



# Agenda Report

2725 Judge Fran Jamieson  
Way  
Viera, FL 32940

## Consent

F13

9/17/2019

### Subject:

The Brevard Commission on Aging Rescind and Replace Resolution and Sunset Date Extension

### Fiscal Impact:

FY 19/20 There is a fiscal impact to the General Fund of approximately \$4,233 yearly.

### Dept/Office:

Housing and Human Services

### Requested Action:

It is requested that the Board of County Commissioners approve and authorize the Chair to rescind and replace the previous resolution and extend the sunset date of the Brevard Commission on Aging until September 30, 2022.

### Summary Explanation and Background:

According to the United States Census, Brevard County is home to one of the oldest populations in the state of Florida. This presents unique challenges and opportunities within the County across a broad spectrum of areas (social, health, construction, recreation, advocacy, etc.). The Brevard Commission on Aging was established to address the ongoing needs of our aging population through a collaborative, coordinated effort among the public and private sector, as well as interested citizens.

The Commission on Aging enjoys a wide array of participation from many organizations, which share the belief that planning for the aging population is necessary to ensure their quality of life. This reduces costs for the resident, their families, and the County. Among the Commission on Aging's responsibilities are to identify the changing needs, issues, concerns, and trends in aging in Brevard, identify resources, make recommendations (local, State and Federal), and seek resources to enhance (or create) services. There is no other organized local effort or plan to coordinate and provide services, which also addresses the current and projected impact of the aging population in Brevard County.

It is through the efforts of the Commission on Aging members, and the partnership with Brevard County Fire Rescue, that their current advocacy for the Vial of Life Initiative has materialized. The Vial of Life Initiative began with Brevard County Fire Rescue, as a way to communicate vital health information to First Responders in the event of an emergency. Commission on Aging members from the Department of Children and Families and TRIAD partnered with Brevard County Fire Rescue, along with many other local agencies and health providers, to expand on this important and necessary tool of information for those in our community.

There is still much work to be completed on issues ranging from respite care to mobility/independence to skip generation families. The revised Resolution creates a sunset date of September 30, 2022, and revises Section 2 (Advisory Board) to reflect the Brevard Commission on Aging's continued planning and coordination efforts.

Revisions to the Resolution include membership changes under, specifically, the Builder's Care Designee (designated by the Home Builders and Contractors Association) is being replaced with a designee from the Office of the Public Guardian, Aging Solutions. Aging Solutions has provided a planning member attending meetings since 2014 and there has been no attending member from the Home Builders and Contractors Association since 2012. Also, the Citizen Representative with a retired status as designated by the County Manager is being deleted due to difficulty finding a consistent appointment. Additionally, the Resolution's language regarding Attendance has been revised to reflect recent actions by the Board of County Commissioners, a section regarding Public Records has been added, and scrivener errors have been corrected.

### Clerk to the Board Instructions:

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September 18, 2019

**M E M O R A N D U M**

**TO:** Ian Golden, Housing and Human Services Director

**RE:** Item F.13., Resolution Rescinding and Replacing Resolution and Sunset Date Extension

The Board of County Commissioners, in regular session on September 17, 2019, adopted Resolution No. 19-164, rescinding and replacing Resolution No. 16-128, and extending the sunset date of the Brevard County Commission on Aging until September 30, 2022. Enclosed is a fully-executed Resolution.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

Encl. (1)

cc: County Manager  
Finance  
Budget

**RESOLUTION 2019-164**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY RESCINDING AND REPLACING RESOLUTION 2016 AND EXTENDING THE SUNSET DATE OF THE BREVARD COUNTY COMMISSION ON AGING**

WHEREAS, the Brevard County Board of County Commissioners desires to continue to be a collaborative partner for the planning and implementation of an effective system to address the aging Brevard County population; and

WHEREAS, there is a wide-array of participation from many organizations, including but not limited to: community-based organizations, non-profit agencies, and government funded programs established to provide services; and

WHEREAS, there is no other coordinated local effort or local existing plan to coordinate and provide services, and to address the current and projected impact of the aging population in Brevard County; and

WHEREAS, the Brevard County Board of County Commissioners believes that such planning is necessary to ensure the quality of life for our aging citizens; and

WHEREAS, the continuance of the Brevard County Commission on Aging as an advisory board to the Board of County Commissioners is considered to be in the best interest of current and future aging citizens residing in Brevard County.

