

**11/20/2024  
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](mailto:sandyfaulkner@phcsa.net))
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board ([philphillips@phcsa.net](mailto:philphillips@phcsa.net))
3. **Tamara Black**, appointed by Pinellas County BOCC Charlie Justice ([tamarablack@phcsa.net](mailto:tamarablack@phcsa.net))
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board ([billmazurek@phcsa.net](mailto:billmazurek@phcsa.net))
5. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers ([ronschulz@phcsa.net](mailto:ronschulz@phcsa.net))
6. **Dan Wendol**, appointed by ELCL Advisory Board ([danwendol@phcsa.net](mailto:danwendol@phcsa.net))
7. **John Holbach**, appointed by Pinellas County BOCC Janet Long ([johnholbach@phcsa.net](mailto:johnholbach@phcsa.net))
8. **Bill Westwood**, appointed by ELYSA Advisory Board ([billwestwood@phcsa.net](mailto:billwestwood@phcsa.net))

**Meeting Location**

<p>Location <input checked="" type="checkbox"/></p> <p>Palm Harbor Library 2330 Nebraska Avenue Palm Harbor, FL 34683</p>	<p>Location <input type="checkbox"/></p> <p>Parks &amp; Recreation - The Center 1500 16<sup>th</sup> 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: 6:04 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, and  Erica Lynford
  - d. PHCSA entities present as follows:  Shelby Brennan,  Beth Schaller  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 minutes: Yes  No  - as discussed.
  - b. **Motion to approve** – unanimous approval.
  - c. Audio / Video link:
    - PHCSA Website <https://youtu.be/e0jlq2DyNHI>
4. **Agency Approvals from last month**
  - a. Lois Eannel - 25-year service recognition / acknowledgement by the PHHCA Board.
  - b. December 18 PHCSA Board Meeting time change.

**Motion to** move the start time for the December meeting to 6:30 pm (Holiday reception for the board and entities was proposed to occur from 5:30 pm to 6:30 pm).

    - **Motion approved** by Phil Phillips , **seconded** by John Holbach
    - **Motion Open for Discussion** – none.
  - c. PHCSA Documentation Control Improvement Project (**DCIP**)
    - Ron Walker project lead – provided DCIP feedback and project summary / Q&A.

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- b. DCIP current focus is focused on PHCSA Policies, Procedures and Rules for governing the Board of Directors going forward.
  - c. Entity Directors are responsible for creating common and unique procedures for the specific entities. Ron / Beth will coordinate these activities where appropriate.
5. **Public Comment/Presentations:**
- a. Public comments offered: Yes  No 
    - None
  - b. Attachment (Public / Guest Sign-in attached)
6. **Treasurer's Report – John Holbach**
- a. Overview – Agencies monthly / year to date spending analysis verse established budget spending (no anomalies noted). I did receive an email from Cadance Bank (relationship manager – Ms. Sharon Delong, meeting scheduled for Friday 11/22/2024 – details to follow. Hopefully, we can schedule an entity director meeting with Ms. Delong to discuss agency support. In additional I will discuss the need to update PHCSA director / entity director electronic signatures (on file) reflecting recent changes (Cadance Bank).
    - **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
    - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.
7. **East Lake Community Library**
- a. Monthly Financials Review
    - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
    - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.
  - b. Director's Report
    - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
    - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.
  - c. Old Business: none.
    - Advisory Board – initiated employee feedback this year (360 Feedback for Employees). Successful feedback obtained – provided additional input during the performance review process.
  - d. New Business:
    - Highlighted upcoming events (newsletter)
    - New A/C installation completed
    - Murder Mystery fund raiser – phenomenally successful
    - 25<sup>th</sup> Celebration
8. **Palm Harbor Parks & Recreation**
- a. Monthly Financials Review
    - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
    - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.
  - b. Director's Report
    - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
    - **Motion Open for Discussion** – none.

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- **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events (newsletter)
  - Hurricane Damage – Tree fell on roof causing leaking – contractor repairing, county is very responsive, but we are impacted.
  - Hurricane Damage (saltwater intrusion) electrical problems
    - I. FMEA has been contacted (SAM.gov #)
  - Successful Halloween Event
  - Support county voting support was successful
  - Support Downtown Palm Harbor Mainstreet Group (Erica and Matthew)
  - Trail Town – will be recognizing Palm Harbor (naming) for a section of the Pinellas Trail.
  - Currently seeking 3-bids for lawn servicing – details to follow.

