



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

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As Advertised

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OFFICIAL MINUTES
METRO-MIAMI ACTION PLAN TRUST
MEETING OF JULY 25, 2007

The Metro-Miami Action Plan Trust (MMAP) convened a meeting at the Offices of MMAP Trust Board, 19 West Flagler Street, Mezzanine Room #106, on July 25, 2007 at 12:00 Noon, there being present: Chairperson John T. Jones, Jr. and Members: Mr. Tony E. Crapp, Jr., Ms. Marie B. Hyppolite, Ms. Beverly Kovach, Mr. Benedict P. Kuehne and Mr. Herbert Robinson, (Members: Ms. Veldrin Freemon and Ms. Greicy Lovin were late; Members: Mr. Arthur J. Barnes, Dr. Marzell Smith and Mr. Daniel A. Wick, Jr. were absent)

ROLL CALL:

Staff members present were: Mr. Milton Vickers, Executive Director; Mr. John Dixon, Deputy Director; Mr. William Simmons, Ms. Joann Hicks, Mr. Jose Gonzalez, and Mr. Anthony Williams; and Deputy Clerk Karen Leonard.

DISCLOSURE OF CONFLICTS OF INTEREST

QUERY FOR EARLY DEPARTURES

MOTION TO SET THE AGENDA:

Mr. Milton Vickers, MMAP Trust Executive Director, requested that the following items be added to the agenda: Agenda Item 2 Community Workshop; Agenda Item 3 Retreat Agenda and request for additional funding; and Memorandum of Approval (MOA) for the South Dade Small Business Capitalization Initiative grant awards.

I. Trust Action Items

A. Committee Action Items

1. Budget

A. Proposed Fiscal Year 2007-08 MMAP Budget

Mr. Vickers noted that the Board directed staff to revisit the adjusted budget to sharpen the focus. He noted that the administration charge in the budget was lowered and administrative cost in the dedicated source of revenue area was increased. The primary objective was to lower the FY 2007-08 portion of the General Fund Budget, Mr. Vickers stated.

Mr. Jose Gonzalez, MMAP staff member, provided a brief summary of the proposed General Fund Budget of \$998,000, noting this proposal had a 9% reduction that totaled \$774,000.

In response to Ms. Lovin's question as to whether the proposal was based on the current number of the MMAP Trust staff, Mr. Vickers noted two positions would be removed, adding that the administrative cost was originally projected at \$500,000. He noted that with the overall reduction to the General Fund, the programmatic dollars, such as Black History, or South Dade Initiative, etc., were increased in the budget. He further noted MMAP would maintain those dollars in addition to \$65,000 allocated for the MLK Academy, Mr. Vickers stated.

Mr. Vickers noted the County Manager recommended a proposed budget totaling \$332,000,

which was insufficient. He advised that the foregoing proposed budget was \$442,000 higher than the County Manager's recommendation, in order to continue with minimum changes in the MMAP staff. He emphasized the importance of maintaining the programmatic budget, which allowed MMAP to provide services, as well as community input. Mr. Vickers noted this budget could cover some deficits relating to the MLK Academy, and reminded Trust members that the last contract period consisted of 40 alternative schools that were reduced to seven.

Mr. Vickers noted the Budget Committee Chair had reviewed the proposed budget by phone. He asked that the Trust approve this Memorandum of Approval, which would then be forwarded for review by the Economic Development Committee.

In response to Ms. Lovin's question regarding what percentage reduction of other dedicated funding sources, Mr. Vickers noted the average reduction was 20%.

Responding to Chairperson Jones' question as to what the County was requesting, Mr. Vickers noted the original request was to show a 9% and 15% reduction in the entire General Fund Budget. He noted that there were two separate reductions, one was based on the County Manager's anticipation of the property tax roll back and the other one was related to the Legislative request for property tax roll back.

