



**Board Meeting Minutes – 6:00 PM, January 17, 2024**

**Meeting Location: Parks & Recreation, Palm Harbor**

1. Meeting Opening by Sandra Faulkner, Chair
  - a. **Meeting Call to Order:** 6:04 pm
  - b. **Pledge of Allegiance**
  - c. **Meeting Notice – Conformation:** confirmed.
  - d. **Bill Mazurek** – confirmed as Secretary.
2. **Roll Call:**
  - a. Board Members Present - Bill Mazurek, Sandy Faulkner, Dan Wendol (Absent), Jenny Goad, Ron Shultz, John Holbach, Phil Phillips, Bill Westwood.
  - b. Quorum established.
  - c. The entities present were as follows: Matthew David, Lois Eannel, Mark Sanders, and Erica Lynford were present.
  - d. PHCSA entities present as follows: Deborah Griswold and Ron Walker.
  - e. Pinellas County representatives present: Nancy McKibben Assistant to the County Administrator
  - f. Introduction Mr. Bill Westwood (newly appointed PHCSA Member – East Lake Recreation.
3. **Approval of Minutes –December 2023**
  - a. Adjustments noted – Lous Eanel (name misspelled / typo) Lois Eannel.
  - b. Adjustment noted – Accounting Services' increase was 5.8% not 2.6% as the minