



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

July 21, 2004
As Advertised

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Board of County Commissioners

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REVISED
METRO-MIAMI ACTION PLAN TRUST
MEETING OF JULY 21, 2004

The Metro-Miami Action Plan (MMAP) Trust convened at 12: 20 p.m., on July 21, 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 Barnes, Mr. Tony E. Crapp, Jr., Ms. Velderin Freemon, Mr. Robert Holland, Ms. Beverly Kovach, Mr. Omar Malone, Ms. Greicy Lovin-Meighan, Ms. Ruth Page, Dr. Marty Pinkston, Mr. Herbert Robinson, Mr. Daniel A. Wick, Jr.; (The following Trust member was an excused absence: Mr. Benedict P. Kuehne); (The following Trust members were absent: Mr. Thomas B. Donaldson, Ms. Marie B. Hyppolite, Dr. Marzell Smith, Ms. Cynthia A. Stafford and Dr. Richard E. Williams).

In addition to the members of the Trust in attendance at today's meeting, the following staff members were present: MMAP President/CEO Vincent Brown, Mr. Jacob Berry, Ms. Cindy Campbell, Mr. Randel Carr, Ms. Rachel Fredericq, Mr. Jose Gonzalez, Ms. Joann Hicks, Ms. Natelege Powell, Ms. Rashada Simmons, Mr. William Simmons, Ms. Gloria Taylor and Mr. Joey Walker; Mr. Gary Hartfield, Assistant to the Assistant County Manager Tony Crapp, Sr.; and Deputy Clerk Jovel Shaw.

First Vice Chairperson Arthur Barnes called the meeting to order at 12:20 p.m.

Dr. Pinkston requested that the Special Presentation on the Florida Memorial College Mobile Entrepreneurship Business Assistance Unit be added to today's agenda.

First Vice Chairperson Barnes stated that the foregoing Special Presentation on the Mobile Entrepreneurship Business Assistance Unit be placed under the Trust Items.

Dr. Pinkston noted that a quorum was not yet present for consideration of today's agenda and asked that the Trust allow Dr. Philip Mann and Dr. Albert Smith to make the Special Presentation regarding the Florida Memorial College Mobile Entrepreneurship Business Assistance Unit to the Trust.

Later in the meeting, a quorum was constituted at 1:31 p.m. at which time Chairperson Jones recommended consideration of the action items on the Trust meeting agenda.

APPROVAL OF MINUTES (CLERK OF COURTS)

The May 19, 2004 and June 16, 2004, were submitted for approval by the Trust.

No action was taken by the Trust.

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I. MONTHLY STATUS REPORTS

A. Action Committees

1. Criminal Justice Sensitivity Committee

2. Education Action Committee

3. Community Economic Development Action Committee

Mr. Malone noted that the MMAP Criminal Justice Sensitivity Action Committee and Teen Police Academy Monthly Report dated June 2004 was included in today's agenda package and there was nothing else to add to the written report.

Ms. Kovach stated that the Manager Beverly Koffee with the North Dade Community Developmental Federal Credit Union expressed an interest in the Teen Police Academy for youth located in the Carol City area and requested information regarding the Academy.

Mr. Malone stated that he would follow-up on the request for information with Ms. Koffee, Manager, and the North Dade Community Developmental Federal Credit Union.

First Vice Chairperson Barnes stated that a Community and Economic Development Action Committee workshop originally scheduled for July 31, 2004 at Florida Memorial College was rescheduled for July 14, 2004 to be combined with the Mayoral Community Forum to be held at the Joseph Caleb Center and a subsequent workshop would be held August 20, 2004.

Following discussion among the members of the Trust regarding the cancellation of reservation for the originally scheduled workshop for July 31, 2004 at Florida Memorial College, Mr. Barnes stated that he would follow-up with MMAP staff.

Upon the arrival of Chairperson Jones, First Vice Chairperson Barnes relinquish as the chair of the meeting.

Chairperson Jones welcomed everyone to today's Trust meeting.

