

# P H C S A

Palm Harbor Community Services Agency, Inc.

**Board Meeting Agenda - 6:00 PM - Wednesday, October 18, 2023**

**Meeting Location: Palm Harbor Parks and Recreation – Harbor Hall**

1. Opening by Phil Phillips, Chairma                      Call to Order; Roll Call, Pledge
2. Meeting Notice - Confirmation
3. Approval of Minutes – September and Special Meeting of 9/28/23                      Exhibit provided
4. Introduction and Announcements – Chairman
5. Public Comment/Presentations  
    Welcome to visitors present and allow for comments if requested.
6. Treasurer’s Report –                      Phil Wagner
7. Palm Harbor Library
  - a. Monthly Financial for September – Approval required                      Exhibit provided
  - b. Director’s Report – Approval required                      Exhibit provided
  - c. Old Business: Ratify Motions and approvals from Special meeting
  - d. New Business:
8. East Lake Recreation
  - a. Monthly Financial for September – Approval required                      Exhibit provided
  - b. Director’s Reports – Approval required                      Exhibit provided
  - c. Old Business:
  - d. New Business:
9. Palm Harbor Parks and Recreation
  - a. Monthly Financial for September – Approval required                      Exhibit provided
  - b. Director’s Reports – Approval required                      Exhibit provided
  - c. Old Business:
  - d. New Business:
10. East Lake Community Library
  - a. Monthly Financial for September – Approval required                      Exhibit provided
  - b. Director’s Report – Approval required                      Exhibit provided
  - c. Old Business:
  - d. New Business:
11. HR Director's Report
  - a. Director’s Report for September – Approval required                      Exhibit provided
  - b. Old Business:
  - c. New Business:
12. Agency Items
  - a. Old Business:
    - (a) Screenings for Employment and Retention of Employment – approval of new policy needed                      Exhibit provided

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# PHCSA

Palm Harbor Community Services Agency, Inc.

(b) Schedule PHCSA Planning Meeting/Retreat – Phil Wagner providing Agenda  
– October 28, 9:00 am at Palm Harbor Parks and Recreation

**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. Review of Ordinance creating the “Palm Harbor Community Services District”

**and our Bylaws**

7. Additional items to be given to Phil Wagner for inclusion in meeting agenda

**b. New Business:**

(a) HR Director review and PHCSA liaison review – process and timing

(b) Director Review process and format – further discussion requested for specific items such as: timing of reviews (when is review required to be to HR), When will it be presented to the PHCSA Board, when is the actual vote on the review and salary adjustments

(c) BOCC workshop on November 9,2023 – Chairman to present for PHCSA  
Review of the Power Point submitted to BOCC  
Points of discussion – ideas and concerns

(d) Review of letter to the TB Times – approval required Exhibit provided\

(e) Election of Officers – PHCSA – “officers of this corporation will be elected and appointed annually by the BOD on or about December 1, of each year.” Elections need to take place at the November 15<sup>th</sup> meeting. Please notify Deborah, HR Director, of your desire to be considered for an officer position:

Chairman  
Vice-Chairman  
Secretary  
Treasurer

**c. Committee Reports:**

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

13. Designation of Next Meeting: November 15, 2023, 6:00 p.m., at Palm Harbor Library

14. Adjournment