



**CIVIL SERVICE BOARD
AGENDA
October 29, 2025
4:00 PM**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM PREVIOUS MEETING**
 - A. JUNE 25, 2025 CIVIL SERVICE BOARD MEETING MINUTES
- 4. NEW BUSINESS**
 - A. MEET WITH CITY ATTORNEY
 - B. MEET WITH DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT
 - C. APPOINTING A FIFTH MEMBER TO THE CIVIL SERVICE BOARD
An appointment is needed for a fifth Civil Service Board member to serve a 3 year term.
- 5. OLD BUSINESS**
- 6. OTHER BUSINESS**
- 7. ANNOUNCEMENTS**
- 8. PETITIONS FROM THE PUBLIC**
- 9. FUTURE AGENDA ITEMS**
- 10. ADJOURNMENT**

If a person decides to appeal any decision made by the Board, Agency, or Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (FS 286.0105)

Any person requiring auxiliary aids and services at this meeting may contact the City Clerk's Office at (954) 535-2705 at least 24 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by using the following numbers: 1-800-955-8770 or 1-800-955-8771.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

JUNE 25, 2025 CIVIL SERVICE BOARD MEETING MINUTES

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 10/29/2025

ATTACHMENTS:

Description

Type

☐ June 25, 2025 Meeting Minutes

Minutes



CIVIL SERVICE BOARD MINUTES

June 25, 2025

4:00 PM

1. CALL TO ORDER

The June 25, 2025 Civil Service Board meeting was called to order at 4:00 p.m.

2. ROLL CALL

PRESENT

Board member Nethel Stephens

Board member Floyd Amos

Board member Erica Holmes

Board member Thelma Lewis

Board member (employee Heidi Brocks

ALSO PRESENT

Advisory Board Liaison Pav Benasrie-Watson

3.

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Board member Amos made a motion to approve the March 26, 2025, Civil Service Board meeting minutes. Board member Holmes seconded the motion. The minutes were approved unanimously.

4.

NEW BUSINESS

A. APPOINTING A FIFTH MEMBER TO THE CIVIL SERVICE BOARD

Advisory Board Liaison Pav Benasrie-Watson informed the Board member that Ms. Paula DeWitt was selected to serve as the fifth member of the Civil Service Board. Unfortunately, Ms. DeWitt is unable to serve so the Board will need to select a new member. Ms. Benasrie-Watson stated that there is one applicant who has expressed interest. The Board stated that they would like to have more of an applicant pool. Board members Stephens made a motion to advertise for the opening from July 1st to September 1st. Board member Lewis seconded the motion.

B. ELECTION OF BOARD MEMBERS

Board member Amos nominated Board member Stephens as the Chairperson.

Chairperson Stephens accepted the nomination.

Board member Holmes stated that she would like to nominate herself for the Vice Chair.

All board members agreed to this nomination.

Board member Holmes nominated Board member Amos as the Secretary.

Secretary Amos accepted the nomination.

C. DISCUSSION OF MEETING DATES AND REVIEW OF ATTENDANCE POLICY

Board Liaison Benasrie-Watson reviewed the attendance policy and the meeting dates for the rest of 2025. The meeting dates for 2026 will be discussed at the next board meeting.

5. OLD BUSINESS

6. OTHER BUSINESS

The Board stated that they would like the City Attorney and the Human Resources Director to meet with the Board to discuss the grievance policy and to address some other questions. Discussion ensued regarding the importance of an employee handbook which should be provided to all employees upon onboarding.

The Board discussed the importance of having a call line, updated job descriptions, organizational charts and the role of the Civil Service Board. Other questions are regarding where the recommendations of the Civil Service Board go and how is and has the grievance policy been communicated to employees.

7. ANNOUNCEMENTS

8. PETITIONS FROM THE PUBLIC

9. FUTURE AGENDA ITEMS

Meeting with the HR Director and City Attorney.

10. ADJOURNMENT

The Civil Service Board meeting was adjourned at 5:55 p.m.

