

# P H C S A

## Palm Harbor Community Services Agency, Inc.

### Board Meeting Minutes

7:00 PM February 16, 2022

Meeting Location: Palm Harbor Library & Virtual

#### 1. Opening by Phil Phillips, Chair

- Meeting called to order at 7:02 PM
- Pledge of Allegiance to US Flag was completed
- Meeting was noticed.

#### 2. Roll Call

##### Board Members Present:

- Cecile Creely    Sandy Faulkner    Scott Papes    Phil Phillips  
 Ron Schultz    Open (Justice)    Phillip Wagner    Dan Wendol  
 Quorum attended

Notes: Ron Schultz attended virtual

##### Directors Present:

- Gene Coppola – PHL    Lois Eanel – ELL    Erica Lynford – PH    Mark Sanders - ELR

##### Others Present:

- David Eggers    Nancy McKibbon    Andy Salzman

#### 3. Approval of Prior Minutes

**MOTION:** *Cecile Creely*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried*

#### 4. Public Comment/Presentations:

+ Asked Cmsnr Eggers to assist in identifying and notifying PHCSA of Cmmsr Justice Apptee

#### 5. Treasurer's Report – All looks good.

+Still exploring option of e-Signing checks with Cadence; they think possible; info to come

+FY 2021 Audit – set time to review with Auditor & Directors

#### 6. Agency Items

##### a. Old Business:

PHCSA Retreat update; included in attached Retreat minutes

##### b. New Business

a) PHCSA Officer Elections: Phil Phillips-Chair, Scott Papes-Sec; Phil Wagner-Trsr; Cecile Creely-Vice Chair

- **MOTION:** *Scott Papes to accept positions as presented*
- **SECOND:** *Sandy Faulkner*
- **RESULT:** *Carried.*

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- b) Mid-year PHCSA Retreat – June 25, 2022; 9:00AM-12PM @ East Lake Library
- c) Additional Director Evaluation Updates from Advisory Boards – give and take info from will determine scope and expectations as PHCSA proceeds
  - o Do Advisory Boards still have to do number scales evals – further discussion
  - o Chair will check with HR to verify requirements
  - o Chair will request HR to update Director pay ranges ASAP
  - o Define HR position role in regard to PHCSA; PHCSA is in charge ultimately but HR reports to Directors
  - o Request job description for HR position -search prior minutes for redefinition of responsibilities and required duties
  - o Chair will request of HR to attend all PHCSA meetings in person
- d) Director Bonus Discussion – all advisory entities requested a pay raise for their respective Directors at last evaluation period; PHCSA discussed and suggested that all Directors receive a one-time \$2,500 bonus in lieu of salary raise. Further direction will be forthcoming from PHCSA to Advisory Boards regarding remuneration requests. PHCSA will also give “priority directives” as barometers of performance each year for Directors to help guide Advisory Boards in compensation requests.
  - **MOTION:** *Cecile Creely motioned to approve \$2500 pymt to each Director*
  - **SECOND:** *Sandy Faulkner*
  - **RESULT:** *Carried.*
- e) Committee Creation and Appointments:
  - o Managing Director Research Committee -Dan Wendol & Scott Papes (others to be added at discretion of Cmte); define role/ job description & search options
    - **MOTION:** *Dan Wendol motioned to approve creation of committee*
    - **SECOND:** *Ron Schultz*
    - **RESULT:** *Carried.*
  - o Marketing Committee – Dan Wendol & Sandra Faulkner (others to be added at discretion of Cmte); website integration to be uniform b/w all entities and PHCSA, rebranding of PHCSA -adding East Lake specifically; Logo Updating;
  - o Attorney will explore avenues to renaming required by County
    - **MOTION:** *Dan Wendol motioned to approve creation of committee*
    - **SECOND:** *Cecile Creely*
    - **RESULT:** *Carried.*

## 7. East Lake Community Library

- a. Monthly Financial
  - MOTION:** *Sandy Faulkner motioned to accept the financials.*
  - SECOND:** *Ron Schultz*
  - RESULT:** *Carried.*
- b. Directors Report
  - MOTION:** *Ron Schultz motioned to accept the Director’s report.*
  - SECOND:** *Sandy Faulkner*
  - RESULT:** *Carried.*
- c. Old Business: none
- d. New Business: none

## 8. Palm Harbor Library

- a. Monthly Financial
  - MOTION:** *Cecile Creely motioned to accept the financials.*
  - SECOND:** *Sandy Faulkner*

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**RESULT: Carried.**

b. Directors Report

- Roof is leaking again, advocating for replacement since 2015, have fund-raising specifically for & before new lease arrangement with County; warranty ends 12/31/2022 (20 yrs old); Cnty consultants say roof with mntnce should be good until 2024; future costs to repair leaks is unknown but estimate are being sought; Director will gather data of repair and est. mntnce costs to assist Cty in determining if financially makes sense to replace sooner than later. Will address at future PHCSA mtg.

**MOTION: Ron Schultz motioned to accept the Director's report.**

**SECOND: Sandy Faulkner**

**RESULT: Carried.**

c. Old Business: None

d. New Business:

a. Upgrade Martin Conference Room

- Use \$10,525 of Private Donations to complete update

**MOTION: Cecile Creely motioned to accept Amended '22 Budget.**

**SECOND: Phil Wagner**

**RESULT: Carried**

**9. East Lake Recreation**

a. Monthly Financial

**MOTION: Scott Papes motioned to accept the financials.**

**SECOND: Sandy Faulkner**

**RESULT: Carried**

b. Directors Report

**MOTION: Scott Papes motioned to accept the Director's report**

**SECOND: Ron Schultz**

**RESULT: Carried.**

c. Old Business: None

d. New Business: None

**10. CSA Palm Harbor**

a. Monthly Financial

**MOTION: Phil Phillips motioned to accept the financials**

**SECOND: Cecile Creely**

**RESULT: Carried**

b. Directors Report

**MOTION: Phil Phillips motioned to accept the Director's report**

**SECOND: Cecile Creely**

**RESULT: Carried.**

c. Old Business: None

d. New Business: None

**11. Designation of Next Meeting: March 16, 2022 @ CSA Palm Harbor @ 7:00PM & Matrix**

**12. Adjournment @ 8:50 PM**

**MOTION: Scott Papes motioned to adjourn**

**SECOND: Cecile Creely**

**RESULT: Carried**

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