B. Units/Sections/Divisions

1. Fiscal Management

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

In response to Ms. Kovach's comments regarding the funding from Commerce Bank for the MMAP's Annual Conference, Mr. Brown stated that no conference would be held this fiscal year and the funding from Commerce Bank could be utilized for economic development.

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- 2. MLK Academy**
- 3. Teen Court Comprehensive Report**
- 4. Neighborhood Accountability Board**
- 5. Housing**
 - a. Housing Developments Progress Report**
 - b. HAP Committee Meeting**
 - c. Homeownership Assistance Program Meeting**
 - d. HAP Monthly Report**
- 6. Economic Development**

Ms. Joann Hicks stated that the foregoing Housing report was submitted for informational purposes.

II. PRESIDENT ITEM

A. Risk Management Report

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

Following Mr. Brown's notation that the foregoing report was included in today's agenda package, Chairperson Jones noted that the Trust could not vote on any agenda items due to the lack of a quorum and asked the members of the Trust if there were any items on today's agenda, which the Trust would like to discuss.

B. Black Enterprise Annual Labor Day Weekend Conference

Mr. Brown presented the foregoing item regarding the Black Enterprise Annual Labor Day Weekend Conference and Golf Tournament and the request for co-sponsorship in the amount for \$21,500.00.

Chairperson Jones informed the Trust of the request to co-partner with the Black Enterprise, which included Miami-Dade County, the Greater Miami Convention Visitor's Bureau and the Beacon Council for its Annual Labor Day Weekend Conference and Golf Tournament Event. He noted that MMAP's participation in this event would give exposure to the MMAP Trust. Mr. Jones stated that the funding would be match by the other partners for a total approximate of \$85,000. He noted that MMAP's Economic Development Budget always carried over funds from year-to-year. Mr. Jones noted that the community forum would utilize funding from the Economic Development Budget.

Discussion ensued among the members of the Trust regarding the use of the Economic Development funds, the Trust benefit locally to participate in the Black Enterprise annual

event, the involvement of the Beacon Council and the matching of funds from the other partners for participation in the Black Enterprise annual event.

Mr. Barnes noted that the Community and Economic Development Action Committee has discussed the policy of granting funding to various businesses and suggested that a simple interest loan in order for MMAP to become self sufficient.

During discussion of the foregoing item, Mr. Hartfield stated that the County was currently updating its economic development system from all aspects of County government such as Office of Community and Economic Development, MMAP, Urban Revitalization Task Force, Beacon Council as part of the County economic delivery system. He noted that quarterly and annual reports would be provided to the County Commission Economic Development and Human Services Committee to keep the County abreast of its progress for economic development. Mr. Hartfield suggested that MMAP staff and the Trust update its portfolio regarding economic development.

Mr. Holland suggested that the MMAP staff provide the Trust with an outline of items the Trust would receive for its sponsorship in the Black Enterprise Annual Labor Day Weekend Conference and Golf Tournament Event.

In response to Mr. Holland's suggestion, Chairperson Jones stated that he would obtain that information and request that an information booth along with an advertisement be provided for the MMAP Trust at the annual event for its \$21,500 sponsorship.

Chairperson Jones stated that the foregoing item along with the FMC Mobile Entrepreneurship Business Assistance Unit item would require the scheduling of a special meeting due to the lack of a quorum in order for the Trust to take action on the items.

Later in the meeting, in response to Mr. Hartfield's comments pertaining to the need for the approval by the County Commission for the matching funds for the foregoing event, Chairperson Jones stated that the MMAP staff should inform the Office of the Chairperson for the County Commission of the Trust intent to partner with all involved parties for the Black Enterprise Annual Labor Day Weekend Conference and Golf Tournament Event.

Following Mr. Brown's comments regarding the waiver of the quorum requirement to take action on items that required a vote, Chairperson Jones stated that there were other items on today's agenda that required a vote and a special meeting should be scheduled.

