

Memorandum



Date: April 6, 2010

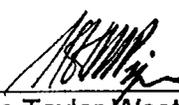
Agenda Item No. 1(F)4

To: Honorable Chairman Dennis C. Moss and
Members, Board of County Commissioners

From: George M. Burgess 
County Manager

Subject: Sunset Review of County Boards for 2010 – Black Affairs Advisory Board

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2010 Sunset Review of County Boards Report for the Black Affairs Advisory Board. The Board approved the attached report at its meeting on November 4, 2009 and has recommended the continuation of its board.



Irene Taylor Wooten
Special Assistant, Social Services

cmo07710

Date: January 19, 2010
To: George M. Burgess
County Manager
From: D. J. Fabien
Chairperson, Black Affairs Advisory Board
Subject: Sunset Review of County Boards for 2010-Black Affairs Advisory Board

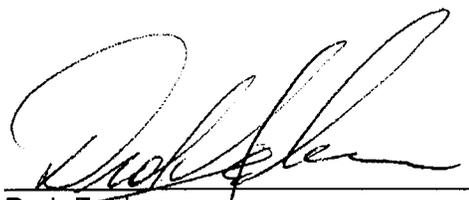
Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2010 Sunset Review of County Boards Report for the Black Affairs Advisory Board for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of November 4, 2009.

It is recommended that the BCC approve the continuation, of the Black Affairs Advisory Board.

BACKGROUND

The Black Affairs Advisory Board (BAAB) was created July 1994 by County Ordinance 94-137 for the purpose of serving in an advisory capacity to the County Commission, the County administration, the community and all agencies and persons in Miami-Dade County, Florida in respect to matters pertaining to the Black community in Miami-Dade County. The BAAB further serves as a forum for researching and resolving issues pertaining to the Black community and making recommendations to the administration or Board of County Commissioners.

It is believed that the Black Affairs Advisory Board should continue to function and expand its capabilities in view of the current social, fiscal, and educational landscape facing the diverse Black communities. Further, it is the decision of members of the Black Affairs Advisory Board that the issues impacting the Black community are complex and should be given adequate attention and resources.



D. J. Fabien
Board Chairperson

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2010**

I. GENERAL INFORMATION

1. Name of Board reporting: BLACK AFFAIRS ADVISORY BOARD
2. Indicate number of board members, terms of office, and number of vacancies:
Number of Board Members: Ten (10)
Terms of Office: Three (3) Years
Number of Vacancies: Three (3)
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **Jan. 1, 2008** through **December 31, 2009**):
Number of Meetings: Twenty (20)
Number of Meetings with a Quorum: Eighteen (18)
Attendance Records: See Attachment
4. What is the source of your funding? County General Funds.
5. Date of Board Creation: July 1994
6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments). See Attachment
7. Include the Board's Mission Statement or state its purpose:
The Black Affairs Advisory Board's purpose is to serve in an advisory capacity to the County Commission, County administration, the community and all agencies in Miami-Dade County with respect to matters pertaining to the Black community. It is also charged with collecting and publishing information relative to the social, educational and economic status of the Black community.
8. Attach the Board's standard operating procedures, if any. N/A
9. Attach a copy of the Board's By-Laws, if any. (See attached)
10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, **including a vote of the membership.**
(See Attachment)

II. EVALUATION CRITERIA

Is the Board serving the purpose for which it was created? (Please provide detailed information) Yes, the Black Affairs Advisory Board continues to provide data, informational sessions and resources with respect to the Black community. The Board is in the process of updating its directory of community based organizations which was very well received as well as working on an additional profile of the Black community in conjunction with a major local university.

1. Is the Board serving current community needs? (Please provide detailed information)
Yes, the Board has held a number of "Village Dialogues" which address issues in the area of education, foreclosure assistance, youth/community violence and health.
2. What are the Board's major accomplishments?
 - a. Last 24 months
Over the past 24 months, the BAAB has collaborated with several community organizations as well as published two important documents relative to the Black

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2010**

community. Further, the BAAB-through it's "Respect Life! Initiative was instrumental in the establishment of a "School Truancy Hotline" and the implementation of the "Civil Citation Program" which seeks to reduce the number of young adults being adjudicated into the criminal justice system. Current plans call for working with several community based organizations in establishing a system aimed at reducing violence through collaboration between the organizations, schools, corrections and parents.

