

Memorandum



Date: April 6, 2010

Agenda Item No. 1(F)6

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

From: George M. Burgess
County Manager

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

Subject: Sunset Review of County Boards for 2010 – Community-Based Organization 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 Community-Based Organization Advisory Board. The Advisory Board approved the attached report at its meeting on December 9, 2009 and has recommended the continuation of its board.

A handwritten signature in black ink, appearing to read "Jennifer Glazer-Moon", written over a horizontal line.

Jennifer Glazer-Moon
Special Assistant/Director, Office of Strategic Business Management

cno18110

Memorandum

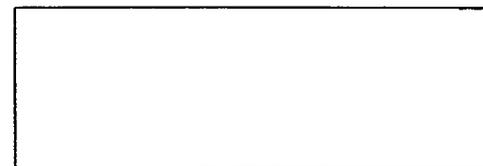


Date:

To: George M. Burgess, County Manager

From: Mr. Nelson Hincapie, Chairperson
Community-Based Organization Advisory Board

Subject: Sunset Review of County Boards for 2010 – Community-Based Organization 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 Community-Based Organization Advisory Board (CBOAB) for transmittal to the Board of County Commissioners (BCC). The Advisory Board approved the attached report at its meeting of December 9, 2009.

It is recommended that the BCC approve the continuation. The Community-Based Organization Advisory Board was established on April 8, 2008 as an official board of the Miami Dade County Commission pursuant to Resolution R-420-08.

2. Purpose

The CBOAB was charged with setting and advancing policies, goals, and objectives related to a social services comprehensive business/master plan and to recommend to the BCC strategies for investing and leveraging County resources to accomplish the Master Plan goals. The CBOAB was also responsible for presenting a strategic 'portfolio' of investments (grants recommendations) to the Board of County Commissioners

3. Recommendation

The CBOAB should continue to function as an advisory board to the Board of County Commissioners, the County Manager and the community concerning the CBO funding process and the implementation of the FY 10-11 RFP for Human and Social Services.

A handwritten signature in black ink, appearing to read "Nelson Hincapie".

Mr. Nelson Hincapie, Chairperson

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

I. GENERAL INFORMATION

1. Name of Board reporting:
Community-Based Organization Advisory Board
2. Indicate number of board members, terms of office, and number of vacancies:
Number of Board Members: **(no more than) 21 members**
Terms of Office: **1 year**
Number of Vacancies: **3 (County Commissioners' appointments)**
3. Identify number of meetings and members' attendance (Attach records reflecting activity from **July 2008 through Dec 2009**):
Number of Meetings: **19**
Number of Meetings with a Quorum: **14**
Attendance Records: **See Attachment**
4. What is the source of your funding? **County General Funds**
5. Date of Board Creation: **By Resolution: 2008 (R-420-08)**
6. Attach a copy of the ordinance creating the Board (Please include all subsequent amendments).
See Attached Resolution
7. Include the Board's Mission Statement or state its purpose:
The Community-Based Organization Advisory Board is charged with setting and advancing policies, goals, and objectives related to a social services comprehensive business/master plan and to recommend to the BCC strategies for investing and leveraging County resources to accomplish the Social Services Master Plan goals. The Advisory Board is also responsible for presenting a strategic "portfolio" of investments (grants recommendations) to the Board of County Commissioners.
8. Attach the Board's standard operating procedures, if any.
N/A
9. Attach a copy of the Board's By-Laws, if any.
N/A
10. Attach a copy of the Board minutes approving the Sunset Review Questionnaire, including a vote of the membership.
See Attachment

II. EVALUATION CRITERIA

1. Is the Board serving the purpose for which it was created? (Please provide detailed information)
Yes. The Community-Based Organization Advisory Board (CBOAB) has met regularly and developed/presented to the Board of County Commissioners through Resolution R-541-09 "FY 2009-10 Human and Social Services CBO Funding Process, Service Priority Areas, and Percentage Allocations". This resolution was adopted by the BCC and contains the social service resource allocation recommendations requested by the BCC. The CBOAB was also involved in rating and evaluating the performance of Community-Based

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

Organizations based on pre-established scoring criteria. Community-based organizations that were not performing at acceptable levels were given the opportunity to submit corrective action plans which included specific corrective action steps to be accomplished within specified timeframes.

2. Is the Board serving current community needs? (Please provide detailed information)
Yes. The Community-Based Organization Advisory Board was involved in community public hearings and forums where social service needs were identified by both the citizens of Miami-Dade County and experts representing the whole spectrum of human and social services such as homelessness, employment, people with disabilities, elderly issues, juvenile justice, re-entry for ex-offenders, etc.

3. What are the Board's major accomplishments?
 - a. Last 24 months
 - **The CBOAB established a Vision Statement to guide its work: 'A prosperous and dynamic Miami-Dade County where residents are able to live, work and be safe in their communities; where basic needs are met and residents are working towards self-sufficiency; where residents are healthy; where there is appreciation, appropriateness and sensitivity towards the diversity of our community; where individuals can fulfill their potential to become productive citizens and where those least able to look after themselves are cared for'. The Advisory Board also established 13 guiding principles that were also approved by the Board of County Commissioners in Resolution R-541-09. The CBOAB also discussed and developed the overall process for solicitation of proposals and established the funding categories and priorities for County-sponsored human and social services Request for Proposals. Lastly, the CBOAB delineated and defined the next steps for strategic planning and evaluation of human and social services in Miami-Dade County.**

 - b. Since established

4. Is there any other board, either public or private, which would better serve the function of this board?
NO

5. Should the ordinance creating the Board be amended to better enable the Board to serve the purpose for which it was created? (If "Yes", attach proposed changes)
N/A Staff is in process of drafting an ordinance to formally establish the Board.

6. Should the Board's membership requirements be modified?
N/A

7. What is the operating cost of the Board, both direct and indirect? (Report on FY 2008 and FY 2009)
\$81, 171

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

8. Describe the Board's performance measures developed to determine its own effectiveness in achieving its stated goals.
WORK IN PROGRESS

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.

**COMMUNITY-BASED ORGANIZATIONS ADVISORY BOARD (CBOAB)
2008 – 2009 MEETING ATTENDANCE RECORDS**

CBOAB MEMBERS	12/19/08	12/3/08	11/21/08	11/5/08	11/4/08 (Eval & Monit Comm)	10/29/08 (Fund. Comm)	10/28/08 (Joint Process & RFP Comm.)	9/10/08	8/22/08	7/29/08
Nelson Hincapie	YES	YES	YES	YES	YES			YES	YES	YES
Patricia Robbins	YES	YES	YES	YES			YES	YES	YES	YES
Isabel Afanador	YES	YES	YES	NO				YES	NO	YES
Jannie Russell	YES	YES	NO	YES		YES		YES	YES	YES
Nathaniel Wilcox	YES	NO	YES	YES				YES	YES	YES
Daniel Brady	YES	YES	YES	YES				YES	YES	YES
Raymond Adrian	YES	NO	NO	YES				YES	NO	YES
Patrick G. Morris	NO	NO	NO	NO				NO	NO	YES
Jorge Villalba	NO	NO	NO	YES				YES	YES	YES
Mario Jardon	YES	YES	YES	NO			YES	YES	YES	YES
Modesto Abety	YES	YES	YES	YES				YES	NO	YES
Betty Alonso	YES	YES	YES	YES		YES		YES	YES	YES
Gloria Romero -Roses	YES	YES	YES	YES	YES			YES	YES	YES
Rev. Freeman T. Wyche	NO	YES	YES	YES				NO	NO	YES
Carolyn Boyce/ Bill Perry NAACP)	NO	YES	NO	YES				NO	NO	YES
Mary Donworth	YES	YES	YES	YES			YES	YES	YES	YES
Max Rothman	YES	YES	NO	YES				YES	YES	YES
Kay Sullivan	NO	YES	YES	NO		YES		YES	YES	YES
Gamael Nassar	NO	NO	NO	NO	YES			YES	YES	YES
QUORUM?	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

