



## **THE CITY OF MIRAMAR ELDERLY AFFAIRS ADVISORY BOARD MEETING MINUTES**

**MAY 6, 2024**

**6:30 P.M.**

A meeting of the City of Miramar Elderly Affairs Advisory Board (EAAB) took place at 6:30 p.m. on Monday, May 6, 2024, in the conference room at the Multi-Service Complex, 6700 Miramar Parkway, Miramar, FL 33023.

### **1. & 2. CALL TO ORDER/ROLL CALL**

The following Board members were present:

Paulette Watson, Vice Chairperson  
Juan Chiquito  
Kohath March  
Cleopatra Mills  
Doreen Stephens  
Annette Wellington

The following Board members were absent:

Cecelia Cuff, Chairperson  
Roland Abel  
Mary Hudson  
Roxana Toro

Also Present:

City Attorney Jordan Gary  
David Haggerty, Senior Services/Transportation, SSD  
Sabrina Deveaux, Office Specialist

A quorum was achieved.

**3. RECORDING OF MEETING (ACKNOWLEDGEMENT): NONE**

**4. MEMBERSHIP STATUS:**

Mr. Haggerty stated the board members and staff present were as indicated by the roll call.

City Attorney Gary added most boards monitored their meeting attendance; if certain members were excessively absent, the board could opt to vote to notify the City Clerk of the board's wish to remove those members from the board, and ask for new members to be appointed by the Commission. If attendance was not a concern, the board need not have any discussion for the subject agenda item.

**5. APPROVAL OF MEETING MINUTES**

- Regular meeting of April 1, 2024

Ms. Stephens clarified the spelling of her first name as D-O-R-E-E-N.

Ms. Wellington filled in the red highlighted area on page 12; specifically, Mr. Abel's dialog should say: ...Miramar seniors who were on fixed income by lowering ...

Ms. Stephens noted the meeting adjourned at 7:54 p.m., not 6:54 p.m.

**Ms. Mills made a motion to approve the EAAB meeting minutes of April 1, 2024, as corrected; the motion was seconded by Ms. Wellington. The motion passed unanimously.**

**6. PRESENTATIONS (IF ANY):**

City Attorney Gary gave a presentation on the Florida Sunshine Law, Public Records Law, Robert's Rules of Order, and how they applied to all Miramar's advisory boards, highlighting the following:

- The EAAB was an advisory extension of the City Commission, and, like the Commission and all other city advisory boards, members were required to abide by the dictates of the Florida Sunshine Law
- There were three basic requirements: meetings must be opened to the public; reasonable notice of upcoming meetings must be provided to the public; meetings should be recorded, and minutes created for meetings
- Members of the public must be given a reasonable opportunity to be heard at board meetings on any matters coming before a board; the public's

opportunity to be heard at a meeting did not have to occur at the time of voting, they just needed to be heard within a reasonable time of the item being discussed

- Under the Sunshine Law, a meeting was classified as a discussion between two or more members of the same board, at which the members discussed any matter that was or might foreseeably come before the board for discussion and/or action; the term "meeting" referred to any communications between two or more board members, whether via: email, phone calls/text messages, social media platforms, written form, etc.; such discussions should only take place in a noticed meeting forum
- A knowing violation of the Sunshine Law was a misdemeanor in the second degree that was punishable by a fine of up to \$500.00, and/or a prison term of up to 60 days; courts took such violations very seriously
- The City of Miramar, as a governmental entity, must abide by the Florida Public Records Law; the City Commission, and all its boards were subject to the Public Records Act; the City had a duty to provide these documents
- Any documents, files, records, whether written or virtual, were all open for public inspection, and copying by any member of the public without explanation, and regardless of residency.

Ms. Stephens asked if this applied to board members' personal notes.

City Attorney Gary answered no, continuing the presentation as follows:

- The documents/files included: papers, maps, letters, books, tapes, photographs, recordings regardless of the format, etc. made pursuant to the transaction of a board's official business
- Though there were a few exemptions, the Public Records Law was construed in favor of open government, so the courts were very hesitant to clarify information as exempt, unless specified as such in the Florida Statutes, such as social security numbers, address and phone numbers of first responders for safety reasons
- A public record did not apply to personal notes made by board members during a meeting, providing those notes were not shown to another board member; once shown, the notes would become a public record
- The role and purpose of the board was to act in an advisory capacity to the City Commission; nothing the board decided was binding upon the City Commission
- The board's duties and responsibilities were spelled out in the city code; for example, members of the EAAB were charged with representing and articulating the needs of Miramar residents 55 years of age and older; members should foster involvement in the affairs of city government by

senior residents; board members should make recommendations to the City Commission on issues, and programs affecting the City's senior population

