

**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

November 19, 2008
As Advertised

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Board of County Commissioners

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OFFICIAL MINUTES
METRO-MIAMI ACTION PLAN TRUST
MEETING OF NOVEMBER 19, 2008

The Metro-Miami Action Plan Trust (MMAP) convened a meeting at the Office of MMAP Trust Board Room, 19 West Flagler Street, Mezzanine Room #106, on November 19, 2008 at 12:00 Noon, there being present: 1st Vice Chairperson Arthur J. Barnes; and Members: Mr. Herbert Robinson; Ms. Greicy Lovin (Chairperson John T. Jones, Dr. Marzell Smith, and Ms. Marie B. Hyppolite were absent).

ROLL CALL:

Staff members present were: Interim Executive Director John Dixon, Ms. Marlene Blanco, Ms. Melba Gasque, Mr. William Simmons, Mr. Jose Gonzalez, Dr. Pamela Green, Mr. Eric Johnson; Assistant County Attorney Terrence Smith and Deputy Clerk Karen Leonard.

MOTION TO SET THE AGENDA:

Vice Chairperson Barnes called the meeting to order at 12:26 p.m. He noted that due to the lack of a quorum the Trust could not vote on the minutes and the members would move forward by reviewing Section IV.

IV. Executive Director's Information Items

Mr. Simmons pointed out that the September 2008 minutes were Item J on page 2, Section IV in the agenda package.

A. Miami Football Classic 2008

Mr. Dixon noted that the Trust and MMAP staff participated as volunteers in directing parking at the Miami Football Classic 2008 game held in September and from that event, MMAP gained \$360.00 through the Police Athletic League of North Miami. He noted that those funds would go into the Trust's account.

Mr. Dixon noted MMAP staff would like to continue participating as it was monetarily advantageous, but it would probably take several years before that football classic game gained momentum.

Discussion ensued regarding the types of events that had been featured.

B. Sailboat Cove Agreement Update

Mr. Dixon presented a brief update on the Sailboat Cove agreement and noted repayment of the loan was due to start on October 1, 2008. He added that MMAP staff was working with the Office of Community and Economic Development (OCED) and the County Attorney's Office to identify how to restructure the loan.

Mr. Johnson noted that he had recently emailed Assistant County Attorney Smith in order

to involve him in the discussions that occurred regarding Sailboat Cove. He also noted that the November 17, 2008 memorandum from Attorney Smith contained a list of some options on how to restructure the loan. MMAP staff planned to meet with the County Attorney, and then with OCED and the principles from Sailboat Cove to discuss those options, he noted. He explained the possible scenarios listed in the memorandum which was used by OCED. Mr. Johnson added that he was unable to follow-up with Commerce Bank, but he spoke with the loan representative from Mercantile Commerce Bank, who was gathering documents for the review of the first mortgage loan which was due by January 2009.

Discussion ensued regarding the impact on the sales of homes due to the low economy and the status of the phases in Sailboat Cove.

In response to Ms. Lovin's inquiry regarding Sailboat Cove's intention of completing the project, Mr. Johnson noted their discussion indicated intentions to finish the project. He explained that as the closing of sales occurred, the developer would move forward and receive a part of the construction loan to complete the project. He added that the developer received funding based on the build out and contracts.

Discussion further ensued regarding the terms of repaying the loan.

In response to Vice Chairperson Barnes' inquiry regarding the impact on MMAP since the cost of construction had increased, Mr. Johnson noted that the sale of the homes had decreased, but the developer had the ability to make adjustments to the sale price based on the market.

Ms. Lovin expressed concern about getting loan payments back quickly. She noted that she did not support turning the loans over to OCED for the short term, but there was an easier way to handle the loans through buy downs.

Discussion ensued regarding how long it would take for MMAP to get loan payments through second mortgages if the decision was made to handle the loans through buy downs.

C. Housing Foreclosure Roundtable

Mr. Dixon noted there was a discussion on holding a housing foreclosure roundtable meeting consisting of professionals within the housing arena, which he felt would not take place now.

Ms. Hicks noted MMAP staff needed to change their approach and strategy after speaking with the MMAP Housing Committee Chairperson, Ms. Lovin, and collaborate with the County Foreclosure Recovery Committee that would be addressing the Foreclosure Recovery Act, which totaled approximately \$62.5 million. She added that a study was done that identified Homestead as the area with the greatest need based on the

statistics provided. Ms. Hicks also added that MMAP's staff wanted to work with this committee and set up the foreclosure roundtable that was centered on their work in order not to duplicate their work. After gathering the data, Ms. Hicks noted she would meet with Ms. Lovin to review the findings in order to determine how to move forward.

Ms. Lovin noted she had hoped the purpose of those dollars received from the county would focus on the end user., but the parameters and policies had not been finalized. She noted she wanted to ensure that the focus was on MMAP's mission statement. Most of MMAP's dollars were distributed in the South District of Miami and had a less than 2% foreclosure rate, noted Ms. Lovin. She also noted that MMAP staff would look at other banking options. Ms. Lovin added that City Bank had created their own process and that MMAP had its own banking consortium that worked with MMAP regarding down payment assistance that staff needed to investigate in order to make it a smooth transition.

