




**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, & City Commissioners
FROM: Dr. Roy L. Virgin, City Manager 
BY: Katrina Davenport, Social Services Director
DATE: July 3, 2024
RE: Temp. Reso. No. 8166 – 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.**

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Staff Liaison:

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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 highlight EAAB initial meetings and identified focus areas and topics of interest. Additionally, this report will address the EAAB's intention to invite expert speakers with knowledge of senior resources, activities, and initiatives in the region.

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 the initial few meetings was low as members were unaware that in-person attendance is required to vote and approve Board actions. The last two meetings had an average of 75% attendance.

3. Meetings and Activities

- **Meeting Schedule: Provide a summary of meeting dates and major topics discussed.**
Meetings are held every 1st Monday of the month from 6:30 pm – 8:00 pm.

November 6, 2023: During the first meeting of the EAAB the members became acquainted, made decisions about how the board's work would proceed, and members selected a chairperson, and a vice chairperson.

February 5, 2024: The board discussed issues affecting the elderly residents in Miramar and decided that the board would choose a few areas to focus on in upcoming meetings.

March 4, 2024: Meeting adjourned due to lack of quorum.

April 1, 2024: The board chose to focus on Safety, Health, and Housing issues that are affecting senior residents of Miramar. The board decided to invite content experts to future meetings to best understand current services and areas of need.

May 6, 2024: City Attorney, Jordan Gary, presented the board the Florida Sunshine Law and the board asked many substantive questions regarding Robert's Rule and Board member communication guidelines.

June 3, 2024: The board welcomed a new member and oriented them as to board meeting processes and chosen focus areas. Discussion surrounded ensuring that Miramar seniors are aware of the many services offered to seniors in Broward County.

- **Summary of Activities: Outline key activities, projects, or initiatives undertaken by the board during the reporting period.**
 - The EAAB members determined focus areas to include senior safety, health, and housing.
 - The EAAB members requested presentations from local and regional content experts on these focus areas.
- **Public Engagement: Detail any community outreach, public meetings, or stakeholder engagement efforts.**
 - EAAB members discussed engaging with community stakeholders including faith-based organizations, residential providers, and homeowner associations.

4. Accomplishments and Outcomes

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

The EAAB is a newly created board whose first meeting was November 6, 2023. They have determined focus areas and are poised to hear from local and regional

content experts to best understand current services to seniors and any gaps that may exist.

- **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.**

When the board returns from the summer hiatus, they will be receiving presentations from content experts in the fields of safety, health, and housing.

- **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 is new and has determined areas of interest and focus. The board will begin educating themselves on these areas in order to make recommendations to the commission.

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	
Cecelia Cuff	Maxwell B. Chambers	At Will	06/21/23 Reso. 23-128
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