



CITY OF COCONUT CREEK Advisory Board Member Orientation MINUTES

**Government Center
4800 W. Copans Road
Coconut Creek, Florida**

**Date: July 2, 2019
Time: 6:00 p.m.
Location: Commission Chambers**

Present: Mayor Sandra L. Welch
Deputy City Manager/Chief Financial Officer Karen Brooks
Deputy City Attorney Kathy Mehaffey
Police Chief Butch Arenal
Fire Marshal Jeff Gary
City Clerk Leslie Wallace May
Director of Community Relations Yvonne Lopez
Assistant to the City Manager Bernadette Hughes
Assistant Director of Sustainable Development Scott Stoudenmire
Senior Planner Linda Whitman
IT Specialist Ryan Wilmoth

Board Members Present:

CIVIL SERVICE

Pamela Asencio
Nikki-Ann Thomson-Parkinson

COMMUNITY OUTREACH ADVISORY

Connie L. Finley
Margaret Hurley

EDUCATION ADVISORY

Robert O. Hurley
Janice W. Jacobs

ENVIRONMENTAL ADVISORY

Susi F. Glatt

PLANNING & ZONING BOARD

Paul (Doug) Young

PUBLIC SAFETY ADVISORY

Larry F. Horak

The orientation was opened by Mayor Sandra L. Welch at 6:00 p.m., who thanked the board members for their attendance and encouraged them to speak with Commissioners and members of other boards for guidance. She noted applications are currently being taken for the Affordable Housing Advisory Committee.

Deputy City Manager/Chief Financial Officer Karen Brooks introduced the orientation agenda and invited the staff liaisons for each of the advisory boards to introduce themselves, followed by board members present.

City Clerk Leslie Wallace May conducted the oath of office for new board members.

Deputy City Attorney Kathy Mehaffey gave a thorough presentation on the following topics:

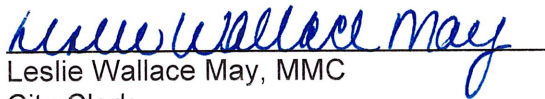
- Sunshine Law – Section 286.011 Florida Statutes;

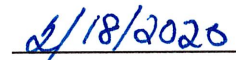
- Public Records Law – Chapter 119, Florida Statutes;
- Voting Conflicts of Interest – Section 112.3143, Florida Statutes;
- Nepotism – Section 112.3135, Florida Statutes;
- Code of Ethics for Public Officers and Employees – Section 112.313, Florida Statutes;
- Board Basics; and
- Parliamentary Procedure.

Ms. Mehaffey encouraged the board members to contact their staff liaison or the legal department with any questions.

The meeting was adjourned at 7:02 p.m.

Transcribed by: C. Parkinson, Prototype Inc


Leslie Wallace May, MMC
City Clerk


Date