



## **AGENDA**

### **PALM BAY MUNICIPAL FOUNDATION, INC. DISASTER RELIEF COMMITTEE EXECUTIVE BOARD**

Regular Meeting No. 2018-04  
Monday, July 16, 2018 – 6:30 P.M.  
City Hall Council Chambers, 120 Malabar Road, SE

#### **CALL TO ORDER:**

#### **ROLL CALL:**

#### **ADOPTION OF MINUTES:**

1. Regular Meeting No. 2018-02; May 21, 2018.

#### **PUBLIC COMMENTS: (Non-agenda items only)**

Public Comments on Agenda Items – Individuals wishing to speak on specific agenda items can do so at the time the item is being considered by the Board. The Chairperson will ask if there are any public comments prior to the Board taking action on the item. All speakers will be limited to three (3) minutes each.

#### **NEW BUSINESS:**

1. Overview and discussion of Committee's responsibilities. **(CONTINUED FROM 05-21-18)**
2. Define the operation of the Committee; discussion of uniform talking points.

#### **OTHER BUSINESS:**

#### **ADJOURNMENT:**

If an individual decides to appeal any decision made by the Disaster Relief Committee with respect to any matter considered at this meeting, a record of the proceedings will be required and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Legislative Department at (321) 952-3414 or Florida Relay System at 711.

**CITY OF PALM BAY, FLORIDA**  
**PALM BAY MUNICIPAL FOUNDATION, INC.**  
**DISASTER RELIEF COMMITTEE**  
**EXECUTIVE BOARD**  
**REGULAR MEETING NO. 2018-02**

Held on Monday, the 21<sup>st</sup> day of May 2018, at the City Hall Annex Community Room, 120 Malabar Road, SE, Palm Bay, Florida.

This meeting was properly noticed pursuant to law; the minutes are on file in the Office of the City Clerk, City Hall, Palm Bay, Florida. The minutes are not a verbatim transcript, but a brief summary of the discussions and actions taken at the meeting.

The meeting was called to order at the hour of 6:29 P.M.

**ROLL CALL:**

<b>CHAIRMAN:</b>	William Capote	Present
<b>VICE CHAIRMAN:</b>	Juan Bermudez	Present
<b>MEMBER:</b>	Lori Parker	Present
<b>MEMBER:</b>	Nivia Torres	Absent
<b>MEMBER:</b>	Dawn Bittar	Absent

**CITY STAFF:** Present was Terese Jones, City Clerk; Terri Lefler, Deputy City Clerk.

Mr. Capote announced that Ms. Bittar advised she would be late to the meeting and that Ms. Torres' absence was excused due to health reasons.

Mr. Capote noted that Bill Battin was in attendance, as a member of the audience.

**PRESENTATION:**

**1. Review of the Sunshine and Ethics Laws, and Public Records Act – Rodney Edwards, Assistant City Attorney.** Mr. Edwards reviewed the Sunshine, Ethics and Public Records Laws.

**ADOPTION OF MINUTES:**

**1. Regular Meeting No. 2018-01; March 19, 2018.**

Mr. Bermudez suggested changing the June 18, 2018 regular meeting date due to the close proximity between meetings. The Committee concurred to reschedule the June 18, 2018 meeting to July 16, 2018, at 6:30 P.M. in the Council Chambers.

Motion by Mr. Bermudez, seconded by Ms. Parker, to adopt the minutes. The motion carried unanimously.

**PUBLIC COMMENTS:**

There were no public comments.

**NEW BUSINESS:**

**1. Overview and discussion of Committee's responsibilities.**

The City Clerk provided the Committee with an excerpt from the By-Laws addressing Article Nos. I and VI. Mr. Bermudez suggested defining the operation of the Committee and assigning responsibilities to each committee member. Mr. Capote advised that he could be a liaison to the business community. Mr. Bermudez offered to be a liaison to the religious organizations. Ms. Parker stated that she could handle the logistics and deal with departmental communications.

Mr. Capote suggested the discussion be continued to the July 16<sup>th</sup> meeting to get input from the absent members. He stated that the individual responsibilities could be finalized in July, with an action plan in place at the September meeting. Mr. Capote noted that preliminary footwork could begin since the active hurricane months were approaching. He stated that the 501(c)(3) should become the conduit to the outside organizations and could provide help locally as well as internationally, alleviating the use of General Fund monies.

Mr. Bermudez suggested an item for the July agenda, to define the operation of the Committee and for discussion of talking points that are uniform with all committee members. He also inquired about limitations or restrictions pertaining to the 501(c)(3). Mr. Capote suggested the City Attorney's input. He advised that the Disaster Relief Committee was an advisory committee to the Palm Bay Municipal Foundation, where the Committee's recommendations go before the Foundation for final decisions.

**OTHER BUSINESS:**

There was no other business.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at the hour of 7:33 P.M.

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William Capote, Chairperson

ATTEST:

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Terese M. Jones, City Clerk