

## SUMMARY MINUTES

### SPECIAL COMMUNITY REDEVELOPMENT AGENCY ADVISORY COMMITTEE MEETING

**Monday, November 30, 2009**

A special meeting of the Chairman and Members of the Community Redevelopment Agency Advisory Committee (CRAAC) was held at the North Miami CRA Conference Room at 6:22 pm.

(Phonetic spelling of each speaker's name may be used throughout the minutes unless correct spelling is known.)

#### **I. Call to Order**

<b>ROLL CALL</b>	<b>Absent/ Present</b>
Clint Bower	<b>P</b>
Blanca Cobo	<b>P</b>
Arnold Delva	<b>A</b>
Kenneth Each	<b>P</b>
Michael McDearmaid	<b>P</b>
Roseline Philippe	<b>P</b>
Clark Reynolds	<b>E</b>
Duke Sorey	<b>P</b>
Armando Vidal	<b>E</b>
Mark Wolin	<b>E</b>

#### **II. Approval of Agenda**

The agenda was approved unanimously.

#### **III. Approval of Minutes**

No minutes to approve

#### **IV. Items for Review and/or Action**

**Item 1 - Oral Presentations and Questions & Answers with RFP respondents; and Discussion and evaluation of the responses to the RFP for FY 2009-10 Funding for Socio-Economic & Business Development Programs and Services that are consistent with the CRA Redevelopment Plan**

Each of the RFP respondents gave a brief oral presentation.

**1) Greater North Miami Chamber of Commerce:**

Ms. Clements and Mr. Welsandt gave a brief presentation on the Greater North Miami Chamber of Commerce's proposed project.

Mr. Bower asked if they could deliver the services with a lower amount than what they had requested. Ms. Clements answered that they could not fulfill all of the services in the proposal, but they would perform as much as they could with whatever budget they were granted.

The CRA Executive Director asked for the source of the other funding indicated in the proposal. Ms. Clements replied that it is the current membership dues and income that the Chamber works from.

**2) MGill & Associates:**

Ms. Gill gave a brief presentation on the proposal from MGill & Associates.

Mr. McDearmaid asked what the additional funding sources are for this project. Ms. Gill replied that the funding sources are the US Department of Commerce and Miami-Dade County.

**3) Nanay, Inc.**

Mr. Trinidad gave a presentation on the Nanay, Inc. proposal.

Mr. Bower asked if they could deliver the services with a lower amount than what they had requested. Mr. Trinidad replied that Nanay, Inc. always fulfills the commitments they make regardless of whether funding is provided or not.

**4) Dynamic Community Development Corporation**

Mr. DeRosa gave an oral presentation on the Dynamic Community Development Corporation.

Ms. Cobo asked if Dynamic CDC provides loans to small businesses. Mr. DeRosa replied that his organization does provide micro-loans, but for larger loan amounts, Dynamic CDC will refer their clients to other organizations such as Partners for Self Employment.

Mr. Bower asked if they could deliver the services with a lower amount than what they had requested. Mr. DeRosa replied that they would consider it.

Mr. McDearmaid asked how many people that attended the last Dynamic CDC event got employment or started a business. Mr. DeRosa replied that he was not sure, but was aware that Sears had interviewed 10 people for job positions and Lexus of North Miami had interviewed about 5.

**5) North Miami Foundation for Senior Citizens Services**

Ms. Kleinberg presented the proposal from the North Miami Foundation for Senior Citizens Services.

Mr. Each asked if they could deliver the services with a lower amount than what they had requested. Ms. Kleinberg replied yes.

**6) Fanm Ayisyen Nan Miyami, Inc.**

Ms. Theodore presented the proposal from Fanm Ayisyen Nan Miyami, Inc.

The CRA Executive Director asked what the source of the other funding is for the project. Ms. Theodore replied that it is a grant from Miami-Dade County.

**7) PTSA Collaboration**

Ms. Hoover presented the proposal from the PTSA Collaboration.

The CRA Executive Director asked for the name of the legal entity that is applying for the RFP and would be entering into contractual arrangements with the CRA. A PTSA representative replied that it would be the Alonso and Tracey Mourning Senior High School PTSA.

**8) Police Athletic League**

Officer Walden presented the proposal from the Police Athletic League.

**9) Partners for Self-Employment, Inc.**

Ms. Coto presented the proposal from Partners for Self-Employment, Inc.

Mr. Bower asked if they could deliver the services with a lower amount than what they had requested. Ms. Coto replied that Partners for Self-Employment, Inc. does have other funding sources.

**10) Accion USA**

Mr. Mateo presented the proposal from Accion USA.

Mr. Bower asked how many businesses Accion USA has assisted in North Miami and asked if he could supply any names of these businesses. Mr. Mateo replied that Accion USA has assisted 24 businesses in North Miami, including the Jardel Restaurant across the street from the CRA office and conference room.

**11) JHS & Associates**

Dr. Jolibois presented the proposal from JHS & Associates.

The CRA Executive Director had noted that some of the RFP applications were incomplete as they were missing certain required paperwork. So after the presentations, the CRA Advisory Committee discussed each of the applications that were deemed to be incomplete in some way and passed motions on whether or not to accept them for evaluation.

