



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

September 15, 2004
As Advertised

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Board of County Commissioners

Kay Madry Sullivan, Director
Clerk of the Board Division

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**METRO-MIAMI ACTION PLAN TRUST
MEETING ON SEPTEMBER 15, 2004
(REVISED)**

The Metro-Miami Action Plan (MMAP) Trust convened at 12:28 p.m. on September 15, 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, Ms. Greicy Lovin-Meighan, Mr. Omar Malone, Ms. Ruth Page, Dr. Marty Pinkston, Mr. Herbert Robinson, Ms. Cynthia Stafford and Mr. Daniel Wick, Jr.; Trust member Dr. Richard E. Williams was absent.

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

The MMAP Trust meeting was called to order at 12:28 p.m. by Chairperson John T. Jones.

EXCUSED ABSENCE REPORT

Staff member Gloria Taylor stated the following Trust members were excused from today's meeting: Ms. Hyppolite, Mr. Kuehne, and Dr. Smith.

APPROVAL OF MINUTES (Clerk of Courts)

It was moved by Ms. Pinkston that the Trust approve the meeting minutes of February 18, 2004; March 17, 2004 as amended to reflect Ms. Stafford's absence as excused; April 16, 2004; May 19, 2004; and June 16, 2004 as amended to reflect that Dr. Pinkston as present. This motion was seconded by Ms. Freemon, and upon being put to a vote, passed by a unanimous vote.

ADOPTION OF THE AGENDA

Chairperson Jones asked that a request for approval of a Mayoral Forum be added as Trust Item 6 and the Appointment of a Selection Committee for the Overtown Revitalization Plan RFP as Trust Item 7 to the day's agenda.

Hearing no other requests for changes to the day's agenda, it was moved by Mr. Barnes that the September 15, 2004, MMAP Trust agenda be adopted as amended with the additions of Trust Item 6, Mayoral Forums and Trust Item 7, Appointment of a Selection Committee for the Overtown Revitalization Plan RFP, as requested by Chairperson

Jones. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed by a unanimous vote.

III. TRUST ITEMS

1. 2004 Black Enterprise/Pepsi Golf and Tennis Challenge

Chairperson Jones stated that he attended the foregoing event and facilitated the MMAP Trust's booth at one point because no other Trust members were available. He noted that MMAP Trust made a favorable impression on the approximately 700-800 people who attended the event. Chairperson Jones indicated that new contacts were made that provided opportunities to interact with more local businesses as related to MMAP Trust's objectives.

2. WKL & Associates, Inc.: Moratorium on loan payments

MMAP Trust President/CEO Mr. Vincent Brown provided a brief overview of the foregoing proposed memorandum of approval in which Mr. Willie C. Robinson, President of WKL & Associates, Inc. requested that a moratorium of six months be placed on their loan payments totaling \$45,226.80 that were due to the MMAP Trust. Mr. Brown noted that the Executive Committee recommended that the Trust place a moratorium on the loan payments for a four-month period that would end on December 31, 2004, and that if the organization requested the moratorium be continued for the balance of the originally requested six month period, that request would be presented for consideration by the Trust. He informed the Trust that WKL & Associates, Inc.'s loan payments were in good standing and were paid according to the terms of their agreement.

Discussion ensued among Trust members pertaining to the amount of time the Moratorium should be approved for and how to deal with a request for extension of the time allotted for the Moratorium.

There being no further discussion, it was moved by Dr. Pinkston that the Trust accept the Executive Committee's recommendation to approve a four (4) month Moratorium on WKL & Associates, Inc.'s loan payments. This motion was seconded by Mr. Crapp, and upon being put to a vote, passed by a vote of 14-0 (Trust members Ms. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

3. Florida Memorial College (FNC) Contract/Dr. Mann

Mr. Brown provided a brief overview of the foregoing memorandum of approval for the renewal of the FMC Entrepreneurial Institute's contract, he stated that Dr. Mann had requested a contract renewal amount of \$118,000, but that the Executive Committee had recommended that the Trust approve a contract renewal amount of \$87,000 for FY 04-05.

