

**February 21, 2024
Board Meeting Minutes**

Board of Directors 2023-2024 Board of Directors

1. **Sandra Faulkner**, Chair, appointed by Pinellas County BOCC Brian Scott (sandyfaulkner@phcsa.net)
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@phcsa.net)
3. **Jenny Goad**, Treasurer, appointed by Pinellas County BOCC Charlie Justice (jennygoad@phcsa.net)
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
5. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
6. **Dan Wendol**, appointed by ELCL Advisory Board (danwendol@phcsa.net)
7. **John Holbach**, appointed by Pinellas County BOCC Janet Long (johnholbach@phcsa.net)
8. **Bill Westwood**, appointed by ELYSA Advisory Board (billwestwood@phcsa.net)

Meeting Location

<p>Location <input type="checkbox"/></p> <p>Palm Harbor Library 2330 Nebraska Avenue Palm Harbor, FL 34683</p>	<p>Location <input checked="" type="checkbox"/></p> <p>Parks & Recreation - The Center 1500 16th Street Palm Harbor, FL 34683</p>	<p>Location <input type="checkbox"/></p> <p>East Lake Community Library 4125 East Lark Road Palm Harbor, FL 34685</p>
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1. Meeting Opening by Sandra Faulkner, Chair
 - a. Meeting Call to Order: 6:01 pm
 - b. Pledge of Allegiance
 - c. Meeting Notice – confirmed.
2. Roll Call:
 - a. Board Members Present – Sandy Faulkner, Phil Phillips, Jenny Goad, Bill Mazurek, Ron Shultz, Dan Wendol, John Holbach, Bill Westwood
 - b. Quorum established. Yes No
 - c. Entities directors present: Matthew David, Lois Eannel, Mark Sanders, and Erica Lynford
 - d. PHCSA entities present as follows: Deborah Griswold, Ron Walker.
 - e. Pinellas County representatives present: Nancy McKibben Assistant to the County Administrator, Commissioner – Dave Eggers
3. Approval of Minutes 2024 (last months)
 - a. Adjustments to the minutes: Yes No - as discussed.
 - b. **Motion to approve** – unanimous approval.
 - c. Audio / Video link from the 2/17/2024 meeting:
 - ✓ https://us02web.zoom.us/rec/share/wECCn7L7zFXclTUYJ2qUilGsxTZiZpfQDQ3Pxz_VGXmpcoNfiXIXSAsE0dkty7S_pCOAWaTS18m7vTJh?iet=wjPtPOKZyh_chZfCNfvdyuRiet2HMtcMnPsgv7YFC_o.AG.IGWNTmhNzwjs_9fcjwOAYqnGdFuC3N0KqcA6yHTthxTbT-5EZm2Mb7MC8TFBnguaJyieTTL6kZw08vFtDQA_UNEO8_9v2KyO35AFxY6RBKpKKokFBq7yLcW9vuh0KU.rCOTnpqdYoU4o-TFzCZKvA.syzKC2my67qg6swX
 - ✓ Passcode: =A%2b3P0
4. Public Comment/Presentations:
 - a. Public comments offered: Yes No
 - ✓ Refer to 3c. Audio / Videl link for specifics.
 - b. Attachment (Public / Guest Sign-in attached)

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5. Treasurer's Report – Jenny Goad:

- a. Overview – Agencies monthly / year to date spending analysis verses established budget spending are in line (no issues).
- b. Received one quote for auditing services for FY 2024 – 2027. Solicit two (2) additional suppliers pending.
- c. **Motion to approve** - the Treasury Report - Phil P, Second – Ron S
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.

6. Palm Harbor Parks & Recreation

- a. Monthly Financials Review
 - **Motion to approve** - the Monthly Financials - Phil P, Second – Jenny G
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- b. Director's Report
 - **Motion to approve** - the Director's Report - Phil P, Second – Jenny G
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: highlighted upcoming events.
- e. **Motion to approve** - Palm Harbor Parks & Recreation Monthly Report - Phil P, Second – Ron S
 - Motion opened for additional discussion.
 - The motion was approved unanimously by the board.

7. East Lake Recreation

- a. Monthly Financials Review

Motion to approve - the Monthly Financials – Jenny G, Second – Ron S

 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- b. Director's Report

Motion to approve - the Director's Report – Jenny G, Second – Phil P

 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Sod request (\$ 45,000 quote) – 7,000 sq.ft. soccer field.
 - i. **Motion to approve** (request approved / vetted by ELR Advisory Board) sod replacement – amount not to exceed \$50,000. Bill W, Second Phil P, motion was approved / unanimously by the board.
- e. **Motion to approve** - East Lake Recreation Monthly Report – Jenny G, Second – Ron S
 - Motion opened for additional discussion.

