

# Memorandum



**Date:** May 6, 2008

Agenda Item No. 12(B)7

**To:** Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager

A handwritten signature in black ink, appearing to read "Burgess", written over the printed name of the County Manager.

**Subject:** Model Process for Solicitation and Allocation of Funding for Community Based Organizations - Report

On April 8, 2008, the Board of County Commissioners (BCC) authorized via Resolution Number R-420-08 the County Mayor to move forward the model process for the Solicitation, Allocation of Funding and Evaluation and Monitoring for Community Based Organizations. At the meeting the BCC requested additional information concerning the Advisory Board, particularly the appointment process of the Advisory Board.

On April 8<sup>th</sup> the BCC approved the Advisory Board that will oversee the process for the Solicitation, Allocation of Funding, Evaluation and Monitoring for Community Based Organizations. This Advisory Board shall be composed of no more than 21 people representing leaders (e.g., community, business, civic education, non-profit, social services experts, service recipients, religious leaders), who are charged with setting and advancing policies, goals and objectives. The appointed Board shall have responsibility for determining how County resources are invested and leveraged to accomplish these stated goals, and for presenting a strategic "portfolio" of investments to the BCC.

Appointments to the Advisory Board shall be made by each Commissioner, the Mayor, United Way, Children's Trust, Dade Community Foundation, Greater Miami Chamber of Commerce, National Association for the Advancement of Colored People (NAACP), Greater Miami Religious Leaders Coalition and the Alliance for Aging. It shall not be necessary for these appointments to be ratified by the BCC.

A Chair and Vice-Chair shall be elected by the membership at the first meeting. The Advisory Board will determine the frequency of the meetings after review and consideration of their defined tasks. The established Process Planning Team (PPT) will serve as staff support for the Advisory Board.

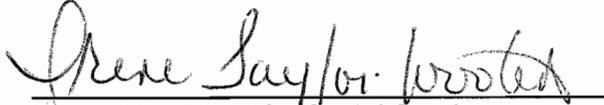
Pursuant to 2-11.39.1 a Quorum for the Board shall consist of a majority of those duly appointed as long as at least half the appointments (11 members) have been made.

Vacancies on the Advisory Board shall be filled in the same manner by which the original Advisory Board members were appointed, with a special emphasis on choosing persons representative of the gender, racial and ethnic composition of the entire community.

The Advisory Board shall at all times operate under the Florida Open Government laws, including the "Sunshine Law," public meeting laws and public records laws and shall be governed by all State and County conflict of interest laws, as applicable including the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, Section 2-11.1 of the Code of Miami-Dade County.

Honorable Chairman Bruno A. Barreiro  
and Members, Board of County Commissioners  
Page 2

If it is determined that it is in the best interest of the County to extend this Advisory Board past this initial year, an ordinance will be presented to the BCC for its approval, pursuant to Section 2-11.36.1 of the Miami-Dade County Code.

  
Special Assistant for Social Services