




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Katrina Davenport, Director, Social Services

DATE: April 10, 2025

RE: Temp. Reso. No. 8393 – Elderly Affairs Advisory Board Update

1. Introduction

- **Name/Title of the board** - Elderly Affairs Advisory Board (EAAB)
- **Contact Information/staff liaison: Provide contact details for follow-up questions or additional information.**

Katrina Davenport, Social Services Director
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Staff Liaison:

David Haggerty, Social Services Operations Manager
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- **Purpose of the Report: Briefly explain why the report is being submitted.**

This report is being submitted to provide a comprehensive overview of the EAAB's activities, accomplishments, and future recommendations to the City Commission.

- **Background of the Advisory Board: Provide a short history and the reason for its establishment.**

The EAAB was established to act in an advisory capacity to the City Commission in matters relating to issues that could impact the quality of life for residents 60 years of age and older in Miramar.

- **Scope of the Report: Outline what the report will cover.**

This report will cover EAAB meetings, the board's response to presentations from experts in services for the elderly, and the preparation to make a recommendation to the City Commission.

2. Board Composition

- **Members and Appointments: List the names of current board members, their roles, and the dates they were appointed.**

See Appendix A – EAAB Members

- **Member Qualifications: Highlight the expertise and qualifications of the board members.**

There are no specific qualifications required for members of the EAAB other than age and resident status.

- **Attendance Records: Summarize attendance at meetings to show member engagement.**

Attendance for this quarter was at an average of 65% with no virtual participation.

3. Meetings and Activities

Meeting Schedule: Provide a summary of meeting dates and major topics discussed.

Meetings are held every first Monday of the month from 6:30 pm – 8:00 pm. There were no meetings in December 2024 and January 2025 as the Board was on hiatus.

February 3, 2025: During the first meeting of the EAAB after the December/January hiatus the board continued the discussion of reaching seniors in the community with information and resources. Information lines, WhatsApp, and websites were discussed but it was determined that they would be infeasible due to staffing. The board also discussed the use of QR codes in any material developed and quickly decided against them due to necessary updates and cybersecurity concerns.

March 3, 2025: There was a presentation from 602 HELP where representatives guided the board through a typical inquiry for senior services and where that call would be routed. The board discussed the process of creating a one-page resource guide for senior services in the area and determined that utilizing a grass roots approach in disseminating the guide, possibly to churches and faith-based organizations.

Summary of Activities: Outline key activities, projects, or initiatives undertaken by the board during the reporting period.

The EAAB has determined that they wish to make a recommendation to the Commission regarding the City developing a one-page senior resource guide to distribute throughout the community. They are planning on voting on this at their April 7, 2025, meeting.

The Board is determining the best way to utilize a grass roots approach to disseminate the resource guide. They are considering creating a list of stakeholders from both public and private entities to assist in this endeavor.

Public Engagement: Detail any community outreach, public meetings, or stakeholder engagement efforts.

EAAB members have engaged with City departments and private businesses.

4. Accomplishments and Outcomes

- **Major Accomplishments: Highlight significant achievements and milestones reached.**

The EAAB has determined that their first recommendation to the City Commission will be the creation of a one-page senior resource guide. They are exploring the process of making that recommendation and will be voting at their next meeting on April 7, 2025.

- **Impact: Describe the impact of these accomplishments on the community or specific areas of focus.**

The EAAB is planning to improve awareness of services available to Miramar residents 60 years of age and older.

5. Challenges and Lessons Learned

- **Challenges Faced: Identify any challenges or obstacles the board encountered.**
Outreach to senior residents can be challenging due to low social media usage.
- **Lessons Learned: Discuss what the board has learned from these challenges and how it has adapted or plans to adapt.**
To best connect with Miramar seniors the board intends to engage with faith-based organizations and providers currently working with seniors.

6. Financial Overview

- **Budget Summary: Provide a summary of the board's budget and expenditures.**
N/A
- **Funding Sources: Detail any grants, donations, or other funding sources received.**
N/A
- **Financial Management: Explain how funds have been managed and allocated.** N/A

7. Future Plans and Recommendations

- **Upcoming Projects: Outline planned projects and initiatives for the coming period.**
The board has had presentations from content experts in both the public and private sectors. Planning has begun for a one-page senior resource guide that will be distributed to Miramar seniors.
- **Strategic Goals: State the strategic goals and objectives the board aims to achieve.**
The EAAB intends to play a key role in ensuring Miramar seniors are aware of all services and programs available to them and to provide the Commission with recommendations to improve the aforementioned areas of focus.

- **Recommendations: Provide any recommendations the board has for the City commission, including policy changes, additional resources needed, or other support.**

Currently, the EAAB has not established any recommendations.

8. Conclusion

- **Summary: Recap the key points of the report.**

The EAAB has spent significant time educating themselves as to the array of services available to the elderly in Broward County. Their current focus is to reach isolated seniors in Miramar who may be unaware of resources and aren't tech savvy or involved with social media. The board sees an opportunity working with faith-based organizations, churches and non-profits to reach these seniors with a one page at-a-glance resource guide.

APPENDIX A

MIRAMAR

ELDERLY AFFAIRS ADVISORY BOARD

(City Code Sec. 2-105.11)

MEMBER DATA	COMM.	TERM	APPOINT. DATE
Kohath March	Winston F. Barnes	At Will	10/04/23 Reso. 24-04
Doreen Stephens	Winston F. Barnes	At Will	10/04/23 Reso. 24-04
Vacant	Maxwell B. Chambers	At Will	
Carolyn Broughton	Maxwell B. Chambers	At Will	06/05/24 Reso. 24-117
Paulette Watson	Yvette Colbourne	At Will	08/16/23 Reso. 23-172
Terese McGrew	Yvette Colbourne	At Will	05/15/24 Reso. 24-108
Annette Wellington	Alexandra P. Davis	At Will	10/04/23 Reso. 24-04
Cleopatra Mills	Alexandra P. Davis	At Will	10/04/23 Reso. 24-04
Roland L. R. Abel	Wayne M. Messam	At Will	10/04/23 Reso. 24-04
Juan Chiquito	Wayne M. Messam	At Will	10/04/23 Reso. 24-04
Roxana Toro	At-large	4 years	06/21/23 Reso. 23-128