- The motion was approved unanimously by the board.

8. Palm Harbor Library

- a. Monthly Financials Review
 - **Motion to approve** - the Monthly Financials – Ron S, Second – Jenny G
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- b. Director's Report
 - **Motion to approve** - the Director's Report - Phil P, Second – Jenny G
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- c. Old Business: Successful Artful Evening held.
- d. New Business: highlighted upcoming events. (Ace-Con March, Open House 4/26)
Cathy Wos – Florida Legislative Day – focused on Pinellas County activities and successes.
- e. **Motion to approve** - Palm Harbor Library Monthly Report - Phil P, Second – Ron S
 - Motion opened for additional discussion.
 - The motion was approved unanimously by the board.

9. East Lake Community Library

- a. Monthly Financials Review
 - **Motion to approve** - the Monthly Financials – Jenny G, Second – Ron S
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- b. Director's Report
 - **Motion to approve** - the Director's Report – Jenny G, Second – Ron S
 - Motion opened for discussion.
 - The motion was approved unanimously by the board.
- c. Old Business: none. A/C update given.
- d. New Business: highlighted upcoming events. 47 Passports issued @ Passport Fair.
- e. **Motion to approve** - Palm Harbor Library Monthly Report - Phil P, Second – Ron S
 - Motion opened for additional discussion.
 - The motion was approved unanimously by the board.

10. HR Director's Report:

- a. Old Business :
 - i. Part-time HR Assistant hired (Shelby Brenner) to replace Iris Bickett position.
- b. New Business :
 - i. Ms. Griswold put in her retirement effective 3/8/2024.
 - ii. Agency directors and Shelby to focus on short-term employees needs (payroll, health insurance invoicing, onboarding)

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- iii. HR Job Description and position fact-finding.
 - a. **Motion** – form a HR fact-finding committee (Ron S. lead, county representative, Nancy M, PHSCA Liaison Ron W., agency directors). Dan W, Second Phil P., approved unanimously by the board.
 - iv. HR Job Description and position requirements definition.
 - a. **Motion** to form a workshop (April 4th, location Harbor Hall) to evaluate our HR needs / job responsibilities, Dan W., Second – Ron S., approved unanimously by the board.
 - a. PHSCA administrative support, reporting responsibilities, in-sourcing, out-sourcing) workshop to include county HR and agency directors.
 - v. Exit Interview Deborah Griswold (information gathering).
 - a. **Motion** to conduct an exit interview with Deborah Griswold led by Dan W., Dan W., Jenny G. Second , approved unanimously by the board.
- c. Monthly Directors Report
- **Motion to approve** - Human Resources Director’s Monthly Report - Phil P, Second – Ron S

8) Agency Items

- a) Old Business
 - i. Directors’ reviews as tabled (HR input).
 - a. **Motion** – to bring back the directors’ reviews for consideration, Dan W. Second, Ron S., motion did not carry.
 - ii. Erica’s Salary recommendation / increase tabled - January Meeting
 - a. **Motion** – to untable Erica’s salary increase. Phil P, Second Jenny G., motion carried unanimously.
 - b. **Motion** – approve Erica’s submitted salary recommendation (6%) as approved by the Advisory Board, Phil. P., Second Jenny G., motion carried unanimously.
- b) New Business
 - i. Conflict of Interest Policy – East Lake Library policy adoption.
 - ii. Chair stated - Sunshine Law / Bylaws will be available at each PHSCA Board Meeting for reference, as needed.
 - iii. Sending information within the board is okay – the board cannot decide, nor shall we comment on the information outside of the PHSCA Board Meeting.
 - iv. Meetings (coordinated with the PHSCA Administrative :
 - a. Special Meetings – (one topic) requested as needed 7 days notification needed.
 - b. Emergency Meeting – (one topic) requested as needed – 24-hour notification.
 - c. Workshop – per planned meeting
 - v. Fact finding related to HR’s peer review of Ms. Erica Lynford.
 - Employees
 - Deborah Griswold
 - a. **Motion** – Have Bill put into writing the fact-finding summary prior to our next PHSCA Board meeting so we can review, discuss, and identify potential actions. Phil P, Jenny G. Second, motion carried unanimously.

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- ii. Fact finding related to agency directors of Ms. Erica Lynford.
 - a. **Motion** – Have Bill also conduct a fact-finding summary with our agency directors prior to our next PHSCA Board meeting so we can review, discuss, and identify potential actions. Dan W., Second Ron S, motion carried unanimously.
- c) Designation of Next Regular Meeting: 3/20 @ East Lake Library, 6:00 p.m.
 - Motion to approve adjournment** - PHSCA Monthly Meeting – Ron S. Second – Jenny G
 - Motion opened for additional discussion.
 - The motion was approved unanimously by the board.