3. Is there any other board, either public or private, which would better serve the function of this board? None, however the Board feels that closer collaboration with community based organizations and the BCC would enhance its effectiveness.
4. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created?
No, but the Board should make an effort again to collaborate with other boards and CBOs.
5. Should the Board's membership requirements be modified? No.
6. What is the operating cost of the Board, both direct and indirect? (Report on FY 2008 and FY 2009)
(FY 2008) \$43,224
(FY 2009) \$41,352
7. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals. The BAAB matrix was developed to track goals and manage projects. It further acts as both a performance mechanism and effectiveness measurement tool. (See attached).

Also: Include a diskette, saved in Word, of the County Manager's transmittal memorandum to the Board of County Commissioners with the Board's recommendation.

**Miami-Dade County
Black Affairs Advisory Board
2008 Attendance**

BOARD MEMBERS NAMES	P - Present			A - Absent			E - Excused					R - Resigned/Removed		
	Jan/	Feb/	Mar/	Apr/	May/	June/	July/	Aug	Sep/	Oct/	Nov/	Dec		
D.J. Fabien, Chair	P	P	P	P	P	P	P	N	P	P	P			
Ms. Priscilla Dames, Vice Chair	P	P	P	P	P	E	P		P	P	P	N		
Ms. Marie-Jose Ledan	U	U	P	P	P	P	P	0	E	P	P			
Mr. Brian Person	E	E	E	P	E	P	E		E	P	R	0		
Ms. Gerri Lazarre	P	P	P	P	P	E	P	M	P	P	P			
Ms. Dannie McMillon	E	E	P	P	P	P	E		P	P	P	M		
*Ms. Ketlyn Alexis	P	P	P	P	P	P	P	E	P	P	E			
*Mr. Edgar Wright	P	P	P	E	P	P	P		U	P	P	E		
*Ms. Carolyn Nelson-Goedert	P	P	P	P	E	P	P	E	P	P	E			
Ms. Suzan McDowell	R	R	R	R	R	R						E		
Mr. Juvais Harrington	R	R	R	R	R	R		T				T		
Mrs. Emma Sumpter	R	R	R	U	R	R								
*Mr. Ronald Mumford								I						
*Rev. Gregory Gay	P	P	E	P	E	E	P		E		P	I		
*recent appointees														
								N				N		
								G				G		

NO MEETINGS ARE HELD IN AUGUST AND DECEMBER

5

BLACK AFFAIRS ADVISORY BOARD ATTENDANCE RECORDS 2009

P – Present A – Absent E – Excused R – Resigned/Removed

BOARD MEMBERS NAMES	Jan/	Feb/	Mar/	Apr/	May/	June/	July/	Aug	Sept/	Oct/	Nov/	Dec
D.J. Fabien, Chair	P	P	P	P	P	P	P	N	P	P	P	
Ms. Priscilla Dames, Vice Chair	P	P	P	P	P	P	P		P	P	P	N
Ms. Marie-Jose Ledan	P	P	E	P	P	P		0	P	E	P	
												0
Ms. Gerri Lazarre	P	P	P	P	P	P	P	M	P	P	P	
Ms. Dannie McMillon	P	P	E	P	P	E	E		P	P	P	M
*Ms. Ketlyne Alexis	E	P	E	P	P	P	E	E		E		
*Mr. Edgar Wright	P	P	E	E	P	P	P		P	E	P	E
*Ms. Carolyn Nelson-Goedert	E	P	E	P	E	E	U	E	U	R		
*Mr. Ronald Mumford	P	R	E	R	E	P	P		P	P	P	E
Rev. Gregory Gay	P	P	P	R	E	P	P	T	P	E	P	
*Ms. Tracey Bowen								I	P	E	P	T
												I
*recent appointees												
								N				N
								G				G

P – Present A – Absent E – Excused R = Resigned * New Member
 *August & December – no meeting

NO MEETINGS ARE HELD IN AUGUST AND DECEMBER

ORDINANCE NO. 94-137

ORDINANCE CREATING THE DADE COUNTY BLACK AFFAIRS ADVISORY BOARD; PROVIDING BOARD'S PURPOSE AND FUNCTION; PROVIDING FOR MEMBERSHIP REQUIREMENTS AND TERMS; PROVIDING FOR STAFF SUPPORT; AND PROVIDING SEVERABILITY, INCLUSION IN CODE AND EFFECTIVE DATE

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF DADE COUNTY, FLORIDA:

Section 1. There is hereby created the Dade County Black Affairs Advisory Board.

Section 2. The Dade County Black Affairs Advisory Board shall be composed of thirteen (13) members who shall be permanent residents and electors of the County and who shall have a knowledge of and interest in the County's Black community. Each County Commissioner shall appoint one member of the board. Appointments after the initial term shall be for a term of three years.

