




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Kanika Stamp, Chief HR Officer/ Director of Human Resources
DATE: November 12, 2025
RE: Temp. Reso. No. 8393 – Ruth Bader Ginsburg (RBG) Board Advisory Update

1. Introduction

- Staff Liaisons and Contact Information:

Staff Liaisons	Phone	Email
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- Purpose of the Report: Recap of board meeting activities.
- Background of the Advisory Board: The Ruth Bader Ginsburg (RBG) Board, was established in September 2020 to serve in an advisory capacity through use of research studies, reports and by providing recommendations with respect to all matters pertaining to the status of women within the City of Miramar.
- Scope of the Report: This report will discuss the latest goals, objectives, and discussions at the monthly meetings.

2. Board Composition

- Members and Appointments:

Board Member	Role	Appointment
Janine Alleyne-Maragh	Staff, Board Chair	5/17/2023
Tammy Reed	Resident, Vice-Chair	5/17/2023
Hawa Waugaman	Resident, Member	5/17/2023
Ellen Woods	Resident, Member	6/21/2023
Jacqueline Patterson	Resident, Member	5/05/2024

- Member Qualifications: RBG Board members are all Miramar Residents and provide a wealth of knowledge and expertise gained through their work in leadership roles in Broward and Miami-Dade County Public Schools, small business entrepreneurship and by serving in varying capacities for multiple boards and service organizations.
- Attendance Records: In general, attendance has been stable with most board members fully engaged and dedicated to the success of the board.

3. Meetings and Activities FY25 Q3 and Quarter 4 (April - September)

- The January 2025 meeting was fruitful with guest speaker, Dr. Ann-Marie McSwain, Chief Operating Officer, who provided an update on the One City at a Time (OCAT) initiative and the great impact the mobile health clinics are having throughout the City.
- February 2025 and March 2025 meetings were dedicated to establishing the topics for the upcoming RBG presentation and understanding the CEDAW initiative and how it would best work for the City of Miramar.
- April 2025 Commission Presentation Outline. CEDAW City Discussion on Review of Broward and Miami Dade County Documents.
- May 2025 Canceled due to a lack of quorum.
- June 2025 Canceled due to the Juneteenth Holiday.
- July 2025 and August 2025 Meetings Hiatus.
- September 2025 Canceled due to a lack of quorum.

4. Accomplishments and Outcomes

- Major Accomplishments: Through the research report performed by F.I.U, the board identified departments within the City of Miramar in which women in leadership positions were lacking in comparison to men. Through this realization, the board recommended a spotlight be placed on departments such as Public Safety and Information Technology to improve the gender gap. Since 2022, several women have been promoted and/or hired into leadership positions in Police (i.e., Major, Assistant Chief and Deputy Chief); Information Technology (i.e., IT Manager), and the City Manager's office (Chief Human Resources Officer, Chief Public Safety Officer, Chief of Staff).

- Impact: These actions have positively impacted the City's workforce and has established a culture of gender equity.

5. Challenges and Lessons Learned

- Challenges Faced: The 2022 Status of Women research report utilized data from 2020 which could be considered slightly stale data.
- Lessons Learned: The board will consider how major counties such as Broward and Miami-Dade are working towards gender equity and the mechanisms established in hopes of leveraging best practices.

6. Financial Overview

- Budget Summary: The Board does not have a budget nor directly spend any funds. The board is considering frequency in which to engage with Florida International University for regular research reports on the status of women in the City of Miramar.
- Funding Sources: These costs would come from the current Human Resources Department budget.
- Financial Management: Funds are budgeted in the Human Resources Department for professional consulting services.

7. Future Plans and Recommendations

- Upcoming Projects: The Board will engage with F.I.U. in 2025 for an updated Status of Women Report to see more recent data highlighting the improvements and the areas of concern. Expected engagement will be in the Summer of 2025
- Strategic Goals: To help the City of Miramar to become a CEDAW City (The Convention on the Elimination of All Forms of Discrimination Against Women). The board is currently reviewing reports and ordinances put in place by Miami-Dade and Broward County for insight on best practices.
- Recommendations: A presentation to the City Commission to showcase what has been accomplished and learned so far, and relay the strategic goals for consideration in February 2025.

8. Conclusion

- Summary: The RBG Board is working to establish long term solutions to ensure that matters related to women are not forgotten. The board will be spending the next few months preparing for their presentation to Commission which will include future recommendations to help Miramar become a CEDAW City.