



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

March 17, 2004
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 ON MARCH 17, 2004**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:38 p.m. on March 17, 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, Mr. Tony E. Crapp, Jr., Mr. Thomas Donaldson, Ms. Veldrin Freemon, Mr. Robert Holland, Ms. Beverly Kovach, Mr. Benedict Kuehne, Ms. Greicy Lovin-Meighan, Ms. Ruth Page, Dr. Marzell Smith, and Mr. Daniel Wick, Jr. (The following members were absent: Mr. Torris Cooper, Ms. Marie B. Hyppolite, Mr. Omar Malone, Dr. Marty Pinkston, Mr. Herbert Robinson, Ms. Cynthia Stafford, Dr. Richard E. Williams, and Mr. Andre McAden.)

In addition to the members of the Trust in attendance at today's meeting, the following staff persons were also 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, and Mr. Jeffrey Watson; 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 12:38 p.m.

APPROVAL OF MINUTES (Clerk of Courts)

None presented.

I. MONTHLY STATUS REPORTS

A. Action Committees

1. Criminal Justice Sensitivity Action Committee (CJSAC)

Ms. Cindy Campbell, Staff Liaison to CJSAC, provided an oral report on the current activities of the CJSAC, in which she mentioned that the North and South area Teen Police Academy Centers were opened and that orientations were held during the week of March 8 – 12, 2004. Ms. Campbell also mentioned that the kickoff for the Teen Police Academy would be held at Lumus Park, 401 NW 2 Street, today from 5-9:00 p.m.

2. Education Action Committee

Dr. Smith provided an oral report of the Education Action Committee's activities. He stated the Committee members were trying to identify a new site location for the Martin Luther King (MLK) Academy, and they had identified a suitable site that was currently unavailable, however, it might become available as early as March 23, 2004.

Chairperson Jones suggested this issue be placed on the agenda for discussion at the upcoming MMAP Trust Retreat, particularly whether funding was available for the relocation and continued operation for the MLK Academy.

Following Chairperson Jones' suggestion that staff explore as many sites as possible to relocate the academy, Dr. Smith suggested staff consider at the facility located at 929 N.W. 54th Street as a possible site for the MLK Academy. Dr. Smith requested staff member Randal Carr to notify the building manager of MMAP Trust's interest in using the facility for its MLK Academy operations and that Mr. Carr follow-up with a request for inspection by a Miami-Dade County Schools representative.

Mr. Holland commended the Education Action Committee members on the continuous increase in student enrollment at the MLK Academy and suggested the Committee develop a proposal that would increase parents' participation in Parent/Teacher Association (PTA) meetings and submit it for review by the MMAP Trust.

3. Community and Economic Development Action Committee

None Presented.

4. International Trade Committee

Chairperson Jones stated that he would provide a date for staff to schedule an International Trade Committee meeting.

B. Units/Sections/Divisions

6. Economic Development

Mr. Kuehne recommended that the Trust place on the agenda for the retreat or the next Trust meeting an item regarding restructuring the Units/Sections/Divisions section of the Trust Action Committees to have a Development Committee whose membership would be charged with developing policy governing the process for addressing proposed projects that could generate income to the Trust and provided benefits to the community, as opposed to the currently existing MMAP Economic Development Division.

II. PRESIDENT ITEMS

C. Foundation Contract

Mr. Brown provided a brief overview of the foregoing Foundation Contract report. He stated that this item presented a notice to not renew the lease at 5220 Biscayne Boulevard and an Amendment No. 3 to the Foundation's contract to provide payment for expenses generated at 5220 Biscayne Boulevard through the current school year.

Discussion ensued among the Trust members regarding the MMAP Foundation, Inc. Contract was approved by the Trust on February 18, 2004.

Dr. Smith commented that Amendment No. 3 to the Foundation's contract would increase the contract amount by \$249,154.92, for an amended total amount as \$850,000.

D. Teen Court Bill

Mr. Brown presented the foregoing Teen Court Bill report. He stated that the Teen Court Bill had been passed by the Judiciary Committee and looked promising.

E. Pre-filed Bill Report

Mr. Brown presented the foregoing Pre-filed Bill report and copies of this report had been provided in today's meeting agenda package for the Trust's review.

F. Legislative Update and Summary 2/27 meeting

Mr. Brown presented the foregoing Legislative Update and Summary from the February 27, 2004, meeting and informed the Trust of two items that were currently before the State Legislature, which were The Family Circle Program and The Infill Housing Program

G. Status of Independent Audit

Mr. Brown advised members of the Trust that discussions had been held between the MMAP, the accountant, and the Housing Assistance Program (HAP) Chairperson, which resulted in a consensus being reached regarding what was required prior to beginning an outside independent audit review. He concluded that this issue had been resolved.

