

P H C S A

Palm Harbor Community Services Agency, Inc.

Board Retreat Meeting Minutes
9:00 AM June 25, 2022
Meeting Location: East Lake Library

1. Opening by Phil Phillips, Chair

- Meeting called to order at 9:05 AM Adjourned @ 12:20PM
- 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:

Directors Present:

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

Others Present:

- David Eggers Nancy McKibbon Andy Salzman Deborah Griswold

Notes:

3. Items Discussed:

a) Holding PHCSA Board meetings every other month in lieu of current monthly

- Discussion ensued regarding pros & cons; consensus was to continue to hold monthly; this item will not be added to agenda for next Board Meeting

b) Policy on Absenteeism and use of electronic attendance

- Three (3) absences within a fiscal year, whether excused or unexcused; should trigger a Board vote as to that member being retained due to circumstances or removed
 - Item will be added to the next Board Meeting for discussion & possible vote.
- Any means of electronic attendance does not count towards the quorum and that member is allowed to participate in discussions but will refrain from voting or motioning.
 - Item will be added to the next Board Meeting for discussion & possible vote.
- Discuss with PHCSA attorney regarding adding these items to ByLaws.

c) Should Juneteenth be a Library Holiday

- Currently Pinellas County does not close for Juneteenth. PHCSA will follow the County's direction regarding Holidays. This item will not be added to agenda for next Board Meeting.

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- d) Clarification on the acreage from County on lease to PHCSA via East Lake Recreation**
- Question about specifics in Lease agreements, more information is needed for full discussion
 - Item will be added to the next Board Meeting agenda for discussion.
- e) ARPA (American Rescue Plan Act - \$19mm) Funding process & projects**
- Reviewed the information supplied by County, capital projects for non-profit unincorporated Pinellas entities
 - Tossed out possible projects that PHCSA and/or Entities could consider- helping the food banks, vehicles for delivering food picking up members, i.e.
 - Need to brainstorm for more ideas to discuss; both projects for PHCSA as a whole and for the entities individually
 - Will ask that each Advisory Board also participate in supplying ideas
 - Directors will be tasked with continuing to work on this as individuals and collective, ideas already submitted, but let's think bigger.
 - Can we get someone from County @ next meeting who may have more specific information as to scope and process.
 - Can we get a list of all non-profits in unincorporated Pinellas?
 - Item will be added to the next Board Meeting agenda for discussion.
- f) Human Resources Job Description**
- Deborah Griswold is PHCSA Human Resources Coordinator and Iris Bickett is Asst Coordinator
 - The HR position reports to PHCSA, specifically to the PHCSA Chairperson as point of contact
 - Iris submitted an extensive review of HR jobs and the respective pay ranges and duties for our perusal
 - Reviewed the Draft for HR head job and noted some modifications that will be made and then submitted at the next PHCSA Board meeting for review
 - Item will be added to the next Board Meeting agenda for discussion & possible vote.
 - Add "HR Report/Update" Agenda Item for all future PHCSA meetings.
 - Deborah should review all Directors annually as part of their evaluation process
 - Deborah's evaluation shall be gathered and submitted to the PHCSA Board for their review and recommendations.
 - Chairperson will attend Directors' meeting to review HR role, scope and reporting responsibilities to Directors.
 - Suggested that current title of HR Coordinator be changed to HR Director
 - Item will be added to the next Board Meeting agenda for discussion & possible vote.
- g) PHCSA Part-time administrative position**
- Had extensive discussion regarding the positions' value to PHCSA; had input from Directors' and Advisory Boards
 - High level look at this position being a boots-on-the-ground information liaison b/w PHCSA, directors and advisory boards. Part-time, hourly position, no office per se, this person will be focused on attending meetings. Collaborate, collate, disseminate, facilitate information. An unbiased person with desire to help community at large. Coordinate & manage expectations of entities with PHCSA and County (Nancy) report to PHCSA with a global view. Attend all Advisory mtgs, PHCSA mtgs, Director meetings and other deemed pertinent to PHCSA Board.
 - Dan as Committee Chair will cobble together a job description for further discussion
 - Item will be added to the next Board Meeting agenda for discussion.

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