NOW, THEREFORE BE IT RESOLVED, that the Board of County Commissioners of Brevard County, Florida does hereby rescind and replace Resolution No. 2016-128 as follows:

**Section 1 – PURPOSE AND RESPONSIBILITIES**

The purpose of the BCCOA is to plan for the future of the elderly population of Brevard County and to foster a community that supports, accommodates and values aging. Responsibilities include:

- A. Engage the public, funding agencies, and service providers to identify the needs, issues, concerns, and trends in aging for Brevard County.
- B. Identify community resources – analyzing strengths and areas for improvement.
- C. Make recommendations for systemic and programmatic changes to enhance services for the elder population of Brevard County.
- D. Oversee the implementation of approved recommendations to better serve the elder population of Brevard County.
- E. Cooperatively work with community partners to seek revenue, grant funding, and other resources to provide services.
- F. Inform the Board of County Commissioners and other Federal, state, and local agencies about issues impacting the aging citizens of Brevard County.
- G. Support legislative recommendations relating to the elder community and advise the Board of County Commissioners of such legislation.
- H. Support the Department of Elder Affairs “Communities for a Lifetime” with Health, Wellness and Injury Prevention information to citizens of Brevard County.

## Section 2 – ADVISORY BOARD

- A. Membership: The advisory board shall consist of members representing each of the following:
1. A representative of municipal governments as designated by the Space Coast League of Cities.
  2. A representative of the law enforcement community as designated by Brevard County TRIAD.
  3. An attorney who practices elder law as designated by the Brevard County Bar Association.
  4. A representative as designated by a local area hospital.
  5. A representative as designated by the Florida Department of Elder Affairs-Elder Falls Prevention Statewide Coalition.
  6. A Brevard County Physician of the Geriatric Medical Profession as designated by the Brevard County Medical Directors Association.
  7. A representative of the Brevard County Health Department as designated by the Director.
  8. A representative of the Area Agency on Aging as designated by the Senior Resource Alliance.
  9. A representation of the State of Florida, Department of Children and Families as designated by the Circuit 18 Administrator.
  10. A representative of the Office of the Public Guardian for elderly adults.
  11. A representative of the financial and/or banking industry as designated by the Brevard Council of Chambers.
  12. A representative of United Way of Brevard as designated by the President.
  13. A representative of Brevard County's Veterans as designated by the Director.
  14. A representative of the American Association of Retired Persons (AARP) as designated by the Brevard Chapter.
  15. A representative of local media as designated by the organization.
- B. Terms: Each appointee to the advisory board shall have an interest in planning for the future of Brevard County by supporting the services and infrastructure that benefits all citizens of the county and promotes aging with independence and dignity for our elder citizens. Each designating group/organization is asked to name a member and an alternate by written letter signed by the designee as noted above. The appointed member's term of office shall begin upon appointment by the designated organization and shall be at the discretion of the organization. The members shall serve without compensation.
- C. Attendance: Three unexcused absences and two excused absences by an appointee within a one-year period shall be deemed as a resignation from the advisory board, and the appointee's position shall be considered vacant. A new appointment shall be made as set forth herein. Any absence in which the alternate attends the meeting shall not be deemed an absence for the appointee. All advisory board members or another designee from the appointing organization are encouraged to participate actively in the planning committee.

## Section 3 – PLANNING COMMITTEES

- A. By majority vote of a quorum of the Advisory Board, as established in Section 2 above, a representative/designee of a group/organization may be made a member of

the planning committee, task force, work group, or sub-committee after attending three consecutive meetings. Committee members shall be appointed to achieve the goal of an accurate representation of the racial, cultural, intergenerational, socioeconomic, and geographic diversity of Brevard County.