Section 3. The members of the board shall elect a chairperson and vice-chairperson, who shall serve at the will of the board. Seven (7) members of the board shall constitute a quorum necessary to hold a meeting and take any action. A majority vote of the quorum of the board shall be necessary to take any action. Members shall serve without compensation. The chairperson or vice-chairperson may call meetings of the board. Meetings may also be called by written notice signed by seven (7) members. The board at any duly noticed meeting may fix and call a meeting on a future date. All meetings shall be public.

Section 4. The board shall have the following duties, powers and responsibilities:

(a) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and person in Dade County, Florida, in respect to matters pertaining to the Black community of Dade County.

(b) To formulate and recommend plans and programs for coordination of the activities of governmental entities and nongovernmental agencies pertaining to the Black community.

(c) It is the express purpose of this board to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex programs involved with the Black community in Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.

(d) ~~The board shall annually report to the Commission as to its findings and recommendations.~~

(e) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.

Section 5. ~~The County Manager, County Attorney, and Clerk of the Board~~ shall provide appropriate support for the Black Affairs Advisory Board.

Section 6. If any section, subaection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 7. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Metropolitan Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such intention, and the word "ordinance" may be changed to "section," or "article," or other appropriate word.

Section 8. This ordinance shall become effective ten (10) days after the date of enactment.

PASSED AND ADOPTED: JUL 12 1994

Approved by County Attorney as
to form and legal sufficiency.

[Signature]

Prepared by:

[Signature]

**BY-LAWS
MIAMI-DADE COUNTY
BLACK AFFAIRS ADVISORY BOARD**

**ARTICLE I
NAME**

The name of the County Board, as defined in Section 2-11.36.1 of the code of Miami - Dade County, shall be the **Miami-Dade County Black Affairs Advisory Board**, hereinafter referred to as the Black Affairs Advisory Board, a County Board created by the Board of County Commissioners by Ordinance 94-137, passed and adopted on July 12, 1994.

**ARTICLE II
OBJECT, DUTIES, POWERS AND RESPONSIBILITIES**

Section 1. The object of the Black Affairs Advisory Board is to organize and operate exclusively as an official County Board, subject to the General Laws of the State of Florida, County Ordinance 94-137 and to other County ordinances, in order to represent the Black community in advising and otherwise serving the Board of County Commissioners in regards to the Black community by:

- (a) Continuously identifying and relating to the diverse ethnic groups that comprise the Black community as their advocate;
- (b) Collecting information and publishing information about Black demography and Black economic and social conditions;
- (c) Studying the interests and needs of Black Dade County residents and disseminating reports of such studies;
- (d) Encouraging involvement of Blacks in matters pertaining to community interest;
- (e) Encouraging and supporting the development of Blacks in roles of community leadership;
- (f) Formulating and recommending the development of legislation supporting Black issues; and

- (g) Carrying on any permissible program and activity pursuant to the foregoing Object and the Duties, Powers and Responsibilities under County Ordinance 94-137.

Section 2. Pursuant to Section 4, Ordinance 94-137, the Black Affairs Advisory Board shall have the following duties, powers and responsibilities:

- (a) To serve in an advisory capacity to the County Commission, the County administration, the community, and all agencies and persons in Miami-Dade County, Florida, in respect to matters pertaining to the Black community of Miami-Dade County.
- (b) To formulate and recommend plans and programs for coordination of the activities of government entities and non-governmental agencies pertaining to the Black community.
- (c) To implement its express purpose to serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many problems involved with the Black community in Miami-Dade County and to make findings and recommendations to the County Commission and the County administration regarding such matters.
- (d) To report annually to the Commission as to its findings and recommendations.
- (e) To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.

Section 3. Support

Under Section 5 of Ordinance 94-137, the County Manager, County Attorney and the Clerk of the Board of County Commissioners shall provide appropriate support for the Black Affairs Advisory Board. Pursuant thereto, the Black Affairs Advisory Board shall utilize the services of the Office of Black Affairs of the Miami-Dade County Department of Community Relations as its secretariat and for its administrative and technical assistance.

Section 4. Limitation of Powers

Powers and jurisdiction of the Black Affairs Advisory Board shall be purely advisory, voluntary, and persuasive. The Black Affairs Advisory Board shall have no power or authority to subpoena witnesses or to compel cooperation, assistance or action other than by advisory, voluntary and persuasive means.

Section 5. Position Statements and Opinions

Position statements and opinions to be expressed in the name of the Black Affairs Advisory Board must be based upon reported studies with findings and recommendations that have received prior approval by the Black Affairs Advisory Board.

