



**MIAMI-DADE COUNTY  
FINAL OFFICIAL MINUTES  
Miami-Dade Economic Advocacy Trust (MDEAT)**

Stephen P. Clark Center  
111 Northwest 1<sup>st</sup> Street  
2<sup>nd</sup> Floor Conference Room  
Miami, Florida 33128

April 16, 2014  
As Advertised

Harvey Ruvlin, Clerk  
Board of County Commissioners

Christopher Agrippa, Director  
Clerk of the Board Division

Karen Harrison, Commission Reporter  
(305) 375-1296



**CLERK'S SUMMARY AND OFFICIAL MINUTES  
MIAMI-DADE ECONOMIC ADVOCACY TRUST MEETING  
APRIL 16, 2014**

The Miami-Dade Economic Advocacy Trust (MDEAT) convened a meeting in the Stephen P. Clark Center, 111 NW 1<sup>st</sup> Street, 2<sup>nd</sup> Floor Conference Room on April 16, 2014, at 3:30 p.m. The following MDEAT members were present: Chairman Marc Douthit Esq., Mr. Cornell Crews Jr., Mr. Sheldon Edwards, Ms. LaTonda James, Ms. Stephanye Johnson, Ms. Cheryl Mizell, Mr. Carlos Morales, Mr. Carl Nicoleau, Reverend Walter Richardson, Ms. Treska Rodgers, and Mr. Charles Sims; (Mr. George Ray III was late and arrived at 4:00 p.m.); and (Mr. Ron Butler, Ms. Barbara Montero, and Ms. Leigh Toney were absent).

**ROLL CALL**

The following staff members were present: MDEAT Executive Director John Dixon, Mr. Jose Gonzalez, Ms. Traci Pollock, Assistant County Attorney Terrence Smith, and Deputy Clerk Karen Harrison.

**DISCLOSURE OF CONFLICTS OF INTEREST**

**QUERY FOR EARLY DEPARTURES**

Chairman Marc Douthit called the meeting to order at 3:54 p.m. In pursuant to the new statue he opened the floor to the public to make comments on any item on today's (4/16) agenda.

Assistant County Attorney Terrence Smith explained that the County Commission had recently adopted rules and procedures based on the County Ordinance on rules and procedures and according to that rule the public would be allowed to speak prior to setting the agenda, and there was some consideration as to whether this would take place after the setting of the agenda.

Ms. Retha Boone-Fye, Director of the Miami-Dade County Black Affairs Advisory Board (BAAB), commended Mr. Dixon and Ms. Pollock on working together to develop the Black World Guide booklet. She thanked the Trust members for their support and asked that they engage in helping to update the upcoming publication in September.

Ms. Boone-Fye said she discussed with Mr. John Dixon regarding a collaborative effort between MDEAT and BAAB since it had a new Economic Development Chair, Mr. Jihad Rashid, who would be asked to attend meetings because of the common cause.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Chairman Douthit noted that the Trust would come back to approving the minutes to allow some of the existing Trust members to arrive to approve them.

Later in the meeting, it was moved by Reverend Walter Richardson that the November 20, 2013, MDEAT minutes be approved. This motion was seconded by Mr. Carl Nicoleau, and upon being put to a vote, the motion passed by a vote of 12-0; (Mr. Ron Butler, Ms. Barbara Montero, and Ms. Leigh Toney were absent).

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Reverend Richardson noted for clarification that the Clerk's Summary of MDEAT minutes were substitute for the recordings that were conducted during the actual MDEAT meetings.

**INTRODUCTION OF NEW MDEAT BOARD MEMBERS**

Responding to Chair Douthit's request, the following new Trust members introduced themselves:

- Mr. Sheldon Edwards, Manager, Minority and Small Business Enterprise/Miami Dade College
- Mr. Carl Nicoleau, Assistant Superintendent, Miami-Dade County Public Schools
- Ms. Cheryl Mizell, Director of Public Affairs, 99 JAMZ Radio Station
- Ms. LaTonda James, Manager, Community Building Neighborhood Housing Services
- Mr. Cornell Crews, Director, Fund Development and Community Relations/Self-Employment Incorporated

Discussion ensued among the Trust members and MDEAT staff and during this time they also introduced themselves and welcomed the new members.

It was moved by Reverend Richardson that today's (4/16) MDEAT agenda be set as presented. This motion was seconded by Ms. Treska Rodgers, and was opened for discussion.

Mr. John Dixon request to address information Agenda Item II (E) Youth Entrepreneurship Program: Partnership Agreements under the section Board Action Items as Agenda Item I (D).

Hearing no further questions or comments, the Trust proceeded to vote to set the agenda by those members present.

**I. BOARD ACTION ITEMS**

**A. Bylaws Committee: Adoption of MDEAT Bylaws**

Mr. John Dixon noted that although the information was included in the MDEAT Agenda package, there was an updated handout provided to replace that information. He noted that for the past three months members of the Bylaws Committee, and the County Attorney's Office met to review how MDEAT operated.

Mr. Dixon highlighted certain sections, referring to the section regarding Action Committees on bottom of page six of the handout (5.3) that listed the action of the committees and identifies the number of members, which was not indicated in the past. He read the changed information providing the required number of members for the following committees:

- Economic Development Action Committee – (9) members; and Subcommittee (5) members
- Housing Action Committee – (5) members; and (3) Subcommittees

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Mr. Dixon noted that in addition to original package not addressing the Action Committees, he referred to page 8 of the supplement handout that indicated there were nine members, rather than 15.

Chairman Douthit provided an overview on the background of the Bylaws, noting the existing bylaws were obsolete due to the reference of operations that were under MMAP (MDEAT's former name), and was missing items that were currently covered by MDEAT. Therefore, he noted that he met with Trust members Ron Butler, Stephanye Johnson, Treska Rodgers, and Ms. Traci Pollock for a period of four months with the assistance of the County Attorney's Office to redraft the bylaws to a current status of operation and structure of committees. Chairman Douthit said that following this update, the committees would be reformulated and he would reappoint Trust members, as well as committee chairs in moving forward. He thanked the other members of the Bylaws Committee for their help.

It was moved by Ms. Treska Rodgers to approve the Memorandum of Approval (MOA) to adopt the new MDEAT Bylaw. This motion was seconded by Reverend Richardson, and upon being put to a vote, the motion passed 11-0. (Mr. Ron Butler, Ms. Barbara Montero, Mr. George Ray III, and Ms. Leigh Toney were absent).

**B. Greater Miami Service Corp Funding Allocation**

Mr. John Dixon noted that the foregoing item should have been pulled during the setting of today's (4/16) agenda and he requested that this item be removed.

Chairman Douthit stated that the foregoing item would be deferred.

**C. Economic Development Action Committee: Request For Application**

Mr. John Dixon explained the purpose of the foregoing item was to request approval of an expenditure amount not to exceed \$65,000 from the Fiscal Year (FY) 2013-14 Economic Development Action Committee (EDAC) Budget for a Request For Application (RFA) as a countywide request for local entities to make a proposal to work in partnership with MDEAT within the Targeted Urban Area concerning small businesses and economic development initiatives.

Mr. Dixon noted this request would replace the item approved by the Trust in March, 2014 regarding the four entities that were either contracted, or partnering with. He explained why there was a need to replace that item, which was advised by the County Attorney's Office, in terms of partnership with those entities. He stated that due to fact that other potential entities within this County could do this job, there was a need for an RFP process, in addition to following the overall County process.

In response to Chairman Douthit's inquiry regarding resolving any issues related to sole sourcing, Assistant County Attorney Terrence Smith advised yes, because there was an ordinance that governed the operation of the Trust, which was required and adopted by the

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County Commission that the Trust was to comply with the County procurement requirements, such as a competitive process. He further advised that in terms of whether there was a limit before the requirement of a competitive bid, it depended on demonstrating there was a limited source in obtaining those particular services; however, these services were clearly doable by other entities. Assistant County Attorney Smith noted that pursuant to government and state statute, the goal was to always perform a competitive bid of public contracts to allow everyone an opportunity to bid and to have the option of choosing the lowest and best bidder. He also advised that sole sourcing should only be an option in an emergency situation. He pointed out that the large amount of this contract would be appropriate to go through the competitive process and not through an unsolicited proposal presented to the County Commission requesting funding, which should be avoided.

Mr. Dixon pointed out that there may be multiple community based organizations involved and the expenditure totaling \$65,000 would not go to one entity. He explained the process of staff receiving the applications that would be reviewed and awarded by another group.

Discussion ensued among the Trust members regarding the use of the expenditure totaling \$65,000, which was the aggregated amount of the contract to be awarded to the selected firms.

In response to Mr. George Ray III question regarding requirements or deliverables stated on the application for those firms, Mr. Dixon noted this information was currently being developed through the EDAC members and MDEAT staff.

Chairman Douthit pointed out that the final approval of the awarding decision would come back to this Trust and to review the contract agreement.

Mr. Dixon reminded the Trust members that this request was already approved by this Trust through the EDAC budget and this request was to move forward to identify the recipients and partners for this project.

It was moved by Ms. Treska Rodgers to approve the Memorandum of Approval requesting an expenditure amount not to exceed a total of \$65,000 from the Fiscal Year (FY) 2013-14 Economic Development Action Committee (EDAC) Budget for a Request For Application (RFA) countywide for local entities to assist small businesses to access capital, technology, data information, and etcetera to start-up or help existing businesses in Miami-Dade County's Targeted Urban Areas (TUAs). This motion was seconded by Reverend Walter Richardson, and upon being put to a vote, the motion passed by a vote of 12-0. (Mr. Ron Butler, Ms. Barbara Montero, and Ms. Leigh Toney were absent).

**D. Youth Entrepreneurship Program: Partnership Agreements**

Mr. John Dixon explained that the foregoing item was part of the Teen Court Program that was headed by Mr. Zachary Rinkins. He noted that due to interest in technology by the majority of youth, the intent was to help them establish a type of small business wherein they could meet

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with small businesses and promote the use of technology, particularly Facebook to market their businesses. Mr. Dixon also noted this contract with the City of North Miami Parks and Recreation to use their facility to hold meetings with staff and youth, therefore an agreement had to be signed and approved by this Board. He said this had no economic impact.

It was moved by Mr. Carlos Morales to approve the Memorandum of Approval. This motion was seconded by Reverend Walter Richardson, and opened for discussion.

Discussion ensued among the Trust members regarding that there was no cost, but this Board would have to approve for MDEAT to contract with the City of North Miami to use their facility.

Assistant County Attorney Terrence Smith noted he was not certain if there was no issue with this contract; however, he had provided a memorandum of understanding (MOU) for the City because his concern was that this contract did not include an indemnification provision in the event a problem occurred and there was a legal issue. He said he was uncertain whether he had released this specific contract because generally he would prepare an indemnification provision for contracts related outside of this County for the purpose to protect the County and the Trust if there was a legal issue and to be held harmless.

Assistant County Attorney Smith stated that this language did not appear to be in this agreement and he asked that the Trust members reframe from voting on the contract involving the City of Miami. He advised the Trust members that the contracts involving Parks, Recreation and Open Spaces (PROS) could move forward because that would be within this County and there was no need for an indemnification provision.

Assistant County Attorney Smith explained that in pursuant to Florida statutory limits under Section 768.67 28.68 Code, in terms of limitations on liabilities, by contract, a waiver was not permitted regarding the limited sovereign immunity nor could this be done for the City, so he wanted to ensure this contract was appropriate. He advised the Trust to bifurcate the motion with an amendment to approve the interdepartmental agreement between the Trust and PROS, and to table the motion to approve the contract with the City of Miami, which he would come back to advice on how to move forward.

Mr. Carlos Morales noted he would amend his motion to only approve the interdepartmental agreement between the County departments.

Discussion ensued among the Trust members regarding the length of the contract, which would be for a period of a year, in addition to the provision in transporting the youth that would be indicated in the terms of the contract.

It was moved by Mr. Morales to approve a Memorandum of Approval (MOA) as amended to approve the interdepartmental agreement between the Trust and the Miami-Dade County Park and Recreation Open Spaces Department; and to table the other agreement pertaining to the City

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of North Miami for the Youth Entrepreneurship Program: Partnership Agreements until a legal opinion was received from the County Attorney's Office. This motion was seconded by Reverend Walter Richardson, and upon being put to a vote, the motion passed by a vote of 12-0. (Mr. Ron Butler, Ms. Barbara Montero, and Ms. Leigh Toney were absent).

Later in the meeting, Assistant County Attorney Smith advised that he did discuss the issue regarding the indemnification provisions before he released the foregoing item. He pointed out that the contract had already been signed, so the motion should be to retroactively approve the actions of the MDEAT Director in signing the contract with the City of North Miami Parks and Recreation Department; however, there was no money involved.

It was moved by Mr. Charles Sims to approve retroactively the actions of Mr. John Dixon, MDEAT Executive Director in signing the contract agreement between MDEAT and the City of North Miami Parks and Recreation to use their facility for the Youth Entrepreneurship Program. This motion was seconded by Ms. Treska Rodgers, and upon being put to a vote, the motion passed by a vote 12-0 (Mr. Ron Butler, Ms. Barbara Montero, and Ms. Leigh Toney were absent).

## **II. INFORMATION ITEMS**

### **A. Bylaws Committee: New Action Committee Member Application**

Mr. John Dixon referred to page 27 in the MDEAT Agenda package, and noted there was a new Bylaws Committee Member Application, which was part of the updated work performed by organization. He noted during the Bylaws Committee meeting a discussion was held regarding the Action Committee desire to gather people of like interest to discuss the issues MDEAT addresses and would work in those areas of interest, such as the Youth Action Committee that would impact youth. Mr. Dixon stated that the foregoing item provided a process wherein an application would be submitted to join those various committees, rather than just being asked to join by the Chairperson. He said this process was more for non-Board members because the Board members were asked to join those committees.

Chairman Douthit stated that a logical timeframe to appoint members of these action committees would be according to the fiscal year, which was October 1, 2014; however, that would not be helpful during these next five months. He noted this would have to be a public notification, and time consuming, so the process should begin now, in terms of notifying people to join, and if needed the first term in office could be extended, based on the annual starting date of October 1, 2014.

Discussion ensued among the Trust members regarding the process of appointing new members to the MDEAT committees, which did not need a nominating council and the length of time it would take, which would likely prolong to the County's fiscal year of October, 2014. Further discussion ensued regarding vetting and directing people who express an interest to apply by the deadline that would be publicly noticed the process in joining a committee.

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Following a discussion regarding the qualification requirements of the applicants, which indicated they must be a permanent resident of Miami-Dade County and a registered voter, Ms. Traci Pollock noted this document was provided by Assistant County Attorney Smith.

Assistant County Attorney Smith advised that these requirements were included in County Ordinance for Section 2-11.30A of the Miami-Dade County (Code), in order to be a qualified elector. He further advised that in order to be a qualified elector, the applicant must be a United States citizen.

Discussion ensued among the Trust members regarding the limitations of qualified applicants because several people who were not citizens, but active in the industry would not qualify.

Responding to Ms. Treska Rodger's question as to whether the same rules apply to committee members as Trust members, Assistant County Attorney Smith advised there was no distinction in the general County Ordinance related to Boards and committees or subcommittees. He also advised that this Ordinance authorized the Board to create bylaws, but did not exempt any committee member from county requirements, in terms of a permanent residence, a qualified elector, financial disclosure, or any state and local requirements; unless the Board of County Commission waives this rule by a two third vote. He explained the structure of this Board was similar to the HIV Board, which was made up of both non-Trust members and everyone had to comply with the same requirements.

Mr. John Dixon agreed with the comments made by Chairman Douthit regarding the foregoing item was related to the creation of this single application for the entire list of MDEAT committees.

**B. Bylaws Committee: Financial Disclosure for Committee Members**

Mr. John Dixon referred to page 34 in the MDEAT Agenda Package and noted there was a handout of the financial disclosure document.

Assistant County Attorney Terrence Smith advised that this form should be filled out by each Trust member annually, with an exception of the new Trust members for this year only because the report would reflect last year. He further explained that if any Trust member served on a County Board last year the form should be submitted by July 1, 2014, but for first-timers it was not required.

Discussion ensued among the Trust members regarding discussions on whether the filing of financial disclosure form with one entity could suffice for the County requirements and the requirements if the person resided in another county.