Mr. Vickers noted that in the housing area, the administrative cost was approximately 7% and the Teen Court was 15%. He said that if, in January, an additional adjustment was needed; MMAP would still be below the average 20% for administrative cost and could come back to the Board of County Commissioners to request an increase in the Teen Court or Housing budget.

Chairperson Jones recommended that before mid-year 2008, the Trust should conduct a workshop to revisit the table of organization and delivery of services. He recognized that some difficult decisions needed to be made because he felt current dedicated sources would not increase. He further noted that the MMAP Trust was a part of some resolutions in an attempt to increase dedicated sources and needed to revisit one of those to receive an increase. Chairperson Jones noted that he felt the MMAP Trust would become totally dependent on those dedicated sources from which salaries and fringes could no longer be taken.

Chairperson Jones recommended that the Trust begin to immediately seek other sources because of increased competition; however the advantage with the MMAP was its existing services.

Mr. Vickers stated that Board of County Commissioners passed a resolution providing that approved budgets remain within ten percent of the line item, which eliminated the possibility of moving line items to cover shortfalls or programmatic changes. He noted that the line items were thoroughly reviewed to ensure that the Trust didn't have to go back to the County Commission to request changes.

Additionally, Chairperson Jones noted that if the union negotiated a reduction in benefits, it would be difficult to maintain the current fringe benefits and salaries.

Mr. Crapp concurred with Chairperson Jones and noted in terms of the political landscape of this year's budget; he felt that the Trust needed to increase the amount of dedicated sources that funded the administrative budget. He stated that the County Manager's proposal had an impact

because the MMAP Agency relied heavily on General Funds. Mr. Crapp noted that if less money was needed from the General Funds budget each year, the Trust could have an amended ordinance creating the Trust to be more independent, rather than continuing the existing system which involved the County. He noted changes in the budget needed to be addressed or this would create an issue in the near future.

Chairperson Jones recommended that Trust members look into Federal Grant opportunities in the area of business and interface with the Federal Housing Urban Development (HUD). He noted that he expected a lack of funding for services from the County and the State, but more agencies would be focused on grant dollars from other sources to make up those deficits. Chairperson Jones stated that the MMAP Agency needed to be aggressive in taking the same course of action.

Chairperson Jones noted that the Trust needed to increase its output of services in order to solidify the organization in dedicated sources when requesting additional resources. He noted an increase in Teen Court services, as well as a strategic plan of recruitment to enroll at least 200 students into the MLK Academy was needed. Chairperson Jones also noted that the collaboration with the School and Court system for the Teen Court program would assist in increasing those numbers.

Mr. Vickers noted that he expected the Teen Court case load to increase in August 2007, because the Civil Citation program would be implemented countywide with a projection of 6,000 cases. He advised MMAP would receive a third of those cases.

Discussion ensued among the Trust members regarding the County employment downsizing.

Mr. Vickers noted that he had submitted a list of the proposed reductions in MMAP staff to the departmental personnel representative.

Chairperson Jones asked that the Executive Director provide the information for review by the Trust prior to submitting it to the County's personnel office.

Mr. Vickers requested to meet with Mr. Jones to discuss types of personnel material appropriate for distribution to the Trust.

Mr. Crapp noted the feasibility of the Trust not being granted its requested budget in October.

It was moved by Ms. Lovin to approve the Memorandum of Approval (MOA) for the MMAP Agency Fiscal Year of 2007 – 2008 Budget which included a 9% reduction in the General Fund Operating Budget. This motion was seconded by Ms. Kovach, and upon being put to a vote, passed 8-0. ((Members: Mr. Barnes, Dr. Smith and Mr. Wick were absent.)

Responding to Mr. Kuehne's question regarding feedback from County Commissioner's staff, Chairperson Jones noted none had been received and that he had observed information indicating that the impact of this budget cut would affect several County public services, employee's salaries and benefits.