Additionally, Ms. Lovin noted that the \$62 million would be for renters rather than home owners. She continued explaining that the Federal Register required that homeowners no longer live in their home and City Bank was the only entity that she was aware of that was assisting homeowners to stay in their homes.

Assistant County Attorney Smith noted that the \$62 million would be used for the activities set forth in the program's guidelines, which land bank of properties was being considered that would ensure affordable housing was available. He noted he felt the goal of that funding was not just to help renters, because then it would not be considerable. Attorney Smith noted monies were not to be used to prevent foreclosures, but to maintain all of those properties following foreclosure.

Discussion ensued regarding the amendment to the action plan and the fact that the Commissioners would want those dollars to be used countywide.

Assistant County Attorney Smith offered to provide a copy of a disc from a conference he attended in Orlando regarding a neighborhood stabilization program to the members of MMAP.

Ms. Lovin noted MMAP staff would try to work with the county and other municipalities that had their own funding. She also noted that she wanted to ensure that MMAP's constituency would be heard as well as the advocacies that were determined by the Trust regarding which direction to move in; however, more discussion was needed.

In response to Mr. Barnes' inquiry as to whether MMAP staff had spoken with the Commissioner of the Homestead area since it was identified as the area in most need, Ms. Lovin noted that MMAP staff needed to review the plan to ensure everyone was in agreement. Ms. Lovin noted that education was a big component that would be put forth on the round table to ensure the community was educated.

Discussion ensued regarding the distribution of the \$62 million and the need to clarify

eligible use of those types of funds.

D. Economic Development Fund Interpretation

Mr. Dixon noted that inquiries were made concerning how the \$330,000.00 in General Funds that substituted the 8% local surtax could be used, and a response from the County Attorney's Office indicated the money could only be used for economic development.

Assistant County Attorney Smith advised the Trust members to look at the budget ordinance that clearly stated that requirement.

In response to Mr. Dixon's question regarding whether Federal Funds could only be used for economic development, Assistant County Attorney Smith noted he needed to look at the budget ordinance.

Discussion ensued regarding approximately 12% of those dollars which would go towards salaries.

In response to Mr. Barnes' question regarding when that money would be available, Mr. Dixon noted the money was currently in the system and accessible.

Mr. Dixon noted MMAP staff presented a project related to economic development to the Chair of the Economic Development and Human Services Committee (EDHSC), which was being considered. He further noted MMAP staff met with representatives of Small Business Development (SBD) to discuss partnership based on MMAP's limited resources. Mr. Dixon added that SBD indicated there was a void in their outreach certification department; SBD's goal was to certify small companies to do business with the county departments that procured goods and services. He noted SBD could not certify many companies due to the loss of staff.

Mr. Dixon referred to the memorandum dated November 13, 2008 that had an overview of the discussion between MMAP staff and SBD concerning collaborative efforts to have a one (1) day activity per underserved area to certify small black owned businesses in Miami Gardens, Opa Locka, City of Miami, Homestead, and Florida City. He explained the process of assisting businesses to become certified, and connecting with professional services and follow-up with financial assistance in order to submit bids and do business with the County. Mr. Dixon noted that this activity would include representatives from County departments like the Department of Solid Waste Management; the Water and Sewer Department; and the Department of Environmental Resources Management DERM, etc.

Discussion ensued regarding the request to allocate \$60,000.00 to do these projects from the \$330,000.00 General Funds.

Mr. Dixon noted the end result would be to account for the expenses and provide the number of companies that were certified and to account for how many bid packages were

submitted to the County based on the assistance provided by MMAP. He spoke of his past experiences with Black Business Association (BBA) and the process of working with small companies to become certified as well as what documents was needed.

Vice Chairperson Barnes noted that MMAP's quarterly report for the Commission would reflect how many businesses were assisted by MMAP to become certified.

Discussion further ensued regarding the need for \$12,000 to coordinate each event and the process of budgeting money needed to assist each business in getting required documents.

Vice Chairperson Barnes requested that MMAP staff provide a line item budget of the allocation of money that would be needed.

Discussion ensued regarding the remaining balance of \$220,000.00 of General Funds following the approval of this project.

In response to Mr. Dixon's comment regarding MMAP's staff attempt to meet with Mr. Barnes, who was chair of MMAP's economic development committee, he said they had not met due to conflicting events, but would reconvene. Mr. Barnes emphasized the importance of having tangible projects to work with in order to request more money for the next fiscal year.

Ms. Lovin pointed out an issue in assisting those businesses to become certified was that some were too small.

In response to Ms. Lovin's question regarding the feasibility of collaborative businesses becoming one entity, Mr. Dixon noted that was what happened with the HOPE VI project, but the project was not that large.

Discussion ensued regarding how different businesses networked and made a collaborative effort get bids from the county, and how this could be done again.

Discussion further ensued regarding marketing issues and how to hire professional services to assist those businesses.

Vice Chairperson Barnes requested that MMAP staff provide the Trust with a line item budget in order to move forward and place it on the next agenda in order to have that first quarter report ready.

