.

Discussion ensued among Trust members regarding the limited knowledge available to them regarding the contract with Mr. Milton Felton to solicit advertisements in the Black Resource Directory on behalf of The MMAP Trust, the policy governing the authority of the MMAP staff to make funding commitments, and the individual/agency responsible for monitoring the process and collecting and posting checks submitted for advertisements.

Mr. Holland recommended that each MMAP staff person be required to sign a written document acknowledging that they do not have the authority to engage in conduct that binds the MMAP Trust to any financial obligation.

Upon Chairperson Jones' recommendation to defer the item, it was moved by Mr. Barnes that the foregoing item be deferred to allow the Trust Board to conduct further research. This motion was seconded by Mr. Holland, and upon being put to a vote, failed by a vote of 6-8 (Trust Members Mr. Crapp, Ms. Freemon, Ms. Hyppolite, Ms. Kovach, Ms. Lovin-Meighan, Ms. Page, Mr. Robinson, and Mr. Wick voted no; Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, Dr. Smith, and Dr. Williams were absent).

Mr. Holland asked that he be provided with the invoice and offered to personally pay Mr. Felton for any services rendered.

Following further discussion, it was then moved by Ms. Freemon that the Trust approve funding in the amount of \$334.50 for advertisements placed in the Black Resource Directory by Mr. Felton. This motion was seconded by Ms. Kovach, and upon being put to a vote, failed by a vote of 2-12 (Chairperson Jones and Trust Members Mr. Barnes, Mr. Crapp, Mr. Donaldson, Ms. Freemon, Mr. Holland, Ms. Hyppolite, Ms. Kovach, Ms. Lovin-Meighan, Mr. Malone, Ms. Stafford, Mr. Wick voted no; Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Ms. Page, Dr. Pinkston, and Dr. Williams were absent).

4. Contract with the Teen Police Academy, Inc.

Mr. Malone presented an overview of the foregoing contract and advised Trust members that the name of the MMAP Trust President/CEO was listed as Sherwood G. DuBose in error in the draft Agreement between MMAP Trust and Teen Police Academy, Inc. under Section VI. Insurance. Mr. Malone indicated that the agreement should be amended to correctly list the name of the MMAP Trust President/CEO as Vincent T. Brown, Esq..

Following a brief discussion, it was moved by Ms. Lovin-Meighan that the MMAP Trust approve the proposed contract agreement between MMAP Trust and Teen Police Academy, Inc. as amended to correct the name of the MMAP Trust President/CEO from Sherwood G. DuBose to Vincent T. Brown, Esq. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 15-0 (Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

5. Criminal Justice Sensitivity Action Committee Request for Table Purchase

Mr. Malone presented a brief overview of the foregoing report, providing for the purchase of a table in the amount of \$250.00 out of the CJSAC budget for the purpose of attending the Founders Day Luncheon of Eta Phi Beta Sorority, Inc.

Following discussion among Trust Board members regarding the funding source to be used, it was moved by Mr. Malone that the MMAP Trust approve an allocation in the amount of \$250 from the Criminal Justice Budget to sponsor a table for the Eta Phi Beta Sorority, Inc.'s Founders Day Luncheon. This motion was seconded by Ms. Stafford, and upon being put to a vote, passed by a vote of 15-0 ((Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

It was moved by Dr. Smith that the MMAP Trust approve an additional allocation in the amount of \$250 from the Education Committee Budget to sponsor an additional table for the Eta Phi Beta Sorority, Inc.'s Founders Day Luncheon. This motion was seconded by Ms. Stafford, and upon being put to a vote, passed by a vote of 15-1 (Trust Member Tony Crapp voted no; Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

6. MMAP Foundation Request for Funds to Complete School Year

Staff member William Simmons gave a brief overview of the bank account created through the MMAP Foundation for the MLK Academy.

In response to Mr. Crapp's concerns regarding the establishment of the MLK Academy bank account, Mr. Brown stated that the account was established by the Foundation and opened by staff member Ms. Hicks, to pay the Academy's rent and expenses. He explained that in order to separate revenues collected from the MLK Academy vending machines from those collected from other County revenues, a separate account was established to deposit those revenues.

Discussion ensued among Trust members regarding the report and what amount was being requested by the Foundation for the MLK Academy to complete the current school year. During this discussion, Dr. Smith asked staff to provide a final audit report for 2002 and 2003 on the Foundation's account.

