



**Human Resources Division**

**PROFESSIONAL STANDARDS SECTION**

115 S. Andrews Avenue, Room 427 • Fort Lauderdale, Florida 33301 • 954-357-6500 • FAX 954-357-7889

**Meeting Record**

<b>Commission on the Status of Women (CSW) Advisory Board Meeting</b>	<b>Date: October 11, 2023 Call to Order: 6:03 PM</b>
---	--

**Attendees**

Elaine Blattner	Susan Buzzi	Caroline Collette	Cathleen Dean
B. Marie English-Arterberry	Toby Feuer	Nancy Fry	Linda Thompson Gonzalez
Gail Grahn	Karlene Maxwell-Williams	Angine Moss	Christiane Paulhus
Nicole Murad Scarcella	Udaya Thomas	Chad Zurko (Board Coord.)	Adam Katzman (CAO)

**Members Absent**

Jeanne Kacprzak	Jasmen Rogers		

**Key Decisions**

1.
----

**Action Items**

	Description	Resource	Status
1.			
2.			
3.			

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order at 6:03 pm. Due to the absence of the Chair and 1<sup>st</sup> Vice Chair Ms. Feuer presided. Roll call was taken and quorum established.

**2. ADOPTION OF AGENDA**

A motion to accept the agenda as presented was made by Ms. Buzzi, second by Ms. Gonzalez; unanimously carried.

**3. APPROVAL OF MEETING MINUTES**

A motion to accept the minutes from September 13 as presented was made by Ms. Fry, second by Ms. Blattner; unanimously carried.

**4. ETHICS TRAINING (32 minutes)**

Mr. Adam Katzman from the County Attorney's Office gave a PowerPoint presentation on the Sunshine Law and ethics rules as well as consequences of violating each. He noted if members had a question whether something might be a violation, they should consult his office.

## 5. **COMMITTEE REPORTS (36 minutes)**

### CEDAW

No report given. Ms. Feuer noted that this committee does not have a Chair and asked if Ms. Kacprzak was planning to take over in that role since she had given the report at the previous meeting. Mr. Zurko noted she had been encouraging other members to step up and serve in that position along with the vacant 2<sup>nd</sup> Vice Chair seat.

### Communications

Ms. Buzzi noted that she had sent out some artwork she created for Breast Cancer Awareness Month. Ms. Collette reported that chair Kacprzak had attended the Young at Art Museum exhibit featuring statistics on CEDAW and made some connections there (this will be on display until next June). She added that they had not met since the last regular board meeting but are planning to do so in the near future to come up with a plan for the year ahead including social media and promotional materials. Ms. Gonzalez inquired about the other exhibits like the Women's Voting display and the 3-sided display including information on CSW/CEDAW that was discussed before. Ms. Collette said once they schedule their next committee meeting everyone is welcome to attend and bring their ideas. The question of funding was again raised; Mr. Zurko reiterated that projects that the County Print Shop does are charged to his division's account including the Women's History Month display which was around \$300. Also, the Director of the Office of Public Communications (which the Print Shop falls under) had previously said she had some discretionary funding he may be able to use. There was further discussion about the tri-fold display- Ms. Buzzi said that all of her students have done this kind of display and she offered to create a mock-up to present at the next meeting. She inquired whether she was allowed to contact Ms. Kacprzak to find out what she had presented to the LWV and use this same information for her display.

### Women: VOTE!

Chair Paulhus reported that they had a great first meeting and were able to use the session for brainstorming however she felt they may want to narrow things down to have more focus going forward and decide how to advise Joe Scott's office. She added they would like to work more closely with the League of Women Voters and she has been in touch with them, particularly in the area of youth engagement, and would like to have them come to our next meeting. Dr. Thomas added that she had a contact at Florida Rising whose information she would pass along (Ms. Paulhus will reach out to her).

### Mindfulness

Chair Thomas said she felt we should be mindful of the Sunshine Laws that were just discussed, and therefore any communications should go through Mr. Zurko. She noted that he had spoken to someone in OPC and they were moving forward with creating 3 PSAs for us. She had also spoken with her Commissioner Beam Furr and was told that none of the Advisory Boards receive funding so things can possibly be done "in kind." She then asked Mr. Zurko to talk about the application he submitted to have the PSAs created: He was referred to Michael Jorgensen from the Office of Public Communications, who explained what they were able to produce video clips with text, graphics and music but no voices, then air them on the County's TV stations as well as the monitors throughout County buildings if the board so chooses. Ms. Dean added that she's spoken to her contacts at WPBT2 and WXEL and they are willing to work with the committee as long as the spots do not contain a call to action or to support any particular

group or organization. She reiterated that she was a film maker and had just resigned from her current position so would be happy to help with producing. Dr. Thomas was excited about this and asked her if she would like to join the committee- she assented. Ms. Blattner asked whether the clips will be posted on the County's social media; Mr. Zurko said that was one of the choices he selected on the video production form that was submitted.

