

Memorandum



Date: March 6, 2012

Agenda Item No. 1F9

To: Honorable Joe A. Martinez, Chairman
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

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Subject: Sunset Review of County Boards for 2012 – Homeless Trust Board

In accordance with the provisions of Section 2-11.40 of the Code of Miami-Dade County, I am transmitting the 2012 Sunset Review of County Boards Report for the Homeless Trust Board. The Board approved the attached report at its meeting of November 28, 2011 and has recommended the continuation of its board.

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Deputy Mayor

mayor04512

Date: December 16, 2011
To: Carlos A. Gimenez
Mayor
From: Ronald L. Book
Chairperson, Homeless Trust
Subject: Sunset Review of County Boards for 2012 – Homeless Trust

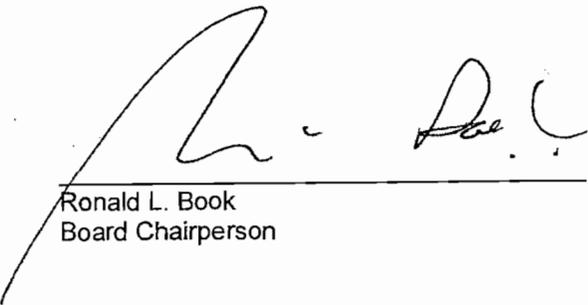
Pursuant to Section 2-11.40 of the Code of Miami-Dade County, I am submitting the 2012 Sunset Review of County Boards Report for the Homeless Trust for transmittal to the Board of County Commissioners (BCC). The Board approved the attached report at its meeting of November 28, 2011.

It is recommended that the BCC approve the continuation of the Homeless Trust.

BACKGROUND

The Homeless Trust Board was created May 3, 1994 to: administer the proceeds of the One Percent Food and Beverage Tax; to implement the Miami-Dade County Community Homeless Plan; and to serve in an advisory capacity to the Board of County Commissioners in order to eliminate homelessness in Miami-Dade County.

The Board should continue to function because it has and is serving the purpose for which it was created. By and through its policies and procedures, the Homeless Trust has overseen the administration of the 1% Food and Beverage Tax as well as other funding sources to meet the goals of the three-phased Homeless Plan. The Trust has provided valuable guidance and leadership on issues related to homelessness such as serving as the lead applicant on behalf of the County for Federal funding opportunities and developing and implementing the annual process to identify gaps and needs in the homeless continuum. The Miami-Dade County Community Homeless Plan is well into implementation as a result of the directives of the Board with policy and funding recommendations made to the Board of County Commissioners in support of the Plan.



Ronald L. Book
Board Chairperson

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2012**

I. GENERAL INFORMATION

1. NAME OF BOARD REPORTING:

The following report is submitted on behalf of the Miami-Dade County Homeless Trust.

2. INDICATE NUMBER OF BOARD MEMBERS, TERMS OF OFFICE, AND NUMBER OF VACANCIES:

Number of Board Members: Twenty-seven (27) seats

Terms of Office: Three (3) year staggered terms

Number of Vacancies: 2

The Miami-Dade County Homeless Trust is comprised of a 27-member Board. Board members serve three (3) year terms and are allowed to appoint designees to attend and vote on their behalf at meetings. There are currently (2) Board vacancies

3. IDENTIFY NUMBER OF MEETINGS AND MEMBERS' ATTENDANCE (Attach records reflecting activity from January 1, 2010 through December 31, 2011):

Number of Meetings: 18 meetings held and 22 scheduled

Number of Meetings with a Quorum: All

Attendance Records: See attachment

The full board of the Miami-Dade County Homeless Trust held a total of 16 meetings including a Retreat on February 18, 2011 through December 31, 2011 (expected to have a total of 18 by the end of the calendar year). Special meetings of the Trust can be called as needed. Additionally, Trust Committees including the Executive Committee (which typically meets monthly), as well as the Services Development Committee, and Housing Development Committee (meet quarterly except in August or more frequently as needed). In addition, the following committees meet as may be required: The City of Miami Sub-Committee, Finance and Audit Committee, Continuum of Care Sub-Committee, Judicial Committee, Long Range Planning Committee and the Homeless Prevention Sub-Committee. Because of the use of designees, a quorum is always present at the Trust Board and Executive Committee meetings, as well as most of the other Committee meetings. Only four (4) Trust meetings were unavoidably canceled during 2010 and 2011. No meetings of the full Trust have been canceled in previous years due to a lack of quorum. An attendance sheet is attached.

4. WHAT IS THE SOURCE OF YOUR FUNDING?

The Trust's administrative costs and programs are funded through revenues from the food & beverage tax. In addition to administering the proceeds of the food & beverage tax, the Board oversees the administration of funds acquired through grants (state, federal, etc.) sources.

5. DATE OF BOARD'S CREATION: May 3, 1994

6. ATTACH A COPY OF THE ORDINANCE CREATING THE BOARD (including any subsequent amendments) and its standard operating procedures, if any.

See attachment.

7. INCLUDE THE BOARD'S MISSION STATEMENT OR STATE ITS PURPOSE:

The mission of the Homeless Trust is to eliminate homelessness in Miami-Dade County.

8. ATTACH THE BOARD'S STANDARD OPERATING PROCEDURES, IF ANY:

See attachment.

9. ATTACH A COPY OF THE BOARD'S BY-LAWS(if any):

See attachment.

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 Miami-Dade County Homeless Trust (the "Trust") was created with several primary functions: to administer the proceeds of the one-percent food and beverage tax, to implement the Miami-Dade County Community Homeless Plan, and to serve in an advisory capacity to the Board of County Commissioners on issues involving homelessness. Through its policies and procedures, the Trust has overseen the utilization of the food and beverage tax proceeds, as well as other funding sources, for the implementation of the goals of the three-phased plan. The Trust has also provided guidance and leadership on issues related to homelessness, such as serving as lead applicant on behalf of the County for federal funding opportunities, and developing and implementing the annual process to identify gaps and needs in the homeless continuum. The Miami-Dade County Community Homeless plan is well into implementation as a result of the directives of the Board, with policy and funding recommendations made to the Board of County Commissioners in support of the Plan.

2. IS THE BOARD SERVING CURRENT COMMUNITY NEEDS? (Please provide detailed information)

Yes. The Trust has worked diligently to address the needs of the community, and in particular, homeless families and individuals. The Trust has established policies and procedures regarding the types of services and housing appropriate for funding while addressing the needs of homeless persons, and persons at risk of becoming homeless; at the same time, responsibly considering the concerns of the community as a whole. Successful efforts to involve the community, have been achieved through advisory functions, to address the complex issue of homelessness. Trust members representing homeless providers, formerly homeless persons, representatives from the business, faith and civic communities, as well as elected officials, provide vital insight and information regarding the necessary services to best address this population. Constant review of the changing needs of this population is also considered in making policy recommendations and funding allocations. In addition, public comment opportunities are provided in the annual process to identify the community's homeless housing and services gaps and needs. Trends are monitored to ensure that priorities mirror changing needs.

3. WHAT ARE THE BOARD'S MAJOR ACCOMPLISHMENTS?

a. Last twenty-four (24) months

The Miami-Dade County Homeless Trust and the Miami-Dade County Community Homeless Plan have been hailed as national models (and "Best Practice") for their progressive and proactive approach to addressing homelessness. A one-of-a-kind dedicated source of funding, as well as a unique public-private partnership have drawn the attention and funding of government and private sector agencies. The implementation of the local continuum of care has resulted in major accomplishments since the Trust's inception and most particularly in the past two years. Among those most notable, are the following:

- Fully engaged in implementing a Ten (10) Year Plan to end Homelessness: additional strategies that were incorporated into the Miami-Dade County Homeless Plan.
- Reduced the number of homeless people on the street from 994 in January 2009 to 789 in January 2011.
- Through the work of the Homeless Trust, worked with our Congressional delegation to change Federal policy allowing the use of permanent supportive housing on Surplus Military properties. As a result, and with the use of \$15 million in General Obligation Bonds, the Trust along with Carrfour Supportive Housing as our development partner/operator, developed and opened Verde Gardens, a one of a kind project featuring 145 units of permanent supportive housing for

- formerly homeless families, a 22 acre organic farm and a farmer's market on the grounds of the former Homestead Air Force Base.
- In April 2010, The Homeless Trust, along with the University of Miami, hosted President Bill Clinton and the Clinton Global Initiative with 600 students from 80 Countries for a day of community service at the Homestead Housing Complex project site consisting of the Chapman Partnership (formerly the Community Partnership for Homeless), Camillus St. Michaels and Mother Seton, and Verde Gardens Programs.
 - Implemented a *community wide public relations campaign* which focuses on the sponsorship and placement of homeless donation meters, painted by artist Romero Britto. The meters collect funds to be utilized 100% to purchase new shelter beds and expand the indoor meals program and offer the community an option to giving money to panhandlers, most of whom are known not to be homeless.
 - Implemented a Case Rate Program utilizing a pay for performance system of placing people into low demand/permanent housing. Participants are individuals experiencing chronic homelessness with mental illness, many of whom have co-occurring disorders and are involved with the criminal justice system. This model allows the Trust to pay for services one time, rather than on a re-occurring basis, allowing new clients to be placed through this model each and every year. The Case Rate Program also involves the Veteran's Administration Homeless Program Staff, as homeless veterans who are chronically homeless are served through this program either with County funds or VA funds, depending upon the eligibility status of the veterans.
 - Collaborating with the Veteran's Administration on the Veteran's Administration Supportive Housing program for 50 new housing vouchers for homeless veterans.
 - Collaborating with two grantees, Carrfour Supportive Housing and Veteran's Link Up to provide Homeless Management Information Services and Homeless Helpline referral services for the Social Services for Veterans Families (SSVF) programs to provide homeless prevention and rapid re housing services for veterans who are at risk of homelessness or are homeless.
 - Implemented a Homeless Prevention and Rapid Rehousing Program through the American Recovery and Reinvestment Act. This program served 3,750 persons in 1,455 households with only a 1% rate or recidivism utilizing HUD funding provided to the County and another 3,957 persons in 1,347 households with funding provided by HUD to the State of Florida and Cities of: Miami, Hialeah, North Miami and Miami Gardens. This effort brought over \$15 Million to Miami-Dade County and served a total of 7,707 people at risk of or experiencing homelessness.

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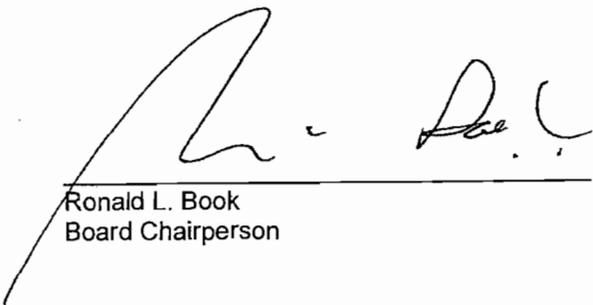
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2012**

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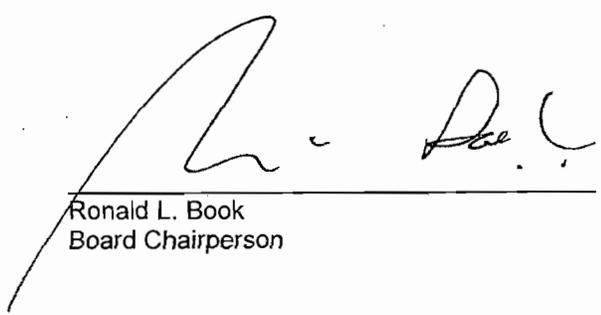
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 - Collaborating with the Veteran's Administration on the Veteran's Administration Supportive Housing program for 50 new housing vouchers for homeless veterans.
 - Collaborating with two grantees, Carrfour Supportive Housing and Veteran's Link Up to provide Homeless Management Information Services and Homeless Helpline referral services for the Social Services for Veterans Families (SSVF) programs to provide homeless prevention and rapid re housing services for veterans who are at risk of homelessness or are homeless.
 - Implemented a Homeless Prevention and Rapid Rehousing Program through the American Recovery and Reinvestment Act. This program served 3,750 persons in 1,455 households with only a 1% rate or recidivism utilizing HUD funding provided to the County and another 3,957 persons in 1,347 households with funding provided by HUD to the State of Florida and Cities of: Miami, Hialeah, North Miami and Miami Gardens. This effort brought over \$15 Million to Miami-Dade County and served a total of 7,707 people at risk of or experiencing homelessness.

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- Received National recognition from U.S. HUD officials for having no homeless families on the streets of Miami-Dade County.
- Due to the Trust's Policy of leaving no homeless family with children on our streets, increased the level of funding for Hotel Placements and Food Vouchers by \$275,000 per year.
- Placed 15,504 homeless men, women and children into emergency housing.
- Placed 2,318 homeless men, women and children into transitional housing.
- Placed 13,233 homeless men, women and children into permanent housing.
- The Miami-Dade County Homeless Trust, in conjunction with Miami-Dade County Public Schools, The Chapman Partnership and the Miami Coalition for the Homeless embarked on a campaign to educate all youth in our Public Schools about homelessness. The result of this endeavor was the production of two educational videos, with an accompanying grade specific, week long Curriculum geared toward children Kindergarten-12th grade. The Videos feature Homeless Children telling their stories of homelessness. Alonzo Mourning is featured in the Video with heartfelt and strong messages to children about homelessness and doing the right thing. Children grades K-5 were asked to produce a Poster, and children in Middle and High School asked to write an Essay describing their thoughts about homelessness after seeing the Video and Week Long Curriculum. The Posters and Essays were judged and three Winners (Elementary, Middle, and High School) of the contest were provided with a three day all expense paid trip to Disney World for a family of four. These efforts will continue in 2011-12 School Year.
- Continued implementation with Socialserve for a Housing Locator which provides online services listing services of affordable housing units for rent and sale in our community.
- Placed over 100 sexual predators and offenders who were homeless residing under the Julia Tuttle Causeway. This effort took well over a year and resulted in the permanent closing of this encampment.
- Provided additional funding via the Food and Beverage Tax for 98 emergency beds.
- Expanded our inventory of permanent supportive housing beds by 660.
- Through the efforts of our private-sector partner, Chapman Partnership, 6,096 homeless men, women and children were served in our full service Homeless Assistance Centers with a 71.4% successful out placement rate.
- Secured \$754,000 in State Department of Children & Families funding for crisis outplacement beds serving homeless people with mental illness exiting the jails.

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- Secured \$500,000 in State Department of Corrections funding for the Gap program serving homeless people with mental illness exiting the jails.
- Secured \$128,000 in Challenge Grant funds; and \$25,000 in State Grant In Aid Data Collection funds from the Department of Children & Families.
- Secured \$1.5 Million in Homeless Housing Assistance Grant funds via the State Department of Children & Families.
- Redesigned the Homeless Prevention System for families and individuals based on Best Practice Models from Minnesota. Provided \$1,000,000 for Homeless Prevention Funding via the Homeless Trust.
- Collaborated with local municipalities, homeless services provider organizations, homeless advocates, and other County departments to develop the County's Consolidated Application to U.S. HUD for homeless housing and services funding. Served as the "lead agency" for the community's 2010 and 2011 Super NOFA Consolidated Applications to U.S. HUD. Those applications resulted in \$27 million and \$29.6 million respectfully in new and renewal funding for transitional and permanent housing, safe haven programs and an array of supportive services.
- Implemented a public relations campaign to educate the community about the services available through the Homeless Trust. This includes the implementation of the Adopt-a-Homeless Meter Campaign with small and large collection devices, painted by Romero Britto, promoting homeless awareness and redirecting contributions to panhandlers.
- The University of Central Florida was contracted to perform and completed an independent evaluation of the Homeless Trust and Continuum of Care.
- Coordinated and completed four on-the-street homeless counts annually, as well as two point-in-time surveys.
- Issued a variety of RFPs, RFAs, and RFQs to fund services/housing.
- The Trust's Executive Director was selected to be a member of the National Alliance Leadership Council to address National Homeless policy issues related to the reauthorization of the McKinney Act and the American Recovery and Reinvestment Act and provided feedback into the U.S. Interagency Council to End Homelessness' Opening Doors Plan.
- The Trust's Executive Director was selected by Miami-Dade County Public Schools to be a member of the Great Cities Initiative made up of representatives from Miami, Los Angeles, New York, Houston, and Chicago to increase Adult Literacy and Vocational programming which resulted in locally driven programming expanding into homeless programs in Miami-Dade County.
- Participated in Partners in Crisis meetings to address the needs of the homeless mentally ill involved with the criminal justice system.

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- In collaboration with the City of Miami and through the leadership of the Miami Coalition for the Homeless. This program shifted street feedings of the Homeless to indoor sites and served over 900,000 meals since February, 2005.

b. Since established

- Developed a coordinated outreach, assessment and placement process for homeless persons accessing homeless housing and services in Miami-Dade County.
- Developed and expanded a coordinated system of care that includes all three phases of housing (emergency, transitional and permanent) along with an array of supportive services, consistent with the Miami-Dade Community Homeless Plan:
 1. Reduced the street Homeless population of Miami-Dade County from 7,000 to 789 people.
 2. A total of 921 emergency beds have been developed by the Homeless Trust.
 3. A total of 1,949 transitional beds have been developed by/through the Homeless Trust Continuum of Care.
 4. A total of two Safe Haven housing 28 people experiencing chronic homelessness have been developed by/through the Homeless Trust Continuum of Care.
 5. A total of 3,461 beds of permanent housing have been developed by/through the Homeless Trust Continuum of Care.
 6. A total of 691 emergency, transitional, and permanent housing beds are under development.
- Hailed as a "National Model" and "Best Practice" (1998) for addressing homelessness.
- Secured more than \$345 million in U.S. HUD funding, including a \$15 million demonstration, HUD Initiatives grant in 1994.
- Through the efforts of our private-sector partner, Chapman Partnership, 87,691 admissions of homeless men, women and children were served in our full service Homeless Assistance Centers with a 62.9% successful life to date out placement rate.
- Obtained \$15 million in General Obligation Bond Funds for the Development of Permanent Housing.
- Continued implementation of contract with Socialserve for a Housing Locator which provides online services listing services of affordable housing units for rent and sale in our community. This is a joint project with Public Housing and Community Development (PHCD) and has won two awards.
- As directed by the Miami-Dade County Board of County Commissioners the Homeless Trust developed and implemented a Memoranda of Agreement establishing discharge policies for agencies

in Miami-Dade County which provide services to homeless persons or those at risk of homelessness in an effort to prevent homelessness as recommended by the Community Affordable Housing Strategies Alliance Taskforce. The MOA establishes partnerships between the Homeless Trust, The Miami-Dade Department of Corrections and Rehabilitation, the Department of Children & Families, The 11th Judicial Circuit, Our Kids, The State Attorney's Office, and community mental health centers.