**ARTICLE III
MEMBERSHIP**

Section 1. Qualifications

Under Section 2-11.38 of the County Code, unless the Board of County Commissioners, by a two-thirds vote of its membership waives this requirement, all applicants and potential appointees to the Black Affairs Advisory Board should have a reputation for integrity and community service. In addition, all Board members should have demonstrated an interest in the field, activity or sphere covered by the Board. The primary consideration in appointing board members shall be to provide the board with needed technical, professional, financial, business or administrative expertise. The membership of each board should be representative of the community at-large and should reflect the ethnic and cultural make-up of the community.

Section 2. Process of appointment Under Sec. 2-11.38.1 of the County Code

- (a) Vacancies occurring on any board shall be advertised in publications of general circulation. Twice a year, advertisements shall appear setting forth a list of all County boards; any special qualifications necessary for membership on the board; and the County telephone number to call for additional information. Pursuant thereto, the telephone number to call is (305) 375-4606.
- (b) Prior to its making appointments to the County board, the Board of County Commissioners shall be furnished a list setting forth the qualification and demographic background of all new candidates for membership, along with a list of qualifications and demographic background of the present members of the board to which an appointment is made.

Section 3. Terms of Office under Section 2-11.38.2 of the County Code as amended

- (a) The terms of office of the members of each board shall be staggered.
- (b) No board member shall serve more than eight (8) consecutive years on any board. Nothing set forth in this subsection above shall prohibit any individual from being reappointed to a County board after a hiatus of two (2) years.

Section 4. Selection of the Black Affairs Advisory Board

Under Section 2, County Ordinance, 94-137, The Miami-Dade County Black Affairs Advisory Board shall be composed of thirteen (13) members who shall be permanent residents and electors of the County and who shall have knowledge of and interest in the County's Black community. Each County Commissioner shall appoint one member. Appointments after the initial term shall be for a term of three years.

Section 5. Attendance Requirements

Under Sec. 2-11.39 of Ordinance No. 94-129 amending Section 2-11.39 of the County Code, any board member shall be automatically removed if, in a given fiscal year: (i) he or she is absent from two (2) consecutive meetings without an acceptable excuse; or, (ii) if he or she is absent from three (3) of the board's meetings without an acceptable excuse. A member of the board shall be deemed absent from a meeting when he or she is not present at the meeting at least seventy-five percent of the time. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason which the board, by a two-thirds vote of the membership, deems appropriate, subject to waiver of this section of the ordinance by a two-thirds vote of the members of the full Board of County Commissioners. When a board member becomes automatically removed for unexcused absences as set forth under this section, the chairperson shall certify the same to the Board of County Commissioners and the appointing Commissioner after the Program Officer for the Office of Black Affairs has notified the same member in writing.

Section 6. Other attendance requirements

Each member shall serve on at least one committee of the Board.

Section 7. Political Prohibition

Under Sec. 2-11.38 of the County Code, no member of any County board shall become a candidate for political office during his or her term. Should any member of a County board qualify as a candidate for elective political office, such qualification shall be deemed a tender of resignation from such board.

Section 8. Resignation

Any member deciding to resign from the Black Affairs Advisory Board shall submit his or her resignation in writing to the appointing commissioner, the Mayor or Chairman of the Board of County Commissioners, and the Program Officer of the Office of Black Affairs.

Section 9. Compensation

Under Section 3, County Ordinance 94-137, members of the Black Affairs Advisory Board shall serve without compensation.

**ARTICLE IV
OFFICERS**

Section 1. Officers

Under section 3 of County Ordinance 94-137, the members of the Black Affairs Advisory Board, shall elect a Chairperson and a Vice-Chairperson, who shall serve at the will of the Black Affairs Advisory Board. The officers of the Black Affairs Advisory Board, in addition to the Chairperson and the Vice-Chairperson, shall include a secretary and a Treasurer. Also, the Immediate Past Chair shall serve automatically as an officer of the Board for one year. In addition, a Board Member-at Large shall be a member of the Board. All officers shall be members of the Board in good standing, nominated and elected by the Black Affairs Advisory Board at its Annual Meeting. These officers shall constitute an Executive Committee as described herein these by-laws.

Section 2. Election

For the election of officers, the Executive Committee shall select a moderator, who is not a candidate for office, for the election of officers to take place at the annual meeting. During the order of business for the election, the moderator shall take the chair in order to preside over the election, and shall open the floor for nominations, starting with the office of Chairperson, Officers shall be elected by a voice vote if there is only one nomination and if more than one nominee by a simultaneous written ballot, signed by the member casting the ballot, to be made a part of the public record.