**6. MEMBER REPORTS (23 minutes)**

Ms. Moss reported that she had attended the 50<sup>th</sup> anniversary gala for the Miami-Dade Commission on Women and it was very nice, although she did not get to meet the commission members. She also passed around some booklets and other promotional material she received at the event. She added that there were lots of dignitaries there, along with members of other organizations, who all had name tags and she felt they were looking for hers. They also had a fundraiser with silent auctions and local artists and she thought everything was very well put together with a good overall vibe. She would like this CSW to get more acclimated and aligned with doing what we're supposed to be doing, and be present and involved at these type of events instead of recreating the wheel. She asked if we were coming up on any anniversaries we could celebrate, and thought if we could show things like this on the outside, it might trigger funds from the inside. Ms. Blattner asked if we were allowed to do fundraising- Mr. Zurko referred her to the Advantage Marketing Program agenda item and the e-mail he had sent out about it. Ms. Feuer summarized the program, and that if we wanted to raise funds we would need to get a sponsor that does not do business with Broward County. Dr. Thomas added that a major impediment is the Miami Dade commission also has a large budget to start with whereas we do not and reminded everyone that members had to fund the Women's History Month reception that was held. Ms. Buzzi interjected that this CSW was founded in 1976 and this is on the current palm cards. Ms. Feuer added that they used to receive \$500 a year in funding. Ms. Arterberry asked if we were allowed to have someone from the MDCOW speak at our meeting about this. Ms. Moss said she could reach out to some of the people she met there, but felt we should also be inviting more people/organizations in Broward to our meetings. Ms. Buzzi also mentioned a fundraiser she was invited to by some members of the League of Women voters where they were giving out locks for guns. Ms. Feuer spoke about a planned fashion show fundraiser that fell through the cracks and suggested that everyone think about ideas for fundraising to share at the next meeting. Ms. Williams noted the events she is involved with at the end of October (Mr. Zurko had e-mailed everyone the details) and said the CSW was welcome to put up a table there; Ms. Buzzi asked what would be the point since we don't have any updated palm cards or anything else to hand out. Dr. Thomas mentioned the current Clean Water Petition and felt this was something timely to try to get support for at Ms. Williams' events.

**7. UNFINISHED BUSINESS (8 minutes)**

Election of 2<sup>nd</sup> Vice Chair- Ms. Feuer asked if this should be tabled until the November meeting or December with the other elections. Mr. Zurko noted that seemed to be what would happen since no one was chomping at the bit to step into the position. Ms. Murad asked about the requirements for the position including time served on the board. Ms. Feuer and Mr. Katzman read from the bylaws and noted that to be eligible, the candidate must have been on the CSW for at least 6 months. Toby affirmed she felt this should be handled during the other December elections and that everyone (including herself) should try to be present for the process. Dr. Thomas brought up the vacant CEDAW Chair position and said she would like to nominate Ms. Gonzalez who had just signed off from the meeting. Ms. Feuer made a suggestion that Mr. Zurko call her and ask if she would accept that position. Other members objected to this. Mr. Zurko noted that committee chair positions did not require a vote, however he felt this should still be discussed during a meeting. Ms. Blattner asked about the purpose of the CEDAW committee; Mr. Zurko read the description from the committee roster (tabled until next meeting).

New Business Cards/Palm Cards- Ms. Feuer said the business cards had already been discussed and asked if any members had anything they wanted to say before moving to new business.

**8. NEW BUSINESS**

National Association of Commissions for Women- Mr. Zurko had previously forwarded an e-mail about this which he received from the previous Board Coordinator but no one seemed to know what this is about and he was asked to resend it. He then spoke about the website updates, which he had also e-mailed the board about but Ms. Grahn was the only one who acknowledged it, therefore he will assume that everyone is OK with them. He asked (rhetorically) how many members had actually visited the website. Ms. Collette said she had seen the updates.

**9. ANNOUNCEMENTS/REQUESTS FOR FUTURE AGENDA ITEMS (10 minutes)**

Dr. Thomas shared that the quarterly mindfulness beach cleanup coming up Sunday 8:30 at the state park in Dania. She also announced the publication of her first book which is on Amazon.

Ms. Arterberry would like discussion of creating a Fundraising committee added to the next meeting agenda. Ms. Murad felt we should consider having a presentation on Robert's Rules of Order similar to the one we just had on Ethics.

As previously discussed, Mr. Zurko said he would reach out to MAP Broward and see if they can present at the November meeting. Ms. Blattner suggested putting a time limit on their presentation, maybe around 10 minutes. He also recognized Ms. Sabrena Livingston from the County's Enterprise Technology Services office who was in attendance and interested in working with the board. Mr. Zurko noted that although County employees were not allowed to serve on the CSW, she was always welcome to attend our meetings and provide input.

**10. ADJOURNMENT**

A motion to adjourn was made by Ms. Blattner, second by Dr. Thomas; unanimously carried. Meeting adjourned at 7:56 pm.

**The next scheduled Board meeting will convene:**

**Wednesday, November 8, 2023, 6 PM**

*If a Board member or other party would like more detailed information about the contents of these summarized minutes, an audio/video recording of the meeting is available by contacting the Human Rights Section, 954-357-7800.*