Later in the meeting upon a quorum being present, it was moved by Mr. Barnes that the Trust approve a sponsorship in the amount of \$21,500 from the Economic Development Budget for MMAP's participation in the Annual Black Enterprise Event scheduled for the

Labor Day Weekend subject to obtainment of guest passes and an advertisement for the event. Ms. Freemon seconded this motion for discussion.

In response to Ms. Lovin-Meighan request for brief overview of the foregoing item, Chairperson Jones provided an overview of the request for co-sponsorship along with Miami-Dade County, the Greater Miami Convention Visitor's Bureau and the Beacon Council for the Black Enterprise Annual Labor Day Weekend Conference and Golf Tournament Event.

Upon being put to a vote, the Trust approved a sponsorship in the amount of \$21,500 from the Economic Development Budget for MMAP's participation in the Annual Black Enterprise Event scheduled for the Labor day weekend subject to obtainment of guest passes and an advertisement for the event, which passed by a vote of 10-0, (Trust members Mr. Crapp, Mr. Donaldson, Ms. Hyppolite, Mr. Kuehne, Dr. Pinkston, Dr. Smith, Ms. Stafford and Dr. Williams were absent).

III. TRUST ITEMS

- A. Recruitment Plan and Employment Options**
- B. Mayoral Community Forums**

In response to Mr. Holland's inquiry regarding any expenditure for the Mayoral and Community Forums, Chairperson Jones stated that the MMAP staff would be coordinating the event and should contact each of the mayoral candidates to ensure their attendance at the scheduled MMAP Community and Mayoral Forums.

Mr. Holland suggested that if that date was not available, staff partner with the media to host a Mayoral Forum scheduled August 17, 2004.

- C. Unemployment Compensation Claim/Rosa Darling**
- D. Letter to Torris Cooper and Andre McAden**
- E. Health Choice Network Education Retreat**
- F. Emergency Response Initiative (ERI)**
- G. 5220 Lease Agreement**

Mr. Brown presented the foregoing Memorandum of Approval (MOA) entitled, "Lease Agreement of the MLK Leadership Academy", which recommended that the Board of Trustees of the MMAP trust grant authorization to the President/CEO to execute a lease agreement with the Ebenezer Methodist Church for the relocation of the MLK Leadership Academy at 2001 N.W. 35th Street, Miami, Florida.

Chairperson Jones noted that the Executive Committee reviewed and forwarded the MOA to the Trust for its approval.

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It was moved by Mr. Crapp that the Trust grant the authorization to the President/CEO to execute a lease agreement with the Ebenezer Methodist Church for the relocation of the Martin Luther King Leadership Academy. This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a vote of 10-0, (Trust members Mr. Donaldson, Ms. Hyppolite, Mr. Kuehne, Mr. Malone, Dr. Pinkston, Dr. Smith, Ms. Stafford and Dr. Williams were absent).

H. RFP No. MMAP EDI 0604 Draft

Mr. Brown presented and provided an overview of the Request for Proposals (RFP) for the Land Acquisition and Development, Business Retention and Expansion New Business Development for Overtown Revitalization Plan (RFP No. MMAP EDI 0604).

Discussion ensued among the members of the Trust and staff regarding the RFP No. MMAP EDI 0604.

It was moved by Ms. Lovin-Meighan that the Trust approve the Request for Proposal for the Land Acquisition and Development, Business Retention and Expansion New Business Development for Overtown Revitalization Plan (RFP No. MMAP EDI 0604). This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 9-1, (Trust member Mr. Holland voted "No" and Trust members Mr. Donaldson, Ms. Hyppolite, Mr. Kuehne, Mr. Malone, Dr. Pinkston, Dr. Smith, Ms. Stafford and Dr. Williams were absent).

Also, see note under Agenda Item III-J.

I. Letter to Urban Task Force

Mr. Barnes noted that he would be meeting with Ms. Karen Moore, Executive Director, and Miami-Dade County Urban Task Force Department on Thursday, July 22, 2004.

Later in the meeting, Chairperson Jones noted and read into the record a letter that was received from the Urban Task Force (UTF), which stated it was encouraging to know that MMAP intends to renew its collaborative relationship with the UTF on urban economic revitalization.