CITY OF LAUDERDALE LAKES

Agenda Cover Page

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MEET WITH CITY ATTORNEY
Summary
Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 10/29/2025

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

MEET WITH DIRECTOR OF HUMAN RESOURCES AND RISK MANAGEMENT

Summary

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 10/29/2025

CITY OF LAUDERDALE LAKES

Agenda Cover Page

Fiscal Impact:

Contract Requirement:

Title

APPOINTING A FIFTH MEMBER TO THE CIVIL SERVICE BOARD

Summary

An appointment is needed for a fifth Civil Service Board member to serve a 3 year term.

Staff Recommendation

Background:

Funding Source:

Fiscal Impact:

Sponsor Name/Department:

Meeting Date: 10/29/2025

ATTACHMENTS:

Description	Type
□ Civil Service Board applicant	Backup Material
□ Civil Service Board applicant	Backup Material
□ Civil Service Board applicant	Backup Material



CITY OF LAUDERDALE LAKES
ADVISORY BOARD/COMMITTEE APPLICATION

Service on an Advisory Board or Committee provides citizens with an opportunity to help shape policy and direction for the City of Lauderdale Lakes. Please indicate your interest in serving on an Advisory Board and/or Committee by completing this application.

This application is for: ☒ New Appointment ☐ Re-Appointment

If you currently serve on a Board or Committee, please provide the name of the Advisory Board or Committee. N/A

Please check the Advisory Board and/or Committee for which you wish to be considered:

☐ Beautification Advisory Board Meetings held on the third Thursday of every month at 6 PM	☐ Military Affairs Board Meetings held on the first Wednesday of every month at 4 PM
☐ Budget Advisory Committee Meetings are held on an as needed basis	☐ Parks and Recreation Board Meetings held on the third Monday of every month at 5 PM
☒ Civil Service Board Meetings are held on a quarterly basis (Jan, April, July and Oct)	☐ Planning and Zoning Board Meetings are held on the first Tuesday of every month at 6 PM
☐ Economic Development Advisory Board Meetings held on the second Monday of every month at 8:30 AM	☐ School Advisory Board Meetings held on the first Monday of every month at 6 PM
☐ Historic Preservation Board Meetings held on the second Thursday of every month at 6 PM	☐ Charter Review Advisory Board Meetings are held on an as needed basis

**Per Section 112.317 Florida Statutes, Members of some Advisory Boards are required to file a Financial Disclosure Report.*

Please type or print information.

PERSONAL:

Name Ramona Edwards E-Mail Address: monamobilenotaryservices@gmail.com

Residential Address 4401 NW 34 Court
Street Name

Lauderdale Lakes FL 33319
City State Zip

Daytime Number: (954) 383-2360 Alternate Number _____

EDUCATION:

High School: Northeast High Location: 700 NE 56 Street, Oakland Park, FL 33334

College (if applicable): Baker College Location: 1020 S. Washington Street, Owosso, MI 48867

Years Completed: 2 Degree: Business Administration - BBA

Other professional or technical training: 2 years - Paralegal Studies, AS (Broward College)

EMPLOYMENT:

Current or Last Employer: City of Oakland Park (Retired)

Address: 3650 NE 12 Avenue, Oakland Park, FL 33334

Position Held: Administrative Assistant

Years of Service 31 1/2 years

Please describe professional, voluntary or other experience that best qualifies you for the selected advisory board/committee:

My work experience in Police Administration, Public Safety Administration and Public Works Administration has provided me opportunities to work on Police & Fire Pension Board (Secretary); Federation of Public Employees - Union Negotiations Committee; General Employee Pension Plan Sub-committee; Fraternal Order of Police Union Negotiation Committee and AFSCME American Federation of State, County & Municipal Employees Negotiation Committee. As a Former Civil Service employee, I have worked on both sides of the aisle, Clerical Employee and Mid-Management and believe that I can provide a balanced viewpoint on employee/management matters.

Resume Attached

If you are applying for an Advisory Board which has specific requirements, please explain how your experience and/or educational background meets the criteria (additional backup may be provided):

I believe that my work experience in Municipal Government, in addition to my educational background in Business Administration has provided the necessary skill set to serve on the Civil Service Board.

