

CITY OF PALM BAY, FLORIDA
PALM BAY MUNICIPAL FOUNDATION, INC.
DISASTER RELIEF COMMITTEE
EXECUTIVE BOARD
REGULAR MEETING 2021-02

Held on Monday, the 21st day of June 2021, at the City Hall Council Chambers, 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 6:01 P.M.

ROLL CALL:

CHAIRMAN:	Donny Felix	Present
VICE-CHAIRPERSON:	Susan Walberg	Present
MEMBER:	Christopher Duncan	Present (Late)
MEMBER:	Keith Miller	Present
MEMBER:	Vanessa Scott	Present (Late)

CITY STAFF: Present was Suzanne Sherman, City Manager; Erich Messenger, Deputy City Attorney; Terri Lefler, Deputy City Clerk.

PUBLIC COMMENTS:

There were no public comments.

ADOPTION OF MINUTES:

1. Regular Meeting 2021-01; March 30, 2021.

Mrs. Lefler announced that a correction was made under the Roll Call heading, reflecting Susan Walberg as the Vice-Chairperson and Keith Miller as Member. Motion by Mr. Miller, seconded by Vice-Chairperson Walberg, to adopt the minutes as corrected. The motion carried unanimously.

NEW BUSINESS:

1. Discussion of Committee member roles.

Mrs. Lefler advised that the focus of the Disaster Relief Committee (Committee) was to raise money and recommend donations based on criteria as established in the guidelines. The former Committee members suggested assigning each member with specific roles and responsibilities: raising funds and communications with the business community, the religious organizations, government agencies, City staff through the City Manager; and handling the logistics of the Committee. She advised that the Committee could discuss the responsibilities and assign a role to each member based on the liaison duties set up by the former Committee or choose new and different roles based on the current members' backgrounds and experience.

Chairman Felix questioned what the Committee viewed as a disaster and how the Committee would like to distribute funds. He asked for consensus from the Committee to explore additional options in which the donations could be used within the community and how the Disaster Relief Committee was to respond moving forward. He felt other types of events and causes should be considered, rather than all donations going through the American Red Cross (Red Cross). The Committee concurred. Mrs. Lefler advised that an overview of the guidelines established by the former Committee would be provided under Item 2.

Vice-Chairperson Walberg suggested that members use their own networks and expertise for their role on the Committee. Chairman Felix felt getting information out about the Disaster Relief Committee within each individual's network was key. Mr. Miller stated that he was involved with the religious community and had a marketing background.

2. Update on prior donations, Committee guidelines, and fund balance.

Mrs. Lefler provided the Committee with a list of prior donations and advised the information was added to the Committee's webpage on the City's website.

Mrs. Lefler provided a revised copy of the guidelines to the Committee as there were changes to the handout from the previous meeting. She highlighted key points from the guidelines that were established by the former Committee.

Mrs. Lefler advised that the City's Finance Department provided the Disaster Relief Committee's total cash available for purposes, which was \$10,740.42, as of April 30,

2021. She also advised that this information was updated on the Committee's webpage.

Chairman Felix stated that he would like to broaden the ways in which the funding was spent, as all but one of the prior donations were made through the Red Cross. He asked that the City Attorney's Office report back to the Committee on how the organizations were selected and the administrative costs charged by the Red Cross. Mrs. Lefler advised that organizations had presented local causes and areas of need to the Disaster Relief Committee at their July 15, 2019, meeting and that the organizations were selected based on those presentations. Mr. Miller was concerned that certain disasters may occur locally but might not be declared a federal disaster. Chairman Felix asked if the former Committee considered local disasters not being declared a federal disaster. Mrs. Lefler advised that guidelines were established based on input by the former City Manager and the City Attorney's Office. She stated that she would provide the minutes and videos of those meetings to the Committee.

OTHER BUSINESS:

Chairman Felix announced that the next regular meeting would be held on Monday, September 20, 2021, at 6:00 P.M., in the Council Chambers. The Committee concurred.

Mr. Duncan and Ms. Scott joined the meeting at 6:30 p.m.

Mr. Duncan asked if members would be allowed to participate in local events, such as the Greater Palm Bay Chamber of Commerce's (Chamber) hurricane preparedness meeting, and asked the roles of the Committee members. Chairman Felix advised that there was not a direct role for the Committee to attend. He stated that the City partnered with the Chamber for the Disaster Recovery Expo and that local businesses in the industry were invited to the event. Chairman Felix advised that he would attend and bring information back to the Committee at the next meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at the hour of 6:31 P.M.

ATTEST:

Donny Felix, CHAIRMAN

Terri J. Lefler, DEPUTY CITY CLERK