Chairperson Jones recommended that staff prepare a cost analysis to determine the total amount of funding needed for the MLK Academy to complete the full school year for consideration and/or approval by the Trust.

It was moved by Mr. Malone that the MMAP Trust approve funding in the amount of \$249, 254.92 for expenses incurred to by the MLK Academy to complete the current school year. This motion was seconded by Ms. Freemon, and upon being put to a vote,

passed by a vote of 10-5 (Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

Contract Option Renewal for Governmental Representation in Tallahassee

Chairperson Jones presented the proposed forgoing report entitled “Contract Option Renewal for Governmental Representation and Consulting Services in Tallahassee, FL,” and informed the Trust that it had been reviewed by the Legislative Chair of the Trust. Chairperson Jones stated that the purpose of the item was to exercise the first of two one-year options to renew Contract No. GC-8010 with Becker and Poliakoff, P.A. for governmental representation and consulting services in Tallahassee, FL.

It was moved by Mr. Holland that the MMAP Trust accept the proposed contract option renewal. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 15-0 ((Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

Annual Youth Nonviolence Educational Tour

Chairperson Jones provided a brief overview the foregoing report requesting funding for the tour of historical sites traveling from Miami, Florida to Memphis, Tennessee, with stops in Tallahassee, Florida, Montgomery, Selma, and Tuskegee, Alabama, Memphis, Tennessee, with the final stops in Atlanta and Macon Georgia. He recommended that the MMAP Trust approve the request \$21,400 in one lump sum, rather than in increments.

It was moved by Dr. Smith that the MMAP Trust approve funding in the amount of \$21,400 to sponsor forty youth and chaperones to participate in the Annual Youth Nonviolence Educational Historical Tour. This motion was seconded by Ms. Stafford, and upon being put to a vote, passed by a vote of 15-0 (Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

Martin Luther King Economic Development Corporation (MLKEDCO) Request for Reimbursement of Funds for Expenses Incurred During the MLK Weekend Celebration

Chairperson Jones presented the request for reimbursement to MLKEDCO for expenses incurred during the Martin Luther King, Jr. Weekend Celebration. Mr. Jones stated that the total amount requested was \$9,489.10. He stated that this request had been reviewed by the Budget Committee which forwarded it to the Trust with a favorable recommendation.

It was moved by Dr. Smith that the MMAP Trust approve funding in the amount of \$9,489.10, as reimbursement to the MLKEDCO for expenses incurred during the Martin Luther King, Jr. Weekend Celebration. This motion was seconded by Mr. Barnes, and

upon being put to a vote, passed by a vote of 15-0 (Trust Members Mr. Cooper, Mr. Kuehne, Mr. McAden, Dr. Pinkston, and Dr. Williams were absent).

7. Sunset Review

Mr. Jones provided a brief overview of the foregoing report regarding the MMAP Trust Sunset Review.

Hearing no questions or comments, it was moved by Dr. Smith that the MMAP Trust approve the Annual Sunset Report as presented. This motion was seconded by Mr. Barnes, and carried by a unanimous vote.

NON-AGENDA ITEMS

Ms. Cathy Jackson, Director of Miami-Dade County Audit and Management Services Department, appeared before the MMAP Trust and responded to concerns regarding the County's auditing process.

In response to Mr. Crapp's inquiry regarding the general process for initiating an external audit, Ms. Jackson stated that the County initiated external audits. She noted that because the MMAP was a small department, no direct questions had been developed for its audit. She pointed out that a performance audit that would include operational check and balances would be the most beneficial to the MMAP considering its organizational structure and its internal controls.

Ms. Jackson recommended that an external auditor be retained to conduct an audit of the MMAP process. She briefly discussed the various options available to the Trust to retain an external auditor. Regarding Mr. Crapp's inquiry pertaining to an internal preliminary audit of the annual conference related costs and expenditures, Ms. Jackson noted the timeframe for completing this type of audit could be lengthy because staff assigned to this area was limited. She pointed out that an audit of the Homeownership Program was currently being conducted at the request of the Housing Agency, and the findings of that audit would be published within the next thirty days. She advised that if they requested it, the conclusion of this audit could be presented for review by the MMAP Trust.

There being no further business to come before the MMAP Trust, the meeting was adjourned at 2:40 p.m.

Chairperson John T. Jones, Jr.