

P H C S A

Palm Harbor Community Services Agency, Inc.

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

Meeting Location: East Lake Community 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
5. Public Comment/Presentations
Welcome to visitors and allow for comments if requested.
Cadence Bank – Brad Reeves, Sr Vice President of Community Banking
6. Treasurer’s Report – Jenny Goad Exhibit provided
 - a. approval needed for engagement agreement for auditor
7. Palm Harbor Parks and Recreation Exhibit provided
 - a. Monthly Financial for November – Approval required Exhibit provided
 - b. Director’s Report – Approval required Exhibit provided
 - c. Old Business:
 - d. New Business:
8. East Lake Community Library Exhibit provided
 - a. Monthly Financial for November – Approval required Exhibit provided
 - b. Director’s Reports – Approval required Exhibit provided
 - c. Old Business:
 - d. New Business:
9. Palm Harbor Library Exhibit provided
 - a. Monthly Financial for November – Approval required Exhibit provided
 - b. Director’s Reports – Approval required Exhibit provided
 - c. Old Business:
 - d. New Business:
10. East Lake Recreation Exhibit provided
 - a. Monthly Financial for November – Approval required Exhibit provided
 - b. Director’s Report – Approval required Exhibit provided
 - c. Old Business:
 - d. New Business:
11. HR Director's Report Exhibit provided
 - a. Director’s Report for November – Approval required
 - b. Old Business:
 - c. New Business:
12. Agency Items
 - a. Old Business:
 - (1) Open Board position – Secretary
 - (2) HR Assistant needed.

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- (3) Job description discussion for HR Director was tabled – HR/Administrative Director, HR/Business Partner Director, Administrative and HR Director.....any other titles we want to discuss. Job description is approved for this position and documented. However continued discussion has been brought forward.
- (4) Follow up on Retreat Agenda items for future meetings – trying to give attention to individual items at each meeting rather than full list at one meeting.
- (5) Reminder – All Director Reviews will be finalized and presented for the January meeting.

b. New Business:

- (1) East Lake Recreation Board member to replace Scott Papes

c. Committee Reports:

PHCSA Liaison – Report and update - Ron Walker

Exhibit provided

Marketing Committee update – Dan Wendol

Insurance Committee – Dan Wendol

13. Designation of Next Meeting: January 17, 2024 @ 6:00 p.m., at Palm Harbor Parks and Recreation

14. Adjournment