

# PHCSA

Palm Harbor Community Services Agency, Inc.

## 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. Agency Rules/Procedures/Law Clarifications
  - a. 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
    - (2) 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
6. Public Comment/Presentations  
Welcome to visitors and allow for comments if requested.
7. Treasurer's Report – Jenny Goad
8. East Lake Recreation
  - a. Monthly Financial for January – Approval required Exhibit provided
  - b. Director's Report – Approval required Exhibit provided
  - c. Old Business: None
  - d. New Business: None
9. Palm Harbor Library
  - a. Monthly Financial for January – Approval required Exhibit provided
  - b. Director's Reports – Approval required Exhibit provided
  - c. Old Business: None
  - d. New Business: Sod and Field Improvements/Maintenance
10. East Lake Community Library
  - a. Monthly Financial for January – Approval required Exhibit provided
  - b. Director's Reports – Approval required Exhibit provided
  - c. Old Business: None
  - d. New Business: None
11. Palm Harbor Parks and Recreation
  - a. Monthly Financial for January – Approval required Exhibit provided
  - b. Director's Report – Approval required Exhibit provided
  - c. Old Business: None
  - d. New Business: None

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**12. HR Assistant Director's Report**

- a. Director's Report for January – Approval required
- b. Old Business:
- c. New Business:

**Exhibit provided**

**13. Agency Items**

- a. Old Business:
  - 1. Fact Finding Review Summary, Bill Mazurek
  - 2. PHPR Director's Tabled Review
- b. New Business:
  - (1) HR Director Exit Interview
  - (2) Payroll – Altera Administrators, Possible Quickbooks
  - (3) Employee vs Independent Contractor Rules per IRS

c. Committee Reports:

- (1) PHCSA Liaison – Report and update - Ron Walker
- (2) HR Ad Hoc Committee update – Ron Schultz
- (3) Marketing Committee update – Dan Wendol
- (4) Insurance Committee – Dan Wendol

**Exhibit provided**

**14. PHCSA Workshop HR Position**

- a. April 4, 2024 6pm Harbor Hall

**15. Designation of Next Meeting: April 17, 2024 @ 6:00 p.m., at Palm Harbor Parks & Recreation Center**

**16. Adjournment**

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**P H C S A**

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Palm Harbor Community Services Agency, Inc.

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**“The Mission of the Palm Harbor Community Services Agency, Inc. is to develop, provide and promote educational and recreational activities that support and improve the quality of life for all residents of the greater Palm Harbor area.”**