

# Memorandum



Date: April 2, 2013

To: Honorable Harvey Ruvin  
Clerk, Circuit and County Courts

From: Carlos A. Gimenez  
Mayor

A handwritten signature in blue ink, appearing to read "Carlos A. Gimenez". The signature is fluid and cursive, with a large initial 'C'.

Subject: Agricultural Practices Advisory Board (APAB) Reappointment of Robert Thompson

---

Pursuant to Section 2-395 of the Code of Miami-Dade County (Code), members of the Agricultural Practices Advisory Board are appointed by the Board of County Commissioners following nomination by a designated organization. On November 16, 2012, the Coalition of Florida Farmworker Organizations, Inc. (COFFO) recommended Mr. Robert Thompson to a third term as the COFFO representative on the Agricultural Practices Advisory Board. The recommendation is shown on the last page of the attached COFFO Board Minutes of November 16, 2012.

The Agricultural Practices Advisory Board consists of thirteen members representing a variety of agricultural industries. The membership, terms of office, organization, duties and powers, and procedures which govern the Agricultural Practices Advisory Board are set forth in Article LXVIII of the Code. Members of the Agricultural Practices Advisory Board serve four-year terms and are not subject to term limits, however, the Board must grant approval of reappointments for each successive four (4) year term until the member is replaced.

Mr. Robert Thompson has completed his second term on the Agricultural Practices Advisory Board and is eligible for a third term

Based upon the above, please schedule this reappointment before the Board as soon as possible.

Thank you for your attention to this matter.

Attachments

**COFFO BOARD MINUTES**  
**November 16, 2012**  
**Homestead, Florida**  
**10:00 am**

**INTRODUCTIONS:**

Robert Thompson, Chairperson welcomed the board members.

**BOARD MEMBERS IN ATTENDANCE:**

Robert Thompson  
Pressa Mondelus  
Pedro Narezo  
Joseph Dorsinvil  
Sinclair Williams

**BOARD MEMBERS ABSENT**

Margarita Hinojosa  
Fr. Frank O'Loughlin  
Fernando Pro Jr.

**STAFF IN ATTENDANCE:**

Arturo Lopez, Executive Director  
Maria Adame

**ESTABLISHING A QUORUM:**

Having determined that there was a quorum, the Chairperson called the meeting to order.

**APPROVAL OF AGENDA:**

The Chairperson asked the members to review the agenda and requested a motion for acceptance of the agenda. Sinclair Williams made the motion, seconded by Pressa Mondelus, motion passed.

**APPROVAL OF MINUTES:**

The Chairman informed the members that the minutes for 6/27/12 (full board), 7/24/12 (Executive Committee) and 9/24/12 (full board Conference call) had been sent out and that copies were in their folders. By consensus of the board one motion will be made to approve the three minutes. The motion to accept the minutes was made by Pressa Mondelus, seconded by Joseph Dorsinvil.

## **EXECUTIVE DIRECTORS REPORT:**

**Mortgage Refinancing-** The Executive Director reported that the refinancing was completed and the amount was for \$348,500. He explained that some of members were not too happy with the Settlement Charges which was \$20,740. The Executive Director informed the members that the down side of working with a lending institute that it is not local and costly. Of the \$20, 740, approximately \$14,850 was for services that were provided by companies that were not local. For example, the survey and appraisal company were from Orlando and their attorney was from California.

**BBC Cost Over Runs-** Executive Director informed the members that the amount that the County had granted COFFO for the addition to the site was \$500,000. He reported that additional expenses that were not foreseen by the architect was the wiring for the computer and telephone systems, parking lights and bigger air compressors for cooling the building. The amount of the over run was \$21 thousand plus. Sinclair Williams asked where the funds to cover the cost were going to come from. The Executive Director said that Robert Thompson had mention the possibility of going to the Commissioner and ask him if this amount could be covered by the \$100,000 that he had in his budget and asked the Office of Community Economic Development to give to COFFO for other construction needs. The Executive Director reported that the original contract was for landscaping, fencing, walk way improvement and bus shelter. He said that if this did not happen, the expense was going to go into the general account which would be picked up by some of the refinancing amount.

**Office of Grants Coordination Monitoring Report-** The Executive Director informed the members that the report was in their packet. He said that usually when he reports on the monitoring that is conducted by the funding sources he only provides copies of the section related to the board and reports on the other items. At the last monitoring by OGC, the monitor, under corrective actions, asked that the Executive Director share the results of the visit with the members, and that minutes of the meeting where this was done be sent to her.

The Executive Director covered the Administrative section and directed their attention to AR1.03 that applies to the Board of Directors. He mentioned that items 1 & 2 are areas of concern that needs to be addressed. In the Fiscal Operations Review number 24 was marked as a concern. The Monitor wrote that our petty cash policy states that petty cash can only be used for purchases of less than \$50.00. Accounting is not sure where she got the information from because on page 6 of our Accounting Procedure Manual, number 1 states that the main office and immigration will have a \$300 petty cash fund and that Immokalee will have a \$200.00 petty cash fund. Number 2 states that not more than \$100.00 can be used for any individual transaction. Under Personnel Administrative Review the monitor noted that the Executive Director had not be evaluated, that a personnel file did not exist for Orlando Marin, Bus Driver (he was not a bus driver) and that the agreement between COFFO & its Employee Company was not approved by OMB-GC prior to execution.