- E. Teen Court Monthly Report**
- F. Housing Monthly Report**
- G. Fiscal Management Report**
- H. Public Information Report**
- I. MMAP on Miami-Dade TV**

Mr. Dixon noted there were a couple of recent interviews aired on Miami-Dade TV (MDTV) discussing the programs MMAP was engaged in. He asked Ms. Gasque to provide an overview.

Ms. Gasque noted the MMAP staff had the DVD recordings from the two interviews aired on MDTV continually for two weeks, which resulted in several calls from viewers. She also noted that two participants were from Flight Line and a lottery winner who received assistance in purchasing a home.

Ms. Gasque continued to give a brief overview as the Trust members watched the recording. She noted the MMAP Website had a link to view the recording and she emailed the Trust members the information as well.

Discussion ensued regarding the type of calls received and the need to keep track of all statistics regarding feedback on projects or inquiries from the community, which would assist in measuring marketing efforts and performance issues.

Discussion further ensued regarding how calls should be screened in order to have a tracking system.

Vice Chairperson Barnes noted the need to give out MMAP's Website.

Ms. Gasque noted the hits on the MMAP Website were being tracked and an assessment was done when adjustments were made by the county.

Vice Chairperson Banes noted that without help from the media, MMAP was responsible for promoting and publicizing positive information that would benefit MMAP as well as the community.

J. September 3, 2008 Board Minutes

Vice Chairperson Barnes noted that the minutes could not be approved due to lack of a quorum.

Mr. Dixon announced that he tried to call the Trust members regarding the resolution that would go before the Board of County Commissioners on Thursday, November 20, 2008. He invited the Trust members to attend the meeting and he noted that he was uncertain if anyone would be able to speak. He added that the time at which the item would be called was uncertain, but the meeting started at 10:00 a.m.

The Trust members reviewed the resolution.

In response to Vice Chairperson Barnes' question regarding any comments that needed to be highlighted, Mr. Dixon noted that the MMAP Oversight Board had already begun

meeting.

Assistant County Attorney Smith noted that a decision would be made once the resolution which was sponsored by Commissioner Edmonson was presented before the Board.

Following further discussion, Assistant County Attorney Smith noted the list of Oversight Review Board members was in the resolution, which would review the function of MMAP and make recommendations. He added that the members would be appointed at tomorrow's meeting by adoption of the resolution. Attorney Smith noted this was a resolution rather than an ordinance and already went to Economic Development Housing Services (EDHS) and was now being forwarded to the County Commission meeting.

Discussion ensued among the Trust members regarding the need for change, but the concern was the principle of how it was processed.

Vice Chairperson Barnes noted for the record that all the Trust members volunteered. He also noted the audit report and the discussion regarding the half cents sales tax and noted \$900 million was raised; he asked what happened to the money. Mr. Barnes expressed concern regarding what happened to that money, but noted a lot of focus and criticism was on MMAP regarding the \$300,000 for economic development, etc. He spoke of the multiple investigations performed on MMAP that ended with only one incident.

Vice Chairperson Barnes continued to express concern and his disappointment in the lack of support when trying to do a job for the African American community. He spoke of the bureaucracy that he felt was present and his concern regarding the perception of the Trust member's intentions. He noted a disservice was being performed to the community and to the Trust.

Discussion ensued regarding the process related to Mr. Barnes' concerns and how this was handled.

Following the discussion, Mr. Robinson noted his long term of service with MMAP and that he wanted to ensure that MMAP was in good hands and would not be dissolved because MMAP was the only entity in Miami-Dade County that was working on behalf of the African American community; but now he was uncertain. He noted that he hoped the Oversight Review Board would make a recommendation. Mr. Robinson also noted due to the economy, crime would increase, and there was no other mechanism in place to address the needs in the Black community.

Mr. Robinson noted that the Trust wanted the small Black owned businesses to not only become certified, but to also have work which would increase the job market in that community.

Ms. Lovin noted her tenure with the Trust began in 1993 and the many issues that had to be addressed. She expressed concern regarding the dismissal of a lot of work of Trust members and others who worked diligently to support MMAP. She spoke about the issues with the process of getting funding and how MMAP survived with the support of the community.

Ms. Lovin further expressed concern regarding the continued support of those individuals who were now members of the Oversight Review Board. She noted the changes that took place with MMAP staff and how individuals diligently worked together to implement programs. Ms. Lovin continued to speak of the various challenges that MMAP faced. She noted, however, that they served more than the Black community in providing homes, and the Housing Urban Development (HUD) could not find fault with this. She noted that MMAP was able to assist 5,100 families with housing with the 8% surtax and had less than 2% in foreclosures with limited staff.

Ms. Lovin continued to express concern and disappointment regarding the audit process that she felt should have been performed by individuals who understood the process. She spoke of her passion for the MMAP Agency and her conversations with some of the County Commissioners who were aware of the work performed by MMAP. Ms. Lovin noted the process used by MMAP to assist homebuyers worked well because MMAP staff ensured that the homebuyers could afford to maintain their home.

Ms. Lovin noted she would meet with the Director of the MMAP HAP program today and turn in her resignation. She noted she felt it was privilege to serve on the Trust with the other members and she hoped to work with them again in a private capacity.

