

# PHCSA

## Palm Harbor Community Services Agency, Inc.

### Board Retreat Minutes

11:00 AM Mar 04, 2023

Meeting Location: Palm Harbor Library

#### 1. Opening by Phil Phillips, Chair

- Meeting called to order at 11:00 AM

#### 2. Roll Call

##### *Board Members Present:*

- |   |  |  |   |
|---|--|--|---|
| <input checked="" type="checkbox"/> Cecile Creely | <input type="checkbox"/> Sandy Faulkner        | <input checked="" type="checkbox"/> Scott Papes    | <input checked="" type="checkbox"/> Phil Phillips |
| <input checked="" type="checkbox"/> Ron Schultz   | <input checked="" type="checkbox"/> Jenny Goad | <input checked="" type="checkbox"/> Phillip Wagner | <input checked="" type="checkbox"/> Dan Wendol    |

#### 3. Items of Discussion

- To keep the Board members aware on important items: Deborah will send a text to inform them that an important email has been sent to their PHCSA email that should be reviewed as quickly as possible
- Deborah will work with IT and some of the board members that are having some email issues
- Board will keep an ongoing RETREAT Item discussion list. Items will be added as they occur during regular PHCSA meetings. One Board Member will be in charge of the list and running the next retreat.
  - Phil Wagner volunteered to fill this role for the next Retreat
- Discussion about HR accessibility due to a recent misunderstanding with one of the entity employees. Deb stated what HR department does and how information is shared. Will post a “How to Contact HR” in the break rooms for entities. HR will also discuss with Directors how to implement an annual reach with contact info, resources etc. Likely via group email
- PHCSA Liaison position – Deb will start interview process with the 2 current candidates and if they qualify she will organize a group interview with other Board Members
- Discussed possibly inviting other members of Advisory Boards to attend a PHCSA meeting occasionally to discuss what their directors are doing currently, what is of note at their respective entities, etc. Idea is to help keep PHCSA more informed
- Director Salary ranges will be brought to the table at the same time PHCSA approves any COLA increases. Idea is that the top end of each Director’s range would be raised by similar amount.
- Each advisory Board must have their respective director’s evaluation packet into her by Dec 4, 2023. This allows time for the AB to complete the reviews with a full fiscal yr of data. Deb needs time to review and possibly get more AB input, add her own evaluation comments to each and prepare packets for delivery to PHCSA Board so can be discussed at the January meeting.
- Evaluation process can be in many forms but must include a version of the current numerical evaluation. AB are allowed to adjust the questions to best suit their Director’s job and goals

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although the format remains the same. Scale will be whole numbers but will now be 1-10 vs 1-5.

- J. PHCSA/HR will try to assist AB's in providing more guided comments to help in evaluation
- K. PHCSA will come up with one or more areas of focus/priority for the AB's & Directors
- L. QR codes for the entities to get some baseline opinions about the entities service level to the community. Dan will spearhead with some of the library IT people. This is a beginning for a desire to gather more useful input from the community at large.

**11. Designation of Next Meeting: will be done at PHCSA meeting**

**12. Adjournment @ 2:00 PM**