

**MIAMI-DADE COUNTY  
DOMESTIC VIOLENCE OVERSIGHT BOARD**

**Stephen P. Clark Center  
111 NW 1<sup>st</sup> Street, 18<sup>th</sup> Floor  
Conference Room 18-2  
Miami, Florida 33128**

**\*BOARD MINUTES  
February 28, 2008  
10:30 A.M.**

**Domestic Violence Oversight Board Members Present**

Chair Lucia Davis-Raiford  
Sharon Aaron  
Sophie Brion  
Craig Dearr, Esq.  
Judge Rosa Figarola  
Chief Therese Homer  
Margaret Henghold, Esq.  
Ivon Mesa  
Major Grace O'Donnell  
Brenda Rivera, Esq.  
Migna Sanchez-Llorens, Esq.  
Cynthia Sinclair

**Domestic Violence Oversight Board Members Excused Absent**

Vice-Chair Genna Marx  
Rev. Frances McCray

**Domestic Violence Oversight Board Members Not Excused Absent**

**Visitors**

Amy Aiken  
Oscar Braynon  
Angela Diaz-Vidaillet  
Sharon Denaro  
Anne Gingerich  
Yvonne McCormack-Lyons  
Dr. David McGriff  
Roslyn Parker  
Suzanne Quinn  
David Raymond  
Patricia Sims  
H.T. Smith, Esq.

**Staff Present**

Vaughn Tooley, Executive Director  
Sarah M. Lenett, Victim Services Analyst  
Mandana Dashtaki, Esq., Assistant County Attorney

**DVOB Minutes**  
**February 28, 2008**

**Agenda Item No. 1 – Call to Order**

The Chair called the meeting to order at 10:40am.

**Agenda Item No. 2 – Items for Approval**

The first item on the agenda was election of officers. February is the regular meeting in which officers are elected. The Executive Director read Article V of the Board's By-Laws which mandates the elections procedures. Nominations for the Office of Chair were opened and Lucia Davis-Raiford was the only nominee, and was elected by voice vote; Ivon Mesa and Sophie Brion were nominated for Vice Chair and Ms. Mesa won by a majority of votes.

Ms. Raiford will serve as Chair and Ms. Mesa will serve as Vice Chair through the February 2009 Board meeting.

Excused absences were offered for Genna Marx, and Rev. Frances McCray. The minutes from the January 31, 2008 meeting was approved.

**Agenda Item No. 3 – Chair's Report:**

The Chair reported continued meetings with County agencies regarding options for leveraging funds to construct and operate a second shelter. Ms. Raiford met with the former Miami-Dade County Housing Director and staff, and they agreed to assist in finding ways to leverage funds, including eligibility for surtax, tax credits, emergency housing funds, etc., from federal and state sources. The former Deputy Director of Housing agreed to provide best practices analysis for the Board from around the country and state to survey what other communities that have been successful are doing. The analysis will include (but not necessarily limited to) partnerships between shelters and foundations, and with 501c3 organizations. In the meeting with the former Housing Directors, a suggestion was also made to look at County Departments with existing 501c3 and Trust relationships.

In a meeting with the Director of the Office of Community and Economic Development, the Director offered his staff for re-analyzing the Board's Financial Pro Forma. They will update the information to determine if we are better situated than the current analysis seems to indicate. Also, they will explore funding options from a community development perspective.

The Chair also invited discussion about how to add expertise to the Board that would facilitate achievement of objectives. She cited the large amount of subject matter expertise in domestic violence currently on the Board, but the lack of business, finance and civic community representation. The discussion included the possibility of creating advisory committees. Suggestions were put forward to consult with others as to what categories of expertise for advisory committees would be most effective. Board members were asked to submit areas of expertise that they considered important for meeting the Board's objectives to the Executive Director.

