

9/18/2024
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. **Tamara Black**, appointed by Pinellas County BOCC Charlie Justice (tamarablack@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

Location
Palm Harbor Library
2330 Nebraska Avenue
Palm Harbor, FL 34683

Location
Parks & Recreation - The Center
1500 16th Street
Palm Harbor, FL 34683

Location
East Lake Community Library
4125 East Lark Road
Palm Harbor, FL 34685

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, Tamara Black, Bill Mazurek, Ron Schultz, Dan Wendol, John Holbach, Bill Westwood
 - b. Quorum established. Yes No
 - c. Entities directors present: Matthew David, Lois Eannel, Mark Sanders, Erica Lynford
 - d. PHCSA entities present as follows: Beth Schaller Shelby Brennan, Ron Walker, Andy Salzman Designee
 - 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** by Ron Schultz , **seconded** by John Holbach
 - c. **Motion Open for Discussion – changes – none.**
 - d. **The Motion was approved unanimously by the board.**
 - e. Audio / Video link:
 - ("D:\0. PSCSA\Minutes 2024\8 August\PHCSA Meeting 8.21.2024.mp3")
4. **Agency Items Open from last month**
 - a. PHCSA Documentation Standardization Project update provided by Ron Walker
 - Detailed overview, status and next steps for consideration highlighted (*What*)
 - i. **Rules** PHCSA Board
 - ii. **PHCSA** Procedures
 - iii. **Policies** – entity guidance policies (i.e. HR Handbook)
 - Documentation Control & Visibility (ideally web-based accessibility) Phase 2 (*How*)
 - **Next Steps** – continue providing examples for the various PHCSA documents to

provide a documentation control structure moving forward. The goal here is to provide real-life examples for the PHCSA Board, entity directors and PHCSA staff to review and discuss prior to approval by the PHCSA Board.

- **Motion to** have Ron Walker continue working on the PHCSA Documentation Standardization Project.
 - **Motion approved** by John Holbach , **seconded** by Dan Wendol
 - **Motion Open for Discussion** –
 - Foundationally, we should separate the PHCSA Board Rules, Procedures and Policies from the individual entity Directors specific Rules, Procedures and Policies (entity Handbooks) moving forward as a way to optimize everyone’s time.
 - Rules / Procedures / Policies updates moving forward and/or proposals will be discussed and highlighted monthly via the PHCSA Monthly Meeting Agenda (recommended we create a placeholder for discussion purposes).
 - **The Motion** was approved unanimously by the board.

5. **Public Comment/Presentations:**

- a. Public comments offered: Yes No
 - Refer to 3c. Audio / Videl link for specifics.
- b. Attachment (Public / Guest Sign-in attached)
 - Discussed the newly created Foundational Board from Palm Harbor Main Street
 - I. PHCSA volunteer support by: Erica L, Matthew D
 - II. Executive Committee support by: Phil P.

6. **Treasurer's Report** – John Holbach

- a. Overview – Agencies monthly / year to date spending analysis verse established budget spending. Outlined product services, availability and support. No Cadance Branch in the area.
- b. Discussed CD approvals, second signatures, articles of incorporation updates etc. John will get with Shelby to discuss recommendations and going forward plans.
- c. Electronic check – inter-agency transfers. Additional escalation required (John).

7. **East Lake Parks & Recreation**

- a. Monthly Financials Review
 - **Motion approved** by John Holbach , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Ron Schultz , **seconded** by Tamara Black
 - **Motion Open for Discussion** –
 - Fields are very soggy (fyi)
 - Sports up and running – Football, Cheer Leaders engagement
 - Redoing 2 baseball fields (grading > clay / sodding) completion tomorrow.
 - Meadows Expansion (scope of work being developed)
 - MSU grant approved for the new bleachers (2-3 week timing)
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none

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- Engineering cost estimate for the concept phase 1 – 7.
 - **Motion** to approve up to \$27,000 for phase 1 of the work scope (Meadows Expansion) for Thomas Engineering.
 - **Motion approved** by Dan Wendol , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- d. New Business: Highlighted upcoming events (newsletter)