Mr. Dixon expressed appreciation of working with the Trust members.

Mr. Robinson reminded the MMAP staff that this organization was community driven and needed to keep them involved in order to get their support through the process.

ADJOURNMENT

Hearing no further business, the Trust adjourned the meeting at 2:00 p.m.

Arthur .J. Barnes, Vice Chairperson
Metro Miami Action Plan Trust



**METRO-MIAMI ACTION PLAN TRUST
TRUST BOARD MEETING
NOVEMBER 19, 2008
AGENDA**

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Roll Call

DISCLOSURE OF CONFLICTS OF INTEREST

QUERY FOR EARLY DEPARTURES

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4. Community and Economic Development
5. Legislative
6. Budget

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A. Committee Information Items

1. Housing
2. Education
3. Criminal Justice
4. Community and Economic Development
5. Legislative
6. Budget



B. Additional Trust Information Items:

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Adjourn

* Submitted at Board Meeting

**Not submitted

MOA – Memorandum of Approval



EXECUTIVE DIRECTOR'S INFORMATION ITEM

Date: November 4, 2008
To: MMAP Trust Members
From: John Dixon, Interim Executive Director
Subject: Sailboat Cove MMAP Mortgage Update

The Sailboat Cove Ventures, LLC (Sailboat Cove) Development Loan matured again on October 1, 2008. Based on current project status, there are not sufficient funds to make the balloon MMAP payment of \$1MM (the Mercantile/CommerceBank first mortgage is still in repayment).

- The *Notice of Default* letter was sent AND we did receive a response from the General Manager, Grace Ali
- Per the letter received, Sailboat Cove is unable to pay off the loan in accordance with terms outlined on the Note, but have agreed to meet and discuss potential workout solutions with whatever necessary parties
- We have had a preliminary conversation with a representative from Mercantile CommerceBank...they do desire and are willing to discuss and work closely with MMAP to reach a mutually feasible solution and share loan status data as needed. They will be conducting a loan review on their 1st mortgage loan in December (2008) and are currently preparing for that analysis
- We met with OCED Servicing Dept. staff (Leyani Guaraz, Tangie White, & two others) and discussed current loan status and options for re-structuring loan terms, their servicing this loan going forward and review by their Loan Committee. The following considerations/ options were discussed:

- Repayment options where MMAP funds are used as buy-down mortgage with end-loan borrowers (the Restrictive Covenant they - currently use was forwarded to use for our and legal review)

AND/ OR

- Repayment option where MMAP funds are used as a second mortgage (with graduated payments in manner currently used by OCED)
- Principal & Interest payments with interest rate reduction consideration
- Collection of additional interest payments and/ or fees associated with extension and/ or re-structure of loan
- Viable options consideration accounting for 1st mortgage repercussions and requirements (1st mortgage loan documents were provided to OCED for their review and consideration)

MMAP Staff will continue to update Trust Board with regards to measures still to be determined and will solicit Trust Board input and feedback at next full Trust Board Meeting.



Memorandum



Date: November 17, 2008
To: Terrance Smith, MDC Attorneys Office
From: Joann Hicks, MMAP
Cc: Eric Johnson, MMAP
Subject: Sailboat Cove - Scenarios

The following are optional scenarios that will pertain to the re-structuring of the MMAP mortgage loan with Sailboat Cove, LLC. It is most likely that the desired re-structuring of the Sailboat Cove loan (Principal Balance of \$1,000,000.00) will involve at least two and very possibly all the below noted scenarios.

- Buy-Down of subject property sale price (would result in direct reduction of loan principal balance with each closing)
 - Utilize Restrictive Covenant used by OCED (20-year re-sale)
 - Amount of maximum assistance provided to be based on (end-loan) Borrower AGI (50% - 80% - 100% - 100%+)
 - Contract OCED to service
- Second Mortgage on subject property (would result in direct reduction of loan principal balance with each closing, BUT would also generate small amount of monthly revenue)
 - Utilize 2nd mortgage amount of maximum assistance scenarios currently used by OCED (to be based on end-loan Borrower AGI... 50% - 80% - 100% - 100%+)
 - Graduated payment based on Borrower AGI... 1st 5 years – years 6-10 – years 11-30 (fully amortizing of remaining balance)
 - Contract OCED to service
- Principal & Interest Repayment (portion most likely to be restricted by amount of P & I Payment, AND would be subject to Mercantil-Commerce Bank approval and permit deduction from HUD-1 (closing) statements)
 - Straight Rate & Term – possible term scenarios... TBD
 - 1% interest rate w/ 5-year term – 3-Year Term
 - 2% interest rate w/ 5-year term – 3-Year Term
 - Rate & Term – longer Amortization w/ Balloon Payment
 - 2% interest rate – 10-year Amortization w/ Balloon in 5-years
 - 3% interest rate – 15-year Amortization w/ Balloon in 5-years



TO: MMAP Trust Members
FROM: John E. Dixon, Jr. Interim Executive Director
DATE: November 13, 2008
SUBJECT: MMAP Trust and SBD Collaborative
Business Assistance and Certification Program

PURPOSE OF ITEM

The purpose of this item is to request approval for the MMAP Trust to authorize a collaborative with the Department of Small Business Development to host a series of one-day events in the cities of Miami Gardens, Opa-Locka, Miami, Homestead, and Florida City to provide outreach with the goal of certifying small Black businesses.

