

# MEMORANDUM

Agenda Item No. 11(A)(12)

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**TO:** Honorable Chairman Jose "Pepe" Diaz  
and Members, Board of County Commissioners

**DATE:** June 1, 2022

**FROM:** Geri Bonzon-Keenan  
County Attorney

**SUBJECT:** Resolution appointing Aaron  
McKinney and Parmalyn Jacob  
as commissioners of the N.W.  
79th Street Corridor Community  
Redevelopment Agency

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The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Commissioner Jean Monestime.



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Geri Bonzon-Keenan  
County Attorney

GBK/jp



# MEMORANDUM

(Revised)

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and Members, Board of County Commissioners

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Gen Bonzon-Keenan  
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**SUBJECT:** Agenda Item No. 11(A)(12)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's present \_\_\_\_, 2/3 membership \_\_\_\_, 3/5's \_\_\_\_, unanimous \_\_\_\_, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) \_\_\_\_, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) \_\_\_\_ to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved \_\_\_\_\_ Mayor  
Veto \_\_\_\_\_  
Override \_\_\_\_\_

Agenda Item No. 11(A)(12)  
6-1-22

RESOLUTION NO. \_\_\_\_\_

RESOLUTION APPOINTING AARON MCKINNEY AND  
PARMALYN JACOB AS COMMISSIONERS OF THE N.W.  
79TH STREET CORRIDOR COMMUNITY REDEVELOPMENT  
AGENCY

**WHEREAS**, this Board adopted Ordinance No. 11-55, as codified in article CXXXIX, section 2-2092, *et seq.* of the Code of Miami-Dade County, Florida (the “Code”) appointing the initial board of commissioners of the N.W. 79<sup>th</sup> Street Corridor Community Redevelopment Agency (“Agency”) pursuant to section 163.356, Florida Statutes; and

**WHEREAS**, pursuant to section 163.356(2), Florida Statutes, and section 2-2094(a) of the Code, the Agency’s board “shall consist of not fewer than five or more than nine commissioners”; and

**WHEREAS**, the Agency currently has less than five members due the resignation of one of its members, and the Agency cannot meet to conduct its meetings until it has the requisite number of members as prescribed by law; and

**WHEREAS**, this Board, as a “governing body”, as that term is defined in section 163.340(3), Florida Statutes, is required pursuant to section 162.356(2), Florida Statutes and section 2-2099(c), to make appointments of the Agency’s commissioners; and

**WHEREAS**, this Board desires to appoint Aaron McKinney and Parmalyn Jacob, whose resumes are attached hereto as Exhibits “A” and “B” and incorporated herein by reference, to serve as commissioners of the Agency; and

**WHEREAS**, upon reviewing the resumes of Aaron McKinney and Parmalyn Jacob, this Board believes that they meet and exceed the qualifications necessary to be commissioners of the Agency,

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA**, that:

**Section 1.** The foregoing recitals are incorporated in this resolution and are approved.

**Section 2.** This Board appoints Aaron McKinney and Parmalyn Jacob to serve as commissioners of the N.W. 79<sup>th</sup> Street Corridor Community Redevelopment Agency in accordance with section 163.356(2), Florida Statutes, and section 2-2094(a) of the Code. Aaron McKinney and Parmalyn Jacob shall each serve a term of four years.

The Prime Sponsor of the foregoing resolution is Commissioner Jean Monestime. It was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_ and upon being put to a vote, the vote was as follows:

Jose “Pepe” Diaz, Chairman	
Oliver G. Gilbert, III, Vice-Chairman	
Sen. René García	Keon Hardemon
Sally A. Heyman	Danielle Cohen Higgins
Eileen Higgins	Joe A. Martinez
Kionne L. McGhee	Jean Monestime
Raquel A. Regalado	Rebeca Sosa
Sen. Javier D. Souto	

The Chairperson thereupon declared this resolution duly passed and adopted this 1<sup>st</sup> day of June, 2022. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA  
BY ITS BOARD OF  
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: \_\_\_\_\_  
Deputy Clerk

Approved by County Attorney as  
to form and legal sufficiency.