J. Overtown Initiative

Mr. Brown presented the foregoing Memorandum of Approval pertaining to the recommendation that the MMAP Trust commit \$1,000,000 for affordable housing in Overtown. He noted that at the last Executive Committee meeting the Committee

instructed staff to present a Request for Qualifications (RFQ) for the Overtown initiative to address economic development and housing.

Mr. Holland expressed concern with investing in the Overtown area for affordable housing.

Discussion ensued among the members of the Trust and staff regarding the Carrie P. Meek Fund, the potential use of the funding for commercial use, the Request for Proposals (RFQ) for MMAP EDI 0604 and the acquisition of land to promote businesses in the community.

Later in the meeting upon a quorum being present, it was moved by Ms. Lovin-Meighan that the Trust approve an allocation for \$1,000,000 from Documentary Surtax funds through the Housing Assistance Program for affordable housing in Overtown. Mr. Crapp seconded this motion for discussion.

Mr. Holland reiterated his concern with funding for affordable housing in Overtown and the need to refocus funding for housing development in other geographic areas in the community or for commercial economic development in Overtown.

Mr. Crapp discussed the creation of homeownership initiative in the Overtown area and the creation of the Homeownership Assistance Program (HAP) to address affordable housing. He stated that the Trust should focus on homeownership in Miami-Dade County. Mr. Crapp pointed out that he does not oppose the suggestion of identifying other areas in Miami-Dade County.

In response to Chairperson Jones' inquiry regarding the carryover amount for housing, Ms. Lovin-Meighan pointed out that proposals would be coming forth to the Trust for consideration for \$3.2 million. She further noted that a request for qualifications (RFQ) process would assist the Trust on how to utilize the Documentary Surtax funding.

Chairperson Jones suggested that the Trust consider a traditional neighborhood development use.

Upon being put to a vote, the Trust approved an allocation for \$1,000,000 from Documentary Surtax funds through the Housing Assistance Program for affordable housing in Overtown, and passed by a vote 9-1, (Trust member Mr. Holland voted "No" and Trust members Mr. Donaldson, Ms. Hyppolite, Mr. Kuehne, Ms. Page, Dr. Pinkston, Dr. Smith, Ms. Stafford and Dr. Williams were absent).

K. Caribbean-Central American Action Conference Presentations

- 1. Positioning Caribbean Businesses to Compete in an FTAA Era**
- 2. Caribbean Competes/Prospering in a time of Change**

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- 3. From Insular to International-What Strategies**
- 4. Florida-Caribbean Collaborative Development Strategies**
- 5. Speech by the Acting Minister of Foreign Affairs**
- 6. Florida: A Growing Business Center for the Caribbean**
- 7. Institute of Business**

Chairperson Jones presented the foregoing item that was a copy of the Microsoft PowerPoint presentation regarding the Caribbean-Central American Action Conference and asked that the members of the Trust review the copy provided of the presentation. He noted that the Caribbean-Central American Action Conference was held in Barbados.

**L. Special Presentation on the Florida Memorial College Mobile
Entrepreneurship Business Assistance Unit**

Dr. Pinkston introduced Dr. Albert Smith, Florida Memorial College (FMC), who appeared before the Trust and provided an oral status report on the FMC Mobile Entrepreneurship Business Assistance Unit. He stated that the purpose of the Unit was to increase the opportunity to promote and assist in generating small business activity. Dr. Smith discussed the objectives and the services to be provided at the Unit. He provided an overview of the list of sponsors who are assisting in the effort. Dr. Smith noted that FMC would provide 50% of the funding for the annual operating cost and the total amount for operational cost was \$30,000 annually. He stated that FMC was seeking the balance of the funding for operational cost from the MMAP Trust. Dr. Smith pointed out that the operational cost would include the driver, fuel for the mobile unit, maintenance and other related items. He stated that the projected date for completion of the mobile unit was September 2004. Dr. Smith inform the Trust that a schedule would be develop to provide business assistance to different geographic areas in the community and this scheduled would be presented to the Trust for review and recommendations. He also informed the Trust that a brochure was being developed pertaining to the FMC Mobile Entrepreneurship Business Assistance Unit.