BACKGROUND

The certification will allow these businesses the opportunity to bid for contracts with Miami-Dade County and participate in a myriad of benefits.

Once these small businesses are screened and approved for certification, they will be eligible to obtain funding and technical assistance that include, but is not limited to:

- CPA-prepared financial statements/business tax returns
- Pertinent registrations and professional licenses
- Needs assessment reviews in one-on-one sessions
- Access to industry workshops, seminars, training events
- Marketing and advertising tools
- Building relationships with industry peers and user departments
- Other resources and assistance
- Mentorships

In addition, at the One-Day Events, businesses will have an opportunity to interact and network with representatives from Miami-Dade County departments and other governmental entities that contract for goods and services. They will be able to gain first hand information about the departments, upcoming initiatives, and a contact person to follow-up with any questions or concerns.

FISCAL IMPACT TO AGENCY

\$60,000.00

RECOMMENDATION

It is recommended that the Board of Trustees of the Metro-Miami Action Plan Trust authorize the expenditure of \$60,000.00, which will be disbursed equal for businesses in Miami Gardens, Opa-Locka, Miami, Homestead, and Florida City.

Business Assistance and Certification Program MMA Trust and SBD Collaborative

Metro-Miami Action Plan (MMA) Trust Mission:

Metro –Miami Action Plan Trust is committed to addressing the socioeconomic disparities of Miami-Dade County's Black community by advocating and coordinating initiatives and programs for the benefit of the community-at-large.

The Department of Small Business Development (SBD) Mission:

To provide growth and development assistance supporting contracting opportunities for small business enterprises to achieve industry success and sustainability and ensure fair workforce compensation through Responsible and Living Wages.

Program Outline

The MMA Trust and the Department of Small Business Development (SBD) will host a series of one-day events in the cities of Miami Gardens, Opa-Locka, Miami, Homestead, and Florida City to provide outreach with the goal of certifying small Black businesses. Certification will allow these businesses the opportunity to bid for contracts with Miami-Dade County and participate in a myriad of benefits restricted to small business enterprises. Some of the departments included in the outreach efforts are Aviation, Water and Sewer, Public Works, DERM, Transit and others.

Once these small businesses are screened and approved for certification, they will be eligible to obtain funding and technical assistance that include, but is not limited to:

- CPA-prepared financial statements/business tax returns
- Pertinent registrations and professional licenses
- Needs assessment reviews in one-on-one sessions
- Access to industry workshops, seminars, training events
- Marketing and advertising tools
- Building relationships with industry peers and user departments
- Other resources and assistance
- Mentorships

Professional services assistance and properly executed documents are important for businesses that submit bid applications for County contracts. Many small Black businesses lack the prerequisite business preparation and ability to complete the required documents that are needed to compete in county

contracting and for bid package submittals. Businesses also lack the funding needed to obtain professional services assistance in order to develop the tools needed to become and remain competitive. By accessing funding and important resources, businesses can obtain the tools and assistance needed to grow.

In addition, at the one-day events, businesses will have an opportunity to interact and network with representatives from Miami-Dade County departments and other governmental entities that contract for goods and services. They will be able to gain first hand information about the departments, upcoming initiatives, and a contact person to follow-up with any questions or concerns. As part of the event, a local community-based organization will conduct a workshop on how to develop a business plan and how to market your business.

Program Goals and Outcomes:

1. Increase the number of Black businesses that are certified to do business with Miami-Dade County.
2. Provide technical assistance to Black businesses in an effort to afford them a greater opportunity to compete for County contracts.
3. Educate the Black business community on how to bid for County contracts.
4. Identify Miami-Dade County departments that procure goods and services and provide a list the categories of procured items to program participants.
5. Inform Black businesses of on-going training initiatives that are coordinated and implemented by Miami-Dade County and other governmental entities that are designed to assist bid preparation.
6. Partner with Miami-Dade County departments to maximize resources and outreach efforts on economic development initiatives for Black businesses.

The Metro-Miami Action Plan Trust was created out of the recognition that poverty, the lack of economic opportunity and large unemployment in Dade County's underserved areas were among the root causes that led to the civil unrest that ravaged Miami-Dade's inner city in the 1980's. Research in the publication of the *Covenant with Black America* suggests that extreme poverty, few businesses to provide jobs and high crime is the formula for communities to economically vanish. According to the Thirty-Year Retrospective: The Status of the Black Community in Miami-Dade County/ MMAP Disparity Study states at the present, Blacks in Miami-Dade County view themselves as economically disadvantaged. Only 38.5% categorized themselves as middle-class. Just as distressing, less than 40% of Blacks in the County believe that their economic conditions will improve over the next three years. Statistics from the Florida International University, Metropolitan Center's survey of Miami-Dade County's Black community shows the challenge that the County faces in improving the quality of life of Black communities. This initiative is geared to addressing the economic disparities in underserved areas while educating the community about opportunities that will assist in the growth and development of their business.