- Received National recognition from U.S. HUD officials for reducing the number of people experiencing chronic homelessness in Miami-Dade County, which HUD "credited to expanded outreach to provide services to the most difficult population of homeless people as well as crediting Miami-Dade County for having no homeless families on our streets and called Miami-Dade's program a successful model."
- Enhanced the Miami-Dade County Homeless Trust's contract monitoring and management activities in order to streamline monitoring processes for our department, providers and partners via sharing the Common Administrative Assessment Tool in conjunction with United Way and the Children's Trust.
- Secured more than \$1.3 million in Department of Corrections funding for the Homeless Assessment Referral and Tracking (HART) program for non-violent bondable offenders.
- Supported a SAMHSA grant application which received \$1 Million in funding, to expand a court diversion program for chronically homeless persons involved with the criminal justice system.
- Applied for and were awarded \$7.4 million in Homeless Prevention and Rapid Re-housing Program funding through the American Recovery and Reinvestment Act via the United States Department of Housing and Urban Development. This is a 15 fold increase over our local homeless prevention fund.
- Secured a one-time \$500,000 award from the State of Florida Department of Children and Families for the construction of a day care center at the Homeless Assistance Center in South Dade.
- Secured more than \$6.6 million in State funding since 1998 for homeless coordination and prevention services, housing and services for the mentally ill, and match funding.
- Secured more than \$4.3 million in State funding for homeless housing development.
- Secured more than \$95 million in private-sector funds (includes \$60 million in cash contributions, \$21 million in endowment and \$14 million in-kind) through a public/private partnership. A unique contractual relationship with the Chapman Partnership, to site, build and operate two homeless assistance centers also included a fundraising requirement of \$8.5 million in private-sector funds. This goal has been surpassed and the partnership has been hailed a national model and success by U.S. HUD.

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- Collected more than \$165 million in food and beverage tax proceeds;
- Received a set-aside of \$20 million in HOME/CDBG funds for homeless capital projects.
- Secured \$1,169,821 in municipal contributions for the Short Term Plan;
- Secured \$1.3 million in Department of Labor funding to provide housing and services to hard-to-serve TANF recipient.
- Received the 1996 National Association of Counties (NACO) Achievement Award for the Continuum of Care.

4. IS THERE ANY OTHER BOARD, EITHER PUBLIC OR PRIVATE, WHICH WOULD, BETTER SERVE THE FUNCTION OF THE BOARD?

There is currently no other Trust that has such broad representation or support. Support for the current process and Trust structure is significant. The Trust's composition has enabled its designation as the "lead agency" for our continuum of care for purposes of Federal and State funding.

5. SHOULD THE ORDINANCE CREATING THE BOARD BE AMENDED TO BETTER ENABLE THE BOARD TO SERVE THE PURPOSE FOR WHICH IT WAS CREATED? (Attach proposed changes, if answer is "Yes")

No. The Ordinance, as approved, has provided the necessary flexibility to allow the Trust to fulfill its goals and objectives.

6. SHOULD THE BOARD'S MEMBERSHIP REQUIREMENT BE MODIFIED?

No. The Trust is a 27-member board comprising a broad-based membership representing numerous sectors of our community. Representation includes seven appointments from the business and civic community, four appointments from the provider community, two formerly homeless persons, a representative from the professional/academic community, three members of the Miami-Dade League of Cities, three representatives from the Greater Miami Religious Leader Coalition, a homeless advocate/formerly homeless person, a representative from the Homeless Interfaith Coalition and the membership of the Superintendent of Miami-Dade County Public Schools, the President of the Miami Coalition for the Homeless, the Miami City Manager, the district administrator for the Department of Children and Families, two members of the Judiciary, and the Miami-Dade County Commissioner who chairs the Committee overseeing homeless issues (or in the absence of this committee, a member of the Board of County Commissioners). The Trust reviewed and modified its membership structure prior to the second reading of its Ordinance to ensure fair representation from all sectors interested in addressing this important issue. Appointments to the Trust's various committees also allow for additional diversity and representation.

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7. WHAT IS THE OPERATING COST OF THE BOARD, BOTH DIRECT AND INDIRECT (Report on FY 2008 and FY 2009)?

Costs for the administrative support of the Trust including indirect costs are:

Direct	\$130,844	\$ 148,678
Indirect	\$59,535	\$47,880
Total	\$190,379	\$196,558

8. DESCRIBE THE BOARD'S PERFORMANCE MEASURES DEVELOPED TO DETERMINE ITS OWN EFFECTIVENESS IN ACHIEVING ITS STATED GOALS?

The goals of the Trust, the expansion of housing and services, are set forth in the Miami-Dade County Community Homeless Plan. As such, the Trust's effectiveness can be measured by the increased level of coordination, increased resources (funding leveraged) and the number of beds that have been developed since the Trust's inception. The Trust is furthering its effectiveness via the implementation of a 10-year Plan to End Homelessness with increased focus on services to individuals experiencing chronic homelessness.

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MIAMI-DADE HOMELESS TRUST BOARD MEMBERS ATTENDANCE REPORT 2010 (27 MEMBER BOARD) 9 Meetings														
		01/22/10	02/26/10	03/28/10	April	05/28/10	06/25/10	07/30/10	09/24/10	August- RECESS	10/29/10	11/19/10	12/17/10	
Seat #1	**Ralph Egues	E	E	M	NO MEETING	M				RECESS				
	Lynne Cameron						V	V	M			E		M
Seat #2	Judge Steven Leitman, Finance/Audit Chairman	D	M	D		M	D	M	D			D		D
	Dr. Arthur Fournier	D	M	E		E								
Seat #3	Bob Dickinson						V	V	M			E		M
	Karen Mahar	M	M	M		M	M	D	M			M		M
Seat #4	Karen Mahar	M	M	M		M	M	D	M			M		M
Seat #5	Paul Imbrone	E	M	M		E	M	E	M			M		M
Seat #6	Rana G. Brown	M	M	E		M	M	E	M			M		M
Seat #7	Mayor Carlos Alvarez	D	E	D		D	D	D	D			D		D
Seat #8	Hilda M. Fernandez	M	D	D		E	M	E	M			D		E
Seat #9	Mayor Tomas Regalado	A	A	A		A	M	A	A			A		A
Seat #10	*Commissioner Velma Palmer	A	A	A		A	M	A	V			V		V
Seat #11	Manuel Sarria	M	M	M		E	D	M	M			M		M
Seat #12	Katherine Martinez	M	M	M		M	M	M	M			M		M
Seat #13	L. Ann Cumbie	D	D	E		E	M	M	E			M		E
Seat #14	Wendall Fisher	M	D	M		M	M	M	M			M		M
Seat #15	Father Patrick O'Neill	E	M	M		E	M	E	M			M		E
Seat #16	Rabbi Solomon Schiff	M	D	M		M	E	M	M			M		E
Seat #17	Rev. Dr. Priscilla Felisky- Whitehead	M	M	M		M	E	M	M			E		M
Seat #18	**Pauline Clarke-Trotman	M	M	M		M								
	Wilbertine Berkley						M	M	E			M		M
Seat #19	Linda E. Gaiter	D	D	D		D	M	M	E			M		M
Seat #20	Cristy Martinez	E	D	D		D	M	M	D			D		D
Seat #21	**Bishop Rudolph Orjuna	A	A	A		A								
	Cleveland Bell, III						M	M	M			M		M
Seat #22	Ronald L. Book, Esq., Chairman	M	M	E		M	M	M	M			M		M
Seat #23	Alberto Carvalho	D	D	D	D	D	D	D		E		D		
Seat #24	Commissioner Audrey M. Edmonson	D	D	D	E	M	E	E		E		E		
Seat #25	***City Manager Pete Hernandez	E												
	City Manager Carlos Migoya		D	D	D	D	D	D		D		D		
Seat #26	***Arthur Rosenberg, Esq., Pres. MCH	D	D	D	E	D								
	Pauline Clarke-Trotman						D	D		D		D		
Seat #27	Jacquetta (Jacqui) Colyer	E	E	D	D	D	D	D		D		D		

