

# P H C S A

## Palm Harbor Community Services Agency, Inc.

### Board Meeting Minutes

6:00 PM June 15, 2022

Meeting Location: Palm Harbor Library

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

- Meeting called to order at 6:04 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    Jenny Goad    Phillip Wagner    Dan Wendol

Quorum attended

Excused Absence:

Notes: Cecile Creely attended virtually

##### Directors Present:

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

##### Others Present:

David Eggers    Nancy McKibbon    Andy Salzman    Deborah Griswold

Jinelle Brimante, Cathy Wos -Asst Dir PHL, Winona Patterson-Volunteer PHL, Peter Canon-Head of Adlt Srvcs PHL, Kathleen Hanley, Peggy Rinzl, Kathleen Capabianco, Arlene Zimmerman, Carol Mercuri, John Holbach, Bill Mazurek, Joann Jacobsen -IT Mgr PHL, Joe Corr, Patricia Robinson & Pierre Thomas – Cadence Bank

Notes:

#### 3. Approval of Prior Minutes

**MOTION:** Ron Schultz

**SECOND:** Jenny Goad

**RESULT:** Carried

#### 4. Public Comment/Presentations:

- Gene introduced attending members of the PHL staff and various members of PHL Advisory Board

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

- Introduced Patricia Robinson & Pierre Thomas from Cadence to discuss options for electronic checks and still meeting requirements for dual signors and security requirements.
- Noted that the banks do not verify for Dual control that is organizations responsibility
  - 1. Can use 3<sup>rd</sup> party services like Adobe; requires scanning and emailing and printing

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2. Can obviously always write/physical checks as currently
  3. Can set up ACH pymt system; require each vendor to complete bank information form, takes 7-10 days to set up; One person initiates payment and a 2<sup>nd</sup> person would authorize to release, \$50/mo + \$10/entity + \$0.18/ACH pymnt
  4. Bill pay -similar to what most individuals use now, no extra cost; 1<sup>st</sup> person initiates and a different 2<sup>nd</sup> person authorizes. (Check are still physically mailed as opposes to ACH)
- Discussion ensued and Phil Wagner will gather more information to be discussed further and clarified at future meetings
  - Andrew Salzman stated that all the options would meet required Dual signature criteria
  - Dan Wendol stated that Cadence has no minms for our accts and we cannot transfer funds between entity accounts according to Cadence.
  - Deborah has not been supplied a list of all the CD's each of the entity's hold, please do so ASAP

## 6. Agency Items

### a. Old Business:

ARPA – American Rescue Plan Act – funding to offset ill-effects of COVID; capital projects – Pinellas County has allotted 10% (\$19,000,000) to unincorporated Pinellas. Still gathering details on process and procedures which will be forthcoming. Submission deadline is Dec 21 2024. Discussions will continue at future meetings as PHCSA and it's entities formulate best strategy.

### b. New Business

- a) Confirmed Mid-year PHCSA Retreat – June 25, 2022; 9:00AM-12PM @ East Lake Library, send agenda requests to Deborah; Meeting needs to be noticed as per usual.

### c. Committee Reports

- a) Managing Director Committee (Dan Wendol Chair) -wants to gather input from PHCSA Board and Directors regarding priorities for this position role and tasks; will send survey and report findings at another Board meeting
- b) Marketing Committee (Dan Wendol Chair) -nothing to report
- c) By-laws Update – (Scott Papes and Andy Salzman) Andy is in process of reviewing and will present at next meeting.

### d. Agenda item additions – send requests to Deborah week prior to meeting

e. Process for changing time &/or date of Board meeting – accomplished by quorum vote at meetings; Chair may adjust meeting if it is known no quorum will be in attendance but must communicate this to Board; probably need to clarify this with council

f. How many excused absences are allowed – Bylaws allow 3; required to let Deborah know as soon as Board member is aware they cannot attend. When known ahead of time Board can vote to establish if absence is excused and record likewise. Can no longer hold quorum counting electronic attendees. May attend via electronic means, but cannot vote (unless can provide legitimate Health reasons) or add to quorum.