ACKNOWLEDGMENT (Check Below):

- ☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.
- ☒ If appointed, I agree to faithfully and fully perform the duties of the Board, make every endeavor to serve my full term, and will comply with all laws or Ordinances of the City, County, and State of Florida.
- ☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.
- ☐ I understand that if I am appointed to the Planning and Zoning Board I may be required to have additional experience, education and knowledge related to planning, zoning, redevelopment or related disciplines.
- ☒ I understand that if I am appointed, I will adhere to the mandatory meeting requirements



SIGNATURE:

Ramona Edwards

NAME (printed)

07/18/2025

DATE

Please complete and return this information:

City of Lauderdale Lakes
City Clerk's Office
4300 Northwest 36th Street
Lauderdale Lakes, Florida 33319
954-535-2708
cityclerk@lauderdalelakes.org



RAMONA F. EDWARDS

Administrative Assistant (Retired)

PROFILE

CONTACT

PHONE:
954 383-2360

EMAIL:
monamobilenotaryservices@gmail.com

HOBBIES

Traveling
Networking
Real Estate/Financial Growth
Continuous Learning

EDUCATION

Baker College

April 2010 – June 2012
Bachelor of Business Administration Degree (BBA) Dean's List

Broward College

November 1997 – May 2001
Associates of Science Degree – Paralegal Studies (AS)

WORK EXPERIENCE

Mona Mobile Notary Services, LLC Owner/Notary Signing Agent

January 2021 – Present
As an Entrepreneur, I chose to open a mobile notary signing business.

City of Oakland Park/Public Works Administrative Assistant

August 1999 – June 2015
Assisted Public Works Director & Assistant PW Directors with organizing and overseeing the daily administrative operations of eight public works divisions & clerical staff. Selected to sit on numerous committees related to employee development, Federated Public Employee Labor Union 2009 - 2011, General Employee Pension Committee 2006 - 2011 and served as Police/Fire pension Secretary 1988 - 1991.

City of Oakland Park/Police Department Secretary/Clerk II

February 1984 – August 1999
Records Clerk; Police Chief Secretary, Payroll Police & Fire Departments; Provided Clerical support to Deputy Chiefs; Performed Transcriptions for Detective Bureau & Special Investigation Unit, Records Liaison and complied FDLE Grants Reports for Law Enforcement Trust Fund Educational Program, in addition to overseeing the daily operations of Administration.

SKILLS

- Organizational Skills
- Detail Oriented and Goal Driven
- Critical Thinker
- Personable
- Open Minded
- Eager and willing to learn

Baker College



*Upon the recommendation of the Faculty of Baker College
the Board of Trustees has conferred upon*

Ramona Helen Edwards

the degree of

Bachelor of Business Administration

with all the Rights, Honors and Privileges pertaining to that degree.

Given this month of June, 2012

Edward J. Vint

President of Board of Trustees

Julia Dal

President

Broward Community College

Fort Lauderdale, Florida

*Be it known that the Board of Trustees of Broward Community College
upon the recommendation of the Faculty has conferred upon*

Ramona Helen Edwards

the degree of

Associate in Science

Legal Assisting

with all the rights, honors, and privileges therunto appertaining.

*Witness the Seal of the College and the signatures of its duly authorized
officers hereunto affixed.*

*Given at Fort Lauderdale, Florida this eighth day of May
in the year of our Lord, two thousand and one.*

Longm
Chair of the Board of Trustees



Willis Hobbs President
Barbara J. Riggs Vice President for Academic Affairs
College Registrar



"We Care"

CITY OF LAUDERDALE LAKES CIVIL SERVICE BOARD APPLICATION

Service on a Board or Committee provides citizens with an opportunity to help shape policy and direction for the City of Lauderdale Lakes. Residents are cordially invited to apply for appointment by the City Commission to a City Board.

Application is for: ☒ New Appointment ☐ Re-Appointment

If you currently serve on a Board, please state which Board N/A

Please type or print information.