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MIAMI-DADE HOMELESS TRUST BOARD MEMBERS ATTENDANCE REPORT 2011 (27 MEMBER BOARD) 9 Meetings															
		01/28/11	02/18/11 Retreat	March	April	05/27/11	06/28/11	07/22/11	August- RECESS	09/28/11	10/28/11	11/28/11	12/16/11		
Seat #1	Lynne Cameron	M	E	NO MEETING	NO MEETING	E	M	M	RECESS	M	M	M	E		
Seat #2	Judge Steven Leifman, FAC Chairman	M	D			D	M	M		M	D	D	D		
Seat #3	Bob Dickinson	E	M			E	E	E		E	M	E	E	E	
Seat #4	Karen Mahar	M	D			M	M	M		M	M	D	M	M	
Seat #5	Paul Imbrone	M	M			M	E	M		M	E	M	M	M	
Seat #6	Rana G. Brown	M	E			M	M	M		M	E	M	M	M	
Seat #7	Mayor Carlos Alvarez	E	D			E	E	E		E	V	V	V	V	
Seat #8	Hilda M. Fernandez	E	E			E	D	M		M	M	M	A	E	
Seat #9	Mayor Tomas Regalado	A	A			A	A	A		A	A	A	A	A	
Seat #10	Commissioner Velma Palmer	A													
	Councilwoman Barbara Kramer		E			M	M	M		M	M	M	E	E	M
Seat #11	Manuel Sarria	M	M			M	M	M		M	M	M	M	M	
Seat #12	Katherine Martinez	E	M			M	M	M		M	M	M	M	M	
Seat #13	L. Ann Cumbie	M	M			M	M	M		M	M	M	M	A	M
Seat #14	Wendall Fisher	M	M			M	M	D		D	M	M	M	M	
Seat #15	Father Patrick O'Neill	E	E			E	E	M		M	M	M	E	E	E
Seat #16	Rabbi Solomon Schiff	E	M			E	M	M		M	M	M	E	M	M
Seat #17	Rev. Dr. Priscilla Felisky- Whitehead	E	M			D	M	M		M	M	E	M	E	M
Seat #18	Wilbertine Berkley	M	D			E	E	M		M	M	M	P	E	D
Seat #19	Linda E. Gaiter	D	M			E	E	M		M	M	M	V	V	V
Seat #20	Cristy Martinez	D	E			D	E	D		D	D	E	D	D	D
Seat #21	Cleveland Bell, III	M	M			M	E	M		M	M	M	M	M	E
Seat #22	Ronald L. Book, Esq., Chairman	M	M			M	M	M		M	M	M	M	M	M
Seat #23	Alberto Carvalho	D	D			D	D	D		D	D	D	D	D	D
Seat #24	Commissioner Audrey M. Edmonson	E													
	Commissioner Jose "Pepe" Diaz		E			D	E	D		D	D	E	D	D	E
Seat #25	***City Manager Carlos Migoya	E	D												
	***Tony Crapp, Jr. Johnny Martinez				D	E									
Seat #26	Pauline Clarke-Trotman	D	D				E		D	D	D	D			
Seat #27	Jacquetta (Jacqui) Colyer	D	D			M	D	D		M	D	M	D		
	Esther Jacobo					D	E	D							

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MEMORANDUM

Substitute
Agenda Item No. 7(A)

TO: Hon. Chairperson and Members
Board of County Commissioners

DATE: May 3, 1994

FROM: *Jaquim G. Avino*
Jaquim G. Avino, P.E., P.L.S.
County Manager

SUBJECT: Ordinance Creating
the Dade County
Homeless Trust

O#94-66

RECOMMENDATION

It is recommended that the Board approve the attached Ordinance creating the Dade County Homeless Trust.

BACKGROUND

On May 18, 1993 the Dade County Commission created a Task Force on Homelessness and charged it with developing a plan to comply with Section 212.0306 of the Florida Statutes (1993). The resulting Dade County Community Homeless Plan serves as the blueprint for implementing programs to be funded from the proceeds of the 1% (one percent) food and beverage tax and will also serve as the basis for other available dollars for homeless programs such as Federal, State and Municipal grants and other public and private "matching" funds that may be attracted with the tax serving as a base revenue source. The Plan also calls for the creation of a governing body, a "Trust," to oversee the use of the portion of the food and beverage tax dedicated to homeless programs and to ensure that the proceeds are used in a manner which will provide the greatest benefit to homeless persons and the community as a whole.

The Ordinance has also undergone a review process with considerable input from members of the public and the Trust and, where necessary, has been adapted so as to reflect their recommendations. The Ordinance calls for a membership that is representative of the county's ethnic, racial and gender mix; greater participation by certain sectors of the community; and changes that further compliment the legislation.

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TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: May 3, 1994

FROM: *Joaquin G. Avino*
Joaquin G. Avino, P.E., P.L.S.
County Manager

SUBJECT: Economic Analysis For
Ordinance Creating The
Dade County Homeless
Trust

BACKGROUND:

On May 18, 1993 the Dade County Commission created a task Force on Homelessness and charged it with developing a plan to comply with Section 212.0306 of the Florida Statutes (1993). The resulting Dade County Community Homeless Plan serves as the blueprint for implementing programs to be funded from the proceeds of the 1% (one percent) food and beverage tax. It will also serve as the basis for other available dollars for homeless programs such as Federal, State and Municipal grants and other public and private "matching" funds that may be attracted with the tax serving as a base revenue source. The Plan also calls for the creation of a governing body, a "Trust" to oversee the use of the portion of the food and beverage tax dedicated to homeless programs and to ensure that the proceeds are used in a manner which will provide the greatest benefit to homeless persons and the community as a whole.

The Ordinance has also undergone a review process with considerable input from members of the public and the Trust and, where necessary, has been adapted so as to better serve the Trust's overall purpose.

The Ordinance calls for a more representative membership (ethnic, racial and gender balanced composition); greater participation of certain sectors and changes that compliment the legislation.

ECONOMIC ANALYSIS:

1. The economic impact on the County budget: **NONE**
2. The economic impact on the private sector: **NONE**
3. The effect on public/private employment: **NONE**
4. The costs and benefits of establishing and maintaining the program: **(There will be no general fund costs associated with this ordinance).**
5. Whether necessary to obtain State and Federal grants or financing: **NO**

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Economic Analysis For Ordinance
Creating The Dade County Homeless
Trust

Page 2

6. Whether any other ordinance should be repealed or amended: NO
7. Whether the creation of a new ordinance is the best method of achieving the benefit desired: (The adoption of this ordinance is required by the enacting state legislation).

Amended
Substitute
Agenda Item No. 7(A)
5-3-94

ORDINANCE NO. 94-66

ORDINANCE CREATING THE DADE COUNTY HOMELESS TRUST, PROVIDING FOR A GOVERNING BODY, ORGANIZATION AND PROCEDURE, APPOINTMENT AND TENURE, POWERS, DUTIES AND FUNCTIONS OF THE TRUST, AND STAFF SUPPORT; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

WHEREAS, the Florida legislature has enacted the 1993 amendments to Section 212.0306, Florida Statutes, which authorize Dade and other counties to levy a homeless and spouse abuse tax;

WHEREAS, this Board finds that it is in the best interests of the community to create a Trust to oversee the use of that portion of the proceeds of the homeless and spouse abuse tax dedicated to the homeless and to ensure that the proceeds are used in a manner which will provide the greatest benefit to homeless persons and the community as a whole,

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

Section 1. **Creation of the Dade County Homeless Trust.** There is hereby created and established as an agency and instrumentality of Dade County a revocable trust which shall be named and known as the Dade County Homeless Trust (hereinafter referred to as "the Trust"). The Trust shall be a public body through which its governing body may exercise all those powers either specifically granted herein or necessary in the exercise of the powers herein enumerated.

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Section 2 **Governing body**

A The governing body of the Trust shall be a Board of Trustees composed of twenty-seven (27) voting members. Trustees shall serve without compensation but shall be entitled to reimbursement for necessary expenses incurred in the discharge of their duties.

B. **Composition.** The voting membership of the Board of Directors shall be ethnically, racially and gender balanced and shall be composed of the following members:

1. Seven (7) members representing the civic and business community which shall be selected by the Greater Miami Chamber of Commerce. After the initial terms of these seven members, the Trust may recommend that four (4) of the civic and business community positions include the following: one (1) representative of the downtown Miami business community, one (1) representative from the judicial sector; one (1) representative from the medical profession and one (1) representative of the neighborhood association in the area immediately impacted by the first homeless assistance center, or from the area most affected by homeless provider services.

2. A member of the Dade County Public School Board or the Superintendent of Dade County Public Schools as determined by the School Board;

3. The Chairperson of the Board of County Commissioners Committee on Housing and the Homeless or, in the absence of such a committee or in the absence of any other committee overseeing homeless issues, the Board of County Commissioners;

4. Three (3) members of the Dade League of Cities selected by the Dade League of Cities, taking into consideration the cities most impacted by the homeless issue;

5. The City Manager of the City of Miami;

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6 Two (2) formerly homeless persons selected by the Homeless/Formerly Homeless Persons Coalition or in the absence of such an organization, by the Homeless Providers' Forum

7 Four (4) representatives of the Homeless Providers Forum selected by the Homeless Providers Forum;

8 One (1) representative of the academic or professional sector, selected by the Chair of the Housing and Homeless Committee of the Board of County Commissioners, or in the absence of such a committee or any other committee overseeing homeless issues, the Board of County Commissioners;

9 One (1) advocate, formerly homeless person, or provider, selected by the South Florida Interfaith Coalition for the Homeless;

10 Three (3) members of the Greater Miami Religious Leaders Coalition selected by the Greater Miami Religious Leaders Coalition;

11 One (1) advocate for the homeless or one (1) formerly homeless person selected by the Homeless Providers Forum;

12 The President of the Miami Coalition for the Homeless; and

13 The District Administrator of the State of Florida Department of Health and Rehabilitative Services for the District encompassing Dade County.