### g. PHCSA HR position – held by Deborah Griswold;

- HR will attend all Board meetings
- Job description will be presented and discussed at future meeting

h. MSTU Funding – suggested that all MSTU projects for entities or that effect any property that entities are responsible for be submitted to PHCSA for approval. Currently no official procedure. Discuss procedure at future meeting. Nancy stated that the County is no longer accepting “user group” applications for the rest of this year and will revisit for next year.

- Mark Sanders EL Rec noted that he is still waiting for his 2022 project to be completed; delayed by County not supplying permits in reasonable time frame; this precludes a request for 2023 funding.

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## 7. CSA Palm Harbor

- Pop Stansell Pier is closed until repairs can be affected
- Pick-up truck purchased months ago is still not available for delivery

+CSA Advisory Board represented by John Holbach are against PHCSA hiring for the new discussed position currently named as Managing Director, would rather spend resources elsewhere.

- Monthly Financial for April  
*MOTION: Sandy Faulkner to accept*  
*SECOND: Ron Schultz*  
*RESULT: Carried.*
- Monthly Financial for May  
*MOTION: Jenny Goad to accept*  
*SECOND: Sandy Faulkner*  
*RESULT: Carried*
- Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report.*  
*SECOND: Dan Wendol*  
*RESULT: Carried.*
- Old Business: none
- New Business: none

## 8. East Lake Community Library

- Had COVID outbreak and had to adjust hours for a bit
- 200+ kids for reading club and summer programs are full up

- Monthly Financial for April  
*MOTION: Ron Schulz to accept*  
*SECOND: Jenny Goad*  
*RESULT: Carried.*
- Monthly Financial for May  
*MOTION: Ron Schultz to accept*  
*SECOND: Cecile Creely*  
*RESULT: Carried*
- Directors Report  
*MOTION: Ron Schultz motioned to accept the Director's report.*  
*SECOND: Jenny Goad*  
*RESULT: Carried.*
- Old Business: None
- New Business: None

## 9. Palm Harbor Community Library

- Lost many staff to private sector as cannot compete with salaries, working on implementing a 3yr plan for staff salary increases
- Changing hours based on traffic data starting Oct 1 M-TH from 9:00-7:00
- MSTU 2022 children's room new flooring is complete

- Monthly Financial for April  
*MOTION: Cecile Creely to accept*  
*SECOND: Ron Schultz*  
*RESULT: Carried.*
- Monthly Financial for May  
*MOTION: Jenny Goad to accept*  
*SECOND: Ron Schultz*  
*RESULT: Carried*
- Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report*  
*SECOND: Ron Schultz*  
*RESULT: Carried.*
- Old Business: None
- New Business: None

**10. East Lake Recreation**

- |                                      |                                     |
|--------------------------------------|-------------------------------------|
| a. Monthly Financial for April       | Monthly Financial for May           |
| <i>MOTION: Scott Papes to accept</i> | <i>MOTION: Jenny Goad to accept</i> |
| <i>SECOND: Dan Wendol</i>            | <i>SECOND: Sandy Faulkner</i>       |
| <i>RESULT: Carried.</i>              | <i>RESULT: Carried</i>              |
- b. Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report*  
*SECOND: Sandy Faulkner*  
*RESULT: Carried.*
- c. Old Business: None
- d. New Business: Mark is requesting approval to spend up to \$125,000 for re-sodding fields delivery TBD; the timing is not yet set as it is difficult to get sod right now  
*MOTION: Scott Papes motioned to accept the Director's report*  
*SECOND: Ron Schultz*  
*RESULT: Carried*

**11. Designation of Next Meeting: July 20, 2022 @ East Lake Library @ 6:00PM**

**12. Adjournment @ 7:58 PM**

- MOTION: Scott Papes motioned to adjourn*  
*SECOND: Ron Schulz*  
*RESULT: Carried*