The Miami-Dade County Department of Small Business Development works to increase the participation of small businesses on County contracts. The department coordinates and implements various small business programs to provide business opportunities and technical assistance to aid firms in their growth and contribution to South Florida's economy.

In an effort to implement assistance programs, SBD:

- Certifies firms as small or disadvantaged-owned businesses.
- Reviews proposed County purchases and contracts to determine if small or minority participation measures are to be applied.
- Reviews affirmation plans and monitors contracts which include small or minority business participation measures to help ensure compliance with program regulations and guidelines.
- Reviews construction contracts to determine if workforce goals are to be applied.

The current economy has a direct adverse effect on small businesses. As a result, there is a negative economic impact on businesses having the ability to secure capital as well as credit. Black businesses tend to experience more hardship in sustaining their operations. Historically, when small businesses are pushed into the present state of the economy, the public sector is the entity they depend on for a boost to secure work.

The collaboration between the Metro-Miami Action Plan Trust and the Department of Small Business Development is a great opportunity to educate the Black business community on how to become a certified business with Miami-Dade County. Also, the program affords participating businesses to acquire important information and professional services to keep their "doors open" and enhance their operations.

MARKETING

In an attempt to reach a vast amount of Black businesses, local radio, print media, and public television will be utilized to promote the program. WHQT-HOT 105 and 103.5 The Beat and The South Florida Times will be contacted to serve as media sponsors.

COST

Not to exceed a total of \$60,000.00
\$12,000.00 – Per Area

LOCATIONS

City of Miami Gardens
City of Opa-Locka
City of Miami – Liberty/Model City, Overtown, Little Haiti
City of Homestead
City of Florida City



EXECUTIVE DIRECTOR'S INFORMATION ITEM

TO: Members of the MMAP Trust

FROM: John Dixon
Interim Executive Director

DATE: November 17, 2008

SUBJECT: Comprehensive Report for October 2008

PURPOSE OF ITEM

The purpose is to inform the Board of Miami-Dade County Teen Court (M-DCTC) activities for the month of October.

BACKGROUND INFORMATION

Program Activities

Ongoing: As a result of Dr. Pendleton's promotion and departure on May 9, 2008, Teen Court south operations are being conducted by Teen Court North Office staff, resulting in both north and south operations being overseen by Ms. LaVerne Carlile, Teen Court North Office Administrator. Despite the reduction in staff, youth residing in the southern end of the county are still afforded similar levels of service, as Teen Court cases continue to be processed at the South Dade Government Center on Tuesday nights.

October 1st and 2nd 2008: Juan Aspajo and Joseph Aleandre, Teen Court Case Managers, along with Frank Tarrau, Training Specialist, provided Volunteer Youth Attorney Training to a core group of approximately fourteen (14) youth attending Miami Carol City Senior High School's Law Magnet Program. The training was designed to allow participant's to become acclimated to the Teen Court School-Based Referral Student Court Process.

October 2nd, 8th, 14th and 27th 2008: M-DCTC staff conducted *Victim's Awareness Panel Workshop*-an interactive workshop that sparks dialogue between participants, parents and/or guardians. Thirty-two (32) individuals comprised of both program participants and their parents discussed the value of forgiveness, restoration, and repair of lost trust as well as how various crimes committed impact the family and community.

October 3, 2008: Dr. Pamela Green, Psychological Services Coordinator and LaVerne Carlile, Teen Court Administrator met with a core group of approximately seven (7) students attending Miami Carol City Senior High School's Law Magnet Program to discuss the possibilities of developing a Teen Court Teen Speakers' Bureau to allow students an arena to voice their views on issues impacting youth. Additionally discussions included devising strategies to help improve literacy through forging future partnerships with neighboring bookstores.

October 9, 2008: Anthony Williams, Division Director, Dr. Pamela Green, Psychological Services Coordinator, and LaVerne Carlile, Teen Court Administrator attended an In-Service training held at Teen Court of Sarasota. See Attached Memorandum under Executive Director's Information Item Section, dated October 15, 2008.

October 15, 2008: M-DCTC in collaboration with Miami-Dade County Corrections and Rehabilitation—Boot Camp program afforded twenty (20) Teen Court youth a chance to attend the Boot Camp Tour held at the Corrections' Boot Camp facility. The Boot Camp Tour serves as a crime prevention and intervention tool, providing participants with an understanding of the Boot Camp Program, and the consequences of negative actions.

October 24, 2008: Anthony Williams, Division Director, Dr. Pamela Green, Psychological Services Coordinator, and LaVerne Carlile, Teen Court Administrator conducted a Teen Court presentation at Booker T. Washington High School. The occasion afforded M-DCTC an opportunity to acclimate school administrators and faculty to the intricacies of the Teen Court's School-Based Referral Student Court process.

October 24, 2008: Anthony Williams, Division Director conducted an orientation at Miami Douglas McArthur Senior High School North's Young Men's Academy for Academic and Civic Development program. Approximately nineteen (19) young men were educated about the Teen Court process as well as provided tips in crime prevention and the benefits of making good decisions.