- The board's bylaws, as provided to each board member, set forth the purpose, duties, rules, and regulations by which the board conducted itself and its meetings
- Amendments to the board's bylaws only took effect once the Commission approved them
- Robert's Rules of Orders defined the procedures by which the City of Miramar's Commission, and advisory board meetings were conducted; these rules facilitated meeting flowing in an efficient and orderly manner; though the City was not a strict follower, the rules were followed as a general guideline
- One of the most important procedures from Robert's Rules was voting; a quorum or majority of board members was needed for a board to vote on any matter; motions required a first, then a second, and then a roll call for the vote by all board members physically present; a motion that was seconded could be approved either by polling board members individually, or by taking a unanimous voice vote for approval to pass the item; if not unanimous, the vote split of yes or no should be stated
- It helped if only one person spoke at a time, and board members not speak over each other; anyone making a motion and second should clearly identify themselves; the chair of the meeting always had the floor; anyone else wishing to comment should ask to be recognized to speak
- Motions could be amended prior to the final vote on an item
- If the board established subcommittees, it was possible to defer an item for a vote to the subcommittee for further discussion, possibly research
- It was possible to make a motion to defer voting on an item to a time certain, such as to end of a meeting, or move the vote to the next meeting; without a time certain, the agenda item could disappear
- After an item was voted on, board members who approved that item could make a motion to reconsider or rescind the previous vote on the item
- A meeting could be recessed to allow someone to take a break, etc.
- Adjourning meetings did not require a motion or second; the chair had the right to simply adjourn meetings.
- With the exception of the motion to adjourn a meeting, all motions needed a second in order for a vote on an item to proceed
- Election of officers, too, required a motion, second, and a call for a vote.

Vice Chairperson Watson asked if board members could be provided with a copy of the presentation, as such information, including the EAAB's purpose statement, so the board could refer to it as needed.

City Attorney Gary replied the board's purpose statement and bylaws were a part of the city code, so she could send this, along with information on the Sunshine Law, Public Records Law, and Robert's Rules of Order to Ms. Deveaux, so she could disseminate them to the board members.

Ms. Stephens pointed out when she was sworn in by the City Clerk as a board member, which she felt sure was the same for all board members, she received a packet of information that included the three areas just reviewed by Ms. Gary.

**7. EAAB PURPOSE STATEMENT: NONE**

**8. OLD BUSINESS:**

Ms. Stephens mentioned at the board's previous meeting, there was a discussion of the presentations that could help guide the board as to areas of focus; one such presentation was from Broward County's Area Agency on Aging (AAA), along with from several city departments.

Mr. Haggerty said he spoke with Social Services Director Katrina Davenport, and she told him one of the functions of Ms. Deveaux and he as staff liaisons was to schedule those presentations rather than having a board member do so. As he was not yet aware of people's availability to attend the EAAB's meetings, he was unsure as to the order in which they would speak to the board; he would begin with the Broward AAA to find out when they could make a general presentation to the board at the next meeting, and/or he could bring back any information he could gather to the board.

Ms. Mills remarked while the board waited for staff to identify and schedule presenters for the various areas of focus identified, should board members continue to do research on those focus areas, such as public safety, etc., or should they just wait for the presentations.

Vice Chairperson Watson thought at the last meeting's discussion, board members agreed to have the presentations first to better narrow areas of research that were relevant to City of Miramar seniors.

Ms. Stephens concurred; it was agreed board members needed to know what information was available and accessible, so that could be discussed, and communicated as recommendations to the Commission from the EAAB. Finding out what was available would help board members identify where gaps existed in services for Miramar's seniors. She mentioned the previous board discussion about having faith-based institutions help with the dissemination of existing

services information for Miramar's senior residents who did not attend Miramar's senior centers/programs.

Ms. Wellington agreed, thinking this was a recommendation the board could make to the City, as not all Miramar seniors were aware of the resources provided by the City of Miramar. The board could look at ways to get the information on senior services and programs offered by the City of Miramar to its senior residents. She suggested creating flyers, then, for example, have them distributed by faith-based organizations to their congregations, so seniors and their families could be more aware of the services and programs Miramar offered its senior residents.

Ms. Mills questioned where the information on what the City offered its seniors would come from.

Ms. Wellington knew the City published a booklet with all its activities, programs, etc. in Miramar that was distributed at senior centers; additional copies could be dropped off at faith-based organizations, so they could hand them out to congregants. Once the board made a recommendation, it would be up to the City to decide whether to act or not on it.

Ms. Stephens added providing the information to faith-based organizations might already be happening, but this would be revealed once the EAAB forwarded its recommendation.

