

P H C S A

Palm Harbor Community Services Agency, Inc.

Board Meeting Agenda - 6:00 PM - Wednesday, September 20, 2023

Meeting Location: East Lake Community Library

1. Opening by Sandy Faulkner, Vice Chair Call to Order; Roll Call, Pledge
2. Meeting Notice - Confirmation
3. Approval of Minutes – August and Special Meeting held on 9/7/23 Exhibit
4. Introduction and Announcements –
 Vice Chairman comments as deemed necessary.
5. Public Comment/Presentations
 Welcome to visitors present and allow for comments if requested.
6. Treasurer’s Report – Phil Wagner
7. East Lake Community Library
 - a. Monthly Financial for August – Approval required Exhibit
 - b. Director’s Report – Approval required Exhibit
 - c. Old Business:
 - d. New Business:
8. Palm Harbor Library
 - a. Monthly Financial for August – Approval required Exhibit
 - b. Director’s Reports – Approval required Exhibit
 - c. Old Business:
 - d. New Business: New Director Approval
9. East Lake Recreation
 - a. Monthly Financial for August – Approval required Exhibit
 - b. Director’s Reports – Approval required Exhibit
 - c. Old Business:
 - d. New Business:
10. Palm Harbor Parks and Recreation
 - a. Monthly Financial for August – Approval required Exhibit
 - b. Director’s Report – Approval required Exhibit
 - c. Old Business:
 - d. New Business:
11. HR Director's Report
 - a. Director’s Report for August – Approval required Exhibit
 - b. Old Business:
 - c. New Business:
12. Agency Items
 - a. Old Business:
 - (a) Update on HR DCF Background Check policy submittal – Attorney is reviewing for approval

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PHCSA

Palm Harbor Community Services Agency, Inc.

(b) Schedule PHCSA Planning Meeting/Retreat – October 28, 9:00 am at PHPR \

Suggested Agenda items:

1. PHCSA policy for Entity issues -special meetings request, etc.
2. Code of conduct for Board members for meetings, including public interaction
3. Items suggested by exit interview with Gene
4. By Law's - meaning for Board Members and specifically Officers – Role of Chairman and other officers as it relates to actions outside the meetings. What can an officer do and what can they not do in the best interest of PHCSA.
5. Documentation of Board decisions and actions – who and where are these kept
6. Additional items to be given to Phil Wagner for inclusion in meeting agenda

b. New Business:

- (a) Directors Review process and format –
- (b) HR Director Review process and format
- (c) Relationship with BOCC – how it relates to Budget approval and any other items that affect PHCSA and its entities – Recent Millage and Budget discussions and concerns.
- (d) As requested by the ELCL Advisory Board –“*Clarification on the role of PHCSA Board and continued discussion on the bylaws, responsibilities of PHCSA Board, Chairman role, and general structure of the Board based on the identified vagueness in the Charter and bylaws as pointed out by the Board council.*” – note: this is part of the agenda for the retreat – not sure it is a meeting item to be discussed.

c. Committee Reports:

- PHCSA Liaison – Report and update - Ron Walker Exhibit
- Marketing Committee update

13. Designation of Next Meeting: October 18, 2023, 6:00 p.m., at Palm Harbor Parks and Recreation

14. Adjournment