

# P H C S A

## Palm Harbor Community Services Agency, Inc.

Board Meeting Minutes

6:00 PM Nov 15, 2023

Meeting Location: Palm Harbor Library

### 1. Opening by

- Meeting called to order at 6:00 PM
- Pledge of Allegiance to US Flag was completed
- Meeting was noticed.

### 2. Roll Call

#### Board Members Present:

- Bill Mazurek     Sandy Faulkner     Scott Papes     Phil Phillips  
 Ron Schultz     Jenny Goad     Phil Wagner     Dan Wendol  
 Quorum attended

Excused Absence: Ron Schultz

#### Directors Present:

- Matthew David – PHL     Lois Eanel – ELL     Erica Lynford – PH     Mark Sanders - ELR

#### Others Present:

- David Eggers     Nancy McKibbon     Andy Salzman     Deborah Griswold  
 Ron Walker

### 3. Approval of October Minutes & Retreat Minutes

**MOTION:** Jenny Goad

**MOTION:** Jenny Goad

**SECOND:** Sandy Faulkner

**SECOND:** Phil Wagner

**RESULT:** Carried

**RESULT:** Carried

### 4. Introductions and Announcements:

- Erika Lynford was congratulated and thanked for her 20 anniversary with PHR
- Phil Wagner will be leaving PHCSA Board as his term is ending
- Scott Papes is leaving the PHCSA Board because he will be moving out of the district
- Sandra Faulkner has been reappointed for another term by Commissioner Scott
- Jenny Goad has been reappointed for another term by Commissioner Justice
- Ron Schultz has been reappointed for another term by Commissioner Eggers
- John Holbach has been appointed for first term by Commissioner Long
- The PHCSA presentation at the Nov 9 BOCC Workshop went well, many positive comments were submitted and PHCSA hope to continue doing similar in future

### 5. Public Comment/Presentations:

- Chris Rose Budget Drtr Pinellas & Tori Merrill Budget Office East Lake side N Cty were introduced

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6. **Treasurer's Report** – All looks good.  
*MOTION: Jenny Goad motioned to accept the Treasurers report.*  
*SECOND: Phil Wagner*  
*RESULT: Carried.*

**7. East Lake Recreation**

- a. Monthly Financial  
*MOTION: Scott Papes motioned to accept the financials.*  
*SECOND: Dan Wendol*  
*RESULT: Carried.*
- b. Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report.*  
*SECOND: Sandy Faulkner*  
*RESULT: Carried.*
- c. Old Business: None
- d. New Business: None

**8. Palm Harbor Recreation**

- a. Monthly Financial  
*MOTION: Jenny Goad motioned to accept the financials.*  
*SECOND: Sandy Faulkner*  
*RESULT: Carried.*
- b. Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report.*  
*SECOND: Jenny Goad*  
*RESULT: Carried.*
- c. Old Business: None
- d. New Business: None

**9. East Lake Community Library**

- a. Monthly Financial  
*MOTION: Jenny Goad motioned to accept the financials.*  
*SECOND: Phil Wagner*  
*RESULT: Carried*
- b. Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report*  
*SECOND: Jenny Goad*  
*RESULT: Carried.*
- c. Old Business: None
- d. New Business: None

**10. Palm Harbor Library**

- a. Monthly Financial  
*MOTION: Jenny Goad motioned to accept the financials*  
*SECOND: Dan Wendol*  
*RESULT: Carried*
- b. Directors Report  
*MOTION: Scott Papes motioned to accept the Director's report*  
*SECOND: Jenny Goad*  
*RESULT: Carried.*

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- c. Old Business: None
- d. New Business: Rcvd \$500 grant for Youth Robotics to start program and rcvd other funding funding so excited to get program started

## 11. HR Director Report

**MOTION:** *Scott Papes motioned to accept HR Director Report*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried.*

Old Business: None

New Business: None

## 12. Agency Items

### a. Old Business

- i) Election of Officers:
  - i. Chairperson – Sandt Faulkner
  - ii. Vice Chair – Phil Phillips
  - iii. Secretary – OPEN
  - iv. Treasurer – Jenny Goad

**MOTION:** *Dan Wendol motioned to limit Chair position to two 1-yr consecutive terms per person or per entity*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried – Phil Phillips was against*

ii) Letter to Tampa Bay Times regarding their article about the PHL Pride display; not submitted yet; Phil Phillips will follow up on sending the approved letter

iii) Auditors have reached out to begin the process

### b. New Business:

- i) MLK Day – ELCL has MLK 2024 work commitments and is asking for MLK to be another paid Holiday. Discussion ensued to compare what County allows for holidays personal days with existing calendars and what the entities usually use that day for.

**MOTION:** *Scott Papes motioned to add MLK Day as an additional paid holiday for entities*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried – Against: Scott Papes & Phil Phillips*

**MOTION:** *Dan Wendol motioned to remove one of the other paid holidays for entities*

**SECOND:** *Scott Papes*

**RESULT:** *FAILED; For – Dan Wendol*

- ii) Job description update for HR

- o HR Director description update tabled; changes were recently approved prior
- o Asst to HR Director – tabled until next meeting
- o PHCSA Liaison – added as task to curate electronically PHCSA documents for easier access and reference

**MOTION:** *Scott Papes motioned to approve added task of curate electronically PHCSA Docs to liaison position*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried*

- iii) Board all signed new Conflict of Interest (COI)

iv) Send follow up to Retreat agenda for further discussion at next meeting on other items

v) Ron Walker will collect and collate evaluations for HR Director

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**MOTION:** *Scott Papes motioned that PHCSA approve a 4.5% salary increase for all Directors effective Oct 1, 2023 based on their current salary*

**SECOND:** *Jenny Goad*

**RESULT:** *Carried*

c. Committee Reports

- Liaison Report submitted to Board prior to meeting for review
- Marketing working with IT to implement Universal calendar where all entities can enter important dates and public invites

**MOTION:** *Dan Wendol motioned to approve committee to focus on insurance renewals and premiums for entities in January*

**SECOND:** *Jenny Goad*

**RESULT:** *Carried*

- Bill Mizurek asked about process to review new hires after probationary period, specifically Matthew David the new hire for Palm Harbor Library has just reached the end of his initial probationary period. Bill also stated that the PHL Advisory Board review has found no issues during the probationary period and are satisfied to this point. PHCSA Board agreed to accept the Advisory Boards review as stated.

**MOTION:** *Bill Mazurek motioned to accept Matthew Davids probationary period review yb Palm Harbor Library advisory board which was positive and Mr. David will continue in his director roles with another review in six months*

**SECOND:** *Jenny Goad*

**RESULT:** *Carried*

**MOTION:** *Dan Wendol motioned to require PHCSA Board to approve any interview process for hiring new Directors*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried*

**MOTION:** *Dan Wendol motioned all Director Evaluations, year end, probationary or any others be brought before the PHCSA Board for review and approval*

**SECOND:** *Sandy Faulkner*

**RESULT:** *Carried – Against: Scott Papes & Phil Phillips*

- Deborah will work on establishing a dedicated PHCSA phone number that will be answered as a PHCSA call and then can be directed to most appropriate person, whether that be a Director or PHCSA Chair or HR
- Deborah will also get all the new Board members their PHCSA emails and training

**11. Designation of Next Meeting:**

**December 20, 2023 @ East Lake Community Library @ 6:00PM**

**12. Adjournment @ 8:17 PM**

**MOTION:** *Scott Papes motioned to adjourn*

**SECOND:** *Phil Wagner*

**RESULT:** *Carried*

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