

P H C S A

Palm Harbor Community Services Agency, Inc.

Board Meeting Minutes
6:00 PM September 21, 2022
Meeting Location: Palm Harbor Library

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

- Meeting called to order at 6:03PM
- Pledge of Allegiance to US Flag was completed
- Meeting was noticed

2. **Roll Call**

Board Members Present:

Cecile Creely, Sandy Faulkner, Phil Phillips, Ron Schultz, Jenny Goad, Phillip Wagner,

Excused Absence:

Scott Papes and Dan Wendol

Directors Present:

Gene Coppola - PHL, Lois Eannel - ELCL, Erica Lynford – CSA and Mark Sanders – ELR

Others Present:

Andy Salzman, Nancy McKibben, and Deborah Griswold

See Attached guest sign-in sheets

3. **Approval of Minutes**

Motion: Ron Schultz

Second: Sandy Faulkner

Result: Carried

4. **Public Comments/Presentations**

- Nancy McKibben gave an update on the roundabout at Alt. 19 & Florida Av in Palm Harbor and advised the County is considering another on at 16th Street in PH
- Nancy McKibben also gave an update on Parks & Receptions Sunderman Project which is being funded by ARPA

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- Nancy McKibben advised the period for small projects ended Sept. 8th and will be sent to the County Commissioners in the month of November. She advised round 2 will begin January 9th.

5. **Treasurer’s Report** – All looks good

6. **East Lake Recreation**

a) Monthly Financial

MOTION: Jenny Goad

SECOND: Phil Wagner

RESULT: Carried

b) Directors Report

MOTION: Jenny Goad

SECOND: Ron Schultz

RESULT: Carried

c) **Old Business:** None

d) **New Business:** None

7. **CSA Palm Harbor**

a) Monthly Financial

MOTION: Jenny Goad

SECOND: Sandy Faulkner

RESULT: Carried

b) Directors Report:

MOTION: Ron Schultz

SECOND: Jenny Goad

RESULT: Carried

c) **Old Business:**

Name Change for CSA will be official as of October 1. It will now be Palm Harbor Parks & Recreation. Erica passed around the new brochure which she gave kudos to her newest staff member Cindy Saathoff for creating it.

d) **New Business:**

State Funding approval – “Palm Harbor youth sports complex, Pinellas County (\$2 million)” for the improvements at Sunderman Fields with the new building to be approximately 2500 Sq. Ft. is now in the hands of the Pinellas County Administration Services awaiting finalization

8. **East Lake Community Library**

a) Monthly Financial

MOTION: Jenny Goad

SECOND: Sandy Faulkner

RESULT: Carried

b) Directors Report:

MOTION: Ron Schultz

SECOND: Sandy Faulkner

RESULT: Carried

c) Old Business: None

d) New Business:

a) Request for approval to close the library early on Thursday 11/10/2022 for their
“Wine Not” Fundraiser

MOTION: Cecile Creely

SECOND: Jenny Goad

RESULT: Carried

9. **Palm Harbor Library**

a) Monthly Financial:

MOTION: Cecile Creely

SECOND: Jenny Goad

RESULT: Carried

b) Directors Report:

MOTION: Cecile Creely

SECOND: Jenny Goad

RESULT: Carried

c) Old Business: None

d) New Business:

Plumbing issues are developing. Gene advised there is a leak in the 2 of the
restrooms and the plumber recommends getting a leak detection company.

Request for approval for a Short Story Machine – Cost is \$11,000.00 which is a
free standing kiosk which prints out short stories for adults, children
in both English and Spanish. There is no charge and is used with your library
card.

MOTION: Cecile Creely

SECOND: Sandy Faulkner

RESULT: Carried

10. Agency Items:

a) Old Business:

1. HR Director job description- had been approved at the previous meeting. Phil Phillips is going to meet with Deborah Griswold to finalize the salary range and send this information to the directors and the PHCSA board members. The directors will also complete the HR evaluation and present it to the board along with their recommendation for her salary increase.
2. Directors Job Descriptions – discussion will continue at next meeting regarding this subject. However, Phil Phillips is going to meet with Deborah Griswold regarding the job Descriptions. Salary ranges are still being researched for the directors and that also will be discussed at the next meeting

b) New Business:

Directors' reviews are due in January and Nancy McKibben advised the county does a COLA At 3% of the mid-range for eligible employees and is done October 9th

c) Committee Reports:

1. Managing Director Research Committee Follow-up of Advisory Board input on possible candidates for this position. **Currently the Advisory Boards have no recommendations or candidates. Gene Coppola suggested reaching out to SCORE as they have volunteers doing this type of position and they may have someone who would like to earn a small income. He will e mail Dan Wendol the information**
2. Marketing Committee **No follow-up currently.**
3. By-Laws update **The By-Laws will be finalized and sent to the board by the next meeting**

11. Designation of Next Meeting: October 19, 2022, at East Lake Community Library @ 6PM

12. Adjournment @ 7:10 PM

MOTION: Ron Schultz motioned to adjourn

SECOND: Jenny Goad

RESULT: Carried