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

C Tenure and removal of trustees All non-ex officio trustees shall serve staggered terms of three (3) years each, provided, however, of the original Board of Trustees, the Trust 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, with the exception of ex-officio trustees, shall be permitted to serve more than two (2) consecutive and complete terms of three (3) years each unless so authorized by two-thirds (2/3) vote of the full membership of the Board of County Commissioners. Trustees may be removed in accordance with the provisions of Chapter 2-11.38 of the Code of Metropolitan Dade County.

D. Qualifications. Each member of the Board of Trustees must comply with the requirements of Chapter 2-11.38 of the Code of Metropolitan Dade County.

E. Organization and procedure.

1. Officers. The Board of Trustees shall organize after the members thereof have qualified to serve and shall elect one (1) of its members as chairperson and such other officers as the Board of Trustees may determine to be necessary. In addition, the Board of Trustees shall make, adopt and amend bylaws, rules and regulations for its own governance.

2. Meetings. The Board of Trustees shall hold regular meetings and such other meetings as it deems necessary. A majority of the members of the Trust shall constitute a quorum. Minutes shall be kept of all meetings of the Trust and all meetings shall be public.

3. Committees. The Trust shall appoint any committees it deems necessary.

F Applicability of County rules and procedures. The Trust 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 Metropolitan Dade County Conflict of Interest and Code of Ethics Ordinance, Sec. 2-11.1 of the Code of Metropolitan Dade County.

G. Voting Requirements. Trustees may designate alternates to serve and/or vote on their behalf.

Section 3. The Trust shall have the following powers, duties, functions and responsibilities:

A. To serve in an advisory capacity to the Board of County Commissioners with respect to all issues affecting or relating to persons who have become or are about to become homeless;

B. To recommend to the Board of County Commissioners, in accordance with the Dade County Community Homeless Plan, an annual budget and plan for use of the Homeless Tax;

C. To recommend to the Board of County Commissioners, in accordance with the Dade County Community Homeless Plan, the award of contracts and grants from funds generated by the Homeless Tax to organizations, entities, and agencies, including an independent 501(c)(3) corporation and relevant service providers. The Board of County Commissioners shall accept such recommendations unless rejected by an affirmative vote of a majority plus one additional vote of the Board of County Commissioners.

All requests for proposals for such contracts and grants shall be prepared at the direction of the Trust and issued by the County Manager. In addition the County Manager shall collect and open such proposals, evaluate each proposal for responsiveness, rank all responsive proposals and make recommendations to the Trust regarding the award of the contract or grant. In the event of a bid protest, the party protesting the bid award shall first appear before the Trust. The Trust shall consider the protest and make a recommendation to the Board of County Commissioners;

D. To review the Dade County Community Homeless Plan on a regular basis and at least annually to assure that the Plan continues to serve the needs of the total community and the homeless and to recommend any needed amendments, deletions or modifications to the Board of County Commissioners. The Board of County Commissioners shall only have the power to amend the Plan based upon changed circumstances;

E. To develop a community wide consolidated funding plan to implement the Dade County Community Homeless Plan including the use of the following potential funding sources:

1. The annual proceeds of the Homeless Tax;
2. Funding from municipalities interested in supporting implementation of the Dade County Community Homeless Plan;
3. Community Development Block Grant funds;
4. Other federal grants;
5. State grants;
6. Private contributions.

ORD 200

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F To submit annually to the Board of County Commissioners a report summarizing and evaluating all programs and activities undertaken by the Trust during the previous fiscal year. The report shall include an audit and accounting, in accordance with generally accepted accounting principles, of all funds received and expended.

G. To monitor, review and evaluate the homeless assistance services, activities and expenditures of Dade County and the municipalities within Dade County to determine compliance with state law.

H. To recommend through an RFP process the award of a contract to an independent 501(c)(3) corporation which will raise private funds and carry out certain functions of the Dade County Community Homeless Plan including construction, operation, and siting of housing assistance centers and any other duties the Trust may so determine.

I. To cooperate and work with service providers in carrying out the Dade County Community Homeless Plan.

Section 4. Staff support. The Board of Trustees shall select, with the approval of the County Manager, the Executive Director of the Trust. The Clerk of the Board shall record all meetings of the Trust and the County Manager shall provide to the Trust adequate staff and support services to enable the Trust to carry out its duties and responsibilities and shall continue to coordinate all homeless provider services and assist homeless providers in applying for grants and other available funds.

Section 5. Liberal construction to effectuate public purpose. This article, being for public purpose and for the welfare of the citizens of Dade County, Florida, shall be liberally construed to effect the purposes hereof

Section 6. If any section, subsection, 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," "article," or other appropriate word.

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

PASSED AND ADOPTED: MAY 03 1994

Approved by County Attorney as
to form and legal sufficiency.

RA6

Prepared by:

VLK

MIAMI-DADE COUNTY HOMELESS TRUST

ADMINISTRATIVE BOARD SECRETARY GUIDELINES

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Written by: Farren L. Oglesby and Hilda Fernandez
Reviewed and Amended by: Margarita Olano (August 2007, January 2012)

ALWAYS KEEP IN MIND THAT OUR BOARD MEMBERS AND COMMITTEE MEMBERS ARE HARD WORKING, BUSY PEOPLE THAT VOLUNTARILY TAKE TIME TO ADDRESS THE NEEDS IN OUR COMMUNITY AND MAKE THINGS WORK. THEY ARE VERY IMPORTANT PEOPLE (VIPS) THAT ARE TO BE TREATED WITH THE UTMOST RESPECT AND COURTESY AT ALL TIMES.

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BOARD OPERATING PROCEDURES

GENERAL INFORMATION

Conference rooms 18-1, 18-2, 18-3, and 18-4 are available to all Miami Dade County Departments on a first come first serve basis with the exception of the County Manager and Mayor's Office. The regular schedule is from 8 a.m. to 5 p.m. The conference rooms are located on the 18th floor of the Stephen P. Clark Center accessible from both elevator banks. The reservations are made by contacting Devonda Maultsby via e-mail at dmault@miamidadegov or ext. 2616.

For everyone's convenience there is snack bar with an eating area on the same floor adjacent to the meeting rooms as well as facilities. There are also both public and in-house telephones available.

RULES

- Conference rooms are usually reserved on a first come first serve basis. Under certain circumstances we may have to cancel meetings. Affected users will be notified of cancellations as the information becomes available.
- When reserving a room, there should be at least a half an hour period between meetings.
- No food or drinks should be brought into the conference rooms. Departments will be liable for abuse.
- Smoking is not permitted anywhere in the building.
- Conference rooms are set up the night before and will usually be set up to accommodate all users through the day. Any user changing the set up without authorization will be liable for charges.
- All materials that are brought by the using agency must be removed at the end of the meeting. There is no janitorial service between meetings.
- Changes and cancellation requests should be made in writing either via fax or e-mail with signature, to dmault@miamidadegov; however telephonic cancellation is usually acceptable (ext. 2616).
- Avoid scheduling rooms unless you intend to use them. At times, users schedule rooms "just in case" they need it. This places a burden on the system and prevents other departments from utilizing the resources.

EQUIPMENT

Conference Rooms 18-2, 18-3, and 18-4 have a 25" television/VCR combo, a pull down screen, and an overhead projector.

Conference room 18-1 has no audio-visual equipment at this time. You may reserve a TV/VCR or overhead projector and screen through the building manager's office. There is no DVD equipment available.

All conference rooms have the capability of LAN and telephone connections. For this service please contact ETSD at 305-375-HELP (4357) or fill out an online form at <http://intra.co.miami-dade.fl.us/itdservice.htm>.

NOTE: All equipment must be picked up and delivered to the building manager's office by the using agency.

BOARD AND COMMITTEE APPOINTMENTS

The Administrative Board Secretary (ABS) is required to keep on file a report exclusively of Board member term appointment and reappointments: The Board Appointment File Memo. Only the Executive Director and the Assistant Executive Director receive a copy of this document (this is internal information).

All meetings are public meetings as well as meeting materials and board member information.

All meetings must be placed on the Public Calendar on the Miami-Dade Website (please refer to instructions-Item A provided at the end of these guidelines).

Board Appointments

Towards the end of each member's term-usually a month in advance- the ABS is to provide the department director with a list of members' term expirations to prepare any necessary documents. A letter of appointment must be received by the appointing entity (please see the Homeless Trust By-Laws or Ordinance for appointing entities).

Letter welcoming members to our Board are to be prepared for the executive director's and chairman's signatures and to inform the members to contact the Clerk of the Board and to make them aware that they must schedule themselves of the mandatory Ethics Training for County Advisory Board members. The dates for the training may be obtained from the Ethics Commission (Mr. Robert Thompson). The letter should be accompanied by a current board roster, an annual notice, the Miami-Dade Homeless Plan, and COC information. This should be sent out as soon as feasibly possible. Generally, a thank you letter is also sent to those board members whose terms have concluded. If the member is reappointed, a letter recognizing their reappointment should be sent out.