Assistant County Attorney Smith advised that based on the requirements of County Commission on Ethics and Public Trust (COE) the person filing with the appropriate entity, it would be beneficial to file this document again if the person served on a County Board last year.

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Mr. Dixon noted that in pursuant to the opinion received from the County Commission on Ethics that the requirement to comply by filing financial disclosure applied to persons serving on the Action Committees who were not Board members as well. He noted those Action Committee members who were identified would receive this form as well.

**C. Bylaws Committee: Commission on Ethic/Conflict of Interest**

Ms. Traci Pollock noted that the Bylaws Committee members met during the months of February through April, which yielded many questions, such as the action committee process. She stated a question of concern was related to individuals who were providers and had a conflict of interest and the opinion from the COE was received that included a voting and conflict of interest procedure. Ms. Pollock noted the recommendation was that all Trust members review the voting and conflict procedures that was issued by the Miami-Dade County Commission on ethics and public trust. She said these sections would be reviewed in detail during the new Trust members' orientation next week and any questions would be welcomed.

Assistant County Attorney Terrence Smith advised that another opinion from the COE should be included in the package and reviewed, which was directed to Trust member Leigh Toney because it could impact other members, specifically those who work at Miami Dade College.

Ms. Traci Pollock said it would be included as an information item in the May, 2014 MDEAT Agenda package.

Assistant County Attorney Smith suggested that the new Trust members receive a copy this information during the MDEAT new members' orientation.

Discussion ensued among the Trust members regarding the need for clarification on actions taken when a Trust member had a conflict of interest.

Assistant County Attorney Smith advised that based on the entity represented by the Trust member wherein there was financial interest and the option taken by the Board, he noted under the conflict of interest code that Trust member could not do business with the County or sit on the Board and vote on that item, such as a contract. He advised that the Trust member would need to recuse him/herself. Assistant County Attorney Smith noted that although the opinion directed to Ms. Toney was on a specific issue, it was later modified with detailed required actions.

**D. Bylaws Committee: Board Member Term Limits Chart**

Mr. John Dixon referred to page 41, and highlighted the grids reflecting term limits by Trust names based on appointment dates by the Board of County Commissioners. He pointed out that term of eight Trust members would expire during the months of May through July, 2015.

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Chairman Douthit noted a caution to the new Trust members was to start strong because of the increasing need as some existing member's terms end.

Assistant County Attorney Terrence Smith explained for clarification the breakdown of terms within this chart that reflected in the first category the persons who have served a maximum of six years within a three year cycle, which meant they could not serve on the Trust for another two years. He also explained the next category displayed the expiration date of July 2015 that indicated a three-year term limit with the possibility of becoming reappointed for another three-year term at the Board of County Commission's (BCC) discretion. Assistant County Attorney Smith further explained that the same terms applied for the category that displayed 2014 Trust members that only reflected the three-year term, and a maximum of a six-year term that was calculated.

In response to Reverend Richardson's question regarding whether the BCC would allow some of the older Trust members to serve an additional term, for the purpose of institutional knowledge, Assistant County Attorney Smith stated that it was at the discretion of the BCC whether to waive term limits. However, he noted that based on comments made by some of the commissioners, who were not inclined to extend term limits, the reason was to make a fresh start with new members, but he was not certain whether that was the opinion of the majority.

Assistant County Attorney Smith advised that if it was the intent of this Trust to have two more persons serving on the Board, an item could be prepared to be presented to the BCC for approval.

### **III. ADVOCACY ITEMS – COMMITTEE UPDATES**

#### **A. MDEAT Meeting Calendar 2014**

Mr. John Dixon noted there was a calendar of meeting dates for MDEAT to provide the Trust members an opportunity to prepare their personal calendars regarding Action Committee and Board meeting dates, etc. He noted there would be a review of the calendar during orientation with the new Trust members. Mr. Smith noted the MDEAT Trust scheduled meetings were held the third Wednesday of each month.

### **IV. CHAIRPERSON'S REPORT**

#### **A. Personnel Committee Update**

Chairman Douthit provided an update on the Personnel Committee, noting that he had contacted the Deputy Mayor Russell Benford to schedule a meeting to review the evaluation of MDEAT's Executive Director and make those recommendations regarding his salary increase that this Trust approved in the previous MDEAT Trust meeting. He noted that although there have been issues regarding County salary increases, it did not negate the fact that this request was overdue and well deserved, which he would point out to Mr. Benford upon meeting with him.

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In response to Ms. Treska Rodger's inquiry regarding whether the Trust would have the opportunity to look at the job description of the executive director, Chairman Douthit said yes, that could be arranged.

Chairman Douthit mentioned that the Trust Planning Retreat, as discussed, would be scheduled to be held May 30, 2014 through May 31, 2014. He explained that the Friday evening session would include dinner and more information would be provided by the Executive Director regarding the Saturday session.

Chairman Douthit commended MDEAT staff for the advertisement published in the Legacy Magazine.

Discussion ensued among the Trust members regarding the location of the MDEAT Planning Retreat and the process of looking at public places, which would likely be held at Miami Dade College located at the Carrie P. Meek Entrepreneurial Education Center.

**V. Executive Director's Report**

**A. Black Male Youth Mental Health Conference Update**

Mr. John Dixon provided an update of the foregoing item and noted how MDEAT had the opportunity to have Mr. Ischaji Robertson, a psychological service professional on the Teen Court staff and president of The Association of Black Psychologist (ABPs) for Miami-Dade County. He noted Mr. Robertson's role was to meet with these families to discuss serious issues beyond the delinquent behavior of their youth. He noted the attempt was to mirror the nationwide initiative "My Brother's Keeper", that was conducted by representatives of the White House regarding Hispanic and Black male youth and host this conference in Miami-Dade County. Mr. Dixon referred to the flyer that was distributed with the information and noted there would be a community forums this year on May 13<sup>th</sup> at the North Dade Regional Library, and May 15<sup>th</sup> at the South Dade Regional Library at 6:00 p.m. He also provided information Black Male Youth Mental Health Conference (BMYMHC) that would be held on April 18, 2014, and those mental health professional presenters who would be in attendance along with representatives of Florida Memorial University (FMU). Mr. Dixon noted he believed FMU should be more prominent in the community and he was pleased with this collaborative effort in this initiative.

Mr. Dixon noted the discussion topics would be on social, economic, and emotional issues that impact young Black males and 120 attendees have enrolled. He said that Commissioner Edmonson has partnered with MDEAT for this event and the end result was to capture the information provided and forward it to MDEAT's policy makers. Mr. Dixon noted the marketing efforts made by inviting representatives of the initiative "My Brother's Keeper" in addition to meeting with representatives of the initiative "Be Me," with the intent to stimulate some type of discussion and rally regarding these issues and develop plans to take action.

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Discussion ensued among the Trust members regarding the broadcast that aired on WEDR-99 JAMZ radio station pertaining to the foregoing event and those students who attend would receive continuing education credits (CEU) and the progress in working on the forum events. Further discussion ensued regarding contacting persons who would attend the community forums.

Mr. Dixon thanked Mr. George Ray III for coming out to speak to the youth in the Teen Court Program regarding activities at Miami Dade College and showing his concerns.

Ms. Cheryl Mizell commended the representation of youth from the Teen Court Program who visited WEDR-99 JAMZ radio station.

**B. Introduction of Strategic Planning Facilitator (Gail Birks, CMA Enterprise Inc.)**

Mr. John Dixon provided information regarding Ms. Gail Birks, and noted that she was chosen to facilitate the MDEAT Trust Planning Session on May 30<sup>th</sup> -31<sup>st</sup>. He commented on his meeting with Ms. Birks and the information provided to her, such as the Score Card, MDEAT's Business Plan, and the County's plan, including MDEAT's role in it; in addition to a copy of the planning session results from last year and past sessions. Mr. Dixon stated Ms. Birks was well versed on MDEAT and its mission; however, based on his conversation, Ms. Birks' concern was on how MDEAT moved forward pertaining to its mission, in terms of economic development.

Mr. Dixon noted there would be a scheduled meeting between Chairman Douthit and Ms. Birks as well as individual meetings with each Action Committee and staff, most likely held at the Stephen P. Clark Center or a location that would be convenient.

Mr. Dixon reiterated the activity for the Friday evening planning session, which would be a meet and greet session, along with some type of meal. He advised the new Trust members that pursuant to the County Ordinance, MDEAT was could not purchase food items, which would be reviewed during the orientation.

Chairman Douthit noted that the MDEAT departmental monthly reports were included in the MDEAT Agenda Package; however, the Executive Director's written report was excluded.

Mr. Dixon noted the Housing Action Committee would be hosting a breakfast, which has been held along with the Economic Business Breakfast Series. He referred to the flyer and noted this would be under the Homeownership Assistance Program.

Mr. Dixon noted the new Trust members were contacted by MDEAT staff regarding the New Trust Member Orientation to discuss numerous procedures and Chairman Douthit would be in attendance as well.

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Chairman Douthit noted during this orientation there would be instructions regarding the required class with the Commission on Ethics and Public's Trust to comply with the County Ordinance.

In response to Ms. Treska Rodgers request to hear a fiscal report, specifically a financial report from each Action Committee for the next MDEAT meeting, Chairman Douthit noted this could be conducted on a quarterly basis. He noted his review was to determine that they were within the approved budget by the Trust and that the expenditure was consistent with that approval.

Reverend Richardson suggested that the Trust should schedule a photo shoot as Board members during the planning retreat.

Chairman Douthit noted breakfast would be provided at the planning retreat, such as cupcakes.

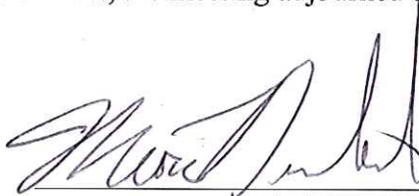
Assistant County Attorney Terrence Smith noted that he was advised by Mr. Dixon that some of the new Trust members had not been sworn in by the Clerk's Office.

Mr. Dixon noted that he met with the representative from the Clerk's Office and was informed there was a form that should be filled out.

Discussion ensued among the Trust members regarding the need for the new Trust members to complete the forms and be sworn in before the next scheduled MDEAT meeting.

**Adjournment**

There being no further business to come before the Trust, the meeting adjourned at 5:01 p.m.



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Chairman Marc Douthit Esq.  
Miami-Dade Economic Advocacy Trust



**MDEAT**  
**April 16, 2014**

Prepared by: (Karen Harrison)

**EXHIBITS LIST**

<b>NO.</b>	<b>DATE</b>	<b>ITEM #</b>	<b>DESCRIPTION</b>
1	4/16/2014	-	Motion and Approval Ballots
2	4/16/2014	-	Absentee Memos
3	4/16/2014	-	MDEAT Agenda Package
4	4/16/2014	-	Table of Contents
5	4/16/2014	-	Add-on Youth Entrepreneurship Program
6	4/16/2014	--	Flyer Homeownership Assistance Program
7	4/16/2014	-	CMA Enterprise Inc.
8	4/16/2014	-	Flyer Black Male Mental Health Conference
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**MIAMI-DADE ECONOMIC ADVOCACY TRUST BOARD OF TRUSTEES  
MOTION AND APPROVAL BALLOT**

**SUBJECT:** Agenda Item IA: Motion to approve a Memorandum of Approval (MOA) to adopt the MDEAT Bylaws.

**Motion made by:** Ms. Treska Rodgers  
**Seconded by:** Reverend Walter Richardson

	<b>MEMBERS</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>
1 <sup>st</sup> Vice Chair	Butler, Ron			X
	Crews, Cornell Jr.	X		
Chairperson	Douthit, Marc, Esq.	X		
	Edwards, L. Sheldon	X		
	James. LaTonda	X		
	Johnson, Stephanye	X		
	Mizell, Cherly	X		
	Montero, Barbara B.			X
	Morales, Carlos E.	X		
	Nicoleau, Carl	X		
	Ray III, George			X
	Reverend Richardson, Walter T.	X		
	Rodgers, Treska V.	X		
	Sims, Charles F.	X		
2 <sup>nd</sup> Vice Chair	Toney, H. Leigh			X
	<b>TOTALS</b>	11		4

  X   APPROVED  
  
Miami-Dade Economic Advocacy Trust  
Chairperson

           NOT APPROVED  
  
04/16/2014  
Date

**MIAMI-DADE ECONOMIC ADVOCACY TRUST BOARD OF TRUSTEES  
MOTION AND APPROVAL BALLOT**

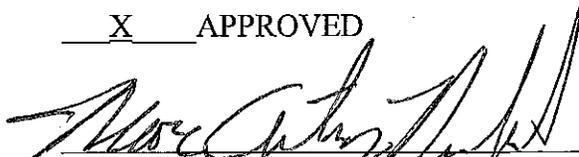
**SUBJECT:** Agenda Item IC: Motion to approve the Memorandum of Approval requesting an expenditure amount not to exceed a total of \$65,000 from the Fiscal Year (FY) 2013-14 Economic Development Action Committee (EDAC) Budget for a Request For Application (RFA) countywide for local entities to assist small businesses to access capital, technology, data information, and etcetera to start-up or help existing businesses in Miami-Dade County's Targeted Urban Areas (TUAs).

**Motion made by:** Ms. Treska Rodgers  
**Seconded by:** Reverend Walter Richardson

	<b>MEMBERS</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>
1 <sup>st</sup> Vice Chair	Butler, Ron			X
	Crews, Cornell Jr.	X		
Chairperson	Douthit, Marc, Esq.	X		
	Edwards, L. Sheldon	X		
	James. LaTonda	X		
	Johnson, Stephanye	X		
	Mizell, Cherly	X		
	Montero, Barbara B.			X
	Morales, Carlos E.	X		
	Nicoleau, Carl	X		
	Ray III, George	X		
	Reverend Richardson, Walter T.	X		
	Rodgers, Treska V.	X		
	Sims, Charles F.	X		
2nd Vice Chair	Toney, H. Leigh			X
	<b>TOTALS</b>	12		3

  X   APPROVED

           NOT APPROVED

  
Miami-Dade Economic Advocacy Trust  
Chairperson

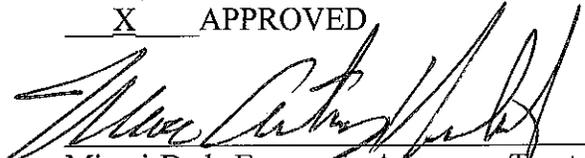
4/16/2014  
Date

**MIAMI-DADE ECONOMIC ADVOCACY TRUST BOARD OF TRUSTEES  
MOTION AND APPROVAL BALLOT**

**SUBJECT:** Add-On Agenda Item ID: Motion to approve a Memorandum of Approval (MOA) as amended to approve the interdepartmental agreement between the Trust and the Miami-Dade County Park and Recreation Open Spaces Department; and to table the other agreement pertaining to the City of North Miami for the Youth Entrepreneurship Program: Partnership Agreements until further legal opinion was received from the County Attorney's Office.

**Motion made by:** Mr. Carlos Morales  
**Seconded by:** Reverend Walter Richardson

	<b>MEMBERS</b>	<b>YES</b>	<b>NO</b>	<b>ABSENT</b>
1 <sup>st</sup> Vice Chair	Butler, Ron			X
	Crews, Cornell Jr.	X		
Chairperson	Douthit, Marc, Esq.	X		
	Edwards, L. Sheldon	X		
	James. LaTonda	X		
	Johnson, Stephanye	X		
	Mizell, Cherly	X		
	Montero, Barbara B.			X
	Morales, Carlos E.	X		
	Nicoleau, Carl	X		
	Ray III, George	X		
	Reverend Richardson, Walter T.	X		
	Rodgers, Treska V.	X		
	Sims, Charles F.	X		
2 <sup>nd</sup> Vice Chair	Toney, H. Leigh			X
	<b>TOTALS</b>	12		3

  X   APPROVED  
  
Miami-Dade Economic Advocacy Trust  
Chairperson

\_\_\_\_ NOT APPROVED  
  
04/16/2014  
Date

STATE OF FLORIDA                    )  
  ) SS:  
COUNTY OF MIAMI-DADE         )

I, HARVEY RUVIN, Clerk of the Circuit Court in and for Miami-Dade County, Florida,  
and Ex-Officio Clerk of the Board of County Commissioners of said County, DO  
HEREBY CERTIFY that the foregoing is a true and correct copy of the motions and  
votes tallied at the Miami-Dade Economic Advocacy Trust Board of Trustee’s meeting of  
April 16, 2014, pertaining to agenda item(s): I-A, I-C and I-D  
IN WITNESS WHEREOF, I have hereunto set my hand and official seal on this 18<sup>th</sup> day  
of June A.D. 2014.