**COMMUNITY-BASED ORGANIZATIONS ADVISORY BOARD (CBOAB)
2008 - 2009 MEETING ATTENDANCE RECORDS**

CBOAB MEMBERS	12/9/09	11/4/09	8/5/09	6/3/09	5/6/09	3/24/09	2/4/09	1/7/09
Nelson Hincapie	YES	YES	YES	NO	YES	YES	YES	YES
Patricia Robbins	YES	NO	NO	NO	YES	NO	NO	YES
Isabel Afanador	NO	YES	NO	NO	NO	NO	NO	NO
Jannie Russell	YES	YES	YES	YES	YES	YES	YES	YES
Nathaniel Wilcox	NO	YES	NO	NO	NO	YES	NO	NO
Daniel Brady	YES	YES	NO	YES	YES	YES	YES	YES
Raymond Adrian	YES	YES	NO	NO	NO	YES	NO	YES
Patrick G. Morris	YES	YES	NO	YES	NO	YES	NO	NO
Jorge Villalba	NO	NO	NO	NO	NO	YES	NO	NO
Mario Jardon	YES	NO	NO	YES	YES	NO	NO	NO
Modesto Abety	NO	NO	NO	NO	NO	NO	NO	NO
Betty Alonso	YES	YES	NO	YES	NO	YES	YES	YES
Gloria Romero-Roses	YES	YES	NO	NO	NO	YES	NO	YES
Rev. Freeman T. Wyche	NO	NO	NO	NO	NO	YES	NO	NO
Carolyn Boyce/Bill Perry (NAACP)	NO	NO	NO	NO	NO	NO	NO	NO
Mary Donworth	NO	YES	NO	NO	YES	YES	YES	YES
Max Rothman	YES	NO	NO	NO	YES	NO	YES	YES
Kay Sullivan	vacant	vacant	vacant	vacant	NO	YES	NO	NO
QUORUM?	YES	YES	NO	NO	NO	YES	NO	NO



Miami-Dade Legislative Item

File Number: 081238

Printable PDF Format Clerk's Official Copy

File Number: 081238	File Type: Resolution	Status: Adopted
Version: 0	Reference: R-420-08	Control:
File Name: FUNDING FOR COMMUNITY-BASED ORGANIZATIONS		Introduced: 4/22/2008
Requester: County Manager	Cost:	Final Action: 4/8/2008
Agenda Date: 4/8/2008 Agenda Item Number: 12A3		
Notes: THIS IS FINAL VERSION AS ADOPTED. (also see 080886)	Title: RESOLUTION APPROVING THE MODEL PROCESS FOR THE SOLICITATION AND ALLOCATION OF FUNDING FOR COMMUNITY-BASED HUMAN SERVICES ORGANIZATIONS COMMENCING IN FY 2008-09 [SEE ORIGINAL ITEM UNDER FILE NOS. 080670 AND 080886]	
Indexes: CBO FUNDING ALLOCATIONS	Sponsors: NONE	
Sunset Provision: No	Effective Date:	Expiration Date:
Registered Lobbyist: None Listed		

Legislative History

Acting Body	Date	Agenda Item	Action	Sent To	Due Date	Returned	Pass/Fail
County Attorney	4/22/2008		Assigned	Mandana Dashtaki			
Board of County Commissioners	4/8/2008	12A3 AMENDED	Adopted as amended				P

REPORT: Commissioner Gimenez expressed his desire to turnover the County's Community-Based Human Services Organization Funding process to the United Way of Miami-Dade County ("United Way"). Chairman Barreiro stated United Way did not have to adhere to Florida State Sunshine Laws. Commissioner Seijas noted she and Commissioner Jordan had met with United Way President and Chief Executive Officer Harve Mogul, and he expressed no desire to facilitate the County's Community-Based Human Services Organization Funding process. Commissioner Jordan confirmed Commissioner Seijas' comments that United Way expressed no desire to facilitate the County's Community-Based Human Services Organization Funding