**Motion by:** Ivon Mesa  
**Second by:** Craig Dearth  
**Approved:** 12-0

**DVOB Minutes**  
**February 28, 2008**

The County Attorney cautioned that the DVOB does not have the authority to create other bodies, and could not call participants members. However, that does not preclude using the expertise of others to assist in the Board's pursuit of its goals. Other opinions provided by the County Attorney included:

- Under Chapter 65C-6 Florida Administrative Code, shelter certification is non-transferable and valid only for the corporation or public entity named in the department's letter of certification;
- Regarding level of oversight the DVOB has over the Center Operator, the contract between the County and Victim Response, Inc. allows County personnel to perform random or scheduled monitoring, reviews and evaluation of the program, site visits and client assessment surveys; the County staff has the duty to monitor fiscal and programmatic compliance to the terms and conditions of the contract;
- Liability of DVOB Members: The Indemnification Clause in the contract provides for immunity;
- Request for Proposal (RFP) for Center Operator: The original RFP was for a finite time with a finite amount of funding attached. Going forward the Board has two options: 1) A new RFP, 2) a Bid Waiver.

Staff was directed to arrange for a Department of Procurement Management briefing to provide an overview of the procurement process in Miami-Dade County.

**Agenda Item No. 4 Staff's Report:**

The Board requested a report on the comparative cost per bed day for shelters on a nationwide level for similarly situated jurisdictions. The report researched 27 individual domestic violence shelters in 11 states, including Florida.

The Florida Coalition Against Domestic Violence (FCADV) was also contacted regarding the cost per bed day for the forty three (43) certified Domestic Violence Centers throughout the State. Ms. Tiffany Carr, Executive Director of FCADV, noted that FCADV does not maintain that information partly due to the different menu of services offered by each center. FCADV does not fund and monitor domestic violence centers based on per bed day costs, but uses a formula which includes: number of females over the age of 18 in the District served, amount of money collected from fees (marriage licenses, court filing fees, etc.) which go to the State Domestic Violence Trust Fund. These funds are distributed *only to certified domestic violence centers* based on population densities in the geographical areas within the districts and the number of certified domestic violence centers located in the districts. In District 11, which includes Miami-Dade County and Monroe County, the funds are allocated via a 2/3 (Miami-Dade) – 1/3 (Monroe) split.

**DVOB Minutes**  
**February 28, 2008**

In addition to Florida, domestic violence centers and state coalitions against domestic violence were contacted and/or researched in California, Illinois, Washington State, Texas, Oregon, New Jersey, New York, Pennsylvania, Virginia, and Wisconsin, with similar outcomes regarding lack of cost per bed day information available. Typical of the responses we received is one from Ms. Diana Rose of Safeplace in Austin, Texas. She reported that Safeplace has 104 beds, a school, a medical clinic, outreach services, and other services both onsite and offsite. Depending on the range of particular services accessed by the client, the unit cost "per bed day" could fall anywhere between \$60 and \$200 or even higher.

A comparative survey of 27 centers from Florida, California, Illinois, Washington State, Texas, Oregon, New Jersey, New York, Pennsylvania, Virginia, and Wisconsin resulted in findings that the average Total Revenues of these centers averaged \$2,333,559; the amount spent on Program Services averaged \$1,761,680; and the average percentage of Total Revenues spent on program Services was 75%.

For comparison, The Lodge had Total Revenues of \$1,729,286; spent \$1,123,409 on Program Services at a rate of 65%.

Regarding the Board's directive to prepare a report on establishing a relationship with a 501c3 and/or a Trust Fund, the following information was presented:

- In order for the DVOB to establish another trust fund (the food & beverage tax is held in trust) the DVOB must be very specific on how the money will be used differently from the food & beverage tax.
- The creation of another trust fund would support special projects and activities that are not allowable under the food and beverage tax.
- The trust fund account will not be able to receive or utilize any county or other specifically designated grant monies, but the trust can receive external monies for purchases of goods and services associated with special projects for the DVOB and increase community awareness of issues related to domestic violence.
- If the DVOB chooses the trust fund route, a resolution must be created and submitted to the Board of County Commissions detailing the purpose and proposed use of funds. The Miami-Dade Finance Department will setup an account once the resolution is approved. All monies received will be accounted for and paid through the Miami-Dade County Finance Department.
- Most of these types of trust funds for special projects do not generate substantial money but are more often utilized for offsetting the cost of events in the community in which county general fund dollars can not be spent on particular goods or services (i.e., food and beverages).