Section 3. Term of Office

Officers shall serve for one year or until their successors are elected and their term of office shall begin at the close of the meeting at which they are elected. Except for the Chair and Vice-Chair who serves at the will of the board as provided under section 3 of Ordinance 94-137, the other officers may not be removed except for cause. No vote by proxy shall be permitted. The election shall be by a majority of the votes of members present and voting. No member shall be eligible to serve more than two consecutive terms in the same office.

Section 4. Vacancies

A vacancy in the office of the Chairperson shall be filled by the Vice-Chairperson. A vacancy in the Office of Vice Chairperson shall be filled by nomination and election at the Board meeting immediately following the declaration of the vacancy. If the Member-at-Large is unable to serve, an election shall be held at the first meeting of the Board following the vacancy.

**ARTICLE V
DUTIES OF THE OFFICERS**

Section 1. Chairperson

- (a) The Chairperson shall be the chief executive officer of The Board and the Executive Committee; shall preside at all meetings of the Board and the Executive Committee, and shall serve as the official representative and spokesperson for the Black Affairs Advisory Board, unless presentation of an official statement or a specific representation is otherwise delegated and authorized by a vote of the Board.
- (b) The Chairperson shall have a general knowledge of the operation of The Black Affairs Advisory Board and is charged with primary responsibility for determining that the Miami-Dade County Commission and the Board's policies, rules and regulations are properly executed.
- (c) The Chairperson shall assign members to each committee with due consideration for the desire of the member and the need of the committee. The Chairperson shall see to it that all members of the Board, including all officers and committee chairpersons, perform their duties properly.
- (d) The Chairperson shall present all reports to the County Commission. The Chairperson, on behalf of the Black Affairs Advisory Board, shall submit an Annual Report approved by the Board, setting forth its findings and recommendations, as required under section 4 (d), Ordinance 94-137.

Section 2. Vice-Chairperson

The Vice-Chairperson shall have duties as prescribed by the Executive Committee; shall be of active assistance to the Chairperson, and shall perform the duties of the Chairperson in his or her absence or inability to serve.

Section 3. Secretary

The Secretary shall certify all notices of all meetings of the Board where notices of such meetings are required by ordinance or by-laws, all reports and position statements, and all minutes of the Board before their distribution. The Secretary shall also perform all duties incidental to the office of secretary and other such duties as may from time to time be assigned to such office by the Chairperson.

Section 4. Treasurer

The Treasurer shall be the chairperson of a Budget and Finance Committee and as the chief finance officer, shall represent the Black Affairs Advisory Board with the Chairman in securing the appropriate support for the Black Affairs Advisory Board, with the assistance of the Program Officer of the Office of Black Affairs and the Director of the Department of Community Relations, to be provided pursuant to Section 5, Ordinance 94-137, by the County Manager, the County Attorney, and the Clerk of the Board, and shall perform such other duties incidental to the Office of Treasurer and such other duties as may from time to time be assigned to such office by the Chairperson.

ARTICLE VI MEETINGS

Section 1. Regular Meetings

The regular meetings of the Black Affairs Advisory Board shall be held on the first Wednesday of the month, unless otherwise ordered by the Board membership or by the Executive Committee. Meetings shall be at a time and place designated by the Board; and at least ten regular meetings shall be held during each calendar year.

Section 2. Annual Meetings

The regular meeting in the month of November shall be known as the Annual Meeting and shall be for the purpose of adopting the proposed Annual Report to be presented to the Board of County Commissioners, receiving reports of officers and committees, adoption of a proposed Program Budget for the new fiscal year, and the election of officers. At the regular meeting, a nominating committee comprised of persons not considered a candidate of office shall be appointed by the then current chairperson to present a slate of officers for the annual meeting and which shall be mailed to the membership by the regular meeting.

Section 3. Requirements

Seven (7) members of the Board shall constitute a quorum necessary to hold a meeting and take action. A majority vote of the quorum of the Board shall be necessary to take any action. The Chairperson or Vice-Chairperson may call meetings of the Board. Meeting may also be called by written notice signed by seven (7) members. The Board at any duly noticed meeting may fix and call a meeting on a future date. All meetings shall be public.

ARTICLE VII
EXECUTIVE COMMITTEE

Section 1. Membership

The officers of the Black Affairs Board shall constitute the Executive Committee.

