



## Northwest Council of Elected Officials Public Meeting Notice

**Date:** Monday, February 11, 2019

**Time:** 12 noon – Lunch will be served promptly; public meeting to be held concurrently

**Host City:** The City of Parkland

**Location:** Aston Gardens at Parkland Commons  
5999 North University Drive  
Parkland, Florida 33067

**Chair:** Mayor Christine Hunschofsky

### AGENDA

#### 1. Call to Order

#### 2. Approval of Minutes

- a. Minutes of the January 8, 2019, meeting hosted by the City of Margate

#### 3. Old Business

#### 4. New Business

- a. FPL's Economic Development and Environmentally Friendly Programs for Cities

#### 5. Schedule of Next Meeting – City of North Lauderdale

#### 6. Adjournment

Please RSVP by Wednesday, February 8, 2019, to the [cityclerk@cityofparkland.org](mailto:cityclerk@cityofparkland.org) with the number of representatives from your municipality who plan to attend, and advise of any potential agenda items for the meeting.

PLEASE BE ADVISED THAT IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE NORTHWEST COUNCIL OF ELECTED OFFICIALS WITH RESPECT TO ANY MATTERS CONSIDERED AT SUCH HEARING OR MEETING HE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE HE WILL NEED TO ENSURE THAT A VERBATIM RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. (FLORIDA STATUTE 286.0105)

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITY ACT AND FLORIDA STATUTE 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK NO LATER THAN 48 HOURS PRIOR TO THE MEETING AT (954) 757-4132 FOR ASSISTANCE.

*It is not required for members of the public to purchase lunch in order to attend this meeting.*

**MINUTES OF THE  
NORTHWEST COUNCIL OF ELECTED OFFICIALS MEETING**

Tuesday, January 8, 2019  
12:00 Noon – 1:00 PM

Calypso Cove Aquatics Facility  
6200 Royal Palm Blvd.  
Margate, FL 33063

**CALL TO ORDER**

Mayor Anthony N. Caggiano, City of Margate, called the meeting to order at 12:12 p.m. and welcomed those in attendance. He asked for a moment of silence for the passing of Edith Lederberg, Executive Director of the Aging and Disability Resource of Broward County, followed by the Pledge of Allegiance. Self-introductions were made around the room.

**MEMBERS PRESENT:**

<b>Vice Mayor Sandra L. Welch</b>	<b>Coconut Creek</b>
<b>Commissioner Becky Tooley</b>	<b>Coconut Creek</b>
<b>Vice Mayor Joy Carter</b>	<b>Coral Springs</b>
<b>Mayor Hazelle P. Rogers</b>	<b>Lauderdale Lakes</b>
<b>Vice Mayor Sandra Davey</b>	<b>Lauderdale Lakes</b>
<b>Commissioner Marilyn Davis</b>	<b>Lauderdale Lakes</b>
<b>Mayor Kenneth Thurston</b>	<b>Lauderhill</b>
<b>Mayor Anthony N. Caggiano</b>	<b>Margate</b>
<b>Vice Mayor Tommy Ruzzano</b>	<b>Margate</b>
<b>Commissioner Arlene R. Schwartz</b>	<b>Margate</b>
<b>Commissioner Antonio V. Arserio</b>	<b>Margate</b>
<b>Mayor Christine Hunschofsky</b>	<b>Parkland</b>
<b>Vice Mayor Ken Cutler</b>	<b>Parkland</b>
<b>Commissioner Richard Walker</b>	<b>Parkland</b>
<b>Commissioner Bob Mayersohn</b>	<b>Parkland</b>
<b>Commissioner Julie Fishman</b>	<b>Tamarac</b>

**ALSO PRESENT:**

<b>Cale Curtis, Assistant City Manager</b>	<b>Margate</b>
<b>Joseph J. Kavanagh, City Clerk</b>	<b>Margate</b>
<b>Mike Jones, Parks and Recreation Director</b>	<b>Margate</b>
<b>Jim Wilbur, Information Technology Director</b>	<b>Margate</b>
<b>Jennifer M. Johnson, Assistant City Clerk</b>	<b>Margate</b>

**1. APPROVAL OF MINUTES**

Approval of the meeting minutes for the December 10, 2018 meeting hosted by the City of Coral Springs.