Terrence A. Smith

# Aaron McKinney

AaronTMcKinney@gmail.com |305.321.8796

## **EDUCATION**

### **Florida International University, Miami, FL**

Bachelor of Arts: August 2012

Major: Political Science

## **HONORS**

- Miami Foundation's Miami Fellows Class XI (Fall 2019)
- BMe Genius Fellow (Summer 2018)
- University of Miami Community Scholar in Affordable Housing (Spring 2017)
- Mosaic Taiwan International Fellow (Summer 2014)
- Congressional Black Caucus Institute Political Bootcamp (Summer 2011)
- Public Allies Miami Fellow (2009 & 2010)

## **WORK EXPERIENCE**

### **The Integral Group-Miami, FL**

#### **Development Associate - February 2021-Present**

- Project lead of all pre-development components of multifamily affordable housing developments in the City of Opa-locka and City of Miami. Including but not limited to:
  - Management of underwriting due diligence process for \$28M senior affordable housing development inclusive of \$20M HFA Bonds and \$3.5M of soft debt from governmental agencies
  - Coordination of design and development plans with architectural and engineering design professionals
  - Management of site plan and development agreement approval process with City of Opa-locka
  - Obtain required construction permits from Opa-locka and Miami-Dade County building departments
  - Coordination w/ lending institution and legal counsel on terms and conditions for tax credit equity partnership, construction loan, permanent loan, and other subordinate loans
  - Securing construction and operation subsidies through competitive applications:
    - Federal Home Loan Bank of Dallas AHP Program: \$750,000 Awarded
    - Miami-Dade County PHCD Project-Based Voucher Program: 67 Voucher Awarded
  - Collaboration with non-profit development partners on campus medical office buildout and residential social services
  - Collaboration with general contractor and subcontractors on job buy-out process for \$18.5M of construction cost

### **Related Urban Development Group-Miami, FL**

#### **Development Associate - February 2018-January 2021**

- Assisted in the management and oversight of all pre-development, construction, and property management components of \$307M redevelopment of Liberty Square and Annie Coleman Public Housing Sites. Including but not limited to:
  - Development design coordination with architectural and engineering design professionals
  - Obtained construction permits and approvals from Miami-Dade County and City of Miami
  - Assisted finance division with permanent loan, construction loan, and soft debt due diligence prior to closing
  - Developer/ owner liaison to 8-member construction management team crew to monitor compliance with project schedule and milestones
  - Management and oversight of public housing resident relocations pre and post construction
  - Facilitated implementation and monitoring of developer proffered Community Benefits Program for Liberty Square redevelopment project. Including:
    - Regular engagement activities centered around health & wellness, arts & culture, economic development, and educational attainment
    - Crafted RUDG sponsored apprenticeship program in collaboration with M-DCPS and FLDOE
    - Facilitated distribution of over \$50K in post-secondary scholarship awards to Liberty Square students
  - Liaison to community partners and governmental agencies, providing pertinent project updates through quarterly reports to County officials and monthly meetings with community stakeholders

**Miami-Dade County Commission-Miami, FL**

***Deputy Chief of Staff-Office of Commissioner Barbara J. Jordan - November 2015-February 2018***

- Provided detailed analysis on the social and fiscal impact of legislation brought before the Board of County Commissioners through regular briefings
- Aided in the crafting of legislative proposals and Miami-Dade County initiatives, including:
  - Revisions to MDC voluntary inclusionary zoning program to expand developer incentives
  - Creation of funding mechanisms to increase cashflow into MDC Affordable Housing Trust fund by 240% (\$3.5M)
  - Revised membership of Affordable Housing Trust Fund board to include professionals from banking, transportation, and planning community organizations
- Facilitated meetings and working groups with department staff, city officials, community stakeholders, and constituency groups

