

# SENIOR CITIZENS ADVISORY BOARD

Minutes of April 7, 2014 Meeting

Coral Gables Youth Center

MEMBERS	J	J	A	S	O	N	D	J	F	M	A	APPOINTED BY
Nadejda Mishkovsky	E	R	R	R	P	N	P	P	P	P	P	Mayor Jim Cason
Carol Brock	P	R	R	R	P	N	P	P	P	P	P	Vice Mayor William H. Kerdyk, Jr.
Jane Mass	P	R	R	R	P	C	C	E	P	P	P	Comm. Patricia Keon
Maria Cruz	P	R	R	R	P	N	P	P	P	P	P	Comm. Vince Lago
Ying Pestien	P	R	R	R	P	N	P	E	P	P	P	Comm. Frank C. Quesada
Evelyn Budde	A	R	R	R	E	N	P	P	P	E	P	City Manager Patrick G. Salerno
Joan Valdes	P	R	R	R	P	C	V	V	V	V	P	Senior Citizens Advisory Board

A = Absent

B = Not on Board at Time of Meeting

C = Resigned

E = Excused absence

P = Present

N = No quorum

R = Recessed

S = Sick

V= Vacant Position

## STAFF:

Letty Ellis  
Adult Activities Coordinator

Tricia Spencer  
Administrative Assistant

Bridgette Thornton  
Deputy City Attorney

Yaneri Figueroa  
Assistant City Attorney

## GUESTS:

Katie Kreter  
Coral Gables Resident

1. Chairperson Carol Brock called the meeting to order at 5:00 p.m.
2. Carol Brock welcomed staff, board members and guests to the meeting.
3. **Approval of Agenda - A motion was made by Maria Cruz to approve the agenda. Motion was passed unanimously by the Board.**

4. **Approval of Excused Absences** - There were no absences to be excused.
5. **Approval of Meeting Minutes: March 3, 2014** – A motion was made by Maria Cruz to approve the minutes of March 3, 2014. Motion was passed unanimously by the Board.
6. **Adult Activities Center Divisional Report**

- a. **Adult Activities Center Report - Letty Ellis**

April/May Adult Activities calendar is out. Letty thanked Tricia Spencer for doing a wonderful job with the calendar. Letty was Employee of the Month for March; she was also honored by the Coral Gables Rotary Club. Medicare Fraud workshop will be held on May 6<sup>th</sup>, at 1:30 p.m. in the classroom. The first Salsa class was very successful. Letty would like to see a bigger turn out for the free music concert that is held once a month; the next concerts will be held on April 17<sup>th</sup> and May 15<sup>th</sup> at 2:00 p.m. in the Theater. Letty is currently working on the June/July calendar. There is going to be a new Creative Writing class and also a Brain Fitness evening class pilot program to see what kind of interest we get for evening programs. Computer classes are over, there is going to be a follow-up meeting to see how we can improve this class for the Fall session; statistics from Pew Research Center states that 6 in 10 seniors now go on-line. In April 2012 the Pew Research Center found that more than half of older adults those 65 years and older were internet users. Today 59% of seniors report they go on-line, a 6% point increase in the course of a year. Letty recently toured Osher Lifelong Learning Institute at the University of Miami and met with Julia Cayoso, the Director of Osher who was very impressed with the Adult Activities calendar and was open to partnering up with the Adult Activities Center. At the last Alzheimer's Support Group meeting Letty met with Jacqueline Schneider, a Board certified Elder Law Attorney.

7. **Old Business**

- a. Annual Lunch - April 9<sup>th</sup>

Carol Brock reminded the Board members of the upcoming annual lunch and to make sure they have RSVP'd with Letty if they have not done so already. Carol looks forward to seeing everyone at the lunch.

- b. Update of Adult Activities Center

Carol Brock reported that the contract is still in the process of being worked out. One of the issues is how the building is going to be taxed; City is looking at the possibility of sub-leasing.

- c. Discussion of Representative to attend Disabilities City Board and report to our Board

Carol Brock met with Bonnie Blair, chairperson of the Disabilities Board for the City. There was a discussion about having someone to represent the Senior Citizens Advisory Board by attending the Disabilities Board meeting then reporting back to the Board.

**Maria Cruz made a motion to ask Katie Kreter to be the liaison for the Senior Citizens Advisory Board at the Disabilities Board meetings and report back to the Board. Motion was passed unanimously by the Board.**

8. **New Business**

- a. Parliamentary procedure Bridgette Thornton, Deputy City Attorney

Copies of Robert's Rules of Order Summary and Senior Advisory Board power point presentation were distributed. Bridgette Thornton and Yaneris Figueroa discussed the following:

**Sunshine Law** as governed by Florida Statutes 286.011. All meetings of any board or commission at which official acts are to be taken are declared to be public meetings that must be open to the public at all times and the board or commission must provide reasonable notice of all such meetings; public boards should take reasonable steps to ensure that the location of the meeting will accommodate the amount of people that will be attending the meeting. A violation of the Sunshine law may occur if board members discuss issues before the board outside of a public meeting setting.

**Written Correspondence between Board Members** - A Board member may send a written report to another Board member on a subject that will be discussed at a public meeting without violating the Sunshine Law, if prior to the meeting there is no interaction related to the report among Board members and the report which is subject to disclosure under the Public Records Act, is not being used as a substitute for action at a public meeting.

**E-mail Correspondence** - E-mail communication of factual background information from one Board member to another is a public record but does not constitute a meeting subject to the Sunshine Law when it does not result in the exchange of board members' comments or responses on subjects requiring board action.

**Rules of Procedure and Roberts Rule of Order** - The Board established by the City of Coral Gables shall meet annually, but no later than August, for the purpose of electing one of their members as chairperson and vice-chairperson. Each Board shall adhere to Robert's Rules of Order which is the standard for facilitating discussions and group decision making. Robert's Rules help groups have better and more efficient meetings.

**Parliamentary Procedure** - A set of rules governing conduct at meetings. The rules protect everyone's rights to be heard and allow decisions to be made without confusion.

**How Do Members Get Their Say?** - They make motions such as Present Motions to make a proposal, Second Motions to express support for discussion of another member's motion, Debate Motions which give opinions on the motion and Vote on Motions to make a decision.

**To End A Debate Immediately** - The question is called and needs a second. A vote is held immediately. Two-thirds of the vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

**Rule of Debate** - A motion and a second to the motion is to precede any action on an agenda matter unless there are speakers to be heard on the agenda matter. All motions shall be made and seconded before the debate.

**Voting** - Reconsideration of vote previously taken: A motion to reconsider can be made by any Board member on the prevailing side, at any time during the meeting, and as late as the following meeting.

**Conflicts of Interest: Prohibitions** - Any gift accepted that is over \$100 must be disclosed with the City Clerk's office.

**Lobbying** - All lobbyist must register before engaging in lobbying activities.

In closing of the presentation, Bridgette Thornton told the Board that if they are ever in doubt to please call the City Attorney's Office for clarification.

9. **Date and Time of Next Meeting**

The next Senior Citizens Advisory Board meeting will be held on **Monday, May 5<sup>th</sup>, 2014** at **5:00 p.m.** in the Youth Center Conference Room.

10. **Adjournment**

The meeting adjourned at 6:41 p.m.