Section 2. Duties and Authority

The Executive Committee shall have general supervision of the affairs of the Board between its business meetings, make recommendations to the board, and shall perform such other duties as are specified in these by-laws. The Executive Committee shall act as the Budget and Finance Committee unless otherwise constituted by the Board. The Executive Committee shall be subject to the orders of the Black Affairs Advisory Board, and none of its acts shall conflict with actions taken by the Board.

**ARTICLE VIII
COMMITTEES**

Section 1. Duties and Authority

Committees of the Board shall be constituted as Support Committees and as Program Action Committees pursuant to a Program Action Plan and Program Budget with assigned duties and activities to carry out responsibilities pursuant to the object and purpose of the Black Affairs Advisory Board under Ordinance 94-137.

Section 2. Meetings

Each committee shall meet regularly, or at the call of the Chair, and each committee meeting shall be announced and publicized.

Section 3. Reports

Status and activity reports of each committee shall be made at each regular meeting of the Board in writing and mailed with the notice of each regular meeting of the Board at least five (5) days prior to the meeting. Annual Reports of each committee and its activities shall be provided in writing and put into such form as required by the Chairperson of the Board for the Comprehensive Annual Report by the Board to the County Commissioners.

Section 4. Associate Members

In addition to Board Members being assigned to each committee, non-board members may be appointed by the Board or by the Chair to serve as associate members of a committee with all duties and rights of membership except the right to vote or the right to be elected as an officer or be appointed as a chair of the committee. Associate members shall serve at the will of the Board or by the Chair of the Board.

**ARTICLE IX
BUDGET AND FINANCE**

Section 1. Duties

A Budget and Finance Committee shall be created by the Black Affairs Advisory Board to maintain responsibility for developing a Program Budget for the Board and to take care that the Black Affairs Advisory Board has adequate resources to support its activities.

The Budget and Finance Committee will meet with the Program Officer of the Office of Black Affairs and the Director of the Office of Community Relations on a quarterly basis to review the Program budget for the Black Affairs Advisory Board, pattern expenses and any special funding needs that may be identified, and to develop the reports to be presented to the County Manager, County Attorney, and the Clerk for the Appropriate support for the Black Affairs Advisory Board.

Section 2. Membership

The Budget and Finance Committee shall be comprised of the Treasurer and such other persons recommended by the Treasurer, including Board Members, or non-Board Members serving as Associate Members, who have the appropriate qualifications to help the Budget and Finance Committee to carry out its duties.

Section 3. Trust Fund

If there is established by the County Commission, a Trust Fund that may be used to support fundraising activities on behalf of the Black Affairs Advisory Board and its programs as may be required, the Budget and Finance Committee shall develop and implement such a fund raising campaign; maintain records of solicitations made and the resulting income, and comply with financial reporting and fiscal accounting requirements required by the Miami-Dade County Offices of Budget and Finance. The Fiscal Year for such a Trust Fund shall be from (month/year) to (month/year).

ARTICLE X
PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Mason's Manual of Legislative Procedure shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the Ordinance of Miami-Dade County in which they are not inconsistent with these by-laws and special rules of order the Board may legally adopt.

ARTICLE XI
AMENDMENT OF BY-LAWS

These by-laws may be amended at any regular meeting by a two-thirds vote of members present and voting, provided that the amendment has

been submitted in writing at the previous meeting or has been mailed to the membership at least fifteen days prior to the meeting at which it will be considered.

Agenda
November 4, 2009
10:00 a.m.

Call to Order:

Meditation

Approval of the Meeting Agenda

Program Director's Report:

Budget & BCC Meetings Update

Board Appointments & Updates

Emma Sumpter

Bernard Lee

Resignations/Appointment recommendation

Health Fairs/Village Dialogues

Sunset Review 2010

Pillars Awards Reception

Community Issues:

Dr. Larry D. Capp, Exec. Director

Committee Updates

Black Heritage Planning
Education

Health Care
Housing
Crisis Intervention/Respect Life
Economic Development
Budget & Finance

Mr. Edgar Wright
Ms. D. McMillon
Attendance Boundary Committees
Student Voter Registration
Ms. Marie Jose Ledan/Ketlyn Alexis
Mr. Ronald Mumford
Ms. Priscilla Dames
Rev. Gregory Gay
Ms. Gerri Lazarre
(501c3)

New Business:

Old Business

Announcements/Discussion/Adjournment

BLACK AFFAIRS ADVISORY BOARD MINUTES

November 4, 2009 Meeting

10:00 a.m.