HARVEY RUVIN, Clerk  
Board of County Commissioners  
Miami-Dade County, Florida

By   
Deputy Clerk

SEAL

Board of County Commissioners  
Miami-Dade County, Florida



# MIAMI-DADE ECONOMIC ADVOCACY TRUST

## BOARD OF TRUSTEES MEETING

**April 16, 2014**

Agenda



## MEETING NOTICE

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### MIAMI-DADE ECONOMIC ADVOCACY TRUST

#### TRUSTEE BOARD MEETING

**DATE:** Wednesday, April 16, 2014

**TIME:** 3:30PM

**LOCATION:** Stephen P. Clark Center  
Commissioners Conference Room, 2nd Floor  
111 NW 1 Street | Miami, FL 33128

Parking at Cultural Arts Center Garage  
50 NW 2 Avenue | Miami, FL 33130

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**MIAMI-DADE ECONOMIC ADVOCACY TRUST**

**BOARD MEETING AGENDA**

**WEDNESDAY, APRIL 16, 2014 | 3:30 PM**

**STEPHEN P. CLARK CENTER | 111 NW 1 STREET | MIAMI, FL 33128  
COMMISSIONERS CONFERENCE ROOM, SECOND FLOOR**

**Roll Call**

- **DISCLOSURE OF CONFLICTS OF INTEREST**
- **QUERY FOR EARLY DEPARTURES**
- **PUBLIC COMMENTS**
- **APPROVAL OF AGENDA**
- **INTRODUCTION OF NEW MDEAT BOARD MEMBERS**
  
- I. **Board Action Items**
  - A. Bylaws Committee: Adoption of MDEAT Bylaws 05
  - B. Greater Miami Service Corp Funding Allocation 22
  - C. Economic Development Action Committee: Request For Application 25
- II. **Information Items**
  - A. Bylaws Committee: New Action Committee Member Application 27
  - B. Bylaws Committee: Financial Disclosure for Committee Members 34
  - C. Bylaws Committee: Commission on Ethics/Conflict of Interest 36
  - D. Bylaws Committee: Board Member Term Limits Chart 40
  - E. Youth Entrepreneurship Program: Partnership Agreements 43
- III. **Advocacy Items – Committee Updates**
  - A. MDEAT Meeting Calendar 2014 45
- IV. **Chairperson’s Report**
  - A. Personnel Committee Update
- V. **Executive Director’s Report**
  - A. Black Male Youth Mental Health Conference Update
  - B. Introduction of Strategic Planning Facilitator (*Gail Birks, CMA Enterprise Inc.*)
- VI. **Departmental Monthly Reports**
  - A. Fiscal 47
  - B. Housing 54
  - C. Teen Court/Youth Services 58
  - D. Marketing and Public Information 64
- VII. **Next Meeting**

Adjournment

# **ACTION ITEM I A**

## **ADOPTION OF MDEAT BYLAWS**



## MEMORANDUM OF APPROVAL

**TO:** Members of the MDEAT Board

**FROM:** MDEAT Bylaws Committee

**DATE:** April 16, 2014

**SUBJECT:** Adoption of MDEAT Bylaws

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### **PURPOSE OF ITEM**

The purpose of this item is to request the adoption of MDEAT Bylaws as revised by the MDEAT Bylaws Committee.

### **BACKGROUND INFORMATION**

The MDEAT Bylaws Committee met over a three-month period from February 2014-April 2014 to review and revise the agency's bylaws. At the April 2, 2014, committee meeting, the Bylaws Committee unanimously approved the bylaws revisions and moved to forward the governing document to the MDEAT Board for adoption. The committee is comprised of the MDEAT board chairperson, first vice chairperson, second vice chairperson, and the chairpersons of each action committee – Economic Development Action Committee, Housing Advocacy Committee, and Youth Action Committee. The workgroup of the committee included Marc Douthit, Esq., Ron Butler, Stephanye Johnson and Treska Rodgers with guidance from Assistant County Attorney Terrence Smith, Esq., and administrative support from MDEAT Special Projects Administrator Traci Pollock.

The main change to the bylaws was the inclusion of action committees and their role in the advancement of the MDEAT mission. Other changes included the inclusion of an election month, clarification of the annual retreat meeting, and inclusion of programs such as Miami-Dade County Teen Court and the Homeownership Assistance Program.

### **FISCAL IMPACT**

There is no fiscal impact to the agency.

### **RECOMMENDATION**

It is recommended that the Miami-Dade Economic Advocacy Trust Board adopt the revised MDEAT Bylaws.



# MIAMI-DADE ECONOMIC ADVOCACY TRUST

## BYLAWS

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## **ARTICLE I. IDENTIFICATION**

- 1.1 Name. The name of the organization shall be the MIAMI-DADE ECONOMIC ADVOCACY TRUST (hereinafter referred to as the “Trust”).
- 1.2 Fiscal Year. The fiscal year of the Trust shall be from October 1 to September 30.
- 1.3 Place of Business. The principal place of business of the Trust shall be 111 N.W. 1<sup>st</sup> Street, Suite 2032, Miami, Florida 33128.

## **ARTICLE II CREATION AND PURPOSE**

- 2.1 Creation. The Trust was created and established by the Miami-Dade Board of County Commissioners pursuant to Ordinance No. 92-12, as codified in Article XLVIII, sections 2-501, et seq. of the Code of Miami-Dade County, as a revocable trust, the terms of which may be modified by Miami-Dade County. The Trust is a public body, corporate and politic which, through its governing body, may exercise all those powers either specifically granted herein or necessary in the exercise of those powers herein enumerated. The Trust is an agency and instrumentality of Miami-Dade County.
- 2.2 Purpose. The purpose of the Trust shall be to ensure the equitable participation of Blacks in Miami-Dade County's economic growth through advocacy and monitoring of economic conditions and economic development initiatives in Miami-Dade County. The Board of County Commissioners recognizes the independence of the Trust and its obligation to provide the Board of County Commissioners and the County Mayor or the Mayor's designee with independent advice on matters of policy relating to the purposes and projects of the Trust. Notwithstanding the independence of the Trust, the Board of County Commissioners may by resolution take any action to effectuate the purposes of the Trust.

## **ARTICLE III DUTIES AND RESPONSIBILITIES**

- 3.1 The Trust, acting through its governing body, shall be authorized to exercise such powers and shall be required to perform such duties as are hereinafter provided:
  - 3.1.1 Every five (5) years, the Trust shall establish a five-year comprehensive plan (hereinafter "the plan"). The plan shall contain one-year goals and objectives, the completion of which shall be needed to accomplish the comprehensive plan. The first plan shall be submitted to the Board of County Commissioners for approval.

- 3.1.2 The Trust shall be empowered to expend administrative and programmatic resources to achieve each of its one-year goals and objectives as well as to accomplish and complete each five-year plan.
- 3.1.3 The Trust shall administer advocacy programs, such as Miami-Dade County Teen Court, the Homeownership Assistance Program, and other programs as may be assigned by the Board of County Commissioners.
- 3.1.4 The Trust shall identify and develop a variety of alternative funding sources and shall seek and apply for State, federal and private grants, including but not limited from philanthropic and non-tax based sources.
- 3.1.5 The Trust shall serve as an advocate for and providing of the economic conditions and economic development initiatives in Miami-Dade County.
- 3.1.6 The Trust shall submit to the Board an annual scorecard that reflects the performance of those entities, (both public and private) charged with and funded to improve conditions in blighted communities.
- 3.1.7 The Trust shall conduct a disparity study that examines the present economic conditions of Blacks in Miami-Dade County. This study shall be conducted every ten (10) years and submitted to the Board.
- 3.1.8 The Trust, as an agent and instrumentality of Miami-Dade County, shall be authorized to act for Miami-Dade County in the performance and enforcement of all contracts and, subsequent to the effective date of this chapter and subject to the limitations set forth below, shall additionally be empowered to negotiate and execute such contracts as are properly within the powers and duties of the Trust. However, the Trust shall not without the prior approval of the Board of County Commissioners, enter into or amend any contract which shall require the expenditure of funds in excess of the amounts appropriated to the Trust by the Board of County Commissioners. The Trust shall comply with the formal bid requirements of Section 4.03(D) of the Charter of Miami-Dade County, Florida, and for such purpose the term "board" as used in Section 4.03(D) shall be construed to be "board of Trustees" and the term "manager" shall be construed to be executive director of the Trust. For all construction contracts, the Trust shall comply with the provisions of Section 10-38 of the County Code and the administrative procedures adopted pursuant to said section. For all purchases of commodities and services, the Trust shall comply with the provisions of Section 2-8.2 of the County Code and the administrative procedures adopted pursuant to said section.
- 3.1.9 The Trust's budget requests shall be prepared and submitted in the same manner as the budget for a County department and will be considered as part of the Miami-Dade County budget process. The Trust's budget requests shall be prepared in a format prescribed by the County Mayor.

**ARTICLE VI  
BOARD OF TRUSTEES**

4.1 Number, Tenure and Qualifications.

4.1.1 The business and affairs of the Trust shall be managed by the Trust. The Trust shall consist of fifteen (15) Trustees appointed by the Miami-Dade Board of County Commissioners.

4.1.2 The Trust must be comprised of representatives from the following areas of expertise; (1) economic and business development; (2) criminal justice; (3) community based organizations; (4) educational organizations; (5) banking and finance; and (6) health organizations. In addition the Trust shall have at least one (1) voting member from the Dade County School Board and one (1) voting member from state or local government and a majority of the membership of the Board shall be members of the African American community.

4.1.3 Each member of the Trust shall be a United States citizen, a permanent resident and duly qualified elector of Miami-Dade County.

4.2 Term of Office. The Trustees shall serve terms of three (3) years each; provided, however, that of the original Board of Trustees, the Board of County Commissioners shall select one-third (1/3) for a term of one (1) year and one-third (1/3) for a term of two (2) years. No Trustee shall be permitted to serve more than two (2) consecutive and complete terms of three (3) years each unless so authorized by a two-thirds (2/3) vote of the full membership of the Board of County Commissioners. All Trustees serving on the Board of Trustees on the effective date of the Ordinance shall continue to serve on the Board of Trustees. Current Trustees shall be eligible to serve up to two (2) consecutive and complete three-year terms. Service on the Board of Trustees by current members prior to the effective date of the Ordinance shall not count towards the maximum term of service provided for in this ordinance. The initial Board of Trustees appointed after the effective date of the Ordinance, excluding Trustees serving on the Board of Trustees on the effective date of the Ordinance, shall serve staggered terms. One-third (1/3) of Trustees appointed after the effective date of the Ordinance shall serve for a term of one (1) year, one-third (1/3) shall serve for a term of two (2) years, and one-third (1/3) shall serve for a term of three (3) years. Straws shall be drawn to determine the terms.

4.3 Place, Call and Adjournment of Trustees' Meetings.

4.3.1 Meetings of the Trust shall be held within Miami-Dade County, Florida.

4.3.2 Twelve (12) regular meetings of the Trust shall be held each year at regular intervals throughout the year. The Trust may dispense with a regular meeting of the Trust in the manner, described herein, in which any action of the Trust may be taken.

- 4.4 Annual Retreat Meeting. The Annual Retreat Meeting of the Board shall be held in July each year or as otherwise determined by the Trust, at a time and place fixed by the Chair (hereinafter referred to as the "Chair") of the Trust.
- 4.5 Special Meetings. Special meetings with specified purposes may be called with at least 48 hours notice by the Chair upon written request of a minimum of three (3) Trustees at a time and place determined by the Chair.
- 4.6 Notice of Meeting. Written or printed notice stating the place, day and hour of the *meeting* shall be delivered personally, by email or by mail no less than ten (10) days, but no more than sixty (60) days before the date of the meeting. Notice shall be given to each Trustee by or at the direction of the Chair or the persons calling the meeting. However, in the event a special meeting is called, notice of the special meeting may be provided not less than twenty-four (24) hours prior to the time for holding such meeting. If mailed, all notices shall be deemed to have been delivered when deposited in the United States mail addressed to the Trustee at the address reflected on the records of the Trust with postage thereon prepaid.
- 4.6.1 All items must be placed on the agenda five (5) days prior to the scheduled meeting, but the Board at a duly convened meeting may include additional items for consideration.
- 4.6.2 All proposals, requests, supporting documents, etc. shall be provided to Trust members five (5) days before meetings.
- 4.6.3 A two-thirds vote of the Trust membership present shall be required to hear emergency items.
- 4.7 Quorum and Acts. A quorum of the Trust shall be the lesser of seven (7) Trustees or a majority of those Trustees in office. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Trust.
- 4.8 Votes. Each Trustee shall be entitled to one vote on each matter submitted to be voted upon by the Trust.
- 4.9 Action by the Trust. At any meeting of the Trust at which a quorum is present, the vote of a majority of the Trustees present at the time of the vote shall be the act of the Trust.
- 4.10 Removal. Any Trustee shall be recommended to the Board of County Commissioners for removal if said Trustee is absent for three (3) consecutive meetings without a good cause excuse or if absent from more than one-half of the Board's meetings in a given fiscal year.
- 4.11 Resignation. Any Trustee may resign at any time by delivering a written resignation letter to the Chair of the Trust and the Clerk of the Board of County Commissioners. Such resignation shall take effect at the time specified therein; and unless otherwise specified

therein, the acceptance of such resignation shall not be necessary to make it effective.

- 4.12 Vacancies. Any vacancies occurring on the Trust shall be filled pursuant to the process described in Section 2-503 of the Code of Miami-Dade County. Vacancies on any committee, subcommittee or ad hoc committee shall be filled in the same manner as prescribed in Article V, Section 5.7 of these Bylaws.
- 4.13 Rules of Order. The order of business at all meetings of the Trust shall be under the control of the presiding officer and such meetings shall generally conform to Mason's Rules of Order, as revised from time to time.
- 4.14 Compensation. Trustees and non-Trustee members of committees, subcommittees and ad hoc committees shall serve without compensation, but shall be entitled to reimbursement for necessary expenses.
- 4.15 Other Responsibilities. All members of the Trust, standing committees, subcommittees and ad hoc committees are required to:
  - 4.15.1 Meet the requirements for membership as set forth in Sections 2-503 and 2-11.38 of the Code of Miami-Dade County, as amended, and these Bylaws;
  - 4.15.2 Comply with attendance requirements per Sections 2-11.39 and 2-504 of the Code of Miami-Dade County, except that three (3) consecutive absences or five (5) absences excused or unexcused, in any fiscal year, may constitute grounds for removal. An excused absence is defined as an absence for medical reasons, business reasons, personal reasons or any other reason which the Trust, committee or subcommittee deems appropriate, per Section 2-11.39 of the Code of Miami-Dade County;
  - 4.15.3 Prepare for meetings by reviewing agendas, minutes and other distributed meeting materials in order to facilitate the business of the Trust;
  - 4.15.4 Contribute professional and personal expertise to further the work of the Trust;
  - 4.15.5 Uphold the goals, objectives, policies and procedures of the Trust;
  - 4.15.6 Attend a new member orientation, including but not limited to training on ethics, code of conduct, Florida Sunshine Law and Florida Public Records law within the first three (3) months of appointment and comply with all other training requirements approved by the Trust; and
  - 4.15.7 All members of the Trust must be able to devote a minimum of five (5) hours per month to Trust and committee activities. Members of standing committees and subcommittees, must be able to devote a minimum of three (3) additional hours per month to committee activities.

**ARTICLE V**  
**COMMITTEES**

- 5.1 Committees Generally. The Trust may establish committees, subcommittees and ad hoc committees to counsel the Trust with respect to the affairs of the Trust. Each committee, subcommittee and ad hoc committee shall have no less than three (3) members. Ad hoc committees may be established on an as needed basis by the Trust only. The Chair of the Trust shall appoint a Trustee to serve as the chair of each committee, standing committee or ad hoc committee. Each committee, subcommittee and ad hoc committee shall appoint a vice-chair.