Ms. Kovach noted that the Commerce Bank's logo was incorrect and that she would provide the correct logo to use for the brochure.

Dr. Philip Mann, Director, Florida Memorial College Entrepreneurial Institute, appeared before the Trust and provided an overview of the primary goal for the FMC Mobile Entrepreneurial Business Assistance Unit.

In response to Mr. Barnes' inquiry regarding handicap accessibility, Dr. Mann noted that the mobile unit would comply with the American Disability Accessibility (ADA) requirements.

Dr. Smith stated that status reports would be provided to keep the Trust abreast of the progress of the FMC Mobile Entrepreneurial Business Assistance Unit.

Chairperson Jones stated that it was a great opportunity for the MMAP Trust because it correlated with the Trust's mission.

Following the conclusion of the foregoing special presentation, Chairperson Jones noted that a quorum was not yet present. He briefly discussed that a special meeting may need to be scheduled prior to September to consider the action items on today's agenda, if a quorum was not obtain.

Later in the meeting upon a quorum being constituted, it was moved by Mr. Holland that the Trust approve a collaborative partnership with the Florida Memorial College in an amount not to exceed \$15,000 from the Economic Development Budget for the Florida Memorial Entrepreneurial Institute Mobile Unit operational cost. Mr. Barnes seconded this motion for discussion.

In response to Ms. Lovin-Meighan request for brief overview of the foregoing item, Mr. Barnes provided an overview of the request from FMC for the MMAP Trust to provide funding in the \$15,000 for the FMC Mobile Entrepreneurial Business Assistance Unit operational cost from the Economic Development Budget.

Upon being put to a vote, the Trust approved a collaborative partnership with the Florida Memorial in an amount not to exceed \$15,000 from the Economic Development Budget for the Florida Memorial Entrepreneurial Institute Mobile Unit operational cost, and passed by a vote of 11-0, (Trust members Mr. Donaldson, Ms. Hyppolite, Mr. Kuehne, Dr. Pinkston, Dr. Smith, Ms. Stafford and Dr. Williams were absent).

NON-AGENDA ITEMS:

1. Chairperson Jones noted that the MMAP President/CEO Memorandum entitled, "Organizational Changes" was distributed to the members of the Trust, which outlined changes in the MMAP organization. He stated that the changes as follows: that the Housing, Economic Development, Teen Court, and MLK Academy units would be under the direct supervision of the Acting Deputy Director; and the Fiscal Management, Executive Secretary, and the Public Information Officer(s) would report to the Acting Deputy Director.

2. Chairperson Jones noted that Ms. Rashada Simmons submitted a memorandum along with an incident report for informational purposes.

Later in the meeting, Mr. Brown provided an overview of the incident report, which occurred at the MLK Leadership Academy. He noted that there was an ongoing

investigation in response to an allegation made by a student at the Academy and asked that the members of the Trust review the memorandum.

A brief discussion occurred between the members of the Trust and staff regarding the following issues pertaining to the MLK Leadership Academy:

- Security and the possibility of hiring a security firm for services,
- The background checks for the staff,
- The conduction of cost benefits analysis for security services.

Chairperson Jones recommended that the MMAP staff explore the option of contracting for security services at the MLK Leadership Academy. He noted that staff should review the County's vendors list for this type of services.

Mr. Hartfield stated that the Miami-Dade County General Services Administration would have that list.

Chairperson Jones reiterated his request that staff present recommendations for security services and the need for an extensive background check for the MLK Leadership Academy staff.

Mr. Crapp discussed that all of the contracts for the MLK Academy should be reviewed and approved by the Trust to ensure responsibility and accountability.

Discussion ensued among the members of the Trust and staff in connection with the following:

- The various computer software and methods available to conduct background checks,
- the oversight of staff interaction with the students,
- the role of the assistant principal at the MLK Academy,
- the proposed operation plan for the MLK Academy,
- the dress code policy for staff and students,
- The setting of benchmarks for the MLK Academy at the MMAP Winter Retreat and the organizational changes at the MLK Academy.