6th Floor Conference Room

Board Members Present: D. J. Fabien, Priscilla Dames-Blake, Marie-Jose Ledan; Dannie McMillon, Ronald Mumford; Rev. Gregory Gay; Tracey Bowen, Edgar Wright;

Absence(s): (E) Gerri Lazarre (via telephone)

Staff: Retha Boone-Fye

Meeting Summary

- I. Meeting opened at 10:15 a.m. with D. J. Fabien officiating. Prayer was offered by Rev. Gay. The meeting proceeded and the meeting agenda was approved with no changes.

II.

Program Officer's Report

Ms. Boone-Fye requested that any changes/additions/deletions on the agenda be made at this point. She also asked that members review the minutes for the September meeting and send any changes to her attention. Dr. Capp was then introduced and he gave an update on the status of the Office of Community Advocacy and the current budget crisis. He wanted to personally give an update on the issue and thanked the Board for their support. Chairman Moss has allocated funds to hold the layoffs of the four Program Officers through December. There is a proposed resolution from Commissioner Diaz which in essence creates the Office of Community Affairs and puts the office under the Chair. There is some confusion on how the department would be staffed. There was a Sunshine meeting between Commissioners Moss and Diaz on the ordinance and the item will go before the Housing Committee which is chaired by Commissioner Edmonson at its next meeting. Dr. Capp is still pushing for proper support of the entire office. He passed out talking points so that members can be up-to-date on the issue; shared letters from police chiefs supporting the CRB and suggested that the funds come from the Police department's budget. There is a strong indication that finding the funds is the main issue. Mrs. Dames-Blake will attend the meeting in Mr. Fabien's absence since he will be travelling to Haiti. Ms. Dames-Blake reminded members that each board had agreed to attend the BCC meeting with tee shirts or other identifying clothing as part of the Office of Community Advocacy en masse, but nothing came of the idea. Mrs. Dames Blake requested that we add "Strategic Proactivity" to the Board agenda, which was done. Ms. Boone-Fye also presented the Sunset Review Questionnaire for Board approval and requested a vote. Rev. Gay moved that the report be approved; it was seconded by Ms. Tracey Bowen. The vote was unanimous.

BAAB By-Laws/Membership/Absences/ Vacancies.

Ms. Boone-Fye informed members that Ms. Ketlyne Alexis submitted her resignation for personal reasons. Also, two other individuals have expressed an interest in joining the Board: Mr. Bernard Lee, a Financial Planner, Ms. Kelly Sanders and Mrs. Emma Sumpter. Mrs. Emma Sumpter's resume was vetted by the Board and her name will be forwarded to Commissioner Moss' aide for possible appointment. Members were also requested to submit names for consideration. By virtue of a BCC resolution, Mr. Fabien was reappointed.

(more)

Committee Reports:

Black Heritage Planning Committee:

A report was given on the 2009 Pillars Brunch. Six (6) students were given awards. Mr. Wright thanked the board for helping out at the Pillars Awards since he was unable to attend due to a conflict with his son. Plans are currently underway for the 2010 Dr. MLK celebration and Black History Month. The current economic landscape dictates that next year's events will be modified to fit the budget. A resolution is necessary to hold events and Ms. Boone-Fye is working with Commissioner Jordan's office to get that done.

Education:

Ms. McMillon gave an update on the Attendance Boundary Committee for Dade County Public Schools. There is some concern with the Miami Northwestern Senior High feeder pattern schools, which has been possibly targeted for closure. The feeder patterns may change and affected schools include Liberty City, Dr. Martin Luther King and Holmes Elementary Schools, which feed into Miami Northwestern. They are also looking at bringing more "academies" to the schools as opposed to closing them. Ms. McMillon will keep on top of the situation and let us know the status as the process goes on. She is also following the issue of Voter Registration in the schools along with the NAACP so that we can make sure all eligible students are encouraged to register. There are many volunteers who would like to work with students to assist in registering students. Rev. Gay volunteered Kay Johnson from the Elections Department as a possible resource.

Health:

Ms. Ledan volunteered for a Health Fair at the University of Miami, where she represented the BAAB.

Crisis Intervention/Respect Life!

Ms. Dames-Blake reported that Nov. 16-22nd is "Global Entrepreneur Week" and she will be involved by assigning several young men to "shadow" members of the BAAB. In particular she is involving young men from Dade Public Schools' Young Men's Preparatory Academy.

The students who are shadowing Mr. Fabien will meet at the SPCC on November 17th. She also attended a youth rally on violence and represented the BAAB.

As for the "Respect Life! Initiative, it should be added to the Sunset Review so that the general public knows how the BAAB is involved.