Mr. Chiquito supported the concept of improving the communication of information to Miramar's seniors; this should be a part of any board recommendation regarding the improved provision of services to seniors. Communication should always be two ways, so along with getting the word out to Miramar seniors, the board should explore channels of communication by which seniors could voice their concerns, questions, etc. to the City.

Ms. Wellington remarked the board could recommend the City establish a senior helpline similar to that of 211 Broward, whereby, seniors could call in to communicate their needs, or get help with any issues they were having.

Vice Chairperson Watson noted the service might already exist in Miramar, so further research was needed.

Ms. Wellington agreed, asking if the staff liaisons could find out, and let the board know.

## **9. NEW BUSINESS: NONE**

## 10. OPEN DISCUSSION:

Mr. Chiquito recalled the areas of concern on which the board members decided to focus included: health, safety, and housing; he was unsure if there was anything stopping each board member from doing their individual research on services for seniors in those areas while waiting on the presentations. Board members could then present their findings at future board meetings for discussion. He recommended board members explore the areas of focus of special interest to them, and relate their findings to the board, so it could be added to the other information learned elsewhere.

Vice Chairperson Watson thought this was an excellent idea.

Ms. Stephens questioned if the EAAB needed to assign itself a timeframe for submitting its recommendations to the City Commission.

Mr. March thought board members could do personal research, possibly looking at existing packages to see what was there until the presentations were made to the board. From that point, it might not be difficult to see, such as in communication with faith-based organizations on what they were aware of from the package.

Vice Chairperson Watson referred to a brochure that was handed out to board members at the last EAAB meeting, so board members could go through it to see if there was anything else they could recommend being added; this was a start.

Mr. Haggerty commented that the *Voice of Ages* was a quarterly City of Miramar Social Services publication distributed at the City's senior centers; it was designed for members of the Southcentral/Southeast Focal Point Senior Center. Anyone who was a member received the publication, and they were sent to numerous senior residents in Miramar. He noted the contents of the publication was very specific to the services and programs provided at the City's senior centers, but he believed there was a larger scope that would encompass more Miramar seniors with regard to health, safety, housing, etc.

Vice Chairperson Watson understood, but she believed Ms. Stephens suggestion was that EAAB members look at existing brochures, flyers, etc. detailing the services and programs Miramar offered its senior citizens to possibly identify any gaps in those services/programs, so the board could make suggestions to address them.

Mr. March staff when it might be possible for EAAB members to receive existing



brochures on the senior services and programs Miramar offered its seniors.

Mr. Haggerty suggested going onto the City of Miramar's website, specifically Miramar's *Business Pulse* newsletter, an informational emailed to recipients two or three times a week; the link showed various city flyers with all that was taking place in the City, including events, programs, services, benefits for specific demographics, etc. He could print some of the flyers for the board to review at the next meeting; he was unsure as to the existence of specific flyers for the areas of focus, such as safety.

Vice Chairperson Watson thought, until the first presentation was made to the board, there was not much the EAAB could do.

Ms. Stephens felt there were actions the board could take; she was very familiar with the City of Miramar's website; it was very good, and contained a tremendous amount of information. Her church sent out a weekly newsletter, and they linked a section of that newsletter to the City's website, specifically to those things they thought their congregants might be interested in. She suggested board members who were unfamiliar with the City's website could start familiarizing themselves with its contents. Anyone interested in receiving the *Business Pulse* could sign up to be on the mailing list; there was another city newsletter that came out weekly they could sign up to receive. Ms. Stephens noted board members could sign up to receive emails from each member of the City Commission, as they all sent out regular eBlasts on their initiatives and other City activities. She said being emailed information from these various sources would give members a good sense of what was taking place in the City, though all the information was not senior focused, or comprehensive. However, it could help the EAAB identify where the gaps were to better serve Miramar's seniors, or look at ways to better communicate to seniors what was available to them from their city. She said a big concern was the use of technology by seniors, as with some not being not technologically savvy, they could remain unaware of the services and programs of which they could avail themselves. While they continued to rely on paper communications, many agencies were moving away from providing information in a hard copy format.

Ms. Mills pointed to brochures/flyers distributed at the City's senior centers, questioning why more could not be sent out to Miramar seniors, so they, too, could join senior centers, and access the information regularly.

Ms. Stephens agreed, stating when the board began focusing on the communication aspect, this could be a recommendation as well.



**11. ADJOURNMENT:**

The next meeting: June 3, 2024, @ 6:30 p.m.

The meeting was adjourned at 7:28 p.m.

Vice *Cecelia Cuff* *Watt*  
Cecelia Cuff, Chairperson ~~Watt~~  
CC/cp