If a board member becomes ineligible to serve or resigns prior to the expiration of their term (this information must be received in writing) from either the appointing entity or the board member themselves. The appointing entity should be contacted as soon as possible in writing to fill that vacancy.

Committee Appointments

Committee and sub-committee members are appointed by the board chairman (presently Ronald L. Book, Esq.). Executive Committee members must be board members. An appointment memo must be prepared for the chairman's signature and welcome letters should be made the same as the board letters with the roster and annual meeting schedule if one is available (the COC and the Dade County Homeless plan may be provided upon the member's request).

FINANCIAL DISCLOSURE

All Board members are notified in June (with the forms and instruction with the notification) by the Department of Elections to file a Financial Disclosure Form that

must be submitted to the Clerk of the Board by July 1st of each year. Upon request, the ABS is to assist the Department of Elections and the Clerk of the Board with this task.

VENUES

Typically board and committee meetings are held in the Stephen P. Clark Center, 111 N.W. 1st St., 18th Floor conference rooms. If the meeting cannot be held on the 18th Floor, the following is a list of alternative venues to hold meetings:

Venue	Contact Person	Telephone Number
Chapman Partnership Centers-North or South	Iliana Peña-Perez	305-329-3050
Camillus House-9 th Floor (Sommerville Apts.)	Karen Mahar	305-374-1065 x. 301
State Building-10 th Floor	Bolevia Cormacho	305-377-5055
*Greater Miami Chamber of Commerce	Unknown at this time	305-350-7700
*University of Miami Hurricane Room Retreats only	Anita Mattner Events Management	305-284-2967 ; eventsmanagement@miami.edu or
21 st Floor-SPCC	Tara	305-375-1589
22 nd Floor-SPCC	Maria G-Garcia	305-375-4419
16 th Floor-SPCC	Jeanette	305-375-4363
12 th Floor-SPCC	Kim Keels	305-375-2845
**Classrooms 18A & 18B	Andrew Mullings	305-375-2522

*A fee or cost is associated with this facility-must be waived in order for the Trust to be able to reserve it.

**Not enough room for board meetings, only committee meeting should be scheduled in these rooms.

TRUST BOARD MEMBER LIST (Item B)

- Ronald L. Book, Esquire, Chairman
- Rabbi Solomon Schiff, Vice-Chairman
- Judge Steven Leifman, Finance and Audit Chairman
- Bob Dickinson
- Rana G. Brown
- Lynne Cameron
- Karen Mahar
- Hilda Fernández
- Mayor Tomás Regalado
- Councilwoman Barbara Kramer
- Manuel Sarria
- Katherine Martínez
- L. Ann Cumbie
- Wendell Fisher
- Father Patrick O'Neill

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Rev. Dr. Priscilla Felisky Whitehead
Wilbertine Berkely
Cristina Martínez
Cleveland Bell, III, Services Development Committee Chairman
Alberto Carvalho
José "Pépe" Díaz
Pauline Clarke-Trotman, Housing Committee Chairperson
Esther Jacobo

TRUST BOARD COMMITTEE LIST

Executive Committee
Finance and Audit Committee
Housing Committee
Services Development Committee
Long Range Planning Committee – non active
Judicial Committee – non active

QUORUM

To determine a quorum add the total number of active board or committee members divide by two (2) and add one (1), this will give you the number of members or proxies necessary for a quorum. The Executive Director must be informed of the quorum status the day prior to the meeting.

RECUSALS

A week before or as early as possible prior to a board or committee meeting always ask the Executive Director if there is any member that needs to be recused due to a conflict of interest, as this will affect the quorum.

FOLDER PRESENTATION

Presentation folders are only utilized for Board meetings and Executive Committee meeting. The agenda is placed on the left side of the folder and the other meeting materials are placed on the right in order of presentation. Whenever possible, the member and guest copies of the meeting materials should be doubled sided. The guest packages are stapled all together (also double-sided when possible).

Presentation folders are presently obtained from the County Mayor's Communications department. Susie Trutie may be contacted at 305-375-4883, e-mail strutie@miamidade.gov or Juan Del Valle at 305-375-4883, e-mail jvalle@miamidade.gov at a charge of 75 cents (budget code is TU243998).

RECESS

During the month of August there are usually no Trust meetings unless otherwise specified. Usually an Executive Committee will be scheduled on the calendar in case there is an issue that needs to be addressed.

CLERK OF THE BOARD NOTIFICATION

The Trust Board and Committee meetings should be given a reasonable notice prior to a meeting; general it should be 4 to 5 days. These meeting should also be

placed on the county calendar as soon a possible user id is htrust@calendar.gov; password is password (please see the Item A: User Guide Manual)

MINUTES

The minutes must be typed and approved at least 24 hours prior to the meeting.

TWO (2) DAY RULE

All efforts must be made to have the agenda and action items materials ready for members at least two (2) days prior to the meetings.

MEETING CHECKLIST

Please see the sample: Item C

MONTHLY MEETING NOTICE

During the last week of each month, the Homeless trust Monthly meeting notice must be sent out to all Trust providers and all other who wish to receive it (via e-mail, fax, or both and in some cases via regular mail if requested). The meeting date notifications consists of the Board, all the committees, the Homeless Providers Forum, South Dade Housing and Services Coalition, and the Homeless and Formerly Homeless Forum (please see sample-Item D). These meeting must all be placed on the Public County Calendar as mentioned before.

BOARD MEMBER DESIGNATION/PROXY

Trust Board member on occasion may not be to attend meetings, as such, they may submit in writing a letter stating that they will be designating someone to attend the board meeting on their behalf, which is kept in the file. Emails are general accepted for this purpose. Permanent designee letters may also be submitted and also kept on file.

BOARD AND COMMITTEE CONFERENCE ROOM SET UP

Board: Usually U-shape or square shape for 27 people (depending on the size of the tables) and 25 for the audience. The order should be Chairman, Executive Director, and our County Attorney. When it is a Finance & Audit Committee, our CFO sits between the director and the county attorney.

Committee: The conference room for the committee meetings is also be set up as U-shape if necessary for head table with the number of chairs according to the size of the committee and 10-15 chairs for the audience.

NEWS ARCHIVE

The ABS is required to maintain all of the articles that are distributed to the board as well those that are simply to archive for the record. These are filed in chronological order, most recent date first.

OTHER DUTIES, RESPONSIBILITIES AND PROTOCOLS

- > The ABS works under the direct supervision of the Executive Director.
- > It is the duty of the ABS to maintain board and committee members abreast of meeting schedules with special attention to changes in location, time, etc. that are not a regular schedule, any and all news and special events related to the

goals and purpose of the board and the Continuum of Care as directed by the senior staff.

- > All meeting changes, however slight, must be approved by the Executive Director, the Chairman, and the County Attorney. Ample notice should also be given to all board and committee member as soon as feasibly possible.
- > The ABS is to address all public records service requests & information requested from the Clerk of the Board regarding board members and meetings.
- > The ABS assists the Senior Executive Secretary as needed and professional staff when requested.
- > The ABS is to address and accommodate all board members, committee members and chairperson of same to the best of his/her ability with the utmost courtesy and professionalism that is above and beyond the standard.

BYLAWS
OF
THE MIAMI-DADE COUNTY HOMELESS TRUST

ARTICLE I

PURPOSE

The Miami-Dade County Homeless Trust ("Trust") was created to serve in an advisory and oversight capacity to the Board of County Commissioners with respect to issues affecting or relating to persons who have become, or are about to become, homeless in Miami-Dade County. More particularly, the Trust was created to develop and carry out a community-wide consolidated funding plan to implement the Miami-Dade County Community Homeless Plan, including the annual proceeds of the food and beverage tax, municipal funds, state and federal grant and private contributions. The Trust will recommend the award of contracts and grants to carry out the Miami-Dade County Homeless Plan. As part of this funding plan, the Trust is further charged with the task of monitoring and evaluating the implementation of the Miami-Dade County Community Homeless Plan and will accordingly recommend any changes to the Plan or the manner in which it is implemented.

ARTICLE II

IDENTIFICATION

SECTION I. Seal. The seal of the Trust shall be circular in form and mounted upon a metal die, suitable for impressing upon paper, and shall bear the name of the Trust and such symbols or words as the Board of Trustees of this Trust may decide.

ARTICLE III

THE BOARD OF TRUSTEES

SECTION 1. Number, Tenure and Qualifications. The business and affairs of the Trust shall be managed by the Board of Trustees composed of at least twenty-seven (27) and not more than twenty-nine (29) voting members. Trustees shall serve without compensation.

SECTION 2. Tenure, Appointment and Removal. All non ex-officio Trustees shall serve staggered terms of three (3) years each.

Trustees shall be appointed, removed and shall serve according to the provisions of Chapter 2 of the Code of Miami-Dade County.