The Trust may appoint as committee members individuals who are not Trustees. Applicants for standing committees, subcommittees, and ad hoc committees must be permanent residents and electors of Miami-Dade County. Applicants shall have reputations of integrity, and community service, and possess the knowledge, skills and expertise relevant to the position for which they are applying and, as applicable, be currently employed in the field of expertise they wish to represent. Non-Trustees may submit applications directly to the relevant standing committee for consideration and recommendation for membership by a majority vote of the standing committee. Thereafter, the standing committee shall forward the names and applications or resumes to the Trust for final approval.

- 5.2 Executive Committee. The Executive Committee shall consist of the Chair, First Vice-Chair, Second Vice-Chair, and the Chairs of each standing committee. The Executive Committee shall:

- 5.2.1 Act on behalf of the Trust in the event of any emergency that does not permit calling a special meeting of the Trust;
- 5.2.2 Establish rules of conduct for all Trust and committee meetings; and
- 5.2.3 Act as a steering committee, delegating Trust and standing committee responsibilities in order to ensure coordination and prevent duplication of activities.

- 5.3. Economic Development Action Committee (EDAC). The purpose of EDAC is to provide advisement to the Trust Board on the Board's strategic direction for economic development and assist in the advocacy for equitable participation of Blacks in the economic growth of Miami-Dade County. The EDAC shall consist of nine (9) members to include representatives from the small business community within designated Targeted Urban Areas (TUAs), economic development non-profits, CRAs encompassing TUAs, community development councils, municipal economic development departments, and college/university divisions covering economy, urban planning, or small business and entrepreneurship. A quorum of the EDAC shall be the lesser of five (5) or a majority of those committee members in office.

The EDAC shall:

- 5.3.1 Recommend to the Trust advocacy issues that address the equitable participation of Blacks in the economic growth of Miami-Dade County. Recommendations shall be based on current economic data and trends as reported by Miami-Dade County as well as agents of the Trust. Recommendations shall also be based on the review of government policies, and public practices that limit equitable participation;
- 5.3.2 Assist in advocating for economic parity between the Black community in Miami-Dade County and the community-at-large. Advocacy shall include launching campaigns to change legislation and policies to promote the equitable participation in the economic growth of the county; hosting workshops and summits to garner support and bring awareness to the issues; and making recommendations to the Trust to fund initiatives that help to improve the economic conditions of predominately Black targeted urban areas. These initiatives shall integrate short-term and long-term performance measures;
- 5.3.3 Recommend to the Trust every five years strategic considerations for the development of the Trust's five-year strategic plan;
- 5.3.4. Review an annual business plan for economic development that supports the goals and objectives of the Trust's five-year strategic plan; and
- 5.3.5 Review the fiscal health of the agency's economic development division and make recommendations to strengthen the division's financial state by identifying alternative revenue streams or leveraging existing resources, if necessary.
- 5.36. Pursuant to these Bylaws, a subcommittee of the EDAC, to be known as Entertainment and Technology Subcommittee is hereby established. The Entertainment and Technology Subcommittee shall function as an arm of the EDAC and shall make recommendations to the EDAC on industry opportunities that foster employment and business growth within predominately Black TUAs. The Subcommittee shall consist of five (5) members with a quorum of three (3).
- 5.4. Housing Advocacy Committee (HAC). The purpose of HAC is to provide advisement to the Trust Board on the Board's strategic direction for the expansion of homeownership within the County's predominately Black communities. It is also designed to assist in advocating for the increase in homeownership through the creation of innovative solutions to address issues that prevent the expansion of homeownership as a part of the overall economic growth of targeted areas. The Resource Affordability and Preservation (RAP) Subcommittee and the Public Relations and Outreach (PRO) Subcommittee function as an arm of HAC. RAP conducts assessments of resources and opportunities available to Miami-Dade County residents, housing counseling agencies, and real estate and mortgage industry professionals. It also assesses methods to help low-to-moderate income

buyers maximize current affordability; identifies solutions to barriers impeding potential qualifying borrowers; evaluates current homebuyer education methods; and assesses current and possible legislation regarding homebuyer education mandates and affordable housing stock. PRO creates a consistent source of information for the public to access. It also delivers information via media and outreach symposiums, seminars and workshops. The HAC shall consist of five (5) members, to include representatives from mortgage lending, real estate, housing development, housing counseling and housing assistance program providers. A quorum of the HAC shall be the lesser of three (3) or a majority of those committee members in office. The Subcommittees shall consist of five (5) members on each subcommittee with a quorum of three (3).

The HAC shall:

- 5.4.1 Recommend to the Trust every five years strategic considerations for the development of the Trust's five-year strategic plan;
- 5.4.2 Review an annual business plan for housing that supports the goals and objectives of the Trust's five-year strategic plan;
- 5.4.3 Review the fiscal health of the agency's housing division and make recommendations to strengthen the division's financial state by identifying alternative revenue streams or leveraging existing resources, as necessary;
- 5.4.4 Bring knowledge and expertise on financing, developing and managing special need and affordable housing to the Trust;
- 5.4.5 Coordinate planning efforts to address housing and housing-related services for the Black community;
- 5.4.6 Determine priorities and make funding and policy recommendations to the Trust for the use of housing funds;
- 5.4.7 Engage key policymakers and stakeholders from both the public and private sectors in identifying additional resources and solutions to housing and housing-related service needs of the Black community;
- 5.4.8 Identify opportunities to expand available housing, including rental and homeownership opportunities for Blacks in Miami-Dade County; and
- 5.4.9 Engage in problem-solving sessions to identify and implement strategies to address the barriers affecting affordable housing needs of low-to-moderate income families and housing supply vs. demand issues and alternatives.

- 5.5 Youth Action Committee (YAC). The purpose of YAC is to provide advisement to the Trust Board on the Board's strategic direction for developing youth within predominately Black communities as an approach to reducing crime and subsequently encouraging an environment to foster economic prosperity in designated communities. The YAC shall consist of fifteen (15) members including a representative of agencies; colleges and universities; local and national non-profits; Miami-Dade Public Schools and school board administrators; local, state and federal elected officials; and experts in the criminal justice field to serve on its committee. A quorum of the YAC shall be the lesser of seven (7) or a majority of those committee members in office.

The YAC shall:

- 5.5.1 Recommend to the Trust every five years strategic considerations for the development of the board's five-year strategic plan.
  - 5.5.2 Review an annual business plan for youth development that supports the goals and objectives of the board's five-year strategic plan.
  - 5.5.3 Review the fiscal health of the agency's youth development division and make recommendations to strengthen the division's financial state by identifying alternative revenue streams or leveraging existing resources, if necessary.;
  - 5.5.4 Promote Miami-Dade County Teen Court by advocating for the advancement of innovative solutions to changing the course of first-time offenders and helping them realize the socio-economic benefits of becoming responsible citizens.
  - 5.5.5 Recommend to the Trust advocacy issues that adversely impact youth in predominately Black communities in Miami-Dade County. Recommendations shall be based on current economic and crime data and trends as reported by Miami-Dade County as well as agents of the Trust. Recommendations shall also be based on the review of government policies, and public practices.
  - 5.5.6. Assist in advocating for youth development as a direct correlation in fostering economic prosperity in predominately Black communities. Advocacy shall include launching campaigns to change legislation and policies to encourage youth development; hosting workshops and conferences to garner support and bring awareness to the issues; and making recommendations to the Trust to fund initiatives that help develop youth in predominately Black targeted urban areas. These initiatives shall integrate short-term and long-term performance measures.
- 5.6. Bylaws Committee. The Bylaws Committee shall consist of the Chair, First Vice-Chair, Second Vice-Chair, and the chairs of the HAC, EDAC, and YAC. The Bylaws Committee shall review proposed changes to the Trust Bylaws and make recommendations to the Trust, as needed.

**ARTICLE VI.**  
**THE OFFICERS**

- 6.1 Officers. The officers of the Trust and their terms of service shall be as follows:
- 6.1.1 Chair. The Chair shall be elected by a majority vote of the Trust. The term of the Chair shall be two (2) years. The Chair shall not serve more than three (3) consecutive terms.
  - 6.1.2 Vice-Chair. There shall be two Vice-Chairs, who shall be elected by a majority vote of the Trust.
  - 6.1.3 The Trust may appoint or elect any such other officers as may be deemed necessary by the Trust.
- 6.2 Duties of the Officers. The officers shall have the following described duties and responsibilities:
- 6.2.1 Chair. The Chair shall preside at all meetings of the Trust and shall serve as an ex-officio member of each committee, subcommittee or ad hoc committee. The Chair shall have the responsibility of guiding the Trust in effectively discharging its responsibilities; including, but not limited to, providing for the execution of the Trust's objectives, safeguarding and furthering the Trust's interests, and appraising the adequacy of overall results as reported by the Executive Director. The Chair shall furnish advice and counsel to the Executive Director and shall see that all orders and resolutions of the Trust are carried into effect and shall report to the Trust from time to time on matters within his/her knowledge which the interests of the Trust may require to be brought to the attention of the Board.
  - 6.2.2 First Vice-Chair. The First Vice-Chair shall act in the absence of the Chair in the conduct of business or special meetings and shall perform such duties as may be delegated to him or her by the Chair from time to time.
  - 6.2.3 Second Vice-Chair. The Second Vice-Chair shall act in the absence of the Chair and First Vice-Chair in the conduct of meetings and shall perform such duties as may be delegated to him or her by the Chair from time to time.
- 6.3 Elections and Term of Office. Each Officer shall be elected for a two (2) year term, and may be re-elected for an additional two (2) year term. Election of the Chair, First Vice-Chair and Second Vice-Chair shall be held every two (2) years in October of said year. Nominations for Chair, First Vice-Chair and Second Vice-Chair shall be at least one month prior to the election. The terms of the officers of the standing committees shall be two (2) years.

**ARTICLE VII**  
**STAFF SUPPORT**

- 7.1 The Trust, standing committees, subcommittees and ad hoc committees shall have assistance from the Trust Executive Director or designee, and legal representation from the County Attorney's Office. The County Mayor shall provide audit, budget and financial assistance to the Trust, and the Clerk of the Board of County Commissioners shall be the Clerk and Secretary of the Trust.
- 7.2 Staff shall maintain and keep the records of the Trust; prepare, in cooperation with the Chair, the agenda for each meeting; be responsible for the preparation of reports, minutes signed by the Trust chair or vice-chairs, documents, resolutions or correspondence as the Trust may direct; and generally administer the business and affairs of the Trust subject to budgetary restrictions.

**ARTICLE VIII**  
**CODE OF ETHICS, CONFLICT OF INTEREST,  
AND GOVERNMENT IN THE SUNSHINE**

- 8.3 All members of the Trust, standing committees, subcommittees, and ad hoc committees shall comply with all applicable State and County ordinances governing financial interest, ownership or other business disclosure and conflict of interest rules, including but not limited to the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.
- 8.4 All meetings of the Trust, standing committees, subcommittees, and ad hoc committees and the members thereto shall comply with Florida's Government in the Sunshine Law. The Florida Government in the Sunshine Law prohibits discussion outside a duly noticed meeting between any two or more members of the Trust, standing committees, subcommittees or ad hoc committees regarding any matter that may come before the Trust, standing committees, subcommittee or ad hoc committee as an item of business. This restriction includes correspondence by email, which is considered public record.

**ARTICLE IX**  
**BOOKS AND RECORDS**

- 9.1 Books and Records. The Trust will maintain complete and accurate books and records. The Trust will keep at its principal place of business a membership register listing the names, addresses, and other details of the membership.
- 9.2 Inspection. All books and records of the Trust may be inspected by any Trustee for any proper purpose at any reasonable time on written demand stating such purpose. Pursuant to the Florida Public Records Act, non-confidential public documents are to be made available for examination by the public at reasonable times and under reasonable conditions, and copies provided upon payment of the actual cost of the material and supplies, but not the labor or overhead costs, associated with such duplication.

- 9.3 Inspection and Audit by Trustees. Every Trustee, or any agent appointed by the Trust, has the right, at any reasonable time, to inspect and copy all books, records, documents of every kind and to inspect the physical properties of the Trust or any recipients of funds allocated by the Trust. No Trust funds may be disbursed to any recipient without a written acknowledgment and consent of this inspection and audit possibility.

**ARTICLE X**  
**AMENDMENTS AND DISSOLUTION**

- 10.1 Amendment of Bylaws The Trust by majority vote of the entire Trust, shall have the exclusive power to alter, amend or repeal these Bylaws or adopt new Bylaws, except that any amendment which increases the quorum requirement or the proportion of votes necessary for the transaction of business or changes any other matter inconsistent with or varying from Ordinance 92-12, as amended, of the Code of Miami-Dade County.

Approved and adopted as the Bylaws of the Trust this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

Approved as to form and legal sufficiency:

By: \_\_\_\_\_  
Terrence A. Smith  
Assistant County Attorney

# **ACTION ITEM I B**

## **GREATER MIAMI SERVICE CORP FUNDING ALLOCATION**



## MEMORANDUM OF APPROVAL

**TO:** Miami-Dade Economic Advocacy Trust Board Members  
**FROM:** John Dixon, Executive Director  
**DATE:** April 11, 2014  
**SUBJECT:** MDEAT Interagency Service Agreement with Greater Miami Service Corp.

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### **PURPOSE OF ITEM**

The purpose of the item is to request the approval of MDEAT Board to authorize staff to retroactively extend the current interagency service agreement (effective date December 27, 2013) with the Greater Miami Service Corporation (GMSC) to a date of September 30, 2014. The purpose of the agreement extension is to assist in covering the telephone console (reception) operations and with HAP (Homeownership Assistance Program) programmatic work. The total cost associated with the agreement is \$8,400.00.

### **BACKGROUND**

- The current MDEAT receptionist has returned from medical leave, but on a part-time basis.
- The service agreement to utilize a trained worker with the needed pre-determined skill set will negate the time and expense of screening and training a county-approved temporary agency person OR screening and training one or more interns.
- This temporary job opportunity will enhance the existing skill set of the GMSC worker by providing experience beyond basic GMSC programmatic training.
- This temporary replacement will permit MDEAT clerical staff to resume their normal work schedule and duties and provide additional programmatic clerical and organization support for HAP.

### **FISCAL IMPACT TO AGENCY**

The amount to be paid is based on \$11.00 an hour for a 6-hour day or 30 hours per week. This equates to \$330 per week. Based on a 22-week duration spanning the week of April 28, 2014, through the week of September 22, 2014, the expenditure is \$7,260.00. To also include an anticipated \$1,120 short fall from all project funds expenditures from inception through a March 2014 calculation, would make the total \$8380.00, rounded to \$8400.00. The primary source used to cover the expense will be fiscal year 2013-14 general funds allocated for salary for MDEAT reception services; since the telephone console operator was on medical leave (no impact to MDEAT budget) and now currently on a part-time schedule (reduced impact to MDEAT budget) there is available resources from the general fund to cover temp service. The general fund will be combined with an allocation from MDEAT Housing Division (Documentary Surtax) to cover expenses associated with HAP related-work performed by the worker.

**RECOMMENDATION**

It is recommended that the MDEAT Trust Board authorize staff to extend the current interagency agreement with the Greater Miami Service Corporation to a date of September 30, 2014 and approve the request for expenditure of \$8,400.00 from noted general funds and Housing (Documentary Surtax) budgeted funds to satisfy this service agreement.

# **ACTION ITEM I C**

**ECONOMIC DEVELOPMENT ACTION COMMITTEE:  
REQUEST FOR APPLICATION APPROVAL**



## MEMORANDUM OF APPROVAL

**TO:** Members of the MDEAT Board

**FROM:** John Dixon  
Executive Director

**DATE:** April 9, 2014

**SUBJECT:** Economic Development Action Committee: Request For Application

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### **PURPOSE OF ITEM**

The purpose of the item is to request approval from the Miami-Dade Economic Advocacy Trust to expend up to \$65,000.00 from the Economic Development Action Committee budget for fiscal year 2013-14 for a Request For Application (RFA). The RFA will serve as a county-wide request for local entities to propose how they will work to help in the economic advancement of Miami-Dade County's Targeted Urban Areas (TUAs).

