

# P H C S A

## Palm Harbor Community Services Agency, Inc.

Board Meeting Minutes

6:00 PM July 20, 2022

Meeting Location: East Lake Library

### 1. Opening by Phil Phillips, Chair

- Meeting called to order at 6:02 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    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

John Holbach, Steven Lynford, Cindy Saathoff, Andrea Panarelli, Joan McCarthy, Katelyn Plas, Susan Plas, Denise Myersleigh, Karen Fulton, Patty Ann Wiczorek, Colleen Davis, Nicole Falwell, Matt Fields, Nionni Permelia, Kaley Boyd, Cathy Wos, Rick Watson

Notes:

### 3. Approval of Prior Minutes

**MOTION:** *Ron Schulz*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried*

### Approval of June Retreat Minutes

**MOTION:** *Jenny Goad*

**SECOND:** *Phil Wagner*

**RESULT:** *Carried*

### 4. Public Comment/Presentations:

+ ELL & ELR invited Advisory Board, volunteers & employees; all introduced themselves

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

### 6. East Lake Community Library

#### a. Monthly Financial

**MOTION:** *Ron Schultz motioned to accept the financials.*

**SECOND:** *Cecile Creely*

**RESULT:** *Carried.*

#### b. Directors Report

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

**SECOND: Cecile Creely**

**RESULT: Carried.**

c. Old Business: None

d. New Business:

i) Request to close PH & EL Library on 10/10/22 for staff tech training

**MOTION: Ron Schultz motioned to approve requested closing.**

**SECOND: Sandy Faulkner**

**RESULT: Carried.**

ii) Requested PHCSA Attorney (Andy Salzman) look to amending Handbook for PHCSA entities regarding handling the "Amendment Audit" occurrences. People will enter facility and without permission start to take pics/videos and post to YouTube. Andy stated other entities have dealt with and there is precedence set; designating spaces as "non-public forum" used for conducting business, this allows entity to have the violators 'trespassed' by Sheriff for a period of one year. Attorney will draft policy language to add to PHCSA handbook.

## **7. Palm Harbor Library**

a. Monthly Financial

**MOTION: Ron Schultz motioned to accept the financials.**

**SECOND: Cecile Creely**

**RESULT: Carried.**

b. Directors Report

**MOTION: Cecile Creely motioned to accept the Director's report.**

**SECOND: Jenny Goad**

**RESULT: Carried.**

c. Old Business: None

d. New Business: None

## **8. East Lake Recreation**

a. Monthly Financial

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

**SECOND: Jenny Goad**

**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

## **9. CSA Palm Harbor**

a. Monthly Financial

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

**SECOND: Cecile Creely**

**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

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## 10. Agency Items

### a. New Business

- 1) *Absence Policy for PHCSA Board* – By-Laws state that 3 unexcused absences in a 12 month period will lead to board member being removed from the Board
  - Any absences at a meeting will be determined to be unexcused or not at that time.
- 2) *Virtual Attendance of PHCSA Board meeting* – any Board member attending virtually does not count towards meeting quorum and will not vote or motion or 2nd
- 3) *East Lake Recreation/PHCSA* update in confusion with prior lease agreements regarding the “Meadows” area – apparently the original lease with ELYSA was incorrect and should have only included the developed area around the Meadows fields and parking; as is now stated in the 2018 update lease with PHCSA. The other 100 acres in question are still designated as Recreation area. County is in process of putting in a walkway for passive recreation /bird viewing. County has made some concessions to altering the proposed pathway to allow the most area for future recreation field and accompanying parking development. Further efforts are needed to assist in creating viable space for parking; which is currently and has been for a long time, a priority need. Specifically, some amendment on the 300ft buffer along Old Keystone Rd.
- 4) *Human Resources Position Job Description Update* – reviewed updated job description and job title currently held by Deborah Griswold. A draft for review was submitted to Board for review, comment and approval. Discussions regarding salary and range will be at future meetings.
  - **MOTION:** *Scott Papes motioned to accept draft as submitted*
  - **SECOND:** *Jenny Goad*
  - **RESULT:** *Carried.*
- 5) *Review of Part-time position job description* – job description for the part-time PHCSA ‘liason’ was distributed and discussed. New title and Committee Name was designated as “PHCSA Liaison” and “PHCSA Liaison Research Committee” respectively
  - **MOTION:** *Dan Wendol motioned to approve job description*
  - **SECOND:** *Ron Schultz*
  - **RESULT:** *Carried.*
- 6) *ARPA Funding* – discussion ensued regarding best way to approach funding requests. Were not able to come to conclusion as not enough specific information regarding process is available. County Commission have meeting on July 28<sup>th</sup> to discuss. Directors were tasked with continuing to have their individual projects ready for submission but strongly advised to come up with projects for PHCSA as a whole. Directors will report back after commssioners’ meeting on any new directives revealed.

## 11. Designation of Next Meeting: August 17, 2022 @ Harbor Hall @ 6:00PM

## 12. Adjournment @ 8:05 PM

**MOTION:** *Dan Wendol motioned to adjourn*

**SECOND:** *Cecile Creely*

**RESULT:** *Carried*