Mr. Kuehne noted that following his review of the budget, it appeared the County Manger and the Mayor had made an effort to reform County government through the budget process. He stated he spoke with some Commission staff members and suggested that the budget was not the

right vehicle to do this. Mr. Kuehne suggested having a series of workshops identifying how government should look. Subsequently, implement the budget cutbacks and use this as a budget process for a year. He noted this would give the Trust time to convince County of MMAP's proposal and that County Commissioners had a better control over the reformation of Government.

Chairperson Jones concurred with Mr. Kuehne, but he had the understanding that County Administration represented Government and not the people; nevertheless, the Board of County Commissioners had the responsibility of representing the people. He noted the importance of providing workshops to educate the people in terms of the budget and policies.

Discussion ensued among the Trust members regarding the Board meeting following the Community Workshops.

Chairperson Jones noted that the Trust Board meeting would be scheduled as planned, but no action would be taken at that meeting.

2. Community Workshop and Retreat Agenda/Additional Funding

Mr. Vickers provided a brief overview of the MOA regarding the Community Meeting and Retreat and noted that the Trust approved an allocation of \$3,500.00 to cover expenditures for this event. He stated that once the Retreat was opened as a Community Meeting, additional dollars would be needed for the cost of additional food. Mr. Vickers noted this memorandum requested approval of an additional \$500.00 for the MMAP Trust Retreat/Community Meeting.

It was moved by Mr. Benedict Kuehne to approve an additional allocation of \$500.00 for the catering expenditures associated with hosting the Community Meeting and Board Retreat scheduled for Saturday, July 28, 2007, at the Miami Dade Community College Wolfson Campus. This motion was seconded by Mr. Kuehne, and upon being put to vote, passed 7-0. (Members: Mr. Barnes, Ms. Lovin, Dr. Smith and Mr. Wick were absent.)

Add On Agenda Items

South Dade Small Business Capitalization Initiative

Mr. Crapp noted that this Memorandum of Approval (MOA) would bring closure to this year's program. He noted the event was well attended and read into the record the names of selection committee members listed on the MOA. He recommended that the Trust recognize the members who volunteered for the evaluation process of the Request for Proposal (RFP). He also referred to the list of firms selected for the award that represented every area of Miami-Dade County.

Mr. Crapp noted the entire initiative began April 11, 2007, and the award was scheduled for 11:00 a.m., on Friday, July 27, 2007 at the South Florida Boys Choir facility, located at 9966 West Hibiscus Street, Perrine.

Mr. Kuehne requested an explanation regarding the recipients' types of businesses and noted the Trust needed to ensure the companies were appropriately licensed with no affiliation with the MMAP Trust staff.

Mr. Dixon stated that research was completed on each company to ensure there were no

defaulted loans or debts with the County and that they were properly licensed with the State of Florida, including Occupational Licenses.

Mr. Vickers advised that companies without the appropriate licenses in place, which were required with the application, were removed from the competition.

In response to Mr. Kuehne's comment regarding his desire to ensure that each company had a current occupational license at the time of award, Mr. Dixon noted that the occupational licenses would expire in September 2007. He also noted that during the research, one company that was affiliated with a MMAP staff was removed from the competition.

Chairperson Jones agreed with Mr. Kuehne's comments regarding the types of businesses and he inquired as to what type of business was the 426 Logistics, Inc.

Mr. Dixon noted that 426 Logistics, Inc., as well as Branch Enterprises, performed accounting related services. He read into the record the names and business types from the list of awardees as follows: Williams Professional Lawn Care, Julius Dupree Lawn Service and Heavenly Gardens Lawn & Landscaping, Inc. – Lawn Care; Bargain Shop, Inc. – Retail; Sweet Vine, Inc., The Thinking Child Learning Center and Lullaby Learning Center – Daycare School; and Chick-N-Wings – Restaurant. Mr. Dixon noted that he knew Chick-N-Wings to be a local restaurant and not a franchise.