process. Chairman Barreiro suggested that each of the agencies listed to serve on an Advisory Board for the County's Community-Based Human Services Organization should submit three names to the Board for nomination. Subsequently, the Board would appoint the Advisory Board members similar to how the State of Florida Governor made appointments from the nominations. Commissioner Seijas suggested this proposed resolution be bifurcated and bring back the portion regarding the process for the creation of an Advisory Board for the County's Community-Based Human Services Organization. Therefore, more details could be provided for the creation of an Advisory Board. Commissioner Sorenson offered an amendment to the foregoing proposed resolution to add language to provide that if any agency became defunded for any reason the funding for that agency would subsequently be rolled over to the next fiscal year's Community-Based Organizations Competitive Process. Hearing no objection, the Board adopted this proposed resolution as amended by Commissioner Sorenson. Commissioner Jordan stated that some agencies may face unintended consequences which may require them to provide additional resources. Commissioner Seijas suggested the Commission consider setting aside some allocation of funding for the Community-Based Human Services Organization that would be for specific emergency uses. Mr. David Raymond, Executive Director, Office of the Homeless Trust, provided information to the Board regarding the creation of a second tier or a separate cycle of the Model Process for the Solicitation Allocation of funding process to fund those agencies in an emergency situation.

Legislative Text

TITLE

RESOLUTION APPROVING THE MODEL PROCESS FOR THE SOLICITATION AND ALLOCATION OF FUNDING FOR COMMUNITY-BASED HUMAN SERVICES ORGANIZATIONS COMMENCING IN FY 2008-09

BODY

WHEREAS, this Board desires to accomplish the purposes outlined in the accompanying process plan, a copy of which is incorporated herein by reference.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that this Board hereby approves in substantially the same form as attached, the Model Process for the Solicitation, Allocation of funding, and Evaluation and Monitoring for Community-based Organizations commencing in FY 2008-09, and authorizes the County Mayor or his designee to exercise any amendment or modification of the process on behalf of Miami-Dade County, Florida.

HEADER

Date:

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

From: George M. Burgess
County Manager

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

This item was amended at the March 12, 2008 Economic Development and Human Services Committee based upon the discussion by Committee Members. Specifically, Attachment 1 was amended to incorporate the following: an additional component related to the contracting process; the

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expansion of the Advisory Board with the addition of a Mayoral appointment; the replacement of Hands On Miami as a member of the Advisory Board with the National Association for the Advancement of Colored People (NAACP); language relating to the composition of the Process Planning Team (PPT); and an explanation of the funding for the full-time permanent staffing component.

STAFF RECOMMENDATION

It is recommended that the Board of County Commissioners (BCC) approve the Model Process for the solicitation and allocation of funding for Community-Based Human Services Organizations commencing in FY 2008-09.

Scope

The Model Process details the components that will be implemented in the development and implementation of a process for the competitive solicitation of proposals and allocation of funding for Community-Based Organizations (CBOs) providing human services, beginning in FY 2008-09.

Fiscal Impact/Funding Source

Funding for CBOs will be contingent upon the overall funds available for FY 2008-09.

The proposed process includes a recommendation on the development of a staffing component that will oversee the process which may potentially have a fiscal impact. It is anticipated that if additional funding is required to support staff, funds will be allocated from the total allocation for the CBOs. Funding was previously provided to the Alliance for Human Services for the solicitation process. However, this funding was eliminated as part of the FY 2007-08 Approved Budget.

Track Record/Monitor

The development of the process will be overseen by staff from the County's Executive Office (CEO).

MANAGER'S BACKGROUND

As part of the FY 2007-08 Resource Allocation Plan the Alliance for Human Services was removed from the solicitation and allocation process for the funding of human service community-based organizations.

During the budget process discussions were held with staff, the United Way, and various members of the Board on the development of a process that would be inclusive and sensitive to the diverse needs of the Miami-Dade County community. It was agreed that staff would work closely with the United Way and others on the development of a new competitive solicitation and allocation process for Board consideration that would commence with funding for FY 2008-09.

To this end, two meetings were convened. The first was with a large a contingency of County staff and representatives from various organizations in order to formulate ideas on how to improve the overall process. The second meeting was composed of a smaller working group charged with developing the framework for the process and making recommendations on staff to be involved in the process.

Additionally, while the Alliance would no longer be involved in the allocation of CBO funding, Alliance board members also expressed their interest in assisting the County with the development of a new, more inclusive solicitation process and a more results oriented comprehensive evaluation method.