III. TRUST ITEMS

1. MOA Black Nurses Association, Inc. 25th Annual Scholarship Banquet

Mr. Jones presented the foregoing Memorandum of Approval pertaining to the recommendation that the Trust authorize the expenditure of \$400.00 to purchase a full-page ad and six tickets to the Black Nurses Association, Inc. 25th Annual Scholarship Banquet to be held on April 24, 2004.

In response to Mr. Holland's inquiry regarding how the foregoing purchase would benefit MMAP Trust, Mr. Barnes stated that as a former president of the Black Nurses Association, Inc. and a past recipient of a scholarship awarded by them, his opinion was biased. He recommended that the Trust approve the purchase of the tickets since MMAP Trust's participation in this function would provide exposure for the Trust.

Mr. Kuehne expressed concern regarding the MMAP Trust's continued funding of scholarship and dinner fundraisers. He suggested that members of the Budget Committee be requested to maintain a record of all MMAP Trust approved funding for fundraisers and that the Committee calculate projections and include itemized funding reserves for these events in the FY 2004-2005 MMAP Trust budget.

After further discussion, it was moved by Mr. Kuehne that the MMAP Trust approve the purchase of a full-page ad and six tickets in the amount of \$400.00 for the Black Nurses

Association, Inc. 25th Annual Scholarship Banquet to be held on April 24, 2004. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 12-0 (Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Mr. Robinson, Ms. Stafford, and Dr. Williams were absent).

2. MOA Florida Memorial College Celebrating 125 Years of Educational Excellence

Mr. Jones presented the foregoing Memorandum of Approval pertaining to the recommendation that the Trust authorize the expenditure of \$500.00 out of the MMAP General Fund to purchase ten tickets for the Florida Memorial College's Third Annual Founders' Weekend Gala on March 20, 2004.

Mr. Kuehne reiterated concerns regarding MMAP Trust's continuous funding of dinners and scholarship fundraising events. He suggested that the Trust purchase a combination of tickets and an ad, since ten members would not be attending.

It was moved by Mr. Kuehne that the MMAP Trust approve the expenditure of \$500 from the MMAP General Fund to purchase an ad and tickets for the Florida Memorial College 3rd Annual Founders' Weekend Gala. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 12-0 (Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Mr. Robinson, Ms. Stafford, and Dr. Williams were absent).

3. MOA Goulds Coalition of Ministers & Lay People, Inc. 20th Anniversary & 4th Annual Fundraiser Banquet

Mr. Jones presented the foregoing Memorandum of Approval pertaining to the recommendation that the Trust authorize the expenditure of \$200 from the MMAP General Fund to purchase a half-page ad for the Goulds Coalition of Ministers & Lay People, Inc. 20th Anniversary & 4th Annual Fundraiser Banquet.

It was moved by Mr. Kuehne that the MMAP Trust approve the expenditure of \$200 from the General Fund to purchase a half page ad for the Goulds Coalition of Ministers & Lay People, Inc.'s 20th Anniversary and 4th Annual Fundraiser Banquet. This motion was seconded by Dr. Smith, and upon being put to a vote, passed by a vote of 12-0 (Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Mr. Robinson, Ms. Stafford, and Dr. Williams were absent).

In response to Mr. Holland's recommendation that a moratorium be imposed on funding for sponsorship expenditures, Mr. Brown advised that a policy currently existed that set aside an amount not to exceed \$5,000 for sponsorship of community events. He noted that this amount was designated for sponsoring only those activities from which the Trust's initiatives derived a benefit.

Mr. Holland suggested that future requests for funding to support scholarship fundraisers be submitted to the MMAP Trust in writing along with the balance of the remaining reserves set-aside in the MMAP budget for this purpose.

4. Sunset Review

Mr. Jones explained that the foregoing Sunset Review Report was considered and approved at the February 18, 2004 Trust meeting and was now on the table for a roll-call vote.

It was moved by Dr. Marzell Smith that the MMAP Trust approve the Annual Sunset Review Report as presented at the February 18, 2004 MMAP Trust meeting. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 12-0 (Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Mr. Robinson, Ms. Stafford, and Dr. Williams were absent).

Ms. Lovin-Meighan suggested that the Trust revisit Section 2-503 (a) of the Code of Miami-Dade County, Florida, entitled Appointment and Tenure, Nominating Council to consider turning the process for filling vacancies on the MMAP Trust over to the Clerk of the Board of County Commissioners.

Following discussion among Trust members regarding the Sunset Review Report pertaining to Section 2-503 (a) of the Code of Miami-Dade County Appointment and Tenure of Trust members, it was moved by Mr. Holland that the Trust place Section 2-503 Appointment and Tenure, (a) Nominating Council of Ordinance 01-01 as a discussion item at the next MMAP Trust meeting scheduled for April 16, 2004. This motion was seconded by Ms. Lovin-Meighan, and upon being put to a vote, passed by a unanimous vote.