### **BACKGROUND INFORMATION**

The EDAC has worked with a variety of economic development public and private sector partners in an effort to assist small businesses in Miami-Dade County. Some of the assistance includes access to capital, technology, data information and other vital needs for start-up or existing businesses. Many of these micro-entrepreneurs have gained information and financial stimulation to enhance their business growth and development. In an attempt to continue to assist small businesses that are located in TUAs, the EDAC will seek the input from community economic-driven professionals, CBOs and others to help small businesses.

### **FISCAL IMPACT**

The fiscal impact is not to exceed \$65,000.00 from the Economic Development Action Committee budget. This item will replace the EDAC partnership that was approved by the Trust.

### **RECOMMENDATION**

It is recommended that the Miami-Dade Economic Advocacy Trust Board approve a Request for Applications (RFA) in the amount of \$65,000.00 and authorize staff to establish an evaluation and selection committee and execute agreements with the successful applicants.

# **INFORMATION ITEM II A**

## **NEW ACTION COMMITTEE MEMBER APPLICATION**



**INFORMATION ITEM**

TO: Members of the MDEAT Board

FROM: MDEAT Bylaws Committee

DATE: April 11, 2014

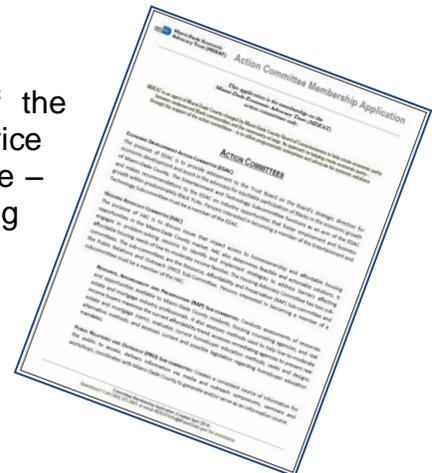
SUBJECT: New Action Committee Member Application

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The MDEAT Bylaws Committee met over the course of a three-month span to review and revise the agency’s bylaws. During the review process, the committee decided to formalize the action committee member selection procedures and subsequently develop a formal application process for committee member appointments. The goal of the committee’s efforts is to ensure the board’s action committee process complies with the agency’s new bylaws as well as county and state laws which govern the board and agents of the board.

**Attachment A** is the new *MDEAT Action Committee Membership Application* which shall be used by each action committee of MDEAT during their membership recruitment campaigns. The action committees -- through the efforts of MDEAT staff support -- will launch a membership campaign to notify the public of vacancies on the Economic Development Action Committee (EDAC), Housing Advocacy Committee (HAC) and Youth Action Committee (YAC). During the campaign season, interested applicants can access the application online at [www.miamidade.gov/EconomicAdvocacyTrust](http://www.miamidade.gov/EconomicAdvocacyTrust) or pick-up a copy at the agency’s main office at the Stephen P. Clark Center, 111 NW 1 ST, Suite 2032, Miami, FL 33128.

**BACKGROUND:** The Bylaws Committee is comprised of the MDEAT board chairperson, first vice chairperson, second vice chairperson, and the chairpersons of each action committee – Economic Development Action Committee, Housing Advocacy Committee, and Youth Action Committee. The workgroup of the committee included Marc Douthit, Esq., Ron Butler, Stephanye Johnson and Treska Rodgers with guidance from Assistant County Attorney Terrence Smith, Esq., and administrative support from MDEAT Special Projects Administrator Traci Pollock.



## Attachment A: Action Committee Membership Application



Miami-Dade Economic  
Advocacy Trust (MDEAT)

# Action Committee Membership Application

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*This application is for membership on the  
Miami-Dade Economic Advocacy Trust (MDEAT)  
action committees only.*

MDEAT is an agent of Miami-Dade County charged by Miami-Dade County Board of Commissioners to help create economic parity between underserved Black communities and the community-at-large. Its approach to helping create economic parity – through the support of the action committees – is to utilize programmatic enterprises and advocate for systemic solutions.

## ACTION COMMITTEES

### **ECONOMIC DEVELOPMENT ACTION COMMITTEE (EDAC)**

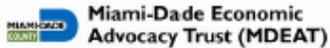
The purpose of EDAC is to provide advisement to the Trust Board on the Board's strategic direction for economic development and assist in the advocacy for equitable participation of Blacks in the economic growth of Miami-Dade County. The Entertainment and Technology Subcommittee functions as an arm of the EDAC and makes recommendations to the EDAC on industry opportunities that foster employment and business growth within predominately Black TUAs. Persons interested in becoming a member of the Entertainment and Technology Subcommittee must be a member of the EDAC.

### **HOUSING ADVOCACY COMMITTEE (HAC)**

The purpose of HAC is to discuss issues that impact access to homeownership and affordable housing opportunities in the Miami-Dade County market. HAC also determines feasible and actionable solutions. It engages in problem-solving sessions to identify and implement strategies to address barriers affecting affordable housing needs of low-to-moderate income families. The Housing Advocacy Committee has two sub-committees. The sub-committees are the Resource, Affordability and Preservation (RAP) Sub-committee and the Public Relations and Outreach (PRO) Sub-Committee. Persons interested in becoming a member of a subcommittee must be a member of the HAC.

**RESOURCE, AFFORDABILITY AND PRESERVATION (RAP) SUB-COMMITTEE:** Conducts assessments of resources and opportunities available to Miami-Dade County residents, housing counseling agencies, and real estate and mortgage industry professionals. It also assesses methods used to help low-to-moderate income buyers maximize the current affordability trend; accesses remediating agencies to prevent real estate and mortgage scams; evaluates current homebuyer education methods; seeks and designs alternative methods; and assesses current and possible legislation regarding homebuyer education mandates.

**PUBLIC RELATIONS AND OUTREACH (PRO) SUB-COMMITTEE:** Creates a consistent source of information for the public to access; delivers information via media and outreach symposiums, seminars and workshops; coordinates with Miami-Dade County to generate and/or serve as an information source.



Miami-Dade Economic  
Advocacy Trust (MDEAT)

## Action Committee Membership Application

### YOUTH ACTION COMMITTEE (YAC)

The purpose of YAC is to provide advisement to the Trust Board on the Board's strategic direction for developing youth within predominately Black communities as an approach to reducing crime and subsequently encouraging an environment to foster economic prosperity in designated communities. The committee also supports the mission of MDEAT's Miami-Dade County Teen Court by advocating and creating opportunities for youth to develop into responsible citizens. The committee hosts workshops, summits, and conferences. In short, YAC responds to the needs of the community, develop public-private partnerships, and identifies lead authorities that specialize in youth/teen problems.

**Please keep Pages 1-2 for your records.**

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Membership on Miami-Dade Economic Advocacy Trust (MDEAT) requires committee members to participate in and prepare for monthly meetings, treat other committee members with respect and courtesy, and put aside special interests and personal perspectives in order to assist with recommendations and decisions for the economic advancement of Black communities in Miami-Dade County.

MDEAT maintains at all times a fair and open nominations process. Membership is based on availability of positions and level of expertise in one of the agency's core areas of service.

Applicants are encouraged to attend a committee meeting before completing the attached application. Within three months of appointment, members are required to complete the MDEAT New Member Orientation and Training, and Miami-Dade Commission on Ethics and Public Trust Mandatory Ethics Training. Each year, committee members are also required to submit a Financial Disclosure Statement to Miami-Dade County.

Applicants must be permanent residents and registered voters of Miami-Dade County and must not be serving on any other board, agency or advisory board created by or funded by the Miami-Dade Board of County Commission.



Miami-Dade Economic  
Advocacy Trust (MDEAT)

## Action Committee Membership Application

### Contact and Demographic Information

*This is the application for membership on the Miami-Dade Economic Advocacy Trust (MDEAT) action committee only.*

**PLEASE ATTACH A COPY OF YOUR RESUME OR PROFESSIONAL PROFILE TO YOUR APPLICATION PACKAGE.**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Employer (if applicable): \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Fax: \_\_\_\_\_

Home Email: \_\_\_\_\_ Business Email: \_\_\_\_\_

▶ Where may we contact you confidentially?  Home  Cell  Email  Work  Other: \_\_\_\_\_

▶ Gender:  Male  Female

▶ Race/Ethnicity:  White/Non-Hispanic  Black/Non-Hispanic  Hispanic  Asian/Pacific Islander  
 American Indian/Alaska Native  Other (specify) \_\_\_\_\_

▶ Are you an officer, employee, representative or consultant to any MDEAT- Program funded provider?  Yes  No

▶ On which committee(s) would you like to serve? (See cover page for an explanation of committee responsibilities)

Economic Development Action Committee (EDAC)

Housing Advocacy Committee (HAC)

Youth Action Committee

Please briefly describe your area of expertise and how you are able to help advance the mission of MDEAT.

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Miami-Dade Economic  
Advocacy Trust (MDEAT)

## Action Committee Membership Application

### Miami-Dade County Voter Registration Verification

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*Members of a Miami-Dade Economic Advocacy Trust (MDEAT) committee must be permanent residents and registered voters of Miami-Dade County. A copy of your Miami-Dade County Voter Identification Card must be included with your application.*

COPY VOTER REGISTRATION HERE



**Miami-Dade Economic  
Advocacy Trust (MDEAT)**

## Action Committee Membership Application

### Statement of Commitment

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As a MDEAT committee member I agree to:

- ▶ Complete the Miami-Dade Commission on Ethics and Public Trust Mandatory Ethics Training within three months of appointment.
- ▶ Complete the MDEAT New Member Orientation and Training within three months of appointment.
- ▶ Abide by the MDEAT Bylaws, Ordinance and other related governing documents along with relevant policies and procedures, including:
  - Attending the monthly meeting(s) of the committee(s) to which I am appointed from beginning to adjournment (approximately 2 hours).
  - Preparing for meetings by carefully reviewing all pre-distributed materials (approximately 1 hour).
  - Providing relevant information regarding MDEAT service needs and priorities for planning and resource allocations.
- ▶ Treat committee members, staff and visitors with respect.
- ▶ Put aside special interests or personal perspectives and make recommendations for the economic advancement of Miami-Dade County's Black communities.
- ▶ I understand that this information will become public record and may be discussed in open, public meetings. The Florida Government in the Sunshine Law requires open discussion in a public forum. In addition, I further understand that any documents submitted in conjunction with this application may be disclosed pursuant to Chapter 119.07 of the Florida Statutes (Florida Public Records Act).

I, *(print your full name)* \_\_\_\_\_, certify I have thoroughly read this application and will abide by the rules and regulations governing Miami-Dade Economic Advocacy Trust (MDEAT). I further certify that all the statements made in this application are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (Application valid for 6 months from this date)

Please mail your completed application – including a current copy of your Miami-Dade County Voter ID Card AND resume or professional profile – to, Miami-Dade Economic Advocacy Trust | Attn: MDEAT Committee Application | 111 NW 1 ST, Suite 2032 | Miami, FL 33128; or send a complete application package via email to [MDEATInfo@MiamiDade.gov](mailto:MDEATInfo@MiamiDade.gov).

*SPECIAL NOTE: This application will go before the committee(s) to which you have applied. You are required to attend a meeting of that/those committee(s) to introduce yourself and state your interest in serving as a member. Upon recommendation from the committee, your membership will be accepted or denied.*

# **INFORMATION ITEM II B**

## **FINANCIAL DISCLOSURE FOR COMMITTEE MEMBERS**



## INFORMATION ITEM

TO: Members of the MDEAT Board

FROM: MDEAT Bylaws Committee

DATE: April 11, 2014

SUBJECT: Financial Disclosure for Committee Members

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The MDEAT Bylaws Committee met over the course of a three-month span to review and revise the agency's bylaws. During the review of the action committee process, the Bylaws Committee members discussed obligations of action committee members including obtaining ethics training and complying with the Sunshine Law. One of the unanswered questions was whether action committee members are required to submit financial disclosure statements to Miami-Dade County. Subsequent to the discussion, the Bylaws Committee unanimously approved a request for staff to research the answer and report it to the MDEAT Board at the April 2014 board meeting.

Staff contacted the Miami-Dade County Commission on Ethics and Public Trust and a written response from the commission regarding financial disclosures is forthcoming. Nonetheless, based on initial conversations with commission staff it is believed that action committee members are required to submit financial disclosure statements to Miami-Dade County just as a member of the MDEAT Board. A written response is planned for the May 2014 board meeting.

### **Background:**

The Bylaws Committee is comprised of the MDEAT board chairperson, first vice chairperson, second vice chairperson, and the chairpersons of each action committee – Economic Development Action Committee, Housing Advocacy Committee, and Youth Action Committee. The workgroup of the committee included Marc Douthit, Esq., Ron Butler, Stephanye Johnson and Treska Rodgers with guidance from Assistant County Attorney Terrence Smith, Esq., and administrative support from MDEAT Special Projects Administrator Traci Pollock.

# **INFORMATION ITEM II C**

## **COMMISSION ON ETHICS/ CONFLICT OF INTEREST**



## MEMORANDUM OF APPROVAL

**TO:** Members of the MDEAT Board

**FROM:** MDEAT Bylaws Committee

**DATE:** April 16, 2014

**SUBJECT:** Commission on Ethics/Conflict of Interest

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### **PURPOSE OF ITEM**

The purpose of this item is to request of the MDEAT Board to request an advisory opinion from the Miami-Dade County Commission on Ethics and Public Trust regarding potential conflict of interest with providers who serve on board committees and their ability to vote on recommendations to the MDEAT Board for funding allocation for services from an MDEAT program. For general guidance, Attachment A outlines voting conflict procedures.

### **BACKGROUND INFORMATION**

The MDEAT Bylaws Committee met over a three-month period from February 2014-April 2014 to review and revise the agency's bylaws. During the review of the action committee process, the Bylaws Committee members addressed several situations involving action committee members. An unresolved discussion involved the role of providers and employees of providers on committees and their ability to vote on recommendations for funding allocations that will come before the MDEAT Board for approval. Based on a recommendation from the Assistant County Attorney Terrance Smith, Esq., the committee unanimously approved forwarding a recommendation to the MDEAT Board to request an opinion from the Commission on Ethics and Public Trust to provide guidance on the issue.

The Bylaws Committee is comprised of the MDEAT board chairperson, first vice chairperson, second vice chairperson, and the chairpersons of each action committee – Economic Development Action Committee, Housing Advocacy Committee, and Youth Action Committee. The workgroup of the committee included Marc Douthit, Esq., Ron Butler, Stephanye Johnson and Treska Rodgers with guidance from Smith, and administrative support from MDEAT Special Projects Administrator Traci Pollock.

### **FISCAL IMPACT**

There is no fiscal impact to the agency.

### **RECOMMENDATION**

It is recommended that the Miami-Dade Economic Advocacy Trust Board direct staff to develop and send a letter to the Commission on Ethics and Public Trust requesting an opinion about whether providers and employees of providers serving on board committees can vote on recommendations for funding allocations that will come before the MDEAT Board for approval.

Attachment A: Voting Conflict Procedures

Miami-Dade County  
Commission on Ethics and Public  
Trust

# Memo

**To:** All Elected Public Officials of Miami-Dade County or any Municipality within Miami-Dade County

**From:** Joseph M. Centorino, Executive Director and General Counsel, Miami-Dade Commission on Ethics and Public Trust

**Date:** January 16, 2013

**Re:** Voting Conflict Procedures

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This memorandum is intended to provide guidance to all elected public officials serving as members of any elected board or commission in Miami-Dade County government or in the government of any municipality within Miami-Dade County. It addresses the issue of what such an official, who has a conflict of interest preventing him or her from voting on a particular item, must do to comply with the provisions of Section 2-11.1(d) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as well as Section 112.3143(3), Florida Statutes. The memorandum specifically addresses the issue of whether absenting oneself from a meeting during discussion of such an item, in compliance with Section 2-11.1(d) of the County Code, is sufficient to satisfy the provisions of Section 112.3143(3), which requires both public announcement of the conflict and written disclosure of the conflict within 15 days after the vote.

This issue was raised recently in discussions and correspondence between staff at the Miami-Dade Commission on Ethics and Public Trust, which interprets and enforces the County Code provision, and staff at the State of Florida Commission on Ethics, which interprets and enforces Section 112.3143(3), which is included in the Code of Ethics for Public Officers and Employees under Chapter 112, Florida Statutes. While the recommendations contained in this memorandum are not based upon any binding decision or opinion issued by either body, they represent our best assessment of the legal requirements concerning voting conflicts, and should be adhered to in the absence of any definitive ruling from a legally authoritative source having jurisdiction over these issues.

