

P H C S A

Palm Harbor Community Services Agency, Inc.

Board Meeting Agenda - 6:00 PM – Wednesday June 19, 2024

Meeting Location: East Lake Library

1. Opening by Sandy Faulkner, Chairman Call to Order; Roll Call, Pledge
2. Meeting Notice - Confirmation
3. Approval of Minutes – May 15, 2024 Exhibit provided
4. Introduction and Announcements – Chairman
 - a. Board Vacancy
5. Agency Rules/Procedures/Law Clarifications
 - a. Proposed New Standing HR Oversight Committee
6. Public Comment/Presentations
Welcome to visitors and allow for comments if requested.
7. Treasurer’s Report – Jenny Goad
8. Palm Harbor Parks and Rec
 - a. Monthly Financial for May – Approval required Exhibit provided
 - b. Director’s Report – Approval required Exhibit provided
 - c. Old Business: None
 - d. New Business: None
9. East Lake Parks and Rec
 - a. Monthly Financial for May – Approval required Exhibit provided
 - b. Director’s Reports – Approval required Exhibit provided
 - c. Old Business: None
 - d. New Business:
10. Palm Harbor Library
 - a. Monthly Financial for May – Approval required Exhibit provided
 - b. Director’s Reports – Approval required Exhibit provided
 - c. Old Business: None
 - d. New Business: None
11. East Lake Library
 - a. Monthly Financial for May – Approval required Exhibit provided
 - b. Director’s Report – Approval required Exhibit provided
 - c. Old Business: None
 - d. New Business: Library Closing Aug 6-9 MSTU Lighting
12. HR Assistant Report
 - a. HR Assistant Report for May – Approval required
 - b. Old Business:
 - c. New Business:

PHCSA

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13. Agency Items

a. Old Business:

- (1) HR Position Full Time Position
 - (a) Job Description
 - (b) Advertising for Position
 - (c) Hiring Process
- (2) Director Review Process
 - (a) Annual Review of Director's Salaries Ranges with COLA Adjustments
 - (b) Updated Form for reviews by Advisory Committees
 - (c) Form for Self-Review by Directors
 - (d) Form for Review by PHCSA Board Members
 - (e) Time Table for submission of Reviews to PHCSA Board
- (3) Director Merit Raises/Bonuses
 - (a) Setting the Scale
 - (b) Timetable to implement salary changes

b. New Business:

- (1) Outsourcing of Salary Ranges for Directors Bi-Annually
- (2) Holiday & Bereavement Pay for Part time employees
- (3) Leave without pay policy

c. Committee Reports:

- (1) PHCSA Liaison – Report and update - Ron Walker Exhibit provided

14. PHCSA Director's Review Workshop

- a. Thursday, November 14, 2024, 6pm. Location: TBA

15. Designation of Next Meeting: July 17, 2024 @ 6:00 p.m., at Palm Harbor Parks & Rec

16. Adjournment

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Palm Harbor Community Services Agency, Inc.

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“The Mission of the Palm Harbor Community Services Agency, Inc. is to develop, provide and promote educational and recreational activities that support and improve the quality of life for all residents of the greater Palm Harbor area.”