MMAP Winter Retreat Progress Report

Mr. Barnes provided an oral progress report on the status of the winter retreat plans. He stated that April 15, 2004 through April 17, 2004 were the dates being considered for the retreat. Mr. Barnes recommended the retreat be held at the Sheraton Brickell Hotel, located at 495 Brickell Avenue, Miami, Florida, because the rates were reasonable. Mr. Barnes stated he would provide an updated report to the Trust at a later date.

It was moved by Dr. Smith that the MMAP Trust accept the winter retreat progress report, with an understanding that Trust member Arthur Barnes would select an appropriate facility/site for this retreat and submit that information for consideration and approval by the full Trust. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 12-0 (Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Mr. Robinson, Ms. Stafford, and Dr. Williams were absent).

FY 03-04 Budget and T.O.

Mr. Jones presented the foregoing FY 03-04 Trust Budget report.

Ms. Lovin-Meighan suggested that the Table of Organization for the MMAP Trust be approved along with the FY 03-04 Budget. There being no objections, it was moved by Ms. Lovin-Meighan that the MMAP Trust approve the FY 03-04 Budget and the Table of Organization, as presented. This motion was seconded by Mr. Tony Crapp, Jr., and upon being put to a vote, passed by a vote of 12-0 (Trust members Mr. Cooper, Ms. Hyppolite, Mr. Malone, Mr. McAden, Dr. Pinkston, Mr. Robinson, Ms. Stafford, and Dr. Williams were absent).

NON-AGENDA ITEMS

Mr. Oscar Rivera, President of Rivers Development Group (RDG), provided an oral presentation of his proposal in which he requested funding in the amount of \$500,000 to build a low-income housing development for elderly people at 2300 N.W. 7th Street. Mr. Rivera stated that he was requesting funds through the Documentary Surtax program, which he noted would be repaid.

Following Mr. Rivera's presentation, Chairperson Jones recommended he present his proposal and request for funding before the Housing Assistance Program Committee at its next meeting.

The Mary Elizabeth Assisted (MEA) Living & Day Care Facility

Mr. Theodore Lyons, TMM Services Corporation, appeared before the Trust and presented a proposal to establish an assisted living/daycare facility to be developed and operated in cooperation with the MMAP Trust. He requested that the MMAP Trust approve a small interest loan in the amount of \$648,000 for the development of the Mary Elizabeth Assisted Living & Day Care Facility, an assisted living multipurpose community center, to be located at 365 N.W. 8th Street, Miami. He distributed copies of his proposal and supporting documents for review by Trust members, and introduced the co-owner of TMM Services, Ms. Elsie Hamler.

Mr. Barnes stated that this proposal would be presented to the Housing Assistance Program Committee for review.

In response to Trust members' inquiries, Mr. Lyons provided the following specifics regarding the proposed project:

- That the owner of the subject building had committed funding in the amount of \$380,000 to be used for renovations and the TMM Services Corporation had committed funding in the amount of \$150,000 to be used for the operation of the facility;

- that 15% equity would be generated through the project's anticipated cash flow; and
- that the guaranteed participation in other projects required that the MMAP Trust provided initial capital investment funds.

Mr. Kuehne recommended the following issues be addressed and incorporated in any formal proposal ultimately submitted for consideration by the MMAP Trust:

- The names of each principal owner in TMM Services Corporation, the percentage of capital investment made, and the revenue gains to be realized by each;
- TMM Services Corporation's performance record on past projects;
- all funding commitments made toward the development and operation of this proposed facility other than the MMAP Trust;
- the total projected costs needed to renovate and render the proposed facility fully operational;
- a more detailed breakdown of the revenue received per child;
- an analysis and findings of the advantage versus the disadvantage of an assisted living facility for the elderly combined with a day care facility for children;
- and an analysis of the qualifications required for operators/employees of such a facility.

Ms. Freemon recommended that the Community Action Center located in Miramar, Florida be used as a model for the proposed facility.

In response to questions and comments from MMAP Trust members, Mr. Lyons advised that:

- The proposed lease agreement was for ten years with two five-year renewal options.
- The proposed facility would be occupied by 50 elderly persons who would live on-site and serve or provide activities for approximately 50 elderly persons who would not reside at the center; and that.
- The requested \$648,000 loan amount was based on 15% participation by the MMAP Trust.

Chairperson Jones asked that Mr. Lyons provide a written response to concerns raised before the MMAP HAP Committee prior to this proposal being forwarded for consideration by the MMAP Trust.

There being no further business to come before the MMAP Trust, the meeting was adjourned at 2:33 p.m.

Chairperson John T. Jones, Jr.