**The Corrective Actions Required are:**

1. Provide the results of the monitoring report to the Board and send copies of minutes.
2. Show that taxes and payments to the IRS were made on a timely basis.
3. Submit proof of Executive Director's evaluation and create file of Orlando Marin.
4. Submit copy of Employee agreement to OMB-GC.
5. Revise Petty Cash re; amounts.

**Contracts**

The Executive Director reported on the four contracts that the agency is presently administrating.

1. CSBG, Department of Economic Opportunity
2. Office of Grants Coordination, Miami Dade County
3. Ounce of Prevention, Florida Department of Health
4. LIHEAP, Agricultural Labor Program Inc.

The Chairman asked if there were any questions and being none asked for a motion to accept the Executive Director's report. The motion was made by Pedro Narezo, seconded by Pressa Mondelus, motion passed.

**FINANCIAL REPORT**

**-Agency Financial Status** – In the absence of the Fiscal Officer the Executive Director informed the members that the financial report was in their packet and reviewed the financial report for the period ending September 30, 2012 with them. He directed the members to page 2 of the report (Statement of Revenue, Expenses and Fund Balance) which showed \$1,011,815 in total revenue and \$973,088 in total expenses leaving a positive balance of \$38,727. He informed the members that if they wanted to see the details they could go to page three which was the supportive statement of revenue. He reported that the fund balance at the beginning of the fiscal year (October 1, 2012) was \$478,383 and that the balance for the period ending September 30, 2012 was \$517,110.

The Executive Director informed the members that information after page 15 the document contained information on how the programs were performing. The information was in numbers, pie charts and charts. The Chairman asked if there were any other questions and being none asked for a motion to accept the report. The motion was made by Sinclair Williams, seconded by Pedro Narezo, motion passed.

**NEW BUSINESS**

**-Bylaws Amendments** – The Executive Director informed the members that the Chairman and he had been reviewing the bylaws and would be submitting them to the members prior to the next meeting so that the Board Members could review them and take action on them at the next meeting.

**-Personnel Policy Amendments**-The Executive said that recommendations to the personnel polices were also going to be submitted. Some of the recommendations to the bylaws and personnel policies were recommendations made by the auditors.

**-Executive Director's Evaluation-**The Chairman asked the Vice Chairperson, Pedro Narezo to conduct the evaluation process and the Executive Director was asked to leave the meeting while the members reviewed the Executive Directors performance. The Executive Director was asked to return after the task was completed and the Vice Chairman met with the Executive Director to discuss the completed evaluation. The Vice Chairman and the Executive Director signed the evaluation document.

#### **RESOLUTION**

The Executive Director informed the Board Members that the County had informed him that Robert Thompson's term on the Agricultural Practices Advisory Board was ending and could serve another four year term if COFFO wanted to re-nominate him for another term. He informed the Members that Mr. Thompson had agreed to serve another term. He informed the Members that Mr. Thompson had represented the agency and the farmworkers in great fashion and recommended that he be re-nominated. Pedro Narezo made the motion to nominate Robert Thompson to serve another term, seconded by Pressa Mondelus, motion passed.

#### **ADJOURNMENT**

Being no other business the Chairperson adjourned the meeting.

  
Chairman/Secretary

  
Date

Robert Thompson  
9975 Marlin Road  
Miami, FL 33157

Experience  
Department of Human Services

Contract Officer  
1994-2000

Monitored community based organizations that received county funding and prepared written reports.  
Prepared amendments to contracts.  
Prepared agreements/contracts to be sent to the community based organizations.  
Reviewed all contracts before sending them to the Director.  
Acted as supervisor whenever the Director was not present.  
Represented the Director at meetings and accompanied her to others.  
Reviewed award letters for monetary accuracy.  
Supplied technical assistance to CBO's.  
Performed site monitoring.

Community Relations Program  
Officer  
1975-1994

Supervised a staff of subordinates engaged in the identification and investigation of community problems and issues that related to the Community Relations Board's function to foster mutual understanding, tolerance and respect among all economic, social, religious and ethnic groups.

Participated with departmental administration in planning goals and objectives as well as the implementations of programmatic activities.

Served as a resource person and professional staff to committees and task force created by the CRB board or director.

Implemented methods and techniques to be used for the establishment of close working relationships with municipal, county, state and federal governmental agencies.

Functioned as a liaison/ombudsman with citizen groups and non-governmental bodies and organizations especially within South Dade.

Robert Thompson

Organized a monthly forum that brought together decision-makers, resource persons, providers and recipients of services at a monthly forum focusing their attention on county-wide issues. (The forum not only involved local resources, but state and federal as well).

Intergroup Relations Officer  
1973-1975

Organized monthly interagency meetings that brought together resources to focus on localized geographical /functional community problems such as complaints, police/community relations, migrant/seasonal farm workers concerns. Supervised the South Dade office and worked with all grassroots organizations in the area.

Administrative Officer I  
1972-1973

Worked as a community outreach person in South Dade. Was a member of the first crisis response team that monitored the Democratic and Republican conventions on Miami Beach.

Other Activities

Consultant to N.B.C. on "Migrant 1980" documentary. This was the sequel to Edward R. Morrows "Harvest of Shame."

Consultant to Inspector General's Office of H.H.S. Washington D.C. on Migrant Affairs.

Consultant to the Office of Special Services of H.H.S. in conducting a survey of services to migrants in the United States.

Consultant for the U.S. Defense Department's Race Relations Institute, helping to design and administer four programs for military personnel in which young men and women in the service visited Miami-Dade County and underwent an intense three (3) day minority experience.

Organized the Coalition of Farm workers Immigration Office to address the concerns of IRCA in 1986.