Discussion ensued among Trust member regarding the increased duties Dr. Mann would perform in connection with the Mobile Business Assistance Unit. Also discussed among Trust members was Dr. Mann's excellent job performance with the FMC Entrepreneurial Institute and outreach services related to MMAP Trust.

Following further discussion, it was moved by Mr. Barnes that the Trust approve an allocation in the amount of \$100,000 from the Trust Community Economic Development Action Committee Budget for the renewal of the Florida Memorial College Entrepreneurial Institute Contract Agreement for FY 2004-05. This motion was seconded by Ms. Stafford, and upon being put to a vote, passed by a vote of 14-4 (Trust members Ms. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

4. MOA MMAP/HAP

Mr. Brown provided a brief overview of the foregoing request to increase the amount of funding available for the down payment on MMAP Trust's homeownership assistance to a maximum amount of 6% of the total purchase price.

Ms. Lovin-Meighan discussed the MMAP HAP maximum loan assistance program, during which she indicated that an additional \$1.4 million dollars needed to be added to the originally requested 6% (\$1.6 million) increase in the maximum amount available for housing assistance loans. Ms. Lovin-Meighan advised members of the Trust that a total of \$3 million was necessary in order to accommodate the maximum loan amount of \$12,000 for 250 clients.

Discussion ensued among Trust members regarding the low percentage of clients generated from MMAP's target area and what strategies to implement an increase in that percentage so that the request for increase in the loan amounts would be justified. Trust members also discussed the proposed marketing plan that focused on MMAP Trust's target areas for servicing clients.

Ms. Lovin-Meighan stated that the MAP/HAP budget had experienced fund carryovers from FY 02-03 and FY 03-04. She advised the Trust that the MAP/HAP budget for FY 04-05 would be increased tremendously and therefore, the funds currently in the budget should be exhausted before the coming fiscal year which would begin on October 1, 2004. Ms. Lovin-Meighan asked staff to provide a copy of the previously mentioned marketing plan to the Trust. She further advised the Trust that staff would provide members with copies of the status report on the proposed standard procedures for the RFQ/RFP process as it relates to permanent housing.

In response to Chairperson Jones' inquiry regarding the loans' forgiveness and deferral policies, Mr. Brown noted that MMAP policy stated that payments on loans would be deferred for ten years; however, loans became due upon their being refinanced or upon the property being sold within the first 10-year period. He added that policy also stated that loans were forgiven on the eleventh year provided the clients resided on the properties for the full ten years and had not refinanced the loans.

Discussion ensued among Trust members regarding effecting a change in the surtax program requirements pertaining to the deferral and forgiveness policies on housing assistance loans from MMAP Trust. Following this discussion, it was moved by Mr. Holland that the MOA to increase the MMAP HAP Maximum Loan Assistance be

amended to eliminate the forgiveness portion of MMAP Trust's residential loans and to provide a 10-year forbearance on the loans requiring the payment of interest on the loans beginning on the first month after the tenth year ended. Dr. Pinkston seconded this motion, which was followed by discussion among members of the Trust regarding repayment requirements on loans for housing assistance.

Mr. Donaldson proposed a friendly amendment to the foregoing motion to require repayment of the loan upon refinance or resale of the property.

Members of the Trust commenced to discuss different options for repayment of housing assistance loans, the purpose of the Housing Assistance Program and its relationship to the surtax program.

Following this discussion, Mr. Holland withdrew his motion and Dr. Pinkston withdrew her second of the motion.

Chairperson Jones then recommended that staff work with the Housing Committee to develop the requirements of the Housing Assistance Program loans regarding its repayment policy and present it before the Trust at its next meeting scheduled for October 20, 2004 at 12:00 noon.

It was moved by Mr. Holland that the foregoing Memorandum of Approval for an increase in the amount of \$1.4 million to the MMAP Housing Assistance Program (HAP) Maximum Loan Assistance and to provide that the \$1.4 million dollar increase be allocated from carryover funding remaining in the FY 2003-04 MMAP Trust budget. This motion was seconded by Mr. Wick, and upon being put to a vote, passed by a vote of 14-0 (Trust members Mr. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

5. Request for Proposals/Request for Qualifications

Mr. Brown requested a deferral of the foregoing item due to the presentation of reports requested by the Executive Committee being incomplete at that time, which included Underwriting Proposals.