Program Performance

Referrals: M-DCTC received a combined total of forty-six (46) referrals from the Juvenile Services Department (JSD) and the Miami-Dade County State Attorney's Office on behalf of Broward County Teen Court (BCTC). M-DCTC assists BCTC with co-monitoring cases involving youth who have committed crimes in Miami-Dade County although residing in Broward County. In addition to obtaining referrals from the previously mentioned sources, M-DCTC received referrals from Girl Power Post Detention Program as well as Miami Carol City Senior High School as a result of the School-Based Referral Student Court joint initiative forged between Teen Court and Dade County Public Schools.

Community Service: During the month of October M-DCTC program youth and volunteers gave back to the Miami-Dade County community through serving as jurors,

bailiffs, clerks, and judges in the M-DCTC process, as well as provided their services to various outside organizations. Community service hours provided totaled One thousand ten **(1,010)**, which included eight hundred five **(805)** performed by defendants, one hundred sixty-three **(163)** generated by youth volunteers, and forty-two **(42)** community service hours were provided by adults from the legal community serving as jury monitors and/or judges presiding over Teen Court hearings.

Marketing

Ongoing: MMAP's Office of Public Information and Marketing division collaborates with Teen Court staff to formulate media strategy.

Offender Information for October 2008

Referrals per fiscal year:

12/31/98 – 09/30/99	334	Carried Over	2,909
10/01/99 – 09/30/00	506	10/01/07 – 03/31/08	149
10/01/00 – 09/30/01	323	04/01/08 – 04/30/08	25
10/01/01 – 09/30/02	336	05/01/08 – 05/31/08	28
10/01/02 – 09/30/03	293	06/01/08 – 06/30/08	26
10/01/03 – 09/30/04	390	07/01/08 – 07/31/08	42
10/01/04 – 09/30/05	267	08/01/08 – 08/31/08	41
10/01/05 – 09/30/06	215	09/01/08 – 09/30/08	45
10/01/06 – 09/30/07	245	10/01/08 – 10/31/08	46
	2,909	Total Referrals	3,311

2008 Sanctions

Anti-Theft Class	27	Jail Tour	20
Curfew		Jury Duties	327
Declined referrals		Letter of Apology	32
Educational Workshops		Peer Circle	
(Substance Abuse)	31	Restitution	
Essay	32	Victim Awareness Panel	
Ethics Workshops	44	Workshop	32
Hours of Community Service	805	Verbal Apology to Parent	

Offenses and Number of Charges:

Note: Some defendants have multiple charges

Affray	
Battery	1
Burglary	
Criminal Mischief	1
Disorderly Conduct	
Disruption of School Function	
Fighting/battery	3
Domestic Assault	
Fraud/Forgery/False ID	
Grand Theft	
Loitering/prowling	1
Obstruction of Justice	
Petit Theft	7
Possession of Alcohol	
Possession of Drugs	3
Possession of Weapons	
Resisting Arrest w/o Violence	1
Retail Theft	33
Soliciting	
Theft (not grand)	
Trespassing	
Trespassing in Conveyance	
Traffic Offense	
Other	

Referral Sources:

Department of Juvenile Justice	7
Metro-Dade School Board	
School Based Referral	0
Civil Citation Program	16
State Attorney's Office	4
Other Agencies	19

Age:

Eight	0
Nine	0
Ten	0
Eleven	0
Twelve	2
Thirteen	4
Fourteen	3
Fifteen	4
Sixteen	3
Seventeen	10
Eighteen	1

Race:

African American	14
Caucasian	1
Hispanic	10
Oriental	2

Gender:

Female	32
Male	14

Unknown _____ 0

Commission Districts August:

1 _____ 2
2 _____ 2
3 _____ 4
4 _____ 5
5 _____ 4
6 _____ 0

7 _____ 0
8 _____ 1
9 _____ 4
10 _____ 10
11 _____ 0
12 _____ 0

13 _____ 1
Broward _____ 4

Commission Districts for Fiscal Year 10/01/07 – 08/31/08:

1 _____ 45
2 _____ 46
3 _____ 41
4 _____ 40
5 _____ 26
6 _____ 8

7 _____ 24
8 _____ 7
9 _____ 19
10 _____ 18
11 _____ 14
12 _____ 5

13 _____ 11
Broward _____ 83

Teen Court /Student Court Status Report

Name of School	Name of Principal /Contact Person	Date Met With School Staff	Projected Number of Students	Challenges/Comments
Carol City SHS	Nelson Izquierdo	N/A	26 Students Trained	<ul style="list-style-type: none"> • Law Magnet Program • Student Court already implemented in this school
Booker T. Washington SHS	Rhonda Williams Cynthia Moore	10/24/08	170	<ul style="list-style-type: none"> • Want to Implement Program • Have already been conducting mock trials, • Will be training students enrolled in the criminal justice, law, civics classes, and student government • Major issue(s): Gangs, early pregnancy
Central SHS	Eugene Butler	N/A	N/A	<ul style="list-style-type: none"> • Does not want to implement Student Court this year
Edison SHS	Lavette Hunter	10/27/08	150	<ul style="list-style-type: none"> • Want to implement Program • Will be training students enrolled in the criminal justice, law, civics classes, and student government • Major issue(s): truancy, skipping, disrespect to authority, interpersonal conflicts
Homestead SHS	Kerri Maysonet	10/29/08	125	<ul style="list-style-type: none"> • Want to implement Program • Have a Criminal Justice Program • Will be training students enrolled in the criminal justice, law, civics, history classes and student government • Major Issue(s): keeping kids in school