Concerning Mr. Kuehne's question regarding plans to publish the grants, and the benefits of this support to the companies as well as the community following the Trust's approval, Mr. Dixon noted awardees would be required by contract, to report the types expenditures made with grant funds, including inventory, equipment, business technology, and to off-set the cost of commercial insurance. He noted the report would be used to develop a notice that would be forwarded to the press for publication.

Mr. Vickers noted staff was instructed to modify the existing contracts requiring recipients to place the funds in a separate business account; to provide monthly statements or invoices; and to submit receipts whenever a one-time purchase for the entire amount was made.

Mr. Kuehne spoke in support of this item and requested preparation be made concerning press releases. He also asked that email presentations be prepared for release to community leaders, media types, etc. He emphasized the need for thorough communication to the public, which would benefit constituents and businesses. Additionally, Mr. Kuehne's recommended the Trust review a list of supporting organizations that worked with the MMAP Trust and refer their services to the awardees, and vice versa. He noted that this would help these companies, partners, as well as the MMAP Trust while developing greater marketing value.

Discussion ensued among Trust members regarding that the terms of the contract to include participation in the Dr. Phillip Mann's program Entrepreneurial Institution.

Following discussion, Mr. Vickers noted that this requirement would help the Trust, as well as benefit the companies, by receiving advice in terms of expenditures. He noted this would be discussed with Dr. Mann and ensured the Trust that those terms would be included.

It was moved by Mr. Crapp to approve the Memorandum of Approval for the Small Business Capitalization Initiative to grant an award in the amount of \$5,000.00 and enter into a contract agreement with each participating company recommended by the evaluation committee that will require an ongoing report of the business account expenditures. This motion was seconded by Mr. Kuehne, and upon being put to vote, passed 7-0. (Members: Mr. Barnes, Ms. Lovin, Dr. Smith and Mr. Wick were absent.)

In response to Mr. Robinson's question regarding public relations efforts for the upcoming awards event, Mr. Crapp noted the Miami Times and the Miami Herald newspapers published articles, and Radio Station 1080 broadcasted a discussion regarding the event in April 2007.

Chairperson Jones commented that residents in the community were also contacted, and advised that he had received calls from two clergymen confirming their attendance.

In response to Ms. Hyppolite's comment regarding members of the Trust attending this event, Mr. Kuehne and Ms. Kovach noted they would be unable to attend.

Community Workshop and Retreat Agenda

Mr. Vickers distributed draft copies of the retreat agenda and emphasized the need for Committee members' input and final approval in order to print the agenda and confirm attendance.

Mr. Vickers gave a brief overview of the agenda and advised that Trust members should have a copy of the final Disparity Study performed by Florida International University (FIU).

Mr. Vickers noted the Community Workshop would consist of breakout groups with a working lunch, starting at noon. He asked that the Trust members facilitate the workshops and noted outside sources could be used if necessary. He reviewed the list of Trust members and their assigned workshop to facilitate. Mr. Vickers noted the MMAP staff would also be assigned to those sessions.

Discussion ensued among the Trust members regarding the multiple sessions of the workshops.

Following discussion, Mr. Kuehne suggested that the last session, "Call to Action," be a plenary session providing a brief presentation of all the highlights, and that Chairperson Jones could speak about the opportunities, within the community, to implement the ideas discussed.

Mr. Vickers noted that an item would be presented on the day of the workshop for Trust's approval regarding how to prioritize the issues resulting from the workshop sessions. He noted that following this list, a resolution would be created and the recommendations forwarded to the Board of County Commissioners.

In response to Mr. Crapp's question regarding how the information would be compiled, Mr. Vickers noted that there would be flip charts and each group would have at least 4 items from the list of the disparity study.

Discussion ensued among the Trust members regarding how the information from the workshops would be compiled in the time remaining.

