

4/17/2024
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: 6:06 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: Shelby Brennan, Ron Walker, Andy Salzman
 - 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 March minutes: Yes No - as discussed.
 - **Motion:** to accept the minutes as modified
 - **Motion to approve** - Carried and was unanimous approval by the board.
 - b. **Audio / Video link:**
 - (<https://us06web.zoom.us/rec/share/aHldLxqzHoYQoH6Ast5HFnD8gHdoePCPpBEaYo58tePu6Vvq0Q4MG-0SxdDz1YPz.JVzqY2YdqUDPQTfS?startTime=1713387621000>)
 - **Passcode:** f71%WTgk
4. **Introduction and Announcements – Chair**
5. **Agency Rules/Procedures/Law Clarifications**
 - a) The HR Assistant role previously was approved for 24 hours / week (Part Time position).
 - Discussion – Currently Shelby Brennan (HR Assistant) is supporting all HR activities. To ensure adequate HR support for all entities, it was suggested the board consider extending her hours per week.
 - b) **Motion:** to expand Shelby Brennan’s hours per week from 24 to 31 hours per week, effective immediately.
 - **Motion to accept** by Phil Phillips , **seconded:** by John Holbach .
 - **Discussion** – Board will revisit in 90 days.
 - **Motion to approve** - Carried and was approved unanimously by the board.

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6. **Public Comment/Presentations:**
 - a. Public comments offered: Yes No
 - b. Attachment (Public / Guest Sign-in attached)

7. **Treasurer's Report – by Jenny Goad**
 - a. Update - CDs all listed on entity balance sheets.
 - b. Final Draft Audit summary report published and submitted.
 - c. Agencies monthly / year to date spending to budget is in order.
 - d. **Motion to accept** by Bill Westwood , **seconded** by Ron Shultz .
 - **Discussion** – none.
 - e. **Motion to approve** - Carried unanimously by the board.

8. **Palm Harbor Parks & Recreation – by Erica Lynford**
 - a. Monthly Financial Review
 - **Motion to accept** by Phil Phillips , **seconded** by Jenny Goad .
 - Discussion – none.
 - **Motion to approve** – Carried unanimously by the board.
 - b. Director's Report
 - **Motion to accept** by Phil Phillips , **seconded** by Jenny Goad .
 - Discussion: - none
 - **Motion to approve** – Carried unanimously by the board.
 - c. Old Business:
 - none.
 - d. New Business:
 - Harbor Pier was vandalized / damaged during the month - metal mesh was damaged (\$1000.00 to fix). As a result, we are installing solar security cameras in this area.
 - 2,500 sq. ft. prefabricated building status – Survey group was scheduled this week, also had a meeting with the architectural firm to discuss site plans, schematics, and environmental surveys (Sunderland) completed. Pending site review.
 - e. **Motion to approve** - Carried unanimously by the board.

9. **East Lake Recreation – by Mark Sanders**
 - a. Monthly Financial Review
 - **Motion to accept** by Ron Shultz , **seconded** by Phil Phillips .
 - Discussion - none.
 - i. **Motion to approve** - Carried was approved unanimously by the board.
 - b. Director's Report
 - **Motion to accept** by Bill Westwood , **seconded** by Bill Mazurek .
 - Discussion - none.
 - ii. **Motion to approve** - Carried was approved unanimously by the board.
 - c. Old Business:
 - None
 - d. New Business:
 - Working on a plan for parking expansion and expanding field space (meadows).
 - Very preliminary discussion on expanding restroom facilities.
 - e. **Motion to approve** - Carried to approve - unanimously by the board.

10. **Palm Harbor Library**
 - a. Monthly Financials Review
 - **Motion to accept** by John Holbach , **seconded** by Jenny Goad .
 - **Discussion** - none.
 - **Motion to approve** - Carried was approved unanimously by the board.

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- b. Director's Report
 - **Motion to accept** by Bill Mazurek , **seconded** by Jenny Goad .
 - **Discussion** – none.
 - **Motion to approve** - Carried was approved unanimously by the board.
- c. Old Business:
 - Correction > Outreach numbers are for March not December as indicated.
- d. New Business: Highlighted upcoming events:
 - Open House discussion.
 - 46th anniversary (The Pearl of Palm Harbor – theme).
- e. **Motion to approve** – Carried unanimously by the board.