➤ Expect to get training dates and number of students to be trained by next week

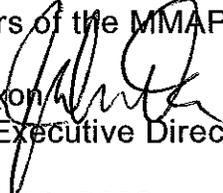
Teen Court /Student Court Status Report

Name of School	Name of Principal /Contact Person	Date Met With School Staff	Projected Number of Students	Challenges/Comments
Jackson SHS	Deborah Love	10/28/08	200	<ul style="list-style-type: none"> • Want to implement Program • Will be training students enrolled in the criminal justice, law, civics, history classes and student govt. • Major Issue(s): homelessness, kids as head of household, sexual orientation, pregnancy, cutting class
Killian SHS	Ricardo Rodriquez	10/21/08		<ul style="list-style-type: none"> • Ambivalent about starting program • Letter faxed 11/05/08 for response from principal • Major Issue(s): Drugs
Norland SHS	Derrick McKoy Jamary Dunn	11/07/08		
North Miami SHS	Michael Lewis Fabrice Lagurre	10/14/07 11/17/08 11/20/08	125	<ul style="list-style-type: none"> • Change of personnel at time of meeting • New vice-principal appointed – F. Lagurre • 11/05/08 Faxed letter to request appointment • 11/17/08 met w/staff
Northwestern SHS	Charles Hankerson Alyse Vilerella	10/30/08		<ul style="list-style-type: none"> • Does not want to implement the program this year, already started a number of new initiatives • Major Issues(s): Interpersonal Conflicts
South Dade SHS	Alicia Hidalgo Tanya Hanson	11/23/08	125 Students Trained	<ul style="list-style-type: none"> • Want to implement program • Law Magnet Program • 11/03/08- Trained students enrolled in the criminal justice, law, civics, history classes, student govt. and ROTC • 11/17/08-11/18/08 Scheduled to train student attorneys • Major Issue(s): Gangs
Southridge SHS	Martin Reid Amy Osorno Mary Atherley	To be scheduled		<ul style="list-style-type: none"> • Principal appointed Ms. Osorno and Atherley as liaison for this program. • Letter faxed to Ms. Osorno and Atherley to request meeting by November 11/21/08



EXECUTIVE DIRECTOR'S INFORMATION ITEM

TO: Members of the MMAP Trust

FROM: John Dixon 
Interim Executive Director

DATE: October 15, 2008

SUBJECT: Sarasota Teen Court In-Service Training Report

PURPOSE OF ITEM

The purpose is to provide feedback to the Board of Miami-Dade County Teen Court (M-DCTC) regarding the division's training activities resulting from its visit to Teen Court of Sarasota.

BACKGROUND INFORMATION

Program Activities

Anthony Williams, Division Director, along with LaVerne Carlile, Teen Court Administrator and Dr. Pamela Green, Psychological Services Coordinator participated in an in-service training held at Teen Court of Sarasota on October 8th and 9th 2008. Teen Court of Sarasota represents the birth place of Florida's first Teen Court. Since inception in 1988, there are fifty five Florida counties with operating Teen Courts.

October 8, 2008: The M-DCTC team met with Katie Self and staff at their office and later joined them at the Sarasota, Criminal Justice Center to view court proceedings. Each member of M-DCTC separately attended peer-jury trial hearings held in one of the three courtrooms. Dr. Green was also afforded an opportunity to view Sarasota's Peer Counseling component. During the evening, at least two cases were heard, per courtroom. Overall, it can be noted that M-DCTC and Sarasota's court process is very similar. An adult judge volunteered to preside over hearings in each of the three courtrooms, along with volunteer youth attorneys, bailiffs and clerks, from surrounding middle and high schools.

October 9, 2008: The M-DCTC team returned back to Teen Court of Sarasota office and continued the second and final day of the in-service training. Training on this day, entailed obtaining knowledge of the teen court process from

origination of a case referral to closure—to include intake procedures, journaling and filing procedures as well as the creation and operation of database systems. As a result of participation in this training, M-DCTC's knowledge base was enhanced, allowing for some components of Sarasota's court to possibly be integrated into the division's local operations. To this end, the following documents were also provided for review:

- A. Teen Attorney Introduction
- B. Volunteer Information Form
- C. Become a Teen Court Volunteer Information Packet
- D. Youth Cases for Youth Courts Desktop Guide: A Guide to the Typical Offenses Handled by Youth Courts
- E. Sarasota Intake Packet for Defendants
- F. Giving Back: A Community Service-Learning Manual for Youth Courts
- G. National Youth Court Month Planning and Action Guide
- H. In-Service Training Guide
- I. Teen Court Newsletter