***ADDITIONAL WORK HISTORY***

**The Florida Senate - Miami & Tallahassee, FL**

***Chief Legislative Assistant - Senator Dwight Bullard - December 2012 - November 2015***

- Senior advisor on legislative and budgetary matters pertinent to residents of FL Senate District 39, aided in securing over \$85M in appropriations requests for NW Miami-Dade, Hendry, and Collier Counties

**Florida Democratic Party - Miami, FL**

***Regional Field Director - June 2014-November 2014***

- Hired, trained, and managed 16 field organizers in NW Miami-Dade County, developed action plans for weekly regional outreach goals, increasing voter turnout by 11% Miami-Dade from previous cycle.

**Organizing for America - Florida-Miami, FL**

***Field Organizer - August 2012 - November 2012***

- Lead campaign's field efforts in Liberty City community, recruited and trained 3 volunteer teams (30 members total) to assist voter mobilization operation resulting in 8.5% increase in turnout & 67% increase in vote-by-mail participation

**Miami-Dade County Public Schools - 5000 Role Models of Excellence Project - Miami, FL**

***Program Coordinator & Volunteer Recruitment Specialist - January 2011 - June 2012***

- Coordinated programming and enrichment activities for 25 elementary school program sites, managed volunteer recruitment and alumni retention campaigns.

**Empowered Youth, Inc. - Miami, FL**

***Community Outreach Coordinator - June 2009 - November 2010***

- Developed and maintained program partnerships to provide employment, educational, and enrichment activities to prevent recidivism among program participants

**The Portrait of Empowerment, Inc. - Miami, FL**

***Academic and Enrichment Programs Coordinator - August 2009 - July 2010***

- Coordinated academic and enrichment activities to ensure contract compliance with FDOE and TCT grant programs, oversaw operations of 3 program sites serving over 150 elementary students.

**Project H.O.P.E/ Inner City Youth of South Florida - Miami, FL**

***Programs Coordinator/ Outreach Specialist - September 2008 - July 2009***

- Coordinated and managed after-school programs, summer camp, adult life-skill workshops, and community events serving over 100 students, recruited and trained volunteer leaders.

***VOLUNTEER EXPERIENCE***

- Belafonte TACOLCY Center, Chairman (2021 - Present), Board Member (2018 - Present)
- The Black Collective, Co-Founder, Vice-Chair (2019 - 2021)
- Engage Miami, Board Member (2015 - 2016)
- Miami-Dade Young Democrats, President (2015 – 2017), Exec. Vice-President (2013 - 2015)
- Big Brothers Big Sisters of Greater Miami, Mentor (2007 - Present)

**PARMALYN MARLO JACOB, CPA**

6990 SW 57<sup>th</sup> Street,  
 Miami, Florida 33143  
 Telephone: (786) 399-9093  
 Email: [parmalynjacob@gmail.com](mailto:parmalynjacob@gmail.com)

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**SUMMARY**

A successful Accountant, Auditor and Finance Manager with proven accomplishments in large public and private companies, Big 4 firms and as an Independent Accountant. Ability to interact with and advise executive management in aligning financial strategies with business goals and objectives. Excellent analytical and communication skills. A highly self-motivated problem solver. Bilingual, English and French.

**EXPERIENCE**

**Parmalyn Jacob, CPA, CGMA, Miami, Florida**

**2002 - Present**

***President, provide cost-effective business strategies and services to diverse enterprises:***

- Offered complete accounting and financial management services-review, planning, analysis of interim and year-end financial information. Services also included, account reconciliations, journal entry posting and adjustment, forecasts and projections.
- Performed in temporary Accounting and Managerial roles, including acting CFO and Controller.
- Provided audit support to large companies facilitating Sox and GAAP compliance requirements.
- Assisted start-up and established companies with system evaluation, software implementation including staff training and support.
- Assessed, implemented, monitored, and enforced policies and procedures to streamline process.
- Provided tax services for small to mid-size corporation and individuals.
- Clients included: General American Capital Partners, LLC, Bank United, Del Monte, Inc., Easter Seals Org., Starling & Associates, NK Newlook, Inc, Miami Dade Community College Book Fair and Avanti, Co.