Under Section 2-11.1(d) of the County Code, which applies to all county and municipal elected officials in Miami-Dade County, an elected official with a voting conflict “shall absent himself or herself from [the] meeting during the discussion of the subject item and shall not vote on or participate in any way in said matter.” This requires that such an official leave the room during both the discussion and the vote, and not speak, communicate or otherwise participate in the discussion and the vote on the issue that is the subject of the conflict. It does not require any public announcement or written disclosure of the conflict.

Section 112.3143(3), Florida Statutes, applies to all county, municipal, or other local public officers within the State of Florida who vote on matters in an official capacity. It requires that any such officer with a conflict of interest "shall, prior to the vote being taken, publicly state to the assembly the nature of the officer's interest in the matter from which he or she is abstaining from voting and, within 15 days after the vote occurs, disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes." It differs from the County Code provision in that the official need not absent himself from the meeting. Instead, it requires the official to provide public oral notice of the conflict prior to the vote, to abstain from the vote, and to make written disclosure of the conflict within 15 days after the vote. A copy of Florida Commission on Ethics Form 8B is attached to this memorandum.

Under Section 112.326, Florida Statutes, the state legislature recognized the right of local governments to enact legislation that creates more stringent standards of conduct and disclosure requirements than those in state law. This validates the County Ordinance, which is more stringent than state law in providing that the official in question must leave the room during the discussion that takes place on the item creating the conflict. I have been advised that in the past some officials in Miami-Dade County have relied in good faith on informal legal opinions provided by County, Municipal or Ethics Commission attorneys suggesting that compliance with the County Ordinance excused them from the notice and disclosure requirements of the state law.

However, this does not appear to be the interpretation that the State of Florida Commission on Ethics would follow in the event that it should consider the issue in the future. Based upon formal and informal opinions I have reviewed from the Commission, I have concluded that local officials who absent themselves from a portion of a meeting to avoid being present during a conflict item, must still state publicly prior to the vote the nature of the conflict as well as make the required written disclosure within 15 days after the vote to be in compliance with Section 112.3143(3).

There is an exception to the foregoing, recognized in an opinion of the State of Florida Commission on Ethics (CEO 88-3), indicating that a board member who is absent from an entire meeting, during which an item arises on which that member would have had a conflict of interest, need not comply with the notice and disclosure requirements of Section 112.3143(3). However, that opinion is limited to situations where the member is absent from the entire meeting during which an item on which that member has a conflict is discussed or voted upon. Presence of the member at a portion of the meeting would still trigger the notice and disclosure requirements, even though the member was not present during either the discussion or the vote on that item.

Therefore, it is my recommendation to all elected officials in the county and in all municipalities within the county, that when they are aware that they have a conflict on an item that is to be discussed and/or voted upon at a meeting and they are present for any portion of that meeting, they should do the following: 1) announce publicly at the meeting the nature of the conflict before the item is heard; 2) absent themselves from that portion of the meeting during which the item is discussed and/or voted upon; and 3) file a written disclosure of the nature of the conflict with the board clerk or whoever may be charged with recording the minutes of the meeting within 15 days after the vote.

Anyone having a question about this issue or any related issue should feel free to contact and speak with me or another attorney at the Miami-Dade Commission on Ethics at 305-579-2594.

cc: Offices of the Miami-Dade County Attorney and all Municipal Attorneys within Miami-Dade County

# **INFORMATION ITEM II D**

## **BOARD MEMBER TERM LIMIT CHART**



## INFORMATION ITEM

TO: Members of the MDEAT Board

FROM: MDEAT Bylaws Committee

DATE: April 11, 2014

SUBJECT: Board Member Term Limit Charts

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The MDEAT Bylaws Committee met over the course of a three-month span to review and revise the agency's bylaws. During the review process, the committee discussed in detail the board appointments. Subsequently, the committee unanimously approved the preparation of a board member term limits chart covering both the board and action committee appointments. The purpose of the chart is to apprise individual board members of their term limits and begin the process of filling anticipated vacancies on both the board and committees. It is the goal of the committee's efforts to ensure the board and its action committee process complies with the agency's governing documents.

The three charts illustrate Miami-Dade Board of County Commissioners appointments in 2009 (Illustration A), 2012 (Illustration B), and 2014 (Illustration C) and the term limits for each of the appointments.

**BACKGROUND:** The Bylaws Committee is comprised of the MDEAT board chairperson, first vice chairperson, second vice chairperson, and the chairpersons of each action committee – Economic Development Action Committee, Housing Advocacy Committee, and Youth Action Committee. The workgroup of the committee included Marc Douthit, Esq., Ron Butler, Stephanye Johnson and Treska Rodgers with guidance from Assistant County Attorney Terrence Smith, Esq., and administrative support from MDEAT Special Projects Administrator Traci Pollock.



# **INFORMATION ITEM II E**

## **YOUTH ENTREPRENEURSHIP PROGRAM: PARTNERSHIP AGREEMENTS**



### INFORMATION ITEM

**TO:** Miami-Dade Economic Advocacy Trust (MDEAT) Board  
**FROM:** John Dixon, Executive Director  
**DATE:** April 11, 2014  
**SUBJECT:** Youth Entrepreneurship Program: Partnership Agreements

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Miami-Dade Economic Advocacy Trust recently completed the process to secure signed agreements with the City of North Miami Parks and Recreation Department (CNPRD) and the Miami-Dade County Parks, Recreation, and Open Spaces Department (MDPROS), respectively. These no-cost agreements formalize relationships to implement portions of the agency's upcoming weekly Youth Entrepreneurship Program at the Joe Celestin Community Center (CNPRD) and the Goulds Community Center (GCC). Each agreement has been reviewed and deemed legally sufficient by the Miami-Dade County Attorney's Office. The agreements allow MDEAT to serve 12 Teen Court volunteers, implement youth-oriented entrepreneurial programming, and occupy computer laboratories, at no cost to the Trust.

#### **Background**

Miami-Dade County Teen Court, a program of the Miami-Dade Economic Advocacy Trust, launched its youth entrepreneurship program to educate and encourage youth volunteers to create micro-business enterprises. This entrepreneurship workshop series aims to help address the high unemployment rate among teens in Miami-Dade County's Target Urban Areas (TUAs). The county's economic research reveals that socio-economic conditions in the TUAs lag far behind the rest of the county. This initiative aims to help reverse that trend by exposing participants to business principles, young and experienced entrepreneurs, and encourage the creation of micro-businesses.

# **ADVOCACY ITEM III A**

## **MDEAT MEETING CALENDAR 2014**



As of April 8, 2014

**MIAMI-DADE COUNTY** Miami-Dade Economic Advocacy Trust (MDEAT)

# 2014

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			①	2	3	4						1						1			1	2	3	4	5		
5	6		8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7		1	2	3	④	5					1	2		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
																					31						

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	①	2	3	4	5	6				1	2	3	4						1		1	2	3	4	5	6	
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	①	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

**MIAMI-DADE ECONOMIC ADVOCACY TRUST**  
 Stephen P. Clark Center  
 111 NW 1 ST, Suite 2032  
 Miami, FL 33128  
 O.305.375.5661  
[MDEATInfo@miamidade.gov](mailto:MDEATInfo@miamidade.gov)  
[www.MiamiDade.gov/EconomicAdvocacyTrust.gov](http://www.MiamiDade.gov/EconomicAdvocacyTrust.gov)

- Board Meeting (3<sup>rd</sup> Wednesday)
- Economic Development Action Committee Meeting (EDAC) (2<sup>nd</sup> Tuesday)  
 --Tech and Entertainment Subcommittee
- Housing Advocacy Committee Meeting (HAP) (Quarterly/3<sup>rd</sup> Thursday)
- Youth Action Committee (YAC) (2<sup>nd</sup> Thursday)
- By-Laws Committee Meeting (1<sup>st</sup> Wednesday)
- Budget Committee Meeting (annual)
- Miami-Dade County Recognized Holidays (Offices closed)

# **DEPARTMENTAL MONTHLY REPORT**

## **VI. A**

### **Fiscal Report**



**MIAMI-DADE ECONOMIC ADVOCACY TRUST**

**FISCAL REPORT**

**FISCAL YEAR 2013/14**  
As of March 31, 2014

## MIAMI-DADE ECONOMIC ADVOCACY TRUST

### ADMINISTRATION (G.F.)

#### FISCAL MANAGEMENT REPORT FY 13/14

As of March 31, 2014

Subobject	Description	Budget	Actual	Balance
	GENERAL FUND	325,000	0	325,000
	INTERDEPARTMENTAL TRANSFERS	385,000	0	385,000
	<b>REVENUE TOTAL</b>	<b>710,000</b>	<b>0</b>	<b>710,000</b>
110	SALARIES	457,000	219,551	237,449
1010	FRINGES	133,300	70,003	63,297
21110	MANAGEMENT SERVICES		6,854	-6,854
23210	GENERAL LIABILITY	7,200	7,200	0
24571	P.C. MAINT	4,000	10,076	-6,076
25330	COPY MACHINE RENTAL	6,000	1,712	4,288
26028	GSA SERVICE TICKET		190	-190
26050	GSA PRINTING & REPRODUCTION	13,000	2,079	10,921
26051	GSA POSTAGE		2	-2
26052	GSA WAREHOUSE TRANSFER		274	-274
26062	FM LT EQ MILEAGE		160	-160
26077	FM-POOL VEHICLE HOURS		104	-104
26110	DATA PROCESSING SERVICES	2,200	11,000	-8,800
26613	CLERK-RECORDS STORAGE		35	-35
31010	TELEPHONE-REGULAR	5,500	4,597	903
31011	TELEPHONE-LONG DISTANCE	800	282	518
31015	CELLULAR PHONE SER	1,600	646	954
31018	OTHER COMMUNICATIONS		395	-395
31110	PUBLICATIONS	300		300
31210	TRAVEL EXPENSE-U.S	2,000	396	1,604
31215	TRAVEL EXPENSE-PCA	1,000		1,000
31320	PARKING REIMBURSEMENT	400	360	40
31402	NEWSPAPER ADVERTISEMENT	17,000	666	16,334
31408	RADIO ADVERTISING	12,000		12,000
31420	SPONSORSHIPS/MARKETING	17,000	400	16,600
31510	OUTSIDE PRINTING	2,000		2,000
31520	GRAPHIC SERVICES	1,500	70	1,430
31540	SIGNS READY MADE		239	-239
31611	POSTAGE-REGULAR MAIL	200		200
31910	PETTY CASH EXPENDITURES	500		500
32010	INSERVICE TRAINING	500		500
47010	OFFICE SUPPLIES/OUTSIDE VENDORS	500		500
47011	GSA CENTRAL SERVIC	4,000	2,504	1,496

**MIAMI-DADE ECONOMIC ADVOCACY TRUST**

**ADMINISTRATION (G.F.)**

**FISCAL MANAGEMENT REPORT FY 13/14**

As of March 31, 2014

<b>Subobject Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
49310 CLOTHING AND UNIFORMS		500	500
60620 GRANTS TO OTHERS		10,000	10,000
95021 COMPUTER EQUIPMENT		10,000	10,000
<b>EXPENDITURE TOTAL</b>	<b>710,000</b>	<b>339,795</b>	<b>370,205</b>

**MIAMI-DADE ECONOMIC ADVOCACY TRUST****ECONOMIC DEVELOPMENT (G.F.)****FISCAL MANAGEMENT REPORT FY 13/14**

As of March 31, 2014

<b>Subobject Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
GENERAL FUND	242,000	-	242,000
<b>REVENUE TOTAL</b>	<b>242,000</b>	<b>-</b>	<b>242,000</b>
110 SALARIES	71,000	35,319	35,681
1010 FRINGES	18,000	8,534	9,466
21110 MANAGEMENT SERVICES	20,000	8,334	11,666
22310 SECURITY SERVICES		106	(106)
22351 CONTRACTED FOOD SERVICES		2,550	(2,550)
26050 GSA PRINTING & REPRODUCTION		910	(910)
31014 TELEPHONE-MTCE		190	(190)
31408 RADIO ADVERTISING		3,250	(3,250)
31420 SPONSORSHIPS/MARKETING		1,656	(1,656)
31520 GRAPHIC SERVICES		45	(45)
60620 GRANTS TO OTHERS	133,000	43,780	89,220
<b>EXPENDITURE TOTAL</b>	<b>242,000</b>	<b>104,674</b>	<b>137,326</b>

**MIAMI-DADE ECONOMIC ADVOCACY TRUST****HOMEOWNERSHIP ASSISTANCE PROGRAM (HAP)****FISCAL MANAGEMENT REPORT FY 13/14**

As of March 31, 2014

<b>Subobject</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
R31900	OTHER TAXES	2,000,000	1,452,183	547,817
R36100	INTEREST EARNINGS	2,000	1,880	120
R36900	OTHER MISCELLANEOUS	75,000	101,803	(26,803)
R38900	ROLLOVER	772,000	1,528,579	(756,579)
	<b>REVENUE TOTAL</b>	<b>2,849,000</b>	<b>3,084,445</b>	<b>(235,445)</b>
00110	SALARIES	154,900	82,995	71,905
01010	FRINGES	44,000	22,491	21,509
21210	LEGAL COUNSEL	400		400
26050	GSA PRINTING & REPRODUCTION	1,000	41	959
26616	RECORDING FEES	500	500	-
32010	INSERVICE TRAINING	800		800
47011	GSA CENTRAL SERVICES	400		400
51098	OTHER OPERATING TRANSFER	200,000		200,000
60620	HAP PROGRAM	2,447,000	666,530	1,780,470
	<b>EXPENDITURE TOTAL</b>	<b>2,849,000</b>	<b>772,557</b>	<b>2,076,443</b>

**MIAMI-DADE ECONOMIC ADVOCACY TRUST  
TEEN COURT PROGRAM**

**FISCAL MANAGEMENT REPORT FY 13/14**

As of March 31, 2014

<b>Subobject</b>	<b>Description</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
R35900	OTHER FINES AND/OR	1,330,000	495,571	834,429
	CARRYOVER	442,000	865,991	-423,991
R36100	INTEREST EARNINGS	2,000	669	1,331
	<b>REVENUE TOTAL</b>	<b>1,774,000</b>	<b>1,241,050</b>	<b>532,950</b>
00110	SALARIES	765,100	352,087	413,013
01010	FRINGES	225,000	95,557	129,443
22310	SECURITY SERVICES	13,000	8,571	4,429
22350	BOTTLED WATER & CHILLER	100		100
22351	CONTRACTED FOOD SERVICES		2,625	-2,625
24130	MAINT & REPAIR:OFF	1,000	670	330
25330	COPY MACHINE RENTAL	3,800		3,800
25511	PAYMENTS TO LESSOR	12,400	1,750	10,650
26028	GSA SERVICE TICKET		88	-88
26032	GSA AFT.HOUR CHRGS	5,000	6,361	-1,361
26050	GSA PRINTING & REPRODUCTION	4,500	4,713	-213
26051	GSA POSTAGE		168	-168
26062	FM LT EQ MILEAGE	2,000	2,265	-265
26063	FM LT EQ PARTS		38	-38
26064	FM LT EQ COMM SUB		57	-57
26066	FM LT EQ LABOR		73	-73
26068	FM ACC/ABU/MOD		1,194	-1,194
26077	FM-POOL VEHICLE HOURS	1,000	773	227
31210	TRAVEL EXPENSE-U.S	500	1,099	-599
31220	REGISTRATION FEES	200	370	-170
31402	NEWSPAPER ADVERTISEMENT	5,000		5,000
31420	SPONSORSHIPS/MARKETING	3,000		3,000
31510	OUTSIDE PRINTING	600		600
31520	GRAPHIC SERVICES	300		300
31611	POSTAGE-REGULAR MAIL	500		500
33016	EMPLOYMENT PROCESS		41	-41
41016	GASOLINE-UNLEADED		42	-42
47011	GSA CENTRAL SERVICES	4,300	1,080	3,220
49310	CLOTHING AND UNIFORMS	1,000		1,000
51098	OTHER OPERATING TRANSFER	185,000		185,000
60220	TRANSPORTATION	1,500		1,500
60240	OTHER TRANSPORTATION		2,070	-2,070
60620	GRANTS TO OTHERS	539,200	65,863	473,337
	<b>EXPENDITURE TOTAL</b>	<b>1,774,000</b>	<b>547,555</b>	<b>1,226,445</b>

# **DEPARTMENTAL MONTHLY REPORT**

## **VI. B**

### **HOUSING UNIT REPORT**



**MIAMI-DADE ECONOMIC ADVOCACY TRUST  
MARCH 2014  
HOUSING OUTREACH & ADVOCACY REPORT**

**HOMEOWNERSHIP ASSISTANCE PROGRAM (HAP/ MMAP-HAP)**

During the period from March 1, 2014, to March 31, 2014, twenty-four (24) HAP loan applications were submitted totaling \$3,515,859 in first mortgages with a \$3,868,100 aggregate purchase price. There were \$270,000 in Miami-Dade County and other (non-county) administered Down-payment Assistance Program (DAP/ DPA) funds associated with those loans.