**Moved by Mr. Bower, seconded by Mr. Each**

*To find that ACCION USA, Inc. did not meet the RFP threshold requirement for at least 12 months of prior experience serving residents and/or businesses in the CRA district and/or the City of North Miami*

**Approved 6-0**

**Moved by Mr. Bower, seconded by Mr. Each**

*To accept that the information provided by Dynamic Community Development Corporation is adequate to substantiate 12 months of prior experience serving residents and/or businesses in the CRA district and/or the City of North Miami.*

**Approved 6-0**

**Moved by Mr. Bower, seconded by Mr. Each**

*To accept that the information provided by Fanm Ayisyen Nan Miyami, Inc. is adequate to substantiate 12 months of prior experience serving residents and/or businesses in the CRA district and/or the City of North Miami.*

**Approved 6-0**

**Moved by Ms. Philippe, seconded by Mr. Each**

*To accept that the information provided by MGill & Associates. is adequate to substantiate 12 months of prior experience serving residents and/or businesses in the CRA district and/or the City of North Miami.*

**Approved 6-0**

**Moved by Ms. Philippe, seconded by Mr. Bower**

*To accept that the information provided by Partners for Self-Employment is adequate to substantiate 12 months of prior experience serving residents and/or businesses in the CRA district and/or the City of North Miami.*

**Approved 6-0**

The CRA Executive Director then pointed out that the Police Athletic League had failed to submit the required Part VI certification form and other related documents in its proposal submission.

The CRA Advisory Committee Chair asked the CRA Attorney for advice on how to proceed with regards to this. The CRA Attorney pointed out that the RFP says that the CRA reserves the right to waive any informalities and irregularities in any proposals. It is therefore up to the discretion of the committee whether or not they should waive this requirement.

Mr. Bower moved a motion to reject the submittal of the Police Athletic League but the motion failed with no second.

**Moved by Mr. Each, seconded by Mr. Sorey**

*To waive the requirement in the RFP for the Part VI certification form for all of the applicants.*

**Rejected 3-3, with Mr. Bower, Ms. Philippe, and Ms. Cobo against**

The CRA Executive Director suggested that the committee should therefore pass a motion finding the Police Athletic League non responsive. The CRA Attorney disagreed on the necessity of that action; instead he felt that the failure of the motion to waive the requirement of the Part VI certification form automatically rejects any respondents that did not submit that form.

Ms. Philippe asked what should be done about those respondents that only submitted a copy of the Part VI certification form and not the original. She then suggested that, since a number of respondents had difficulty with following the precise instructions in this area, it would be better to allow all to be considered, including the Police Athletic League, but to instead reflect their failure to complete the Part VI certification form as part of the scoring evaluation.

**Moved by Ms. Philippe, seconded by Ms. Cobo**

*To reconsider the motion to waive the requirement in the RFP for the Part VI certification form for all of the applicants, therefore allowing all that did not submit the Part VI certification form correctly to continue to participate in the evaluation.*

**Approved 5-1, with Mr. Bower against**

**Moved by Ms. Cobo, seconded by Mr. Each**

*To waive the failure of the PTSA Collaboration to submit a Part VI certification form with an original signature in its proposal submission.*

**Approved 6-0**

Mr. Bower asked which organizations did not submit the IRS Form 990 or other tax related information and whether or not these respondents should be included in the evaluation.

The CRA Executive Director replied that Fanm Ayisyen Nan Miyami, Inc. did not submit the IRS Form 990 or any other tax return information at all, and whilst the North Miami Foundation for Senior Citizens Services did submit the IRS Form 990 on the original application, it was missing from the second copy of the application that they were required to submit.

**Moved by Mr. Bower, seconded by Mr. Sorey**

*To waive the failure of the North Miami Foundation for Senior Citizens Services, Inc. to include the IRS Form 990 and other documents in the copy of its proposal submission.*

## **Approved 6-0**

### **Moved by Mr. Bower, seconded by Ms. Cobo**

*To find Fanm Ayisyen Nan Miyami, Inc. non-responsive for failure to submit the IRS Form 990 and other tax return information.*

### **Approved 5-1, with Ms. Philippe against**

Ms. Philippe pointed out that the committee had already passed a motion to waive the requirement of the Part VI certification form. To be consistent, they should do the same for the requirement of the IRS Form 990.

### **Moved by Mr. McDearmaid, seconded by Mr. Sorey**

*To reconsider Fanm Ayisyen Nan Miyami, Inc. for failure to submit the IRS Form 990 and other tax return information, this time waiving that requirement, finding them responsive, and including them in the evaluation.*

### **Approved 5-1, with Mr. Bower against**

Once these motions had been passed and it was clear which respondents would be included in the evaluation process, the advisory committee proceeded with scoring each of the applications with the exception of Accion USA. Then the CRA Executive Director totaled and averaged these scores and read out the result in the order of their average scores:

- 1) Nanay, Inc. – 85 points
- 2) Greater North Miami Chamber of Commerce – 76 points
- 3) Partners for Self-Employment, Inc. – 74 points
- 4) North Miami Foundation for Senior Citizens – 69 points
- 5) MGill & Associates – 68 points
- 6) Dynamic Community Development Corporation - 62 points
- 7) Police Athletic League – 61 points
- 8) JHS & Associates – 57 points
- 9) Fanm Ayisyen Nan Miyami, Inc. – 55 points
- 10) PTSA Collaboration - 44 points

**It is important to note that, subsequent to this meeting, it was determined that there were some errors in both the calculations and the score taking for some fixed score categories. The scores shown here are those that were read out during the meeting and should not be considered as the final scores given by the CRA Advisory Committee.**

The CRA Advisory Committee then discussed which of the respondents should be allocated funds and how the funds should be distributed.

### **Moved by Mr. Bower, seconded by Ms. Cobo**

*To fund the following organizations with the following amounts of funds: both Nanay, Inc. and the Greater North Miami Chamber of Commerce with \$50,000, both Partners for Self Employment, Inc. and the North Miami Foundation for*

*Senior Citizens with \$35,000, and both MGill & Associates and Dynamic Community Development Corporation with \$40,000.*

**Approved 6-0**

**V. Old Business**

**VI. New Business**

**VII. Adjournment**

**The meeting was adjourned at 10:03 pm**

11\_30\_09CRAACMinutes tecsr 121709