

PHCSA

Palm Harbor Community Services Agency, Inc.

Board Meeting Minutes - 6:00 PM JULY 19, 2023
Meeting Location: Palm Harbor Parks & Recreation – Harbor Hall

1. **Opening by Phil Phillips**
 - a. Meeting called to order at 6:09pm
 - b. Pledge
 - c. Meeting was noticed
2. **Roll Call: Board Members Present – Phil Phillips, Bill Mazurek, Sandy Faulkner, Dan Wendol, Jenny Goad, Ron Shultz, Phil Wagner.**
Absent-Scott Papes
Christine Murchie in place of PHCSA Attorney, Andrew Salzman
Lois Eannel, Mark Sanders, Erica Lynford and Cathy Wos in place of Gene Coppola
Deborah Griswold - HR., PHCSA Liaison, Ron Walker, Deputies Guzman and Mattox
Attached is list of audience attendees.
3. **Approval of Minutes –May 2023, no June meeting**
 - a. Motion – Ron Shultz, second – Jenny Goad, carried

Statement made by PHCSA Chair, Phil Phillips regarding retirement of PHL Director, Gene Coppola.

Statement made by PHCSA Chair, Phil Phillips regarding events surrounding the Palm Harbor Library Pride display.

4. **Public Comment/Presentations:**
 - a. 9 attendees spoke out about PHL Pride Display and value of the PHL. Sandy Faulkner read email from Ms. Mellen regarding the display and in support of the PHL and children’s librarians. Email attached
5. **Treasurer’s Report –Phil Wagner submitted report- No anomalies.**
Phil has been trying to have updated signature cards done by Lester Santos with no luck. Deborah Griswold shall reach out to Lester.
6. **East Lake Recreation**
 - a. Monthly Financial for May & June – Motion to approve – Ron Shultz, Second – Jenny Goad, carried
 - b. Director’s Report – Motion to approve – Ron Shultz, Second – Jenny Goad, carried
 - c. Old Business: none
 - d. New Business: Meadows expansion plans-updated. Met with Nancy McKibben regarding status of expansion and possibilities.
7. **Palm Harbor Parks and Recreation**
 - a. Monthly Financial for May & June – Motion to approve – Bill Mazurek, Second – Jenny Goad, carried
 - b. Director’s Report – Motion to approve – Jenny Goad, Second Phil Wagner, carried
 - c. Old Business: none
 - d. New Business: Request for approval for NTE \$14,000 for sod. Actual cost \$10,440. -Motion to approve-Jenny Goad, Second Sandy Faulkner.

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8. East Lake Library

- a. **Monthly Financial for May & June – Motion to approve – Ron Shultz, Second – Jenny Goad, carried**
- b. **Director’s Report – Motion to approve – Ron Shultz, Second – Jenny Goad, carried**
- c. **Old Business: None**
- d. **New Business: FYI-Robotics Memo of Understanding**

9. Palm Harbor Library

- a. **Monthly Financial for February – Motion to approve – Ron Shultz, Second – Sandy Faulkner, carried**
- b. **Director’s Report – – Motion to approve – Ron Schultz, Second – Sandy Faulkner, carried**
- c. **Old Business: None**
- d. **New Business: Procedures and Policy for filling vacant positions**
HR explained process to Board. Dan Wendol wants HR to do an exit interview with Director Coppola– **Motion to approve –Dan Wendol, Second – Ron Schultz, carried**
Any Board questions to be answered by Director to be submitted to HR by 07.28.2023.

10. HR Director's Report: – Motion to approve-Ron Schultz, Second-Jenny Goad, carried

- a. **Old Business: Google Voice now being used in lieu of personal cell phone to be in touch with new hires, \$13.06 monthly**
- b. **New Business: None**

11. Agency Items

- a) **Old Business: Update on HR policy submittal-Attorney is reviewing for approval**
HR meeting with Attorney, Liaison and Chairman-redoing with Bill Mazurek, attorney & Liaison-
Motion to approve-Ron Schultz, Second-Jenny Goad, carried
PHCSA Social Media policy in Employee Handbook to be updated regarding on line postings
Motion to approve –Dan Wendol, Second – Ron Schultz, carried
Should a PHCSA employee have an issue with HR, the PHCSA Board and that entity Director shall be involved in the resolution. Motion to approve –Dan Wendol, Second – Ron Schultz, carried
- b) **New Business: Library Bill of Rights submitted by Sandy Faulkner**
- c) **Committee reports:**
 - (1) **PHCSA Liaison Committee – Motion to approve-Ron Schultz, Second-Jenny Goad, carried**
Liaison reports to be more concise with bullet points regarding meetings and conversations
 - (2) **PHCSA Marketing Committee – Met with PHPR website developer. QR codes still in plan**

12. Designation of Next Meeting: August 16, 2023, 6:00 p.m., at Palm Harbor Library

13. Motion to Adjourn – Jenny Goad, Second- Dan Wendol, carried.