In response to Mr. Crapp's comments regarding the regularity of items scheduled for presentation before the Trust being delayed for various reasons, Mr. Brown advised Trust members that a quality assurance programs had been initiated that would facilitate monitoring of items to ensure timely completion and placement on the agenda.

Discussion ensued among Trust members regarding deferral of the proposed RFP/RFQ agenda item to give the Executive Committee Members who had not already discussed it, the opportunity to provide their input regarding the proposed RFP/RFQ document. Mr. Brown stated that he would submit to each member of the Trust a memorandum outlining the concerns that were raised at the previous Executive Committee meeting, a draft of the RFP/RFQ document, and a comments page for their feedback. He assured the Trust that

the package would be prepared for presentation by the next MMAP Trust meeting scheduled for October 20, 2004.

Ms. Lovin-Meighan advised members of the Trust that the original draft RFP/RFQ document that was included in the meeting package was now obsolete and that a revised document had been developed and that copies would be distributed by staff members.

Mr. Brown pointed out that Ms. Joann Hicks would correspond with the MMAP consultant in order to further develop the draft the RFP/RFQ document in accordance with the Executive Committee's requirements. He stated that staff member Mr. William Simmons would monitor the RFP/RFQ's movement through its completion and would report unnecessary delays to him.

There being no further discussion, the foregoing proposed presentation was deferred by the Trust to the next MMAP Trust meeting scheduled for October 20, 2004.

6. Mayoral Forum

Chairperson Jones presented the foregoing proposed Mayoral Forum project. He indicated that the project provided an opportunity for the Trust to amalgamate with two radio stations (WMBM and WEDR) in order to develop and broadcast mayoral forums. Chairperson Jones noted that since no specific dates had been set for the forums yet, he recommended that Trust members set a maximum amount to be made available for this project, and that the Public Relations (PR) Committee takes care of all other details necessary to conduct the mayoral forums.

Trust members discussed several aspects of the proposed forums including locations, dates and times, sponsorships, expenditures, and designated budget to fund the event. Further discussion among members determined that the funds for the mayoral forums would generate from the Trust Budget Account and were not to exceed \$10,000.

Mr. Barnes reminded the Trust that the PR contact person, staff member Ms. Traci Pollack, was currently being loaned to the United Way agency.

There being no further discussion regarding the foregoing matter, it was moved by Mr. Holland that the Trust approve funding in an amount not to exceed \$10,000 from the MMAP Trust Account Budget to broadcast two (2) Mayoral Forums on two local radio stations, in an amount not to exceed \$5,000 per radio station, to be selected by the MMAP Trust Public Relations Committee. This motion was seconded by Ms. Beverly Kovach, and upon being put to a vote, passed by a vote of 14-0 (Trust members Mr. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

7. Selection Committee for the Overtown Revitalization Plan RFP

Mr. Brown provided a brief overview of the foregoing proposed request for the purpose of assembling a selection committee consisting of three Trust members and two staff members to select the most qualified proposal as the recipient of the remaining \$500,000

in the Economic Development Initiative (EDI) Grant to fund the Overtown Revitalization Plan project.

The following members were appointed by Chairperson Jones to serve on the Selection Committee for the RFP process for the Overtown Revitalization Project: Mr. Arthur Barnes, Mr. Herbert Robinson, and Mr. Robert Holland, Esq. Chairperson Jones noted that Mr. Barnes would appoint two staff members to the Committee.

II. PRESIDENT ITEMS

F. Theodore R. Gibson Memorial Fund, Inc.

Mr. Brown advised the Trust that the foregoing proposed funding request for MMAP Trust sponsorship announced an event that was scheduled for October 17, 2004.

Chairperson Jones recommended that the foregoing proposed presentation regarding the Theodore R. Gibson Memorial Fund, Inc. be deferred to October 1, 2004 pending the start of FY 2004-05 budget allocations.