8. Palm Harbor Library

- a. Monthly Financials Review
- **Motion approved** by Bill Mazurek , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
- **Motion approved** by Bill Mazurek , **seconded** by Dan Wendol
 - **Motion Open for Discussion** –
 - Little Tree Art Gallery and Ribbon Cutting (Eagle Scout project)
 - Roof leaks – drainage pipes rusting issue. Optimistically this should be corrected going forward.
 - September is National Library Sign UP Card month ... fyi
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events (newsletter)

9. East Lake Community Library

- a. Monthly Financials Review
- **Motion approved** by John Holbach , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
- **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - **Motion Open for Discussion** –
 - Awaiting the arrival of the HVAC System
 - Hired two employees
 - i. facilities manager
 - ii. volunteer coordinator
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events (newsletter)
- Dunedin AC Installation
 - **Motion to** – approve the closure of the library for 10/7 (one day) due to the installation of the HVAC unit.
 - **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - **Motion Open for Discussion** –
 - a. OFF Hours installation would have been nice if this could have been worked out (fyi).
 - **The Motion** was approved unanimously by the board.

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- Incurring the additional cost of \$26K – for portable dehumidifier rental due to HVAC scheduling delay.
 - **Motion to** – approve the spending for up to \$30,000 from the capital account for portable dehumidifier rental (or related unforeseen expenditures) until the new HVAL unit is installed.
 - **Motion approved** by Dan Wendol , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.

10. Palm Harbor Parks & Recreation

- a. Monthly Financials Review
 - **Motion approved** by Ron Schultz , **seconded** by Dan Wendol
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Dan Wendol , **seconded** by Ron Schultz
 - **Motion Open for Discussion** –
 - Erica – met with the Florida Department of Emergency Management – general discussion on hardening potential buildings (Center, Harbor Hall), possible available grants from the state and federal - monies may be available.
 - County discussion – review the failing door and potential replacement.
 - Netting project – delayed for one week. Trimming trees etc. – relocating poles.
 - Lower Deck installation – completion over the next month.
 - Christmas Tree for downtown PH – 23 feet and growing.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events (newsletter)

11. HR Director's Report:

- a. Monthly HR Report
 - No formal report at this time – new to position - meeting employees during the month.

14) PHSCA Liaison Report:

- b. Monthly Liaison Report
 - Refer to agency Items Open from last month – for details.
 - Nothing additional to add.

15) Agency Items

- a) **Old Business**
 - none
- b) **New Business**
 - I. Budgeting Process / general discussion and millage rates impacting PHCSA entities.
 - General discussion (Erica / Chris)
 - II. Workshop scheduled for November 14th – Entity Directors Review and Feedback
 - Workshop at East Lake Library 6:00 am

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- III. November 1st
- a. Entity Directors self-evaluations due to HR
 - b. PHCSA Board evaluations due to HR

Motion to have HR (Beth) responsible for the oversight, collection and result distribute for the PHCSA survey (PHCSA Board performance feedback) for the entity directors prior to November 14th.

- **Motion approved** by Dan Wendol , **seconded** by Ron Schultz
- **Motion Open for Discussion** – none.
- **The Motion** was approved unanimously by the board.

Designation of Next Regular Meeting: 10/16/2024 at Parks & Recreation - The Center, 6:00 p.m.

- **Motion to adjourn.**
- **Motion approved** by John Holbach , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.

P H C S A

Public/Guest Sign-in

Date: 8-21-24

Palm Harbor Community Services Agency, Inc.

Name	Email/Phone	Representing	Speaker
Steven Lynford		PHRR	No
GINDY SANDOFF		PHRR	No
JERRY WOS		PHL	No
Lanney McEibhan		PHL	No

P H C S A

Palm Harbor Community Services Agency, Inc.

Elected Official Sign-in Sheet

8-21-24

Name	Office	Representing
Dawn Eggers	BOCC	