During the aforementioned period from March 1, 2014, to March 31, 2014, 19 families purchased homes using \$113,000 in HAP funds. These loans generated \$2,787,088 in first mortgages with a \$3,014,700 aggregate purchase price. There was \$70,000.00 in Miami-Dade County assistance program funds leveraged with these loans and \$50,000 in non-county DAP/DPA funded mortgages linked to these first-time homebuyer closings.

HAP loans have thereby increased this year's county property tax roll by an estimated, additional \$38,000 for March 2014 based on an average tax bill of \$2,000 (*see March 2014 HAP Production Report for statistical details*).

**HAP TRAINING SEMINARS AND FUNDING**

HAP Certification and Down-payment Assistance Programs (DAP/ DPA) Training Workshops on program usage and operations are generally held every 6-8 weeks. Individual mortgage originators and title/ closing agents must get approved to submit and close HAP files. Realtor and developer attendance is highly recommended but not required at this time.

The next Certification Workshop is scheduled for May 2014, at the South Dade Government Center. This training is for mortgage lending, real estate and title professionals. It includes a detailed discussion on the operation and funding of MDEAT's HAP along with an overview of funding sources, timeframes, set-up and use of Down-payment Assistance Program (DAP/ DPA) funds in general.

Signed Agreements are required for individuals seeking HAP participation along with affiliated company licensing information for monitoring and tracking purposes.

MDEAT receives eight percent (8.00%) of the Documentary Surtax Funds sent to Miami-Dade County on a monthly basis. For fiscal year-to-date 2013-14 (October 1, 2013 through March 31, 2014), MDEAT's HAP has processed 165 lender file

submissions with an aggregate purchase price of \$24,993,324.00, and has funded 146 first-time home purchases utilizing \$838,264.00 in Documentary Surtax Funds. As of April 10, 2014, MDEAT has a current balance of approximately \$2,355,000. This balance fluctuates based on the monthly amount of Documentary Surtax Funds received and monthly HAP funding amount.

### **HOMEOWNERSHIP ASSISTANCE PROGRAM SPECIAL INITIATIVES**

The MDEAT Board approved the Housing Division's "HAP Streamline FHA 203(k) Pilot Initiative" at the January 15, 2014, Trust Board Meeting. Completion of a final draft of the parameters and guidelines for the program is still pending. The anticipated launch is now projected for April 2014. This MDEAT HAP pilot initiative will incorporate FHA's "Streamline 203(k)" mortgage loan program with MDEAT's HAP in order to expand the available housing stock to HAP qualified first-time homebuyers. Funds for this initiative are budgeted for and will be captured in the FY2013-14 Housing Division Documentary Surtax available funds.

### **HOMEOWNERSHIP EDUCATION – OUTREACH – ADVOCACY**

- Presenter at NID Housing Counseling Agency's First-Time Homebuyer Education Workshop: The workshop was held at the Living Word Christian Center International in Miami Gardens on March 8<sup>th</sup>. The presentation topic was on MDEAT's HAP and MDEAT's role in usage with other subsidy program funds, other available Down-payment Assistance Programs (DAP/ DPA) and how they integrate into the mortgage process. Approximately 20 area residents were in attendance.
- Participant at the "Jazz in the Gardens" festival held at the Sunlife Stadium complex in Miami Gardens. MDEAT purchased booth space at this event to interact with and solicit involvement with MDEAT as well as distribute MDEAT program and agency information, and obtain contact information for future involvement with MDEAT. Staff made contact with nearly 200 people within the agency target market over the course of the two-day outdoor event.

MDEAT's Housing Programs & Outreach Administrator presents at an average of two-five first-time homebuyer education workshops and/or affordable housing advocacy and outreach events each month. Through these presentations alone, **MDEAT Housing reaches and interacts with 800 to more than 1000 Miami-Dade County and South Florida residents annually.**

All these agencies are located in TUAs (Opa-locka – Miami Gardens – Goulds – Homestead – Florida City) and while workshop participants cannot be pre-determined or dictated, more than half the participants observed at the forenamed agency workshops represent MDEAT's primary target population.

MIAMI-DADE ECONOMIC ADVOCACY TRUST HOMEOWNERSHIP ASSISTANCE PROGRAM March 2014 HAP Production Report			
General Statistics	March 2014	Fiscal YTD March 2014	
Total Applicants (Applications Processed)	24	165	
Total Purchase Price	\$3,868,100.00	\$24,993,324.00	
Total Amount in First Mortgages	\$3,515,859.00	\$22,391,463.00	
Total M-D County & Non-County Subsidies	\$270,000.00	\$2,098,000.00	
<b>Total HAP/MMAP-HAP Loans Funded</b>	<b>19</b>	<b>146</b>	
<b>Total \$ Amount of HAP/ MMAP-HAP Funding</b>	<b>\$113,000.00</b>	<b>\$838,264.00</b>	
Total Purchase Price (funded)	\$3,014,700.00	\$21,976,575.00	
Average Sales Price (funded)	\$158,668.42	\$150,524.49	
Total Amount in 1st Mortgages (funded)	\$2,787,088.00	\$19,256,448.00	
Average 1st Mortgage (funded)	\$146,688.84	\$131,893.48	
Total Amount of Other MDC Funding (leveraging)	\$70,000.00	\$790,000.00	
Total Amount of Non-MDC Subsidy Loans (leveraging)	\$50,000.00	\$1,213,500.00	
Estimated Increase to Tax Base	\$38,000.00	\$292,000.00	
* Based on annual taxes of \$2000/yr.		Ave. HAP Ln Amt. YTD=	\$5,741.53
		Ave. HAP Ln Amt. March14=	\$5,947.37
<b>Head of Household</b>			
Female	10	70	
Male	9	76	
<b>Total</b>	<b>19</b>	<b>146</b>	
<b>Ethnicity</b>			
Black	4	30	
Hispanic	15	110	
White	0	6	
Other	0	0	
<b>Total</b>	<b>19</b>	<b>146</b>	
<b>Median Income Level</b>			
Very Low	3	18	
Low	7	64	
Median	4	20	
Median Moderate	5	44	
<b>Total</b>	<b>19</b>	<b>146</b>	
<b>Commission District</b>			
District 1 - Barbara Jordan	3	26	
District 2 - Jean Monestime	1	13	
District 3 - Audrey Edmonson	0	2	
District 4 - Sally A. Heyman	0	1	
District 5 - Bruno A. Barreiro	0	2	
District 6 - Rebecca Sosa	0	2	
District 7 - Xavier L. Suarez	0	1	
District 8 - Linda Bell	2	26	
District 9 - Dennis C. Moss	7	47	
District 10 - Javier D. Souto	1	4	
District 11 - Joe A. Marinez	1	10	
District 12 - Jose "Pepe" Diaz	0	2	
District 13 - Esteban Bovo Jr.	4	10	
<b>Total</b>	<b>19</b>	<b>146</b>	

# **DEPARTMENTAL MONTHLY REPORT**

## **VI. C**

### **TEEN COURT UNIT REPORT**



## MIAMI-DADE ECONOMIC ADVOCACY TRUST

### TEEN COURT REPORT

**To:** Miami-Dade Economic Advocacy Trust (MDEAT) Board  
**From:** John Dixon, Executive Director  
**Date:** April 8, 2014  
**Subject:** Comprehensive Teen Court Report for March 2014

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#### **PURPOSE OF ITEM**

The purpose of this item is to inform the Miami-Dade Economic Advocacy Trust (MDEAT) Board, of Miami-Dade County Teen Court (M-DCTC) performance and activities for the month of March.

#### **BACKGROUND INFORMATION**

##### **Program Activities**

**March 10-13, 2014:** Thirty-six Teen Court youth participants attended the Youth Entrepreneurship Workshop which is designed to help address the high unemployment rate among teens in the county's Targeted Urban Areas (TUAs). This new economic initiative aims to help expose youth to business principles and encourages the creation of micro-business among this population. This month's workshops focused on Marketing and featured the following guest: Andre Williams and Albricka Gordon, president and vice-president of EyeUrban TV; Andres Hurtado, technology entrepreneur; and Jessica Geter, grants compliance officer and director of Special Events & Marketing of the Mourning Family Foundation.

**March 2014:** Zachary Rinkins, Youth Entrepreneurship Program Manager successfully secured a signed Interdepartmental Agreement between MDEAT and the Miami-Dade Parks, Recreation, and Open Spaces Department, enabling MDEAT to operate the upcoming youth entrepreneurship program at the Goulds Community Center. Mr. Rinkins also developed a preliminary alliance with the Miami-Dade Chamber of Commerce's Young Professionals Network to provide mentors for youth participants in the upcoming Youth Entrepreneurship Program at its North and Central locations. Additionally, Teen Court's Youth Entrepreneurship Program Manager is currently cultivating and coaching three groups of Teen Court youth volunteers to seize the

opportunity to become involved in credible and meaningful business ventures, associated with social media and web design.

**March 25, 2014:** Teen Court staff conducted *Victim's Awareness Panel Workshop (VAP)*, an interactive workshop that sparks dialogue among participants, parents and/or guardians. Fifteen individuals comprised of both program participants and their parents discussed the values of forgiveness and restoration, repair of lost trust, and the impact of crimes on family and community.

**March 26, 2014:** In collaboration with Miami-Dade County Corrections and Rehabilitation, twelve Teen Court youth were afforded an opportunity to attend the Turner Gilford Knight (TGK) Correctional Facility Jail Tour and thirteen participated in the Boot Camp Jail Tour. These tours serve as crime prevention and intervention tools, providing participants with an understanding of the consequences of engaging in negative actions.

**February of 2014 to date:** Various Dade County Public Schools, partner with MDEAT's Teen Court Program, in the Student Court initiative, a restorative justice process where students who violate school rules and regulations go before a jury of their peers to receive sanctions, and be held accountable for harm caused to others in the school environment. Prior to processing referrals and holding court hearings, schools received training(s) to implement Student Court. The training sessions introduced students and the school site coordinator to the purpose, decorum/protocol and rules governing Student Court as well as afforded students and opportunity to participate in mock trials, preparing them for serving in future actual court cases.

To date, the following has occurred with regards to training efforts and the processing of referrals:

#### Phase I

- Dr. Michael M. Krop Senior High School participated in training on December 4, 2013. Currently, the school's future participation is under review.
- Irving & Beatrice Peskoe K-8 Center will be conducting final training on March 13, 2014.
- William Turner Technical Arts High School will be conducting final training on March 4, 2014.
- Westland-Hialeah Senior High Schools participated in its final training on December 3, 2013. School administration has provided approval for referrals to be channeled to Student Court for processing.

## Phase II

- Miami Carol City Senior High School participated in its final training on March 5, 2014. The approval of referrals for processing, through Student Court, is pending School Administration's final decision.
- Miami South Dade Senior High School participated in its final training on March 12, 2014. The approval of referrals for processing, through Student Court, is pending School Administration's final decision.
- Miami Southridge Senior High School participated in its final training on February 28, 2014. School administration has provided approval for referrals to be channeled to Student Court for processing.

## **Program Performance**

**Referrals:** Teen Court received a combined total of forty-six referrals from the Juvenile Services Department's (JSD's) Department of Juvenile Justice, Prevention Initiative Program (PIP), and Civil Citation Program.

**Community Service:** Teen Court generated one thousand eighty-six community service hours. This total included six hundred fifty-four completed by defendants, two hundred fifty-eight performed by youth volunteers, and one hundred seventy-four community service hours provided by adults who served as jury monitors and legal professionals volunteering as judges presiding over Teen Court hearings.

**Recidivism:** Historically, Teen Court's basic follow-up process for program youth entails conducting recidivism checks to determine whether or not former program offenders have been rearrested after successfully completing Teen Court six months up to one year later. The recidivism rate for youth who successfully completed Teen Court for the period April 2012 through March 2013, yielded two percent, reflecting three youth out of 145, being rearrested.

**Offender Information for March 2014**

**Referrals per fiscal year:**

12/31/98 – 09/30/99	334	<b>Carried Over</b>	<b>5,800</b>
10/01/99 – 09/30/00	506	10/01/13 – 10/31/13	32
10/01/00 – 09/30/01	323	11/01/13 – 11/30/13	20
10/01/01 – 09/30/02	336	12/01/13 – 12/31/13	41
10/01/02 – 09/30/03	293	01/01/14 – 01/31/14	33
10/01/03 – 09/30/04	390	02/01/14 – 02/28/14	29
10/01/04 – 09/30/05	267	03/01/14 – 03/31/14	46
10/01/05 – 09/30/06	215		
10/01/06 – 09/30/07	245		
10/01/07 – 09/30/08	356		
10/01/08 – 09/30/09	424		
10/01/09 – 09/30/10	454		
10/01/10 – 09/30/11	619		
10/01/11 – 09/30/12	537		
10/01/12 – 09/30/13	501		
	<b>5,800</b>	<b>TOTAL REFERRALS</b>	<b>6,001</b>

**Monthly Sanctions for Referrals Completed (March 2014):**

Anti-Theft Class Attendees	41	Jail Tour Attendees	25
Curfew	0	Jury Duties Completed	161
Declined Referrals	0	Letter of Apology/Closed	45
Civics and Business Attendees	7	Peer Circle Attendees	33
Substance Abuse Attendees	19	Restitution	0
Essay Completed/Closed Cases	45	Victim Awareness Panel Workshop to Attendees	15
Ethics Workshops Attendees	16	Verbal Apology to Parent	19
Hours of Community Service/Closed Cases	654	Psychological Services	39

**Referral Sources:**

Department of Juvenile Justice	9
Civil Citation Program	21
Prevention Initiative Program (PIP)	16
Other Agencies	0
Miami-Dade County School Based Referrals (February-March 2014)	0

**Offenses and Number of Charges:**

Note: Some defendants have multiple charges

Assault with knife	1	Grand Theft	3
Battery	2	Larc-Petit from coin operated machine	2
Behavioral Problems	4	Lying	1
Burglary (unoccupied occupancy)	2	Petty Theft	6
Criminal Mischief	2	Retail Theft	13
Disrespectful	3	Stealing	1
Fighting	1	Trespass on school grounds	1

**Age:**

Six	0	Thirteen	3
Seven	0	Fourteen	7
Eight	0	Fifteen	14
Nine	0	Sixteen	7
Ten	1	Seventeen	7
Eleven	3	Eighteen	1
Twelve	3		

**Race:**

**Gender:**

African American	19	Male	36
Caucasian	1	Female	10
Hispanic	26		

**Commission Districts March 2014:**

District 1	2	District 8	10
District 2	9	District 9	7
District 3	3	District 10	0
District 4	6	District 11	0
District 5	1	District 12	2
District 6	3	District 13	0
District 7	3		

**Commission Districts for Fiscal Year 10/01/13 – 09/31/14:**

District 1	15	District 8	26
District 2	31	District 9	41
District 3	21	District 10	10
District 4	10	District 11	6
District 5	7	District 12	7
District 6	11	District 13	8
District 7	8		

**COMPARISON OF YEAR-TO-DATE REFERRALS:**

Referrals for 10/01/12 – 09/30/13		Referrals for 10/01/13– 09/30/14	
Date cases received	No.	Date cases received	No.
10/01/12 – 10/31/12	43	10/01/13 – 10/31/13	32
11/01/12 – 11/30/12	29	11/01/13 – 11/30/13	20
12/01/12 – 12/31/12	30	12/01/13 – 12/31/13	41
01/01/12 – 01/31/12	55	01/01/13 – 01/31/13	61
02/01/12 – 02/29/12	60	02/01/13 – 02/28/13	49
03/01/12 – 03/31/12	40	03/01/13 – 03/31/13	46
<b>TOTAL</b>	<b>257</b>	<b>TOTAL</b>	<b>249</b>

# **DEPARTMENTAL MONTHLY REPORT**

## **VI. D**

### **PUBLIC INFORMATION REPORT**

# Memorandum



**TO:** Miami-Dade Economic Advocacy Trust Board  
**THRU:** John E. Dixon, Jr., Executive Director  
**DATE:** Wednesday, April 16, 2014  
**SUBJECT:** Marketing and Public Information Report

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The following report is a summation of activities designed to help the agency reach its audience via visual communications and printed materials for March 2014 – April 2014.