E. FMC 10th Annual Appreciation Dinner

Ms. Freemon stated that tables at the FMC 10th Annual Appreciation Dinner were \$550.00 each and that MMAP Trust would be honored with a presentation of the Community Partnership Award at the event.

Discussion ensued among members of the Trust regarding the recommendation that General Fund dollars be used to purchase two (2) tables at the subject event. Trust members agreed that staff members should be invited to attend the FMC 10th Annual Appreciation Dinner in the event the number of Trust members in attendance was less than 20, which is the amount needed to accommodate the two tables purchased by the Trust.

There being no further discussion on this matter, it was moved by Ms. Beverly Kovach that the Trust approve an expenditure in the amount of \$1,100 from the MMAP Trust General Fund budget to purchase two (2) TABLES (\$550 each) at the Florida Memorial College (FMC) 10th Annual Appreciation Dinner scheduled for Friday, September 24, 2004 at 6:00 p.m. This motion was seconded by Ms. Freemon, and upon being put to a vote, passed by a vote of 13-0 (Trust member Dr. Pinkston abstained; Trust members Mr. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

D. Jessie Trice Center Prevention Benefit

Chairperson Jones introduced the foregoing proposed request and inquired which budget would be used to fund the event.

Trust members commenced discussing the funding source to be used for this event and whether it would be advisable to place an ad rather than purchase a table.

Upon conclusion of this discussion, it was moved by Ms. Stafford that the Trust approve an expenditure in the amount of \$650.00 from the MMAP Trust General Fund Budget to purchase a table at the 4th Annual Jessie Trice Cancer Prevention Project Benefit scheduled for Saturday, October 2, 2004 at 6:00 p.m. This motion was seconded by Mr. Barnes, and upon being put to a vote, passed by a vote of 14-0 (Trust members Mr. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

I. MONTHLY STATUS REPORT

A. Action Committees

There were no Action Committee reports.

B. Units/Sections/Divisions

2. MLK Academy

Mr. Brown provided an oral report regarding the MLK Academy. Mr. Brown stated that the Academy was currently at capacity with 203 students enrolled due to the Janet Reno New Chance Alternative Middle School's closing. He informed members of the Trust that two additional teachers were hired to accommodate the tenth grade students who were recently added to the Academy. Mr. Brown noted that since the Academy had not planned nor budgeted for tenth grade classes in its contract with the Miami-Dade County School Board, the addition of tenth grade teachers had caused budgetary shortfalls, but that those problems would be worked out through the Academy's revenues.

Discussion ensued among Trust members regarding contracts for teachers at the MLK Academy and the rate of pay involved. In response to Chairperson Jones' inquiry pertaining to contracts for teachers, Mr. Brown stated that the contract options available to the Trust regarding teachers for the MLK Academy were as follows: 1) hire the teachers through an employment agency; 2) bring them on as Miami-Dade County personnel; 3) give them a contract; or 4) continue with the PSA process. Following further discussion, it was suggested by the Trust that staff evaluate those choices and bring back the most lucrative option for considerations by the Trust. Trust members commenced to review and discuss the MLK Academy Projected Budget for 2004-2005 that was included in the package for today's meeting, after which Mr. Brown stated, in response to Chairperson Jones' inquiry regarding no benchmark for the additional teachers, that it was unclear who authorized the addition of tenth grade students and the hiring of the two additional teachers. Further discussion determined that the decision to add tenth grade to the MLK Academy was made by the MMAP Trust Education Action Committee and the former Director of the PSA. Members of the Trust discussed the need for more accountability with regard to the MMAP Trust C.E.O.

Mr. Brown advised Trust members in response to Mr. Crapp's suggestion that the Trust engaged in discussion regarding whether to continue the tenth grade at the MLK Academy, that there were only three options available for the Trust which were eliminate tenth grade, eliminate sixth grade, or reduce staff.

Mr. Barnes recommended that tenth grade be eliminated from the Academy immediately so those students may be easily absorbed within other schools since it was so early in the school year. Trust members concurred with this recommendation during further discussion.

Mr. Robinson stated that the Education Oversight Committee made the decision to add tenth grader to the Academy. He suggested that the Trust eliminate the tenth grade from the Academy after the first semester ended to make the transition into different schools run smoothly for the students and allow the teachers enough time to find new jobs.