Chairperson Jones recommended an electronic/writing recorder be in each session. He stated that the length of each session would be unpredictable if the participants wanted to continue the discussion. Chairperson Jones noted the Trust members needed to be flexible because time may not permit them to address the resolution.

In terms of the agenda, Mr. Kuehne noted it presented a lot of opportunities, but the keynote speaker and the disparity study played a critical part. He noted that the Trust needed to ensure that the keynote speaker had appropriate time.

Discussion ensued among the Trust members regarding the presentation of the Disparity Study and the press conference scheduled to take place during the morning session. Chairperson Jones recommended the press conference air before the mid-day news. He also requested an introduction of the MMAP Trust members be listed on the agenda. Chairperson Jones noted the importance of making people aware of whom the Trust members were.

In response to Mr. Kuehne's suggestion that email addresses for Trust members be listed in the agenda package rather than telephone numbers, Mr. Vickers asked that Trust members email their biographies to mmapgasquem@miamidade.gov.

Ms. Hyppolite offered to make a presentation on business development during the Economic Development Workshop and partner with Ms. Freemon who would be facilitating.

Following the discussion regarding the approximate number of attendees, Mr. Vickers advised Trust members of the parking provision and noted that the location was 300 NE 2nd Avenue.

In response to Mr. Kuehne's suggestion to identify two facilitators for each session to help with the presentations, Mr. Vickers noted each breakout session would have a Trust member and a FIU staff member familiar with the disciplines in the Disparity Study.

Discussion ensued among Trust members regarding whether to include phone surveys, a summary of Disparity Study results, County Commissioners, Administration and County information in the Agenda Package.

Mr. Vickers suggested that the County Manager's budget, as well as the adjusted budget created by the Trust, be presented before the Disparity Study.

Mr. Kuehne recommended the Agenda Package include the MMAP mission, a brief summary of the ordinance, and historical background, and accomplishments of the MMAP Agency. He also suggested that sample letters of support and letters for use in addressing these issues should be included in the package. Mr. Kuehne asked that the Chairperson and Executive Director review the items in the Agenda Package to ensure that the MMAP Trust remained within County regulations while providing appropriate information.

Responding to Mr. Crapp's question regarding the presentation on the County Manager's budget proposal, Mr. Vickers noted the presentation would focus on the budget's impact on MMAP's services.

Chairperson Jones noted that there should be information listed in the program regarding Reverend Willis and the Collective Banking Group, since he would be doing the Invocation.

Discussion ensued among Trust members regarding how the Community Workshop and Retreat would proceed.

Following the discussion, Chairperson Jones noted that Trust members and staff needed to be flexible and ready to make adjustments with the expected 200+ potential attendees.

Discussion ensued among the Trust members regarding Keynote Speakers and the possibility of the MMAP clients sharing their success stories.

In response to Mr. Vickers' suggestion that representatives from the South Dade Initiative be used, Mr. Crapp noted that the Grant Awards would be taking place the day before and this event would be inconvenient to those needing to attend both.

Mr. Don Patterson, President/CEO of BAME Development Corp., asked whether it would be appropriate to include a representative from Lafayette Square to represent a project funded by the Trust. He noted this project would provide an opportunity to showcase the power of the MMAP Agency services to the community.

Mr. Kuehne concurred with Mr. Patterson that this was the type of presentation that was needed. He noted that the Disparity Study would show the importance of the MMAP services.

Chairperson Jones recommended that, since the established framework for the Community Workshop and Retreat was complete that the Trust would allow the administration to handle the remaining tasks.

Following discussion, Mr. Vickers advised the Trust that MMAP folders would be distributed to participants in addition to a petition of support for the MMAP Trust that had been circulating for two weeks that was sponsored by the Collective Banking Group.

ADJOURNMENT

There being no further business to come before the Trust, the meeting was adjourned at 2:00 p.m.

John T. Jones, Jr., Chairperson
Metro Miami Action Plan Trust