Housing

Mr. Mumford reported that he will be attending a housing conference focusing on foreclosures sponsored by the Attorney General in Broward this coming weekend as part of his newly appointed position as chair of the Housing Committee. He will give a report at the next meeting. There is still an issue with a constituent (Ms. Carolyn Morrison) who has a problem with the house she purchased through the Infill Housing program. Ms. Boone-Fye reported that she is still in contact with Ms. Morrison and will continue to give updates and include Mr. Mumford in all future correspondence.

(more)

Economic Development

Rev. Gay announced that the State Attorney's Office would be holding a "Second Chance-Seal & Expungement Workshop" on Nov. 17th at Sweet Home Missionary Baptist Church. The SAO has held several workshops over the past year in which a number of persons have been helped to either seal or expunge their criminal records and there is a demand for these workshops. They have also received calls from Broward to do the same thing.

A second issue is the construction of the Marlins Stadium and the involvement of minorities in the process. There's a lot of work being done on the stadium, but as far as accountability, it's not clear if minorities and in particular Blacks are being given the opportunity to work. He also talked about the high number of jobs being generated through the Stimulus Package and the Super Bowl for which a number of residents cannot qualify based on criminal records.

Budget and Finance:

Ms. Lazarre gave her report by telephone since she was in her Atlanta office. Briefly, Ms. Bowen and Ms. Lazarre are working on the establishment of the 501c3. The only thing pending is the narrative and once that's done we should incorporate the budget and hopefully get the entity established by January 2010. She is requesting also that we write to each Commissioner and request discretionary funds even in the current economic atmosphere.

New Business

Ms. Dames-Blake brought up the issue of how Dr. Capp was treated during the BCC meeting in which he was personally attacked. She feels that this Board is too passive and that we should be more proactive, hence her recommendation that we adopt a "Strategic Proactive" stance as opposed to being reactive to issues. She feels that we should be a lot more aggressive. Our purpose is to advise the Commissioners on issues affecting the Black community and we should be more active and outspoken. We need to pick our issues carefully and stick by them, notify our Commissioners and Mayor in writing—otherwise why are we here?

Action Items:

Rev. Gay made a recommendation that the BAAB become involved in the issue of "jobs creation" and who's actually working on the Marlins Stadium and if they are hiring anyone from the community—even if they're just labor jobs. Ms. Dames-Blake recommended that the Board become more involved and meet with whomever we need to in order to determine the extent to which the Black community is being included in the process. It was moved by Rev. Gay and seconded by Ms. Dames-Blake. Members voted in favor of the issue.

Announcements:

Ms. Boone-Fye informed Board members' shirts are \$20.00 per person and that checks will be accepted.

Following announcements the meeting adjourned at 12: 10 p.m.

BAAB COMMUNITY TASK FORCE MATRIX

#	COMMITTEE/ISSUE/CONCERN	AGENCY(IES) INVOLVED	Commissioner District Municipality	POC & INFO	RESOLUTION/TIMELINE
1	School Truancy Hotline <i>Crisis Intervention</i> <i>P. Dames</i>	Miami-Dade County BAAB, Miami Dade Public Schools Police & MDPD	All	BAAB\Retha Boone (305) 375-1902 rboone@miamidade.gov	Asst. Chief Martin to present plan to Police Chiefs @ July mtg. 8/05-Police Chiefs to add suggestions & approve 8/05 Approved by School Board 03/09 report on number of juveniles served CPP to board
2	Equitable allocation/distribution of General Obligation Bond Funds (update) <i>Economic Development</i>	County Manager's Office, BCC, Public Works	All	Rev. Gregory Gay	
3	Restoration of Felon's Rights	State of Florida BCC, BAAB, ACLU, NAACP	All	Rev. Gay	Workshop to be planned on ramifications of Guilty Plea for minor offenses resulting in Guilty Plea to avoid jail time.
4	City of Miami Black Pioneers Plaque	City of Miami/BAAB/Enid Pinkney/Comm. Spence-Jones		D. J. Fabien	
5.	Creation of 501c3			Ms. Gerri Lazarre	12/09 501c3 application completed

6	Educational Forums Public Schools	BAAB & Miami- Dade Public Schools; Dade Police; State Attorney's Office	All Districts	Ms. Dannie McMillon	
7	Health Issues <i>Health Care</i> <i>M. Ledan</i>	BAAB	All Districts	Ms. Marie-Jose Ledan Ms. Ketyne Alexis	Village Dialogues
8	Community Concerns	All BAAB Members	All Districts	BAAB	Infill Housing/sound construction HUD Report

Updated 09/09