

# PHCSA

Palm Harbor Community Services Agency, Inc.

## Board Meeting Agenda - 6:00 PM - Wednesday, November 15, 2023

Meeting Location: Palm Harbor Library

1. Opening by Phil Phillips, Chairman Call to Order; Roll Call, Pledge
2. Meeting Notice - Confirmation
3. Approval of Minutes – October meeting and Planning Retreat Exhibit provided
4. Introduction and Announcements – Chairman  
Follow up on the BOCC meeting on November 9
5. Public Comment/Presentations  
Welcome to visitors and allow for comments if requested.
6. Treasurer’s Report – Phil Wagner
7. East Lake Recreation
  - a. Monthly Financial for October – Approval required Exhibit provided
  - b. Director’s Report – Approval required Exhibit provided
  - c. Old Business:
  - d. New Business:
8. Palm Harbor Parks and Recreation
  - a. Monthly Financial for October – Approval required Exhibit provided
  - b. Director’s Reports – Approval required Exhibit provided
  - c. Old Business:
  - d. New Business:
9. East Lake Community Library
  - a. Monthly Financial for October – Approval required Exhibit provided
  - b. Director’s Reports – Approval required Exhibit provided
  - c. Old Business:
  - d. New Business:
10. Palm Harbor Library
  - a. Monthly Financial for October – 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 October – Approval required Exhibit provided
  - b. Old Business:
  - c. New Business:
12. Agency Items
  - a. Old Business:
    - (a) 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.”

2330 NEBRASKA AVENUE | PALM HARBOR | FLORIDA | 34683 | 727-784-3332 EXT. 3013

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Palm Harbor Community Services Agency, Inc.

**Chairman**  
**Vice-Chairman**  
**Secretary**  
**Treasurer**

- (b) Thank you to Phil Wagner and Scott Papes for service to PHCSA**
- (c) County Appointees confirmation**
- (d) Letter to Tampa Bay Times – confirm it was sent and provide final copy for minutes**

**b. New Business:**

- a. MLK Day – Option - Holiday**
- b. Job description updates for HR, HR Assistant and Liaison**
- c. Review/Evaluation format supplied for review to be performed**
- d. PHCSA – Conflict of Interest Policy – Signature required from ALL PHCSA board members and entity directors.**
- e. Request for follow up list of issues for discussion from the agenda of our planning meeting. Provide a simple list for discussion at follow up regular meetings.**

**c. Committee Reports:**

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

**13. Designation of Next Meeting: December 20, 2023, 6:00 p.m., at East Lake Community Library**

**14. Adjournment**

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