**9. East Lake Park & Recreation**

- a. Monthly Financials Review
  - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
  - **Motion Open for Discussion** – none.
  - **The Motion** was approved unanimously by the board.
- b. Director's Report
  - **Motion approved** by Phil Phillips , **seconded** by John Holbach
  - **Motion Open for Discussion** –
    - Football score board repaired (Hurricane Damage)
    - Tree Removal
    - Resealing the parking lot (< \$10k)
    - Replacing lighting
    - 12/7 – baseball Movie night 5:00 to 8:00 pm
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business:
  - Meadows Expansion Project –
    - Survey currently being worked
  - **Motion to** spend up to \$45,000 for conducting the 99-acre property survey.
  - **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
  - **Motion Open for Discussion** – none.
    - **The Motion** was approved unanimously by the board.

**10. Palm Harbor Library**

- d. Monthly Financials Review
  - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
  - **Motion Open for Discussion** – none.
  - **The Motion** was approved unanimously by the board.
- a. Director's Report
  - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
  - **Motion Open for Discussion** – none.
  - **The Motion** was approved unanimously by the board.
- b. Old Business: none.

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- c. New Business: Highlighted upcoming events (newsletter)
  - Facility wise – sliding doors damaged in the storm – getting quotes / repair options.
  - MSTU – in progress (shelves being assembled)

**11. HR Director's Report:**

- a. Monthly HR Report
  - Report discussed with entity director's previous week – no updates for PHCSA at this time.

**14) PHSCA Liaison Report:**

- a. Monthly Liaison Report
  - Submitted written report
- b. **Motion approved** by Ron Schultz , **seconded** by John Holbach
- c. **Motion Open for Discussion** –
  - The hurricane response was impressive – kudos to all.
- d. **The Motion** was approved unanimously by the board.

**15) Agency Items**

**a) Old Business**

- I. No old business discussed

**b) New Business**

- I. **Conflict of Interest Policy** (Shelby Brennan)
  - Review / read the policy (no changes year-over-year)
  - Approved by each PHCSA Board Member (signature required)
    - a. **Motion to**
      - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
      - **Motion Open for Discussion** – none.
- II. **Entity Directors Performance Review** discussion:
  - a. **Motion to** accept Palm Harbor Parks & Rec. (Erica's) Performance Review
    - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
    - **Motion Open for Discussion** –
      - Did the Advisory Board solicit employee feedback? – No, *the advisory board did not solicit any feedback.*
      - *Specific Goals were met. General discussion the advisory board timeliness and performance review feedback was improved this year – regarding Job Descriptions, Annual Objectives, Feedback (360, Engagement, VOC) and Rating Scale will be discussed at a further workshop.*
    - **The Motion** was approved unanimously by the board.
  - b. **Motion to** accept East Lake Parks & Rec. (Mark's) Performance Review
    - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
    - **Motion Open for Discussion** –
      - *Rating system discussed ... there are notable differences, but Specific Goals were met. Rating Scale, job responsibilities ... further clarification and discussion at a future workshop.*
    - **The Motion** was approved unanimously by the board.

- c. **Motion to accept East Lake Library (Lois's) Performance Review**
    - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
    - **Motion Open for Discussion** –
      - The Advisory Board did solicit employee feedback – Staff feedback was meaningful and extremely helpful this year.
      - *The Specific Goals were met.*
      - *Star rating needs clarification for better alignment.*
      - *High level review went well, rating improvement opportunities exist ...* further discussion at a future workshop.
    - **The Motion** was approved unanimously by the board.
  
  - d. **Motion to accept Palm Harbor library (Matthew's) Performance Review**
    - **Motion approved** by Ron Schultz , **seconded** by Phil Phillips
    - **Motion Open for Discussion** –
      - Advisory Board bid solicit employee feedback and Advisory Board feedback.
      - *The Specific Goals were met. Discussed the advisory board timeliness and performance review feedback – general discussion regarding Job Descriptions, Annual Objectives, Feedback (360, Engagement, VOC) and Rating Scale. High level review of what went well, improvement opportunities ...* further discussion at a future workshop.
    - **The Motion** was approved unanimously by the board.
- III. **Entity Directors Retention Bonus** discussion:
- a. **Motion to award a retention bonus of \$1000.00 for all entity directors.**
    - **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
    - **Motion Open for Discussion** –
      - Timing - payable next check processing
    - **The Motion** was approved unanimously by the board.
- IV. **Entity Directors Merit Increase** discussion:
- a. **Motion to approve of 6% Merit Increase for the Director of Palm Harbor Parks and Rec. payable January 1<sup>st</sup>, 2025, pay period.**
    - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
    - **Motion Open for Discussion** –
      - none
    - **The Motion** was approved unanimously by the board.
  
