

**PHCSA**  
**Palm Harbor Community Services Agency**  
**Board Meeting Minutes - 6:00 PM May 17, 2023**  
**Meeting Location: East Lake Community Library**

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

- Meeting called to order at 6:04 PM
- Pledge of Allegiance to the US Flag was completed
- Meeting was noticed.

**2. Roll Call**

Board Members Present:

Bill Mazurek, Sandy Faulkner, Phil Phillips, Ron Schultz, Jenny Goad, Phillip Wagner, Dan Wendol

Quorum attended

Excused Absence: Scott Papes

Notes: Jenny Goad will fill in as Secretary

Directors Present:

Erica Lynford – PHRP, Mark Sanders – ELR

Directors Absent: Gene Coppola – PHL, Lois Eannel – ELL

Notes: Peter Cannon, Head of Adult Services – PHL, Susan Schuler, Assistant Director - ELL

Others Present:

Iris Bickett, Peter Cannon, James Cuomo, Deborah Griswold, Kathleen Hanley, Trish Harrison, John Holbach, Steven Lynford, Joan McCarthy, Nancy McKibben, Andrea Panarelli, Cindy Saathoff, Andy Salzman, Lester Santos, Susan Schuler, Ron Walker

**3. Approval of April 2023 Minutes**

***MOTION: Sandy Faulkner***

***SECOND: Ron Schultz***

***RESULT: Carried***

#### **4. Public Comment/Presentations:**

+Lester Santos, President of Central Florida Cadence Bank will take over PHCSA relationship for now and will look for “opportunities and enhancements”. Phil Wagner has been trying since February to fix signature cards. “Treasury Management” with Cadence “issued a ticket”. Lester says we can call him directly and these issues can be immediately resolved. Lester will also look into ICS / CDAR program. Phil Phillips asked Lester Santos to send a proposal to the directors, Phillip Wagner, and Deborah Griswold.

#### **5. Treasurer’s Report:** - All looks good.

+Phil will work with Cadence to get signature card updates.

+PHCSA will provide a list of how much money is invested with each bank to prevent exceeding the \$250k limit at any one bank.

#### **6. Palm Harbor Library**

- a. Monthly Financial

***MOTION: Phillip Wagner motioned to accept financials***

***SECOND: Sandy Faulkner***

***RESULT: Carried.***

- b. Directors Report

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

***SECOND: Phillip Wagner***

***RESULT: Carried.***

- c. Old Business: None

- d. New Business:

- Request to approve automatic door replacement not to exceed \$19,100 (\$19,013 actual)

***MOTION: Ron Schultz motioned to approve door expenditure NTE \$19,100***

***SECOND: Sandy Faulkner***

***RESULT: Carried.***

**7. East Lake Recreation**

- a. Monthly Financial

***MOTION: Sandy Faulkner motioned to accept financials***

***SECOND: Ron Schultz***

***RESULT: Carried.***

- b.. Directors Report

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

***SECOND: Bill Mazurek***

***RESULT: Carried.***

- e. Old Business: Nancy McKibben needs information for plan for footprint for expansion.
- f. New Business: None.

**8. Palm Harbor Parks & Recreation**

- a. Monthly Financial

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

***SECOND: Bill Mazurek***

***RESULT: Carried.***

- g. Directors Report

***MOTION: Sandy Faulkner motioned to accept the Director's report***

***SECOND: Ron Schultz***

***RESULT: Carried.***

h. Old Business:

- Some neighbors to Putnam Park attended the Parks & Recreation advisory board meeting to address concerns about the fence and net placement. A surveyor is coming tomorrow to stake and survey.
- Request to limit public comments to three minutes.

***MOTION: Sandy Faulkner motioned to limit public comments to three minutes***

***SECOND: Ron Schultz***

***RESULT: Carried.***

i. New Business:

- Harbor Hall and White Chapel have swarming termites.
- HVAC chiller pump- air mechanic will install pump, sod estimates are coming, Harbor Hall will need a roof replacement

**9. East Lake Community Library**

b. Monthly Financial

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

***SECOND: Bill Mazurek***

***RESULT: Carried.***

j. Directors Report

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

***SECOND: Sandy Faulkner***

***RESULT: Carried.***

- k. Old Business: None.
- l. New Business: None.

**10. Human Resources Director**

m. Directors Report

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

***SECOND: Sandy Faulkner***

***RESULT: Carried.***

- n. Old Business: None.
- o. New Business:
  - Request for reimbursement for Iris utilizing her personal phone for work communications.

***MOTION: Dan Wendol motioned to reimburse Iris \$11.53 per month for months she used her personal cell phone for work communications.***

***SECOND: Ron Schultz***

***RESULT: Carried.***

- Request for PHCSA HR to find an alternative form of communication not using personal phones.

***MOTION: Dan Wendol motioned for the PHCSA HR Director to find an alternative form of communication. not using personal phones.***

***SECOND: Ron Schultz***

***RESULT: Carried.***

## **11. Agency Items**

- p. Committee Reports:
  - PHCSA Liaison Report:
    - i. Ron Walker met with the four entities and attended three of the advisory board meetings.
    - ii. Reminder that PHCSA can add special PHCSA projects.
  - Marketing Committee: None.
- q. Old Business:
  - Phil Phillips and Andy Salzman will have a new HR background check policy drafted for the July meeting.
- r. New Business:
  - PPLC "Interlocal Agreement" Unincorporated North County representation discussion
  - Ron Walker will attend the PPLC meeting with Phil Phillips.
  - Request for Phil Phillips to write a letter from PHCSA asking for Nancy McKibben to sit on the PPLC board to represent both Palm Harbor Library and East Lake Community Library.

***MOTION: Sandy Faulkner motioned for Phil Phillips to write a letter from PHCSA asking for Nancy McKibben to sit on the PPLC board to represent both Palm Harbor Library and East Lake Community Library***

***SECOND: Ron Schultz***

***RESULT: Carried.***

- Request for Phil Phillips to write a second letter to ask Pinellas County to amend the lease agreement to include insurance coverage.

***MOTION: Dan Wendol motioned for Phil Phillips to write a letter to ask Pinellas County to amend the lease agreement to include insurance coverage.***

***SECOND: Ron Schultz***

***RESULT: Carried.***

- A letter came to all directors and PHCSA board members about Human Resources. Phil Phillips will investigate.
- There will not be a quorum in June. The June meeting is cancelled.
- Request to approve Palm Harbor Parks & Recreation expenditure for sod not to exceed \$55,100 (\$55,000 actual)

***MOTION: Ron Schultz motioned to approve PHPR sod expenditure NTE \$55,100***

***SECOND: Sandy Faulkner***

***RESULT: Carried.***

- Request to approve East Lake Recreation expenditure for sod not to exceed \$70,100 (\$70,000 actual)

***MOTION: Ron Schultz motioned to approve ELR sod expenditure NTE \$70,100***

***SECOND: Dan Wendol***

***RESULT: Carried.***

**12. Designation of Next Meeting: July 19<sup>th</sup>, 2023 @ 6:00 PM in Harbor Hall**

**13. Adjournment @9:00 PM**

***MOTION: Ron Schultz motioned to adjourn***

***SECOND: Dan Wendol***

***RESULT: Carried.***