**DVOB Minutes**  
**February 28, 2008**

- If the goal of the DVOB is to leverage the Tax proceeds for construction and operation of domestic violence centers (as per the County Manager's Memorandum 10-29-03) "This may be accomplished either through partnering with a non-profit organization or by becoming a grantor to entities that will leverage funds".
- In order to become a 501(c) (3) and be an exempt organization from federal tax is not difficult to do as long as the organization follows and stay in the parameters of the IRS Code. Part of the Code states that the Directors of the Board of the organization must not be on the board for profit or utilize the funds of the organization to profit a board member.
- The County Manager's Memorandum of 10-29-2003 suggests that: "In the event the DVOB chooses to partner, the County should establish arms-length contractual relationships with non-profit organizations rather than creating and controlling a non-profit organization itself."
- The DVOB already contracts with a non-profit to operate a domestic violence center; it may also contract with a non-profit to construct a center. The arms-length contractual relationship is needed because: "The County has created non-profits in the past, lines have been blurred regarding responsibilities and authority delineations, and questions arose concerning perceived conflict of interest."
- One of the major benefits to contracting out for a non-profit to meet the DVOB goals is that the non-profit can receive individual, corporation, and other contributions which are beneficial to the donor by virtue of being tax deductible.
- Also, the 501(C) (3) would be able to apply for, receive, and expend funds from grants (federal, state, local, foundations et al.). The DVOB should seriously explore the pros and cons of advertising a Request for Proposal (RFP) for a 501(C) (3) to construct the south center.
- The DVOB could create a trust fund through Miami-Dade for training, public awareness, and image building; and explore development of a RFP for a 501 (C) (3) to accomplish the larger issue of construction of another domestic violence center.

Staff also reported on the Office of Community Advocacy's meetings with each Commissioner and their appointees from each of the eight Boards in the Office.

**Agenda Item No. 5 – Presentations:**

Oscar Braynon provided an update on the DVOB website development. Mr. Braynon has been assigned to develop all websites for the Office of Community Advocacy. He planned to demonstrate the website at the March 27<sup>th</sup> meeting.

Yvonne McCormack-Lyons, Founder and Executive Director of the Women's International Film Festival announced the 3<sup>rd</sup> Annual Women's International Film & Arts Festival from March 28<sup>th</sup> - April 6<sup>th</sup>. The Festival

**DVOB Minutes  
February 28, 2008**

addresses women's issues on a global level and covers a wide range of topics through comedy, drama, documentaries. Ms. McCormack stated that this year several films that are very well done deal with domestic violence and the Festival is collaborating with SafeSpace Foundation on Saturday April 5<sup>th</sup>, and invited DVOB members to perhaps participate on a panel. In addition to presenting films, the Festival keeps education and dialogue going, giving the public more than what is on the screen. She informed the Board that in addition to the 10-day Festival in March, they can collaborate with activities year round.

Sharon Denaro from the Advocate Center for Training & Treatment reported on the hold up in getting the Geo Coded maps done. In the update she explained that they were unable to get an agreement with Miami-Dade County's Enterprise Technology Services Department to do the maps and has gone with a private vendor. She is currently collecting 2007 data.

**Committee Reports – (Agenda Item #6)**

**Community Education & Collaboration**

The Community Education and Collaboration Committee concluded that a specific plan of activities for the committee is needed. Also, the committee submitted a list of questions regarding what the committee's role will be in the Coordinated Victims Assistance Center.

**Construction & Needs Assessment/Finance**

In addition to items discussed earlier in the meeting, the Construction and Finance Committee discussed the Work Order and MOU for the SW Center site plan needed for the GSA Government Facility Hearing. The Board wants to see if the site plan can be done cheaper than the GSA proposal. Staff sent the Work Order and MOU to all members.

**Agenda Item 7 – Old Business/Action Items:**

None

**Agenda Item 8 – New Business:**

None

**Agenda Item 9 – Adjournment:**

The meeting adjourned at 1:15pm.

**Motion by:** Ivon Mesa  
**Second by:** Sharon Aaron  
**Approved:** 10-0