- B. Terms: Each committee member shall have an interest in services for the aging population in Brevard County. The members shall serve without compensation.
- C. Attendance: Three unexcused absences and two excused absences by an appointee within a one-year period shall be deemed as a resignation from the advisory board, and the appointee's position shall be considered vacant. A new appointment shall be made as set forth herein.

#### Section 4 – TECHNICAL ADVISORS

The advisory board may appoint non-voting technical advisors who shall provide information and data relevant to the purpose and responsibilities of the advisory board and/or the planning committee.

#### Section 5 – OFFICERS

The advisory board shall conduct elections for chair and vice-chair annually to preside over and conduct meetings. Only members in good standing will be eligible for nomination. A vote will be held at the beginning of each County fiscal year. The chair and vice-chair shall be selected by majority vote of a quorum of the advisory board members. Chair and vice-chair responsibilities shall begin immediately upon determination of election results.

#### Section 6 – BUSINESS

Meetings shall be conducted using consensus voting. The meetings shall be governed by Robert's Rules of Order (most recent edition). Fifty percent plus one of the Advisory Board members (as listed in Section 2) shall constitute a quorum.

#### Section 7 – GOVERNMENT IN THE SUNSHINE

- A. The advisory board and planning committee shall meet according to the schedule established by the membership. All members of the Commission and the committees are subject to Section 286.011, Florida Statutes which includes the following requirements:
  - 1. All meetings of any agency shall be declared to be public meetings, open to the public at all times. This is to include committee and subcommittee meetings.
  - 2. The minutes of the meetings are recorded and open for public inspection.
  - 3. Reasonable notice must be given to the public of the time and place of the meeting.
- B. Public Records: All records made or received in connection with the transaction of the business of the Commission or its committees are public records and must be maintained as such.
- C. Procedures shall be established or there will be a mechanism for taking public comment at all meetings. Such procedure shall have the following minimum guidelines:
  - 1. Two kinds of public comment shall be taken:
    - a) Relevant comment when discussing a particular issue or taking a final vote

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- on any issue; and
- b) Comment, which brings new business or issues before the board or committee.
- 2. Each speaker shall be given at least 3 minutes to speak, with a provision for an extension of time by the chairman or majority vote.
- 3. The speaker may be required to file their name and address for the record, however the social security number shall not be required.

D. The meeting agenda and any back-up material will be made available for inspection during regular business hours within 24 hours prior to each meeting.

Section 8 – VOTING CONFLICT

Voting Conflict Form 8B is for use by any person serving the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes. Instructions for compliance with Section 112.3143 Florida Statutes and Form 8B should be obtained from staff when there is a voting conflict at hand.

Section 9 – SPECIAL REPORTS

The Board of County Commissioners or the County Manager may request a report of activities, which must be satisfied within 30 days of the request. Any requests not satisfied within 30 days shall render the group inactive and subject to dissolution by the Board.

Section 10 – STAFF ASSISTANCE

The Housing and Human Services Department shall provide the coordination efforts specified in BCC Policy 67 including all accountability, scheduling of matters requiring board or committee attention, notification of vacancies, communications with the Board secretary regarding address, telephone numbers, terms, starting dates of appointees and replacements.

Section 11 - SUNSET PROVISIONS

The advisory board will sunset on September 30, 2022 unless extended by a majority vote of the Brevard County Board of County Commissioners. The Board may dissolve, revise, or extend the advisory board, as they deem appropriate.

Done, ordered, and adopted this 17<sup>th</sup> day of September, 2019.

ATTEST:

  
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 Scott Ellis, Clerk

BREVARD COUNTY BOARD  
 OF COUNTY COMMISSIONERS

  
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 Kristine Isnardi, Chair

As approved by the Board  
 September 17, 2019