Board Meeting Agenda - 6:00 PM - Wednesday, March 20, 2024

Meeting Location: **East Lake Library**

1. **Opening by Sandy Faulkner, Chairman Call to Order; Roll Call, Pledge**
2. **Meeting Notice - Confirmation**
3. **Approval of Minutes – January 17, 2024 as corrected, February 21, 2024 Exhibit provided**
4. **Introduction and Announcements – Chairman**
5. **Audit Report**
   1. Craig Gilman, CPA  
      Managing Director  
      CBIZ MHM, LLC  
      Shareholder, Mayer Hoffman McCann P.C.
6. **Agency Rules/Procedures/Law Clarifications**
   1. **Adoption of Policies and Procedures**
      1. **Scheduling of Special Meetings**

**May be scheduled by Chair or Secretary or Majority of the Board**

**For Majority, PHCSA employee to send out and collect votes via email**

**Must be for only 1 subject matter**

* + 1. **Awards, Plaques, Commendations**

**PHCSA to provide plaque or similar remembrance for Directors**

**Five year increments beginning on year 5**

**PHCSA to provide a plaque or similar remembrance at end of Board Members terms**

1. **Public Comment/Presentations**

Welcome to visitors and allow for comments if requested.

1. **Treasurer’s Report – Jenny Goad**
2. **East Lake Recreation** 
   1. **Monthly Financial for January – Approval required Exhibit provided**
   2. **Director’s Report – Approval required Exhibit provided**
   3. **Old Business: None**
   4. **New Business: None**
3. **Palm Harbor Library** 
   1. **Monthly Financial for January – Approval required Exhibit provided**
   2. **Director’s Reports – Approval required Exhibit provided**
   3. **Old Business: None**
   4. **New Business: Sod and Field Improvements/Maintenance**
4. **East Lake Community Library**
   1. **Monthly Financial for January – Approval required Exhibit provided**
   2. **Director’s Reports – Approval required Exhibit provided**
   3. **Old Business: None**
   4. **New Business: None**
5. **Palm Harbor Parks and Recreation**
   1. **Monthly Financial for January – Approval required Exhibit provided**
   2. **Director’s Report – Approval required Exhibit provided**
   3. **Old Business: None**
   4. **New Business: None**
6. **HR Assistant Director's Report**
   1. **Director’s Report for January – Approval required**
   2. **Old Business:**
   3. **New Business:**
7. **Agency Items**
   1. **Old Business:**
      * + 1. **Fact Finding Review Summary, Bill Mazurek**
          2. **PHPR Director’s Tabled Review**
          3. **ELCL Letter to Board**
   2. **New Business:**
      1. **HR Director Exit Interview**
      2. **Removal of HR Director’s name on CDs**
      3. **Payroll – Altera Administrators, Possible Quickbooks**
      4. **Employee vs Independent Contractor Rules per IRS**
   3. **Committee Reports:**
      1. PHCSA Liaison – Report and update - Ron Walker Exhibit provided
      2. HR Ad Hoc Committee update – Ron Schultz
      3. Marketing Committee update – Dan Wendol
      4. Insurance Committee – Dan Wendol
8. **PHCSA Workshop HR Position** 
   1. **April 4, 2024 6pm Harbor Hall**
9. **Designation of Next Meeting: April 17, 2024 @ 6:00 p.m., at Palm Harbor Parks & Recreation Center**
10. **Adjournment**