SECTION 3: Composition. The voting membership of the Board of Directors shall be ethnically, racially and gender balanced and shall be composed of the following members:

1. Seven (7) members representing the civic and business community which shall be selected by the Greater Miami Chamber of Commerce. After the initial terms of these seven members, the Trust may recommend that four (4) of the civic and business community positions include the following: one (1) representative of the Downtown Miami business community, one (1) representative from the judicial sector; one (1) representative from the medical profession and one (1) representative of the neighborhood association in the area immediately impacted by the first homeless assistance center, or from the area most affected by homeless provider services;
2. A member of the Dade County Public School Board or the Superintendent of Miami-Dade County Public School as determined by the School Board;
3. The Chairperson of the Board of Miami-Dade County Commissioners' Committee on Housing and the Homeless or, in the absence of such a committee or in the absence of any other committee with oversight on homeless issues, a member of the Board of Miami-Dade County Commissioners;
4. Three (3) members of the Dade League of Cities selected by the Dade League of Cities, taking into consideration the cities most impacted by the homeless issue;
5. The City Manger of the City of Miami;
6. Two (2) formerly homeless persons selected by the Homeless/Formerly Homeless Persons Coalition or in the absence of such organization, by the Homeless Providers' Forum;
7. Four (4) representatives of the Homeless Providers' Forum selected by the Homeless Providers' Forum;
8. One (1) representative, formerly homeless person, or provider, selected by the South Florida Interfaith Coalition;
9. One (1) advocate, formerly homeless person, or provider, selected by the South Florida Interfaith Coalition;
10. Three (3) members of the Greater Miami Religious Leaders Coalition selected by the Greater Miami Religious Leaders Coalition;
11. One (1) advocate for the homeless or one (1) formerly homeless person selected by the Homeless Providers' Forum;
12. The President of the Miami Coalition for the Homeless; and
13. The District Administrator of the State of Florida Department of Health and Rehabilitative Services for the District encompassing Miami-Dade County.

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

Trustees shall be appointed, removed and shall serve according to the provisions of Chapter 2 of the Code of Miami Dade County.

SECTION 4. Resignation. Any Trustee may resign at any time by giving written notice to the Board of Trustees, or to the Chair of the Trust. Such resignation shall take effect at the time specified therein and unless otherwise specified therein, acceptance of such resignation shall not be necessary to make it effective.

ARTICLE IV

MEETINGS OF THE BOARD OF TRUSTEES

SECTION 1. Place, Call and Adjournment of Meetings. Meetings of the Board of Trustees shall be held within Miami-Dade County. The Board of Trustees shall hold regular meetings which may be called the Chair, Vice-Chair or Treasurer of the Trust. The Chair, Vice-Chair or Treasurer shall preside at all meetings.

In the event the quorum requirements set forth herein are not met, the Chairperson, Vice-Chairperson, Clerk of the Board or his designee, or a majority of the Trustees present, may adjourn the meeting to the next day, or by unanimous agreement of those members present, select another place, hour or day to hold the meeting.

All meetings of the Board of Trustees shall be held and noticed in accordance with the Miami-Dade County and Florida open government laws including the "Sunshine Law," public meeting laws, public records laws and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as applicable.

SECTION 2. Special Meetings. Special Meetings of the Board of Trustees may be called by the Chairperson or Vice-Chairperson of the Trust or by a majority of the members of the Trust. When a special meeting is called, a notice in writing signed by such majority, the Chairperson or Vice-Chairperson shall be served upon the Clerk of the Board.

Either verbal or written notice shall be served upon each of the Trustees stating the date, hour and place of the meeting and the purpose for which such meeting is called. No business other than that specified in the notice shall be transacted at that meeting. At least twenty-four hours must elapse between the time the Clerk receives notice in writing and the time the meeting is held.

If after reasonable diligence it was impossible to give notices to each Trustee, such failure shall not affect the legality of the meeting if a quorum was present. The minutes of each special meeting shall show the manner and method by which notice of the meeting was provided. All special meetings shall be open to the public and held in accordance with the Miami-Dade County and record laws and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, as applicable.

Notwithstanding anything contained herein to the contrary, notice of any special meeting may be waived only by not less than a majority of the entire membership of the Board of Trustees. No special meeting shall be held unless notice thereof shall be given in compliance with the provisions of this section, or notice thereof is waived by a majority of the entire membership of the Trust.

SECTION 3. Quorum and Acts. A majority of the whole number of members of the Trust shall constitute a quorum for the transaction of business. The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees.

The members may appoint or designate alternates to vote on their behalf.

Any member of the Trust who announces a conflict of interest on a particular matter and a decision to refrain from voting or otherwise participating in the proceeding related to that matter shall leave the room in which the meeting is being held until the consideration of that matter is concluded. Any such member who does not leave the room shall be deemed absent for purposes of constituting a quorum, counting the vote or any other purpose.

SECTION 4. Presiding Officer. The Chairperson of the Trust shall preside at all meetings at which he or she is present. In the absence of the Chairperson, the Vice-Chair or Treasurer shall preside. The presiding Officer may vote on all questions, his or her name being called last.

SECTION 5. Rules of Debate. Debate shall be governed by the rules of debate applicable to the Board of County Commissioners of Miami-Dade County.

ARTICLE V

OFFICERS

SECTION 1. Officers. The Board of Trustees may elect a Chair, Vice-Chair, Treasurer, and such other officers and assistant officers and agents as may be deemed necessary by the Board of Trustees. All officers shall serve until their respective successors are elected and qualified.

SECTION 2. Vacancies. Whenever any vacancies shall occur in any office by death, resignation, removal, increase in the number of officers of the Trust, or otherwise, the same shall be filled by the Board of Trustees, and the officer so elected shall hold office until his successor is chosen and qualified.

SECTION 3. Duties.

Chairperson of the Board. The Chairperson shall preside at all meetings of the Board of Trustees and by virtue of his office shall be a member of all standing committees. He shall have such other duties and powers as may be assigned to him by the Board of Trustees.

Vice-Chairperson. In case of the office of the Chairperson becoming vacant, or in case of the absence of the Chairperson, or his disability to discharge the duties of his office, such duties shall, for the time being, devolve upon the Vice-Chairperson.

Treasurer. The Treasurer shall work together with the Executive Director in keeping account of all money and funds within the control of the Trust unless otherwise determined by the Board of Trustees, and in coordination with the Executive Director, shall render such accounts and present such statement to the Trustees.

SECTION 4. Removal. Any officer elected or appointed by the Board of Trustees may be removed from office by the Board whenever in its judgement the best interests of the Trust will be served thereby.

SECTION 5. Resignation. Any officer of the Corporation may resign at any time by giving written notice to the Board of Trustees, or to the Chair of the Trust. 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.

ARTICLE VI

COMMITTEES

SECTION 1. Creation of Committees. The Chair of the Board of Trustees may designate from among its members committees, each of which shall have the authority specifically granted it by the Board.

SECTION 2. Executive Committee. The Chairperson of the Board of Trustees may create and appoint members to an Executive Committee. The Executive Committee may be composed of the Chairperson, Vice-Chairperson, Treasurer, and four (4) Trust members representative of the following groups: (a) one member of the homeless provider network and/or religious community; (b) one member of the business and civic community; (c) one member from the homeless community and/or advocacy/independents groups; and (d) one member from the state, county or municipal government. The Executive Committee shall have the power and authority to act on behalf of the Board of Trustees.

All committee meetings will be held subject to and in conformance with Miami-Dade County and Florida conflict of interest and open government laws including the "Sunshine Law," public meeting laws, public records laws and the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.

Unless a greater proportion is required by the Board of Trustees when designating a committee, a majority of the entire authorized number of members of such committee shall constitute a quorum for the transaction of business and the vote of a majority of the members present at a committee meeting at the time of such vote, if a quorum is the present, shall be the act of such committee.

Each committee shall serve at the pleasure of the Board of Trustees.

ARTICLE VII

EXECUTIVE DIRECTOR

The Board of Trustees shall select, with the approval of the County Manager, an Executive Director of the Trust. The Executive Director shall carry out all of the day to day activities of the Trust as well as those activities the Trust so directs. In addition it shall be the general responsibility of the Executive Director to complete all of the tasks contemplated by the Miami-Dade County Community Homeless Plan, prepare for submission, review and action by the Trust all information, proposals and ideas, schedule all regular and special meetings of the Trust, work closely with Miami-Dade County's Office of Homeless Coordinator, not-for-profit groups, the private sector, other government entities and provider groups to carry out the plan and enhance the assistance provided to the homeless.

With respect to contracts, applications for grants and matching funds, the Executive Director shall work closely with the Office of Homeless Coordinator in preparing request for proposals and grant applications, ranking each response and recommending to the Trust the award of contracts and grants.

MIAMI-DADE COUNTY HOMELESS TRUST BOARD MEETING MINUTES
NOVEMBER 28, 2011

The following members were in attendance:

Ronald L. Book, Esq., Chairman	Rabbi Solomon Schiff, Vice-Chairman
Tim Coffey for Judge Steven Leifman	Amy Liro for Cristy Martínez
Manny Sarria	Deborah Montilla for Alberto Carvalho
Karen Mahar	Violet Ryland for Esther Jacobo
Rana G. Brown	Lynne Cameron
Cleveland Bell, III	Paul Imbrone
Katherine Martínez	Pauline Clarke-Trotman
Lechant Smith for Wilbertine Berkley	Maria Lievano-Cruz, Esq. for Commissioner
Sergio Torres for Johnny Martínez	José Díaz
Wendall Fisher	

Members not in attendance:

Mayor Tomás Regalado	Father Patrick O'Neill
Bob Dickinson	Councilwoman Barbara Kramer
Hilda Fernández	Rev. Priscilla Felisky Whitehead
L. Ann Cumbie	

The following persons were in attendance:

Dan Vincent	Fernando Colón	Cesar Deville
Lazaro Trueba	Bobbie Ibarra	Terrell T. Ellis
Beth Von Werne	José García	Liz Regalado
Melissa Saldaña	Jean Eveillard	David Raymond
Holly Woodbury	Sarah Ingle	César Deville
Thom Mozloom	Stephen Alvarez	Maggie Olano, Rec. Sec.
Marta Broom	Farren Oglesby	

I. WELCOME AND INTRODUCTIONS

Mr. Book called the meeting to order at 10:14 a.m., welcomed everyone, and proceeded to consider the meeting agenda.