Ms. Simmons discussed the criteria and student code of conduct for the MLK Academy.

Chairperson Jones informed Ms. Simmons that she should make the Trust aware of challenges faced at the MLK Academy in order for the Trust to offer assistance in addressing issues such as the dress code and providing uniforms for the students.

Mr. Malone stated that there was a consensus for creating an environment for students to learn and the Trust should support Ms. Simmons and Mr. Phillips in this effort.

Discussion ensued in connection with leasing employees versus temporary agencies.

Mr. Holland stated that the recommendation made by Mr. Brown regarding yearly contracts with a termination clause or the use of a temporary agencies to staff the MLK Academy should remain as it currently stands. He recommended that staff present at the next Trust meeting the contracts along with the fiscal impact for approval by the Trust.

Ms. Page discussed her experiences with volunteering at schools and in the community that involved parents and students.

Mr. Crapp noted that the Trust's Budget Committee has met to discuss the MLK Academy Budget and three options were recommended. He stated that the Committee was in favor of the Miami-Dade County Public School teachers' option but staff had informed the Committee there was insufficient funding to explore this option. Therefore, the Committee supported staff's recommendation for a long-term contract that would allow the Academy to remain within its budget for the current school year.

In response to the comments regarding the leasing of employees versus the use of temporary agencies, discussion ensued among the members of the Trust and staff in connection with a one-year contract with bi-weekly invoices, the management of the professional services agreement and operating within the established budget for the MLK Academy.

Mr. Brown stated that staff will continue to operate the MLK Academy as established and will provide options at the September 2004 Trust meeting along with the contracts for the Trust review and consideration.

Following further discussion in connection with co-employment, leasing employment versus County or School Board employees, Chairperson Jones pointed out that the contract must be reviewed by the County Attorney's Office.

3. Chairperson Jones noted that a letter was received from the Florida Department of Management Services regarding the 2004 Minority Women Business Matchmaker and Expo. He stated that this year Expo was scheduled for November 18-19, 2004 at the Orange County Convention Center in Orlando, Florida. Mr. Jones pointed out that the foregoing was an excellent showcase and networking opportunities for small and minority business enterprises. He concluded by stating that this Expo could be used to promote local businesses and that copies of this information could be provided to those interested members of the Trust.

4. Mr. Hartfield informed the Trust that the Assistant County Manager Tony Crapp, Sr. requested information on the decision of the Trust regarding the executive on loan of the President/CEO to the Carrie P. Meek Foundation. He also requested that the Chairperson of the Trust along with other interested Trust members meet with Assistant County Manager Crapp prior to submitting this information to the Miami-Dade County Manager along with the fiscal impact.

In response to Mr. Hartfield's comments, Chairperson Jones requested that Mr. Hartfield contact him with a meeting date to address the foregoing matter with the Assistant County Manager.

5. Mr. Hartfield noted that he was a member of the National Forum for Black Public Administrators (NFBPA). He stated that information was circulated via email countywide from the County Manager in reference to the Executive Leadership Institute Program for the NFBPA, which was an eight-month program beginning October 2004. Mr. Hartfield pointed out that this program promoted young African Americans in position for the next level of public service such as Assistant County Manager or County Manager executive positions. He noted that the deadline for submittal of an application for this program was Friday, July 23, 2004.

In response to the Chairperson Jones' comments pertaining to the NFBPA Program, Mr. Hartfield stated that it was an eight-month program, which consists of 15 days out of the eight-month program for the participating County employee. He pointed out that the County would pay for the Program's tuition cost and the participating employee would have its department pay for the graduation ceremony in the approximate amount of \$2,500 that include airfare, hotel and transportation. Mr. Hartfield stated that the ceremony would take place at the NFBPA Annual Forum to be held in Richmond, Virginia.

ADJOURNMENT

There being no further business to come before the Trust, the meeting adjourned at 2:44 p.m.

Chairperson John T. Jones, Jr.