**WHC FOUNDATION & CHARITABLE TRUST, Miami, Florida**

**2009 - 2017**

***Financial & Accounting Director, report to Chief Financial Officer***

- Performed monthly close process which included financial data collection, analysis and reporting. Managed monthly and annual budget process.
- Reviewed and implemented internal controls for financial and operational process.
- Conducted quarterly and annual valuation analyses of 20+ private equity investments valued at ~\$50m to reconcile information per capital account statement.
- Key financial contact for investment managers of \$250m+ portfolio to facilitate processing and reporting of financial data monthly and annually.
- Developed, coordinated and prepared quarterly financial review reports presented to executive board demonstrating expert analysis and presentation skills.
- Centrally coordinated planning, activities, communications, and resources to ensure timely flow of information to external auditors.
- Prepared annual proforma and provided necessary support for annual audits adhering to current GAAP and other regulatory requirements.
- Prepared and filed annual tax return using Proseries software. Monitored, maintained and proposed minimum required distribution remaining in line with Foundation's strategic plan.
- Led the evaluation, redesign and implementation of Fluxx grant system used for financial operation reporting and grant management of ~\$30mm in annual budget. Responsible for training personnel to use the system, streamline their process, and create time efficiency.
- Coordinated effort to transition efficiently from manual system to Lawson G/L system facilitating data processing and reporting between Foundation G/L and custodian system.
- Reviewed and supervised payroll and payments processed thru Quickbooks system. Proposed journal entry adjustments to properly reflects financial activities.



**CHARLES SCHWAB & CO., Miami, Florida****1999 – 2002*****Senior Finance Manager, reported to Senior Vice President of Global Cross Border Business***

- Trained unit managers to use internal financial reports and procedures.
- Key financial contact for business development units, call centers, operations units and headquarters in San Francisco. Assisted in internal control as well as annual audits of local units.
- Conducted analysis of Schwab customer base used as reference for business development and marketing strategies. Also, conducted external market and expansion analysis used for office expansion in Puerto Rico, Brazil, and San Antonio.
- Developed the financial model consolidating all units and prepared the annual business plans, which aligned the financial strategies to the business goals.
- Prepared financial report, coordinated, and reviewed monthly business letter.
- Prepared monthly business review financial reports presented to executive management.
- Reviewed monthly trial balance and corrected improper postings in time for monthly closing.
- Worked closely with SVP and Executive management during restructuring and reorganization of businesses. Provided financial, productivity, and operational analysis used in decision-making.
- Established and maintained budget management process. Identified opportunities for expense reduction within the business units. Consistently provided financial strategies to help units maintain contribution margin commitment to Corporate.

**DELOITTE & TOUCHE, LLP, Miami, Florida****1997 – 1999*****Senior Auditor***

Responsibilities included adhering to budget plans, deadlines, supervising, training and assisting staff members in their development.

- Planned, performed, and reviewed audits for private, and public companies such as Goodwill Inc., Lennar Corp., Prudential/SEC, Sunbeam Inc. Also performed interim activities, prepared 10Q, and 10K.
- Researched, proposed, and discussed implementation of internal control improvements.
- Identified relevant financial accounting and reporting issues. Communicated to client proposed recommendations to repair account balance and transaction discrepancies.
- Researched, identified, and discussed with client recommended internal control and operating efficiency improvements.
- Directed and educated staff members on auditing techniques and systems.

**EDUCATION**

University of Miami, Coral Gables: Master of Business Administration (Accounting) 1996

Bachelor of Business Administration (International Finance and Marketing) 1993

Certified Public Accountant (CPA) 2002

Chartered Global Management Accountant 2014

Licensed Broker 2018

Proficient in Microsoft word, Excel, and Power point

Greater Miami Chamber of Commerce-Leadership Miami(Alumni)

Toastmasters member

FICPA and AICPA member