  - b. **Motion to approve of 4% Merit Increase for the Director of East Lake Parks & Rec. payable January 1<sup>st</sup>, 2025, pay period.**
    - **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
    - **Motion Open for Discussion** –
      - none
    - **The Motion** was approved unanimously by the board.
  
  - c. **Motion to approve of 5% Merit Increase for the Director of East Lake Library payable January 1<sup>st</sup>, 2025, pay period.**
    - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
    - **Motion Open for Discussion** –
      - none

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- **The Motion** was approved unanimously by the board.
- d. **Motion to** approve of 2% Merit Increase for the Director of Palm Harbor Library payable January 1<sup>st</sup>, 2025.
  - **Motion approved** by Bill Mazurek , **seconded** by Ron Schultz
  - **Motion Open for Discussion** –
    - General discussion – about the process and rating system – to be discussed in the next workshop.
  - **The Motion** was approved unanimously by the board.
- V. **PHCSA Elections of Officers for 2025:**  
*(Open PHCSA position as follows, Chair, Vice-Chair, Treasurer, Secretary)*  
  
Votes tallied and approved as follows:
  1. **Chair** – Sandy Faulkner
  2. **Vice-Chair** – Phil Phillips
  3. **Treasurer** – John Holbach
  4. **Secretary** – Bill Mazurek
- VI. **Performance Review Workshop (January 22, 6:00 pm @ Palm Harbor Library)**
  - Review goal setting / objectives
  - Review the overall performance review process
  - Lessons learned / improvement opportunities going forward

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**Designation of Next Regular Meeting: 12/18/2024 at East Lake Community Library, 6:30 p.m.**

**Celebration**



**Party at 5:50 pm**

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



CH 46848

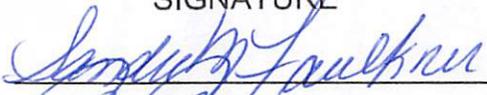
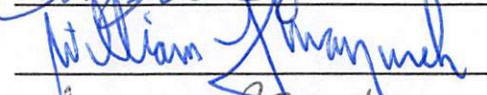
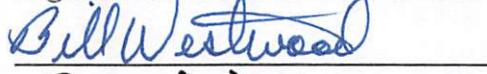
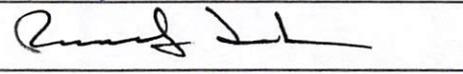
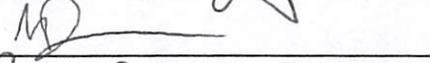
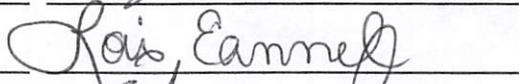
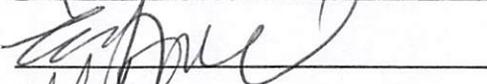
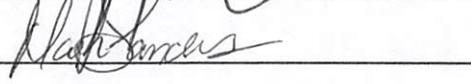
DATE 11-20-24

DTN 3688776

**ANNUAL CERTIFICATION OF COMPLIANCE WITH  
CONFLICT OF INTEREST POLICY** (sample)

Pursuant to s. 496.4055(2), Florida Statutes, Palm Harbor Community Services Agency has  
(Name of Organization/Sponsor)

adopted a policy regarding conflict of interest transactions. All directors, officers, and trustees of the charitable organization hereby certify compliance with the adopted policy.

	NAME	SIGNATURE	DATE
1.	Faulkner, Sandra		11/20/24
2.	Phillips, Phil		11/20/24
3.	Mazurek, Bill		11/20/24
4.	Black, Tamara		11/20/24
5.	Westwood, Bill		11/20/24
6.	Schultz, Ron		11/20/24
7.	Wendol, Dan		11/20/24
8.	Holbach, John		11/20/24
9.	David, Matthew		11-20-24
10.	Eannel, Lois		11/20/24
11.	Lynford, Erica		11/20/24
12.	Sanders, Mark		11/20/24
13.			
14.			
15.			
16.			

(continue on additional pages if necessary)