PERSONAL:

Name Beverly M. Williams E-Mail Address: bgloves040@gmail.com
Residential Address 3369 NW 21st Street Lauderdale Lakes, Zip 33311
Telephone Number 954 850 8242 Business Number — Cell Number 954 850 8242

EDUCATION:

Name of High School: B.T. Washington High School Location: Pensacola
College (if applicable): Pensacola Jr College Location: Pensacola
Years Completed: 1966 Degree: Washington Vocational Nursing Field of Study: Nursing
Other professional or technical training: Florida State Master Gardener U. of Florida

Do you have any experience with personnel, human resources, or employee relations? Yes ☐ No ☒

If yes, please describe (Attach Additional Documentation):

Please describe any additional professional, educational or voluntary service that best qualifies you for the Civil Service Board:

As A Former Commissioner of Lauderdale Lakes - 8 years
Former President of Broward League of Cities,
8 years of Broward Planning Council for 8 years

- | | | |
|---|---|--|
| ▪ Are you a U.S. Citizen? | Yes ☒ | No ☐ |
| ▪ Have you even been convicted of a felony? | Yes ☐ | No ☒ |
| ▪ Have you even been convicted of a crime involving dishonesty? | Yes ☐ | No ☒ |

ADVISORY BOARD ACKNOWLEDGMENT (CHECK BELOW):

- ☒ I understand that in accordance with the Florida Sunshine Law, this information will be available for public review and I waive any objections to such publication.
- ☒ I understand that appointment to any of the positions indicated above is a voluntary service.
- ☒ If appointed, I agree to faithfully and fully perform the duties of my office, will make every endeavor to serve my full term, and will comply with all laws or ordinances of the City, County, and State of Florida.
- ☒ I understand, if appointed, an updated application must be submitted to seek appointment to another advisory board.
- ☒ I understand that if appointed, I must take the oath of office prescribed in the Florida Statutes.
- ☒ I understand that if I am appointed to the Civil Service Board I may be required to have additional experience, education and knowledge of development.
- ☒ I understand that if I am appointed to the Civil Service Board I will have to provide a voters registration card and/or driver licenses or state identification card.

Benny M. Willis
Signature of Applicant

8-6-2025
Date

Please return completely filled out form to:
City of Lauderdale Lakes
City Clerk's Office
4300 NW 36 Street
Lauderdale Lakes, FL. 33319
954-535-2705



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ADVISORY BOARD/COMMITTEE APPLICATION**

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☐ Budget Advisory Committee Meetings are held on an as needed basis	☐ Parks and Recreation Board Meetings held on the third Monday of every month at 5 PM
☐ Civil Service Board Meetings are held on a quarterly basis (Jan, April, July and Oct)	☐ Planning and Zoning Board Meetings are held on the fourth Thursday of every month at 6 PM
☐ Economic Development Advisory Board Meetings held on the second Monday of every month at 8:30 AM	☐ School Advisory Board Meetings held on the first Monday of every month at 6 PM
☐ Historic Preservation Board Meetings held on the second Thursday of every other month at 6 PM	☐ Charter Review Advisory Board Meetings are held on an as needed basis

**Per Section 112.317 Florida Statutes, Members of some Advisory Boards are required to file a Financial Disclosure Report.*

Please type or print information.

PERSONAL:

Name _____ E-Mail Address: _____

Residential Address _____
Street Name

City _____ State _____ Zip _____

Daytime Number: _____ Alternate Number _____

EDUCATION:

High School: _____ Location: _____

College (if applicable): _____ Location: _____

Years Completed: _____ Degree: _____

Other professional or technical training: _____

EMPLOYMENT:

Current or Last Employer: _____

Address: _____

Position Held: _____ Years of Service _____

Please describe professional, voluntary or other experience that best qualifies you for the selected advisory board/committee:

If you are applying for an Advisory Board which has specific requirements, please explain how your experience and/or educational background meets the criteria (additional backup may be provided):

ACKNOWLEDGMENT *(Check Below):*

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SIGNATURE:

NAME (printed)

DATE

Please complete and return this information:

City of Lauderdale Lakes
City Clerk's Office
4300 Northwest 36th Street
Lauderdale Lakes, Florida 33319
954-535-2708
cityclerk@lauderdalelakes.org