On January 22, 2008 the Board was advised via memorandum of the components of the process and the team leaders selected to steer the project to completion. A copy of this memorandum is incorporated as Attachment 2. The attached plan is the result of the team's efforts and is presented for consideration of the BCC.

Attachments

Special Assistant for Social Services

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Miami Dade County
Community-Based Organizations Advisory Board Meeting
Wednesday, December 9, 2009
Stephen P. Clark Center
111 NW 1 Street, 19th floor Conference Room

MINUTES

ATTENDANCE

CBO Advisory Board Members:

- Nelson Hincapie (Children's Home Society)
- Patricia Robbins (Farm Share)
- Jannie Russell (Teen Up-Ward Bound)
- Daniel Brady (Douglas Gardens Community Mental Health Center)
- Raymond Adrian (Unidad of Miami Beach)
- Betty Alonso (Dade Community Foundation)
- Mario Jardon (Citrus Health, Inc.)
- Gloria Romero Roses (Greater Miami Chamber of Commerce)
- Max Rothman (Alliance for Aging)
- Patrick Morris (YMCA)

Guests:

- Dr. Maxine Thurston-Fischer
- Amy Sofka

Staff:

- Daniel T. Wall (Office of Grants Coordination)
- Dr. Rafael Martinez (Office of Grants Coordination)
- Christian F. Schoepp (Office of Grants Coordination)
- Vivian Gonzalez-Cao (OSBM)

I. Welcome and Introductions

The CBO Advisory Board meeting being duly noticed was called to order at 2:15 PM by Chairperson Nelson Hincapie. Mr. Hincapie welcomed everyone to the meeting and asked for self introductions of those present.

II. Review of Meeting Minutes (November 4, 2009)

The minutes of the November 4, 2009 were reviewed and discussed. Selected spelling corrections were suggested. Mr. Mario Jardon made the motion to approve the minutes as amended. The motion was seconded and approved unanimously.

III. Review and Approval of Sunset Questionnaire

Mr. Hincapie explained the nature of the Sunset Questionnaire. Dr. Martinez explained that the attachments to the questionnaire were not

included. He also went over the questionnaire and briefly summarized each of the questions answered.

A motion was made and seconded to approve the Sunset Review and questionnaire. A discussion was held regarding the following issues in the questionnaire:

1. Include the vision and mission of the CBOAB as established by the Advisory Board;
2. Include a statement that describes the CBOAB's discussion regarding the next steps (or strategic planning) to be taken in the allocation of resources and the RFP process;
3. Clarification was provided to the CBOAB members regarding the costs of running the Advisory Board;
4. Add a mention of the "elderly/senior" services funding area identified and discussed by the CBOAB;

The motion to approve the Sunset Review Questionnaire as amended was unanimously approved.

- IV. Discussion of Proposed CBO Advisory Board Ordinance (draft)
Mr. Dan Wall provided an overview of the nature of the draft Ordinance being discussed and why it is needed as the CBOAB was created by Resolution and as such it was meant to operate for a year. In order to continue operations as an Advisory Board, it needs to be established via an Ordinance.

Several modifications, changes and additions to the draft presented were suggested by the CBOAB members. These were:

- Insert "multi-year strategic planning" (after contracting and before outcome measurement on page 1)
- Regarding the composition of the CBOAB a motion was made, seconded, discussed, and unanimously approved that states the following: ***The CBO Advisory Board shall include up to 31 members to include a representative from each of the County Commissioners and the County Mayor (14 members); the seven (7) organizations originally appointed in County Resolution R-420-08 (i.e., United Way of Miami-Dade, The 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, Inc.), three consumers (defined as recipients of services who are unaffiliated to any of the Community-Based Organizations or Agencies represented in the CBO Advisory Board); and other organizations to be included as expressed in the By-Laws to be created by the Advisory Board.***

- Modify Section 4, letter c to read: ***“To develop countywide comprehensive social and human services strategies and consider goals and objectives to carry out those strategies”.***
- Insert in Section 4, letter H: ***“H. to conduct periodic self-evaluation of outcomes to operation costs as the Advisory Board deems necessary”***

V. New Business
No new business

VI. Next Meeting-
January 6, 2010 (changed – now pending new date)

IX. Meeting Adjourned