## **A. Youth Action Committee (YAC)/Miami-Dade County Teen Court**

Prepared printed materials, press releases, and assisted with outreach for the program. In addition, radio and newspaper awareness for the program was also implemented.

1. Teen Court Newsletter – Spring 2014 edition in progress.
2. Black Male Youth Mental Health Conference scheduled for Friday, April 18, 2014, and two forums; one forum is planned for the North Dade area on Tuesday, May 13<sup>th</sup> and South Dade on Thursday, May 15<sup>th</sup>. Marketing plan is completed but will continue to add updates; Teen Court psychologist and Entrepreneur Coordinator was interviewed on WMBM, 1490 radio, <http://www.wmbm.com>, on Saturday, April 5, 2014; Continuing to book meetings with newspaper reporters and mental health agencies to promote the events; posting information on social media; and posting event at various websites.
3. 7<sup>th</sup> Annual Teen Court Conference, scheduled for Monday, May 5, 2014 at the Hyatt Regency Downtown. Drafts for flyer and program completed, and submitted for design.

## **B. Housing Advocacy Committee/Homeownership Assistance Program (HAP)**

Assisted with outreach for the committee.

1. HAP Breakfast Series 2014 – First one confirmed for South Miami Area; Flyer is complete; currently working on other PR details for the event.

## **C. Economic Development Action Committee**

1. TUA Breakfast Series 2014 - Florida City site visits completed; Rosita's restaurant chosen for location; draft stages of flyer.
2. TUA Breakfast Series 2014 - Homestead scouting for location has started.

- D. Social Media: In August 2013, MDEAT created three agency-branded social media profiles on Twitter, Facebook, and LinkedIn. The agency sent its first communication through Constant Contact on January 14.

The agency posts content including MDEAT's Tuesday Tidbits electronic newsletters and insights on topics including upcoming events, juvenile justice, housing, business growth opportunities and economic development. Most of this content is aggregated from MiamiDade.gov, BlackEnterprise.com, the federal Small Business Agency, the federal Minority Business Development Agency, Florida's Enterprise Development Corporation, Florida Housing Finance Corporation, and other governmental and non-profit agencies.

During March, the agency utilized the following mediums:

**Constant Contact-** MDEAT delivered four electronic communications on this platform. The platform has 1094 active contacts and an average open rate of 42-percent. The agency sent the *Tuesday Tidbits* (MDEAT's electronic newsletter), and invitation to MDEAT's Black Male Mental Health Conference.

**Facebook** ([www.Facebook.com/MDEATInfo](http://www.Facebook.com/MDEATInfo)): The platform has 97 active members and 25 posts. The most popular post was inviting the audience to MDEAT's Black Male Mental Health Conference (108 visits). These posts included *Tuesday Tidbits* and insights on topics including upcoming events, juvenile justice, housing, business growth opportunities and economic development.

**LinkedIn** ([www.TinyURL.com/MDEATInfo](http://www.TinyURL.com/MDEATInfo)): The platform has 32 members and 10 posts. These posts included *Tuesday Tidbits* and insights on topics including upcoming events, juvenile justice, housing, business and economic development.

**Twitter** ([www.Twitter.com/MDEATInfo](http://www.Twitter.com/MDEATInfo)): This platform has 87 members and 40 posts.

E. Website Updates

- a. Teen Court – Black Male Mental Health Conference
- b. Board Members Updated to include the new five members: Cornell Crews, Jr.; Sheldon L. Edwards; LaTonda James; Cherly Mizell; and Carl Nicoleau.

- F. MDEAT's Appreciation Luncheon in April (date TBA): planning stages; first draft of sponsor letter and sponsor form samples are complete.





**MIAMI-DADE ECONOMIC ADVOCACY TRUST  
MEMORANDUM OF APPROVAL**

**TO:** Miami-Dade Economic Advocacy Trust Board Members  
**FROM:** John Dixon, Executive Director  
**DATE:** April 16, 2014  
**SUBJECT:** Add On Item: Youth Entrepreneurship Program: Partnership Agreements

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**PURPOSE OF ITEM**

The attached **Add On Item** is submitted to replace MDEAT Board Agenda Information Item E -- Youth Entrepreneurship Program: Partnership Agreements. The information item has been changed to an Action Item seeking authorization for the agency to partner with the Miami-Dade County Parks, Recreation, and Open Spaces Department and the City of North Miami Parks and Recreation Department to facilitate portions of the Youth Entrepreneurship Program.



**MIAMI-DADE ECONOMIC ADVOCACY TRUST  
MEMORANDUM OF APPROVAL**

**TO:** Miami-Dade Economic Advocacy Trust Board Members  
**FROM:** John Dixon, Executive Director  
**DATE:** April 16, 2014  
**SUBJECT:** Youth Entrepreneurship Program: Partnership Agreements

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**PURPOSE OF ITEM**

This item is to request the approval of the MDEAT Trust Board to execute agreements with the Miami-Dade County Parks, Recreation, and Open Spaces Department and the City of North Miami Parks and Recreation Department, respectively. The agreements authorize the agency to partner with the respective departments to facilitate the Youth Entrepreneurship Program.

**BACKGROUND**

Miami-Dade County Teen Court, a program of the Miami-Dade Economic Advocacy Trust, launched its youth entrepreneurship program to educate and encourage youth volunteers to create micro-business enterprises. This program aims to help address the high unemployment rate among teens in Miami-Dade County's Target Urban Areas (TUAs). The county's economic research reveals that socio-economic conditions in the TUAs lag far behind the rest of the county. This initiative aims to help reverse that trend by exposing participants to business principles, young and experienced entrepreneurs, and encourage the creation of micro-businesses. These facilities give the agency a place to facilitate and coordinate the program.

**FISCAL IMPACT TO AGENCY**

These agreements have no fiscal impact to the agency.

**RECOMMENDATION**

It is recommended that the MDEAT Trust Board authorize the execution of these agreements.

**INTERDEPARTMENTAL AGREEMENT  
BETWEEN  
MIAMI-DADE ECONOMIC ADVOCACY TRUST  
AND  
MIAMI-DADE PARKS, RECREATION, AND OPEN SPACES DEPARTMENT**

This Agreement ("Agreement") is entered this day of \_\_\_\_\_ of \_\_\_\_\_ 2014 between Miami-Dade Parks, Recreation and Open Spaces Department (hereinafter "Department"), a department of Miami-Dade County, having an address of 275 NW 2<sup>nd</sup> Street, Suite 516, Miami, Florida, 33128, and Miami-Dade Economic Advocacy Trust (hereinafter "Trust"), an agent and instrumentality of Miami-Dade County, having an address of Stephen P. Clark Government Center, 111 NW 1<sup>st</sup> Street, Suite 2032, Miami, Florida 33128.

**RECITALS**

**WHEREAS**, the Trust was established by the Miami-Dade Board of County Commissioners as a revocable trust for the purpose of ensuring the equitable participation of Blacks in Miami-Dade County's economic growth through advocacy and monitoring of economic conditions and economic development initiatives in Miami-Dade County; and

**WHEREAS**, pursuant to Section 2-506(g) of the Code of Miami-Dade County, the Trust as an agent and instrumentality of Miami-Dade County, is authorized to act for Miami-Dade County in the performance and enforcement of all contracts and to negotiate and execute such contracts as are properly within the powers and duties of the Trust; and

**WHEREAS**, Department's mission is to create a healthier, more livable, and sustainable communities in Miami-Dade County by ensuring the implementation of the Parks Open Space Master Plan and the development of year-round park and recreation programs for local children, adults and people with disabilities; and

**WHEREAS**, the Trust desires to implement a portion of its Youth Entrepreneurship Program in the Department's Technology Learning Center located at the Goulds Park Community Center; and

**WHEREAS**, the Trust desires to engage Department in a partnership to host the South Dade component of the Trust's Youth Entrepreneurship Program,

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:



**Miami-Dade Economic Advocacy Trust's  
Homeownership Assistance Program  
and Housing Advocacy Committee**

Present

**The HAP Breakfast Series**

**Tuesday, April 22, 2014 at 8:30 a.m.**

**Casa Larios Restaurant**

**5859 SW 73rd St**

**South Miami, FL 33143**

**Special Guest Speakers**

**Bruno Lopes**

Vice President of Housing & Government Affairs

Miami Association of REALTORS

**Liza Mendez**

Chairperson

Miami Association of REALTORS

**Leticia Oliver**

Chief Professional Development Officer

Miami Association of REALTORS

**Topic of Discussion**

**Current Trends in Miami-Dade**

**Real Estate: A Realtor's Perspective**

**MDEAT**

For more information, please contact  
MDEAT HAP Program & Outreach Administrator Eric Johnson at 305-375-5661 ext. 93421 or 786-412-0992.

## Overview: CMA (TBI) and Gail P. Birks

- Extensive experience in the Financial Services industry.
- Appointed to her first corporate board at age 34.
- Keynote and workshop speaker
- A Mentor to "At Promise" Youth
- Counselor and Coach to Executives and Entrepreneurs



Over the past two decades that we have served the public and private sector, our reputation and credibility have repeatedly brought us to industries that include...Finance and Related Services, Higher Education (adult learning), Sales and Business Development, Logistics, Healthcare and related industries, Pharmaceuticals and related services, Government and Public Sectors, Multi-national organizations, Automotive, Manufacturing and Distribution, Food Service, Utilities and Telecommunication, Consulting and Retail.

### **Successes highlighted include...**

**Streamlining Departments:** Assisted a utilities company in consolidating their logistics and procurement departments. Identified duplicate processes, reviewed the procurement cycles currently used and opportunities to minimize waste. Estimated savings to client at the time the engagement was completed was \$20 million.

**Penalty Reductions and Cost Savings:** Led a Lean Six Sigma Team in leaning a large pharmaceutical company. Client was able to reduce regulatory penalties, improve employee morale, build an inclusive decision making culture and stream line manufacturing and administrative processes... Also certified nearly 150 candidates at yellow/green/black belt and Champion levels. Estimated savings approximately \$5 million per year.

**Empowered Leadership:** Worked with Non Profit Board of Directors on how to market their agency "from the TOP." The result was a clearly defined action plan designed with the ultimate goal of landing the desired donors or corporate sponsors. One client landed a \$2 million unrestricted grant allowing them to purchase a new headquarters for cash and for the first time in 25 years have excess reserves on hand.



We also serve an international client base. Even in our own U.S. backyard. Our published materials represent the clients that we serve and hence, our excursions are not lost in translation.

### **Biographical Summary...**

In her career success for the past 23 years, Ms. Birks is the President/CEO for CMA Enterprise Incorporated. CMA, [www.cma-ent.com](http://www.cma-ent.com), specializes in performance and process improvement solutions for corporations (private and public sectors), governmental agencies and large non-profit organizations. She has managed multi-disciplined teams through a variety of sustainable rapid improvement engagements and she has experience with both domestic and international corporations. Her company's expertise brings value to client stakeholders; orchestrates and institutionalizes change; and formulates best practice through sustainable policies and procedures. Her company has a proven track record of saving millions of dollars for her clients through improved performance models, infrastructure development, financial analysis and recommendations on newfound revenue streams. Client companies include Ryder Systems, Verizon Wireless, Visa International, Mercedes Benz, Burger King Corporation, Florida Power and Light, State of Florida, Orlando Utilities Commission, TECO, and U.S. HUD.

Ms. Birks is an experienced independent corporate director, having served Gibraltar Private Bank FSB since 1994. Her oversight as a board director includes the decision making and fiduciary management of guiding this private institution to become a wholly owned subsidiary of a public corporation. In 2010, she helped to oversee the regulatory and procedural changes when the bank returned to a private entity through a buy-out by investors. During all these years, Ms. Birks was retained as an independent corporate director where she served as a Member of the following committees: Audit; Director's Loan; Enterprise Risk; and Board Oversight. During her tenure as Chairperson of the CRA Committee, the Bank has received numerous Community Awards and recommendations of "Outstanding" and "High Satisfactory" from regulatory agencies (OTS and OCC).

Ms. Birks is certified as a Lean Six Sigma Master Black Belt (LMBB). She achieved an Executive MBA (EMBA) from Florida International University with post graduate studies in Human Resource Administration and Industrial Psychology. She also holds a BBA (Honors) in Economics and Finance (minor in Accounting) from Tennessee State University. Most recently, she was a Lead Professor in Marketing and Public Relations at the Phoenix University Business School. She supervised other Instructors and designed Curriculum using real world case studies. In addition, she is a published author of several books. She co-authored *Lean Six Sigma PlayBook* and recently produced an online *Lean Six Sigma* toolkit series.

Honors and accolades for Ms. Birks include: 2012 Top 100 Most Influential Black Professionals in South Florida - ICABA; Top 50 Most Powerful Black Professionals in South Florida by *Legacy Magazine* -2011; Alpha Kappa Alpha Sorority, Inc., Top Hat Award in Business and Entrepreneurship - 2008; Greater Fort Lauderdale Chamber of Commerce Women's Council of Commerce Circle of Excellence Award in Business - 2007.

# Empowering the Village to Serve Black Male Youth: Black Male Mental Health Conference

SAVE  
- THE -  
DATES

*Miami-Dade Economic Advocacy Trust (MDEAT) presents the Black Male Youth Mental Health Conference and Community Forums. The goal of the events is to provide mental health professionals, community leaders, and parents with best practices that will equip them with important tools to produce positive outcomes in the lives of young black males.*

## Black Male Youth Mental Health Conference

Friday, April 18th / 8:30 a.m. – 3:30 p.m.

The African Heritage Cultural Arts Center  
6161 NW 22nd Avenue, Miami, FL 33142

In partnership with the office of Audrey M. Edmonson, District 3

**Featured Presenters:** William Lawson, M.D., Ph.D., Joan Muir, Ph.D., Dionne Stephens, Ph.D., Michael Moss, Ph.D., Evalina Bestman, Ph.D., Jeheudi Mes Onyemachi Vuai, Ph.D. and Marie Guerda Nicolas, Ph.D.

**NOTE:** At the April 18th Conference, psychologists can earn A.P.A. approved C.E.U. credits from the Association of Black Psychologists South Florida Chapter, Inc. by contacting Dorothy A. Holmes, Ph.D. at [drdaholmes@comcast.net](mailto:drdaholmes@comcast.net)

You can REGISTER for the conference at <http://bit.ly/BlackMale>

## COMMUNITY FORUMS

### North Dade Black Male Youth Mental Health Forum

North Dade Black Male Youth Mental Health Forum

Tuesday, May 13th / 6:00 p.m. – 8:30 p.m.

North Dade Regional Library

2455 NW 183rd Street, Miami Gardens, FL 33169

In partnership with the office of Barbara J. Jordan, District 1

### South Dade Black Male Youth Mental Health Forum

Thursday, May 15th / 6:00 p.m. – 8:30 p.m.

South Dade Regional Library

40750 SW 211th Street, Cutler Bay, FL 33189

In partnership with the office of Dennis C. Moss, District 9

For more information go to [www.miamidade.gov/EconomicAdvocacyTrust](http://www.miamidade.gov/EconomicAdvocacyTrust) or please contact Dr. Ischaji Robertson at 305-375-5661, ext. 93449 or [IROD2@miamidade.gov](mailto:IROD2@miamidade.gov)

MIAMI-DADE  
COUNTY