Discussion ensued among Trust members regarding the FCAT being given at the beginning of the second semester. Trust members also discussed the Academy's budget, which determined that the Academy was indebted to the Teen Court's budget for approximately \$300,000 and that, in reality, the Academy had no funds in its budget.

Mr. Robinson recommended that the Trust host a reception for the Miami-Dade County Schools Superintendent in order to increase his awareness of MMAP's concept with regards to education and discuss the possibility a partnership. He advised the Trust that the Academy's budget should be revised to accommodate tenth grade because it would enable the Academy's staff to prepare those students for the FCAT. Discussion among Trust members continued pertaining to the school's purpose and its relationship to the feeder schools that refer students to the Academy.

There being no further discussion regarding the foregoing matter, it was moved by Ms. Kovach that the MMAP Trust approve the continuance of tenth grade at the Martin Luther King Academy up to the end of the first semester of the 2004-2005 academic year,

Mr. Holland recommended that the foregoing motion be amended to include giving the Director of the Martin Luther King Academy the discretion to adjust the Academy's budget in order to accommodate the tenth grade during that portion of the academic year.

This motion was seconded by Mr. Holland, and upon being put to a vote, passed by a unanimous vote.

NON-AGENDA ITEMS

Upon Chairperson Jones' request, Ms. Stafford consented to serve as a member on the Economic Development Mobile Advisory Committee and Mr. Barnes would serve as her alternate. Ms. Stafford stated for the record that she would also serve as a member on the Legislative Committee.

Mr. Brown provided a brief overview of the proposed request to sponsor the Board of County Commissioners' Economic Development and Human Services Committee's Initiative.

Mr. Gary Hartfield, Assistant to Assistant County Manager Tony Crapp, provided a more detailed explanation of the foregoing matter, and stated that this project was initiated by

the Chairperson of the Economic Development and Housing Services Committee. He indicated that Commissioner Rolle's objective was to get a complete understanding of the economic development delivery system within Miami-Dade County. Mr. Hartfield informed Trust members that all County departments that dealt with economic development were contributing to this effort. In response to Chairperson Jones' inquiry regarding the frequency of the expense, Mr. Hartfield stated this was a one-time expenditure.

Following discussion among Trust members regarding the budget from which the funds would be generated, it was moved by Mr. Barnes that the Trust approve funding in an amount not to exceed \$7,500 from the MMAP Trust Economic Development Action Committee Budget to sponsor the Board of County Commissioners' Economic Development and Human Services Committee's Initiative. This motion was seconded by Mr. Malone, and upon being put to a vote, passed by a vote of 14-0 (Trust members Mr. Hyppolite, Mr. Kuehne, Dr. Smith, and Dr. Williams were absent).

Mr. Holland initiated discussion pertaining to unexpended funds remaining in the MMAP Trust General Fund budget totaling \$300,000 that would be reclaimed by Miami-Dade County if not spent by the end of the Fiscal Year. Discussion ensued among Trust members regarding different ways in which to exhaust the funds. Consideration was given to planning for the MMAP Trust Annual Conference in 2005 and submitting an itemized estimation of costs for the Conference with detailed explanations of why the dollars were be encumbered and present invoices as supporting documents.

Mr. Alan Morley, Chairman of Community Council Area 8, appeared before the MMAP Trust and expressed concern regarding Trust members' lack of representation at the last MMAP Trust Community and Economic Development Action Committee (CED) meeting. Mr. Morley stated that there were only three persons in attendance and stated that as Chairman of the Community Council, he desired to work along with the MMAP CED Committee to bring a forum to the community to ensure all residents would be informed of resources available in the community.

In response to Mr. Morley's inquiry regarding initiating a community forum through MMAP Trust, Mr. Barnes advised him to contact Mr. Jacob Berry, MMAP staff member who coordinates scheduling of the MMAP Trust agenda, to arrange a presentation at a MMAP Trust meeting.

There being no further business to come before the MMAP Trust, the meeting was adjourned at 2:57 p.m.

Chairperson John T. Jones, Jr.