11. East Lake Community Library

- a. Monthly Financials Review
 - **Motion to accept** by Jenny Goad , **seconded** by John Holbach .
 - **Discussion** - none.
 - **Motion to approve** - Carried was approved unanimously by the board.
- b. Director's Report
 - **Motion to accept** by Phil Phillips , **seconded** by Jenny Goad .
 - **Discussion** - – none.
 - **Motion to approve** - Carried was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events:
 - 25th celebration of the ELC Library,
 - Revisiting the 'remote work policy' with the advisory board,
Discussion – on the remote policy going forward, guidelines (hours, overtime, software utilization remotely, laptops assigned / utilized, etc.)
- e. **Motion to approve** - Carried unanimously by the board.

12. HR Report:

- a. Monthly HR Report - none

13. Agency Items

- a) **Old Business**
 - I. Removal of HR Director's name from the CD's (accounts).
 - Jenny Goad reached out to Cadence Bank – CD's signature authority (removing Ms. Griswold).
 - II. ELCL Letter to Board
Discussion
 - The Advisory was expecting a written response – none was issued.
 - When the PHCSA Board receives a letter – the general response policy should be as follows; to acknowledge receipt of letter only (cc the board), thank them for the correspondence. No official response should be given. General comments from the public should ideally be presented at our PHCSA Board meeting, the board should encourage the public to attend to share their concerns.
 - **Motion:** The Board needs to address how we should respond to direct communication from the public as well as making sure there is a public record of all correspondence.
 - **Motion to accept by** Jenny Goad , **seconded** by John Holbach .
 - **Motion Open for Discussion-** Any individual Board member who receives written correspondence shall acknowledge receipt thereof, cc the board and public records account. No official response can be given on behalf of the PHCSA Board.
 - **Motion to approve** - Carried was approved unanimously by the board.
- b) **New Business**
 - I. Recommended that when we establish a new policy or modification to an existing policy that we send the draft copy to all directors for review – discuss / approval at our next Board meeting.
 - Discussed the need for a Policy Manual, Resolutions, Procedures, Motions, Change control guidelines going forward. Ron Walker assigned the task ... details to follow.

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14) Committee Reports:

(1) PHCSA Liaison Report and Update: Ron Walker

a. General discussion points:

- On his reporting responsibilities, assignments, and work priorities.
- Advisory Boards role, reporting responsibilities and selection process / bylaws etc. The goal being - to determine 'Best Practices' across the PHCSA Advisory Boards.
- Director performance review, pay increase and who is responsible for providing feedback.

b. **Monthly Liaison Report**

- Not available (verbal summary only)
 - I. Looking into Advisory Board roles and responsibilities going forward (Best Practice).
 - II. PHCSA Agency Policies are currently under review.

(2) HR Ad Hoc Committee update – Ron Schultz

- Directors, HR, county facilitator, Ron to meet to review current responsibilities and activities performed by HR as well as identifying gaps, best practices from the county's perspective.
 - What support do the entities need when it comes to HR support?
- Present finding / recommendations to the Board.

(3) Marketing Committee update – Dan Wendol

- Providing customer satisfaction feedback to the entities.
- Google Drive solution ... QR code feedback is doable today – we need to discuss rollout expectations and how to use the data going forward.
- Erica is currently utilizing QR cords for maintenance feedback – it is working effectively.

15) Commentary: Matthew David discuss this year's summer reading program as offered by the Palm Harbor Library, including Pride month and planned communications.

- Commissioners will be invited to a review session in late May - prior to the public rollout.
- Press release is planned.

Designation of Next Regular Meeting: 5/15/2024 at Palm Harbor Library, 6:00 p.m.

- **Motion to adjourn.**
- **Motion approve** by Jenny Goad , **seconded** by Ron Shultz .
- **Motion Open for Discussion** - none
- **Motion to approve** - Carried was approved unanimously by the board.

Attachments:

1. Guest and Elected Official Sign In Sheets (6. (b.) Public Comment
2. QR Codes (14 – (3) Marketing Committee update

P H C S A

Palm Harbor Community Services Agency, Inc.

Elected Official Sign-in Sheet

Name	Office	Representing
Jane Egger	Com. Commission	BOCC

P H C S A

Public/Guest Sign-in

Date: April 17, 2024

Palm Harbor Community Services Agency, Inc.

Name	Email/Phone	Representing	Speaker
McGurney		community member	

PHCSA

Palm Harbor Community Services Agency, Inc.



2330 Nebraska Avenue
(727) 784-3332
www.PalmHarborLibrary.org



1500 16th Street
(727) 771-6000
www.PHParksandRec.org



4125 East Lake Road
(727) 773-2665
www.EastLakeLibrary.org



3555 Old Keystone Road
(727) 938-4300
www.EastLakeRecreation.org



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ELCL

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