II. APPROVAL OF THE MINUTES

Mr. Book inquired if there were any comments, questions, or changes to the October 2011 meeting minutes; not hearing any **Mr. Coffey made a motion to approve the minutes. Mr. Imbrone seconded the motion. All members present approved the motion set forth unanimously.**

III. SUNSET REVIEW OF COUNTY BOARDS

David Raymond referred members and guest to the memo with its attachments provided in the meeting packet. As many may be aware, this document is required by County ordinance bi-annually. The document specifies the creation and purpose of the trust, and the achievements of the past two (2) years. It also includes attendance record of the board members-which will be updated in December-after the last board meeting of the year. This would be the only change to the document post board approval. The Sunset Review must be submitted to the Office of Management and Budget by January 4, 2012 which will then be presented to the Board of

County Commissioners on March 15, 2012. Members and designees were asked to please review the attendance sheets and report any discrepancies. Mr. Book stated that the document is self-explanatory. **Rabbi Schiff made a motion to approve the Sunset Review document as presented. Ms. Montilla seconded the motion. All members presented approved the motion unanimously.**

IV. THE M NETWORK REPORT

Thom Mozloom provided updates as reflected on the written report in the meeting materials on the Public Awareness Campaign including but not limited to the following:

- As everyone is aware Homeless Awareness Day is scheduled for December 8th
 - The "Slow Roll" will begin at the Office Depot on Biscayne Blvd. and 121st Street to the American Airlines Arena with Mobile Mike
 - All the cardboard brigades from last year are recommitted; 2,000 volunteers are expected
 - Have major media attention-television and Herald
 - Working out some kinks for "command center" and photos
 - Some logistics were explained
- Citrus Health Network made a donation for meter sponsorship

There was some discussion on spreading the word and special invitations that should be made such as to city and county officials, particularly the County and City of Miami Mayors, the County and City of Miami Commissioners, as well as local personalities and athletes, Romero Britto should be invited to say a few words. Ms. Cameron will place it on the Neighbors for Neighbors Facebook Page and Tweet it

Also some logistical issues such as security and permitting were clarified and individual school events.

Mr. Book requested that everyone speak to their boards and any associations for meter sponsorships.

V. CHAPMAN PARTNERSHIP REPORT

Mr. Dan Vincent welcomed everyone and then proceeded to provide members and guests, updates and announcements concerning the organization's operations and events:

- * Thanks to all the participants for their assistance in the food service of the Thanksgiving meal
- * Outplacement for the month ending October 31, 2011 at the Chapman North was 69.1%, South Dade 84.2%, and life to date 62.9%
- * Hosted the Miami Foundation on November 16, 2011-there was an excellent dialogue
- * On November 17, 2011 the Chapman Partnership Board agreed to move forward with an operating agreement to add 44 beds in total in space that has been identified in the Chapman North classroom and Resource Center
 - (At this time Mr. Book elaborated on preliminary discussion and options at the last board meeting to serve homeless families-a summary of this discussion is provided under agenda item #9)*

- * Thanksgiving Holiday- Had amazing volunteers at Bongo's Cuban Café, Chris Bosch participated at the event and has recommitted for next year's event
- * Special Presentations:
 - o Check for \$5,000 on behalf of Chapman Partnership Board Chairperson Trish Bell for the sponsorship of 5 meters; and
 - o A check for a \$200,000 donation from the Chapman Partnership

Mr. Book remarked on the long standing public-private partnership with Chapman Partnership and all that has been accomplished. Thank You to Chapman Partnership.

On that note Mr. Book requested that the Trust be more collaborative with the Bongo's event and that Mr. Mozloom be part of that effort to perhaps broaden the event and to perhaps do something similar during other holidays.

VI. APPLE TREE PERSPECTIVES REPORT

Ms. Alicia Apfel provided a synopsis that mirrors the written report in the meeting packet that includes but is not limited to the following:

- Camillus House
 - o Funding delay-GOB agreement executed
 - o Surtax closing-draft is at the underwriters
- Several Tax Credit Projects finish at the end of the year
 - o Labre Place
 - o Barbara Carey-Shuler
 - o Bonita Cove
- Meridian Place-still working to clarify funding issues

Rabbi Schiff made a motion to adopt the report as presented and outlined in written report. Mr. Bell seconded the motion. Other projects are moving forward. Any further questions or comments may be directed to the Homeless Trust Office. All members present adopted the report unanimously.

VII. ECONOMIC INDICATOR REPORT

César Deville provided a presentation which mirrors the written report in the meeting packet. In the month of October we experienced a 15.56 % increase as compared to the same period last year as well as the year to date collection. This represents a collection \$1,226,161 million. César then reviewed the unemployment figures which have slightly decreased in at all levels, with the greatest decrease in Miami-Dade County at 10.8%. Homeless Helpline received 1,887 phone calls. Davis added that we are the only tax that has increased in the County.

VIII. EXECUTIVE DIRECTOR'S REPORT

David Raymond provided updates and announcement, including but not limited to the following:

Homeless Memorial & Vigil: This event is scheduled for December 16th at 12:30 p.m. following the Board meeting in the lobby of this building

Department of Health & Human Services Visit to Verde Gardens: The entire complex was toured by

the official; they were very impressed however they have some questions and so they would like us to hold off of the animals being brought in.

ESG Funding: HUD allocation, congress increased to \$40 million, put into ESG (Emergency Solutions Grant). We have been told to use our allocation for Rapid-Rehousing. These funds will be granted to Public Housing and Community Development which signifies a substantial amendment to the Consolidated Plan and will have to go to the Board of County Commissioners for approval. The required match may be in-kind.

ESG Rule and Definition: David reviewed the documents which are available online. Staff is pending clarification on program eligibility. In addition there is a HUD CoC "check-up." We will be asking stakeholders to participate in surveys in different categories. David reviewed a list of potential survey participants which was slightly modified by the Trust Board. Participants will receive an e-mail from HUD linking to the survey and providing guidance. They are not divulging the content of the questions.

IX. OTHER ITEMS

During the Chapman Partnership presentation the issue of adding 44 beds to the Chapman Partnership was raised and discussed at length including other avenues to assist families as quickly as possible. Several issues were discussed and explored including but not limited to the following:

- ❖ Preliminary capital cost projections-\$250,000 to \$300,000 without the cost of the beds, lockers, or linens
 - Less than the current cost of the hotel occupancy rates-presently 60 families in hotels
- ❖ Long term shift
- ❖ Zoning restrictions
- ❖ Specific space identified
- ❖ Timeline for building permit approval would be 4 to 6 months-Mayor Regalado is supportive of such an endeavor
- ❖ Provide Case Management during the hotel stay
 - 81% of hotels resident families wind up going to the Chapman Partnership Centers
- ❖ Although in the hotels families are safely off the streets, they are not receiving complete case management service
- ❖ Children are doubled up in beds in the hotels-it is estimated that the average age of the children is between 8 and 9 years of age
 - Appropriateness of children doubled in one bed was raised-potential issues of sexual abuse in the new space
 - Most common scenario is a single mother with children
 - This is presently practiced at the hotels otherwise placement becomes much more difficult
 - At the shelters there is also doubling up
 - Hotels could provide roll-a-way beds when older children are different sex
 - A more professional opinion should be considered

Mr. Book expressed his deep concern of the increased risk of sexual abuse irrelevant of familiar relationships. Realizing that it will likely not be possible to eliminate doubling up, he would like staff to gather professional opinions. This is vulnerable population and although this issue

AGENDA ITEM #2

has never really been discussed, it deserves some discussion to perhaps have some mechanisms in place for the kids' safety first and to minimize risk.

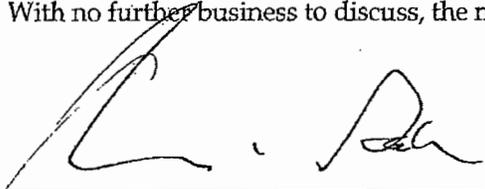
Rabbi Schiff will be at a book signing at Books & Books on December 14th at 7:30 p.m.-please join him in launching the book he just finished writing: Under the Yarmulke.

Mr. Book will be giving a presentation to the City of Miami Commission on December 15th at 3 p.m. to provide an update on the work of the Homeless Trust and this Board.

The Miami Herald published Lauren Book's Editorial, please read.

Hope everyone had a great Thanksgiving Holiday, we will meet before the Religious Holidays- hope everyone joins us for that meeting and the Homeless Memorial and Vigil.

With no further business to discuss, the meeting was adjourned at 12:12 p.m.



**Ronald L. Book, Chairman
Homeless Trust Board**