Vice Mayor Joy Carter, City of Coral Springs, moved to approve the minutes. The motion was seconded by Commissioner Richard Walker, City of Parkland. There was a unanimous voice vote of approval.

## **2. OLD BUSINESS**

Commissioner Becky Tooley, City of Coconut Creek, mentioned the Student Education Initiative on the opioids epidemic. The Broward League of Cities does not meet until Thursday and she stated it is the School Board's job not the Broward League of Cities to educate the students.

## **3. NEW BUSINESS**

Jim Wilbur, Information Technology Director, City of Margate, gave a presentation on Cyber Awareness and Security. Various topics were discussed including data breaches, ransomware, spyware/malware, credit card fraud and public Wi-Fi.

Mayor Anthony N. Caggiano, City of Margate, stated he uses a separate card for internet purchases.

Commissioner Becky Tooley, City of Coconut Creek, added that you should change your credit cards/debit cards every six (6) months.

Jim Wilbur, Information Technology Director, City of Margate, stated that you should be proactive and have security in place such as dual authenticated firewalls and a good operating system with support by Microsoft. He said to be cautious of emails, if you are not sure do not click on an email, send it to your IT department to review. He discussed different types of antivirus protection and the website [cisecurity.org](http://cisecurity.org).

Discussion ensued on internet security, backing up every night and having storage offsite.

Commissioner Becky Tooley, City of Coconut Creek, spoke about fraud investigations and the thresholds for credit card fraud over the years.

Jim Wilbur, Information Technology Director, City of Margate, discussed Windows XP and the vulnerabilities when the security patches were removed.

Mayor Hazelle P. Rogers, City of Lauderdale Lakes, announced the Statewide Domino Tournament on February 2<sup>nd</sup> which will be held in Tamarac. She

encouraged those that love the game to attend the event and to see her for more information.

Vice Mayor Ken Cutler, City of Parkland, mentioned the newly adopted Charter Amendment with Broward County relating to the posting of notices. New postings by Broward County Charter requires meetings like the Northwest Council to have posting requirements, Broward County or the Broward League can post such notices but each City must make sure that the Agenda gets posted.

City Clerk, Joseph J. Kavanagh, City of Margate, stated this topic has come up with the Broward Clerks Association. He said he is waiting to speak with the City Attorney to determine his requirements, the Agenda for this meeting was posted on the City's website and his recommendation is having Cities post their notices on their own website.

Discussion ensued about having each City check with their City Attorney for guidance, posting meetings on each Cities individual website and adding the minutes and any backup to the Agenda.

Vice Mayor Ken Cutler, City of Parkland, mentioned having the County or Broward League post the notices, making an amendment to the Northwest Council bylaws or establishing a Northwest Council website and appointing an administrator and records custodian.

Mayor Christine Hunschofsky, City of Parkland, stated each City should notice the meeting and post on the City's individual website for transparency.

Vice Mayor Ken Cutler, City of Parkland, said we are putting it upon the City Clerk's to capture the information from the meetings and get it out before the next meeting.

Mayor Hazelle P. Rogers, City of Lauderdale Lakes, talked about the upcoming meetings about the Census and stated it is important to support the Census.

Commissioner Julie Fishman, City of Tamarac, stated the kickoff meeting for the Census is Wednesday, January 30, 2019.

#### **4. SCHEDULE OF NEXT MEETING**

Mayor Anthony N. Caggiano, City of Margate, announced that the February 2019 Northwest Council of Elected Officials meeting would be hosted by the City of Parkland on Monday, February 11, 2019.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:21 p.m.

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Jennifer M. Johnson, MMC  
Assistant City Clerk