

**MINUTES
CITY OF ORMOND BEACH
QUALITY OF LIFE ADVISORY BOARD
REGULAR MEETING**

February 7, 2019

6:00 PM

**City of Ormond Beach
Training Room
22 South Beach Street
Ormond Beach, Florida**

1) Call to Order

Recording Secretary Sha Moss ~~Dr. Shapiro~~ called the meeting to order at 6:00 p.m.

Members present were: John Adams, Peggy Hart, Dr. Philip Shapiro and Margaret Sharifi. Excused was William Masters and Troy Railsback. Absent was Ali Mehrabian.

Staff present was: Assistant City Manager Claire Whitley, Deputy City Attorney Ann Margret Emery and Recording Secretary Shá Moss.

2) Election of Chairman

City Ordinance 2012-31, Section 2.219(c) was read as part of the record.

Ms. Sharifi moved, seconded by Mr. Adams to nominate Dr. Philip Shapiro as Chairman. The motion passed unanimously.

Dr. Shapiro thanked the Board for their continued confidence in his as Chairman.

3) Election of Vice-Chairman

Dr. Shapiro stated he has not missed a meeting since Chairing the Board, but it could happen and that person needs to be familiar with the overall functions of the Board.

Ms. Moss stated she received an email from Mr. Masters, who was currently Vice-Chair expressing his willingness to serve again if nominated. It was noted that William Masters was ~~Vice-Chairman for previous years and was willing to serve again.~~

Dr. Shapiro asked whether the email was shared with the Legal Department and it was not, but Ms. Emery stated it was ok.

Ms. Sharifi moved, seconded by Mr. Adams to nominate William Masters as Vice-Chairman. The motion passed unanimously.

Dr. Shapiro asked new member Ms. Hart if she has ever served on a City Board; wherein Ms. Hart answered that she has not served on a City Board, but has served on a County Board.

Dr. Shapiro stated the Quality of Life Advisory Board was a focus group that discusses issues and ideas on a prioritization basis that City staff or the City Commission presents for input. He noted the input was advisory, not binding. Dr. Shapiro read the overview of the board that is also noted on the City's website.

4) Approval of Minutes – October 4, 2019

Mr. Adams moved seconded by Ms. Sharifi to accept the minutes of the October 4, 2019 meeting, as amended. The motion passed unanimously.

5) Administrative Matters

- Establishment of Regular Meeting Schedule and Time

Dr. Shapiro noted that Board has been meeting the first Thursday of the month at 6:00 p.m.

Mr. Adams stated he has had an attendance issue because of a standing Thursday meeting that begins at 6:30 p.m., and asked if anyone was open to adjusting the date or time of the meetings so that he can attend more frequently.

Dr. Shapiro asked staff whether changing the date and/or time would be an issue; wherein Ms. Whitley stated staff should be able to accommodate the change.

Ms. Hart asked whether the Board would be willing to meet at 5:00 p.m. instead of 6:00 p.m.

Mr. Adams moved, seconded by Ms. Hart to change the meeting time from 6:00 p.m. to 5:00 p.m. The motion passed unanimously.

There was no change to the meeting date.

Dr. Shapiro asked that an email be sent to the members indicating the time change.

Dr. Shapiro stated at the June 6th meeting, the Board would most likely discuss the Capital Improvement Plan and that it was an important meeting and a quorum was necessary.

- **Sunshine Law – Legal Department**

Ms. Emery stated that the Quality of Life Advisory Board is advisory to the City Commission so it falls under the Sunshine Law. What that means is that all of the Board's discussions need to be in public and cannot have any discussions between each other on something that is going to come before the Board or could possibly come before the Board. Some inadvertent ways this occurs is that staff would send an email and you would "Reply All" and inadvertently type something about an agenda item. She noted you can always talk directly to any staff member or anyone else regarding an agenda item, just not each other outside of a meeting. Another way for this to happen is trying to get clarity on an item before or after a meeting.

Ms. Emery stated regarding voting conflicts, if you think there might be a conflict of interest you could always give staff or the legal department a call for clarification. If you don't have a pecuniary interest in the outcome of a vote or something to be considered, you don't have a conflict of interest. She noted that "you" could also include someone in your family or your employer. Ms. Emery stated if you have a conflict of interest you cannot vote, but you can still participate in the discussion but you need to disclose the conflict of interest.

6) Audience Comments

Bill Denny, 1027 N. Halifax Drive, stated he attends different City board meetings because he was interested in what each board's function was, so was attending meetings.

7) Member Comments

None

8) Adjournment – Next Meeting – April 4, 2019

The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Shá Moss, Recording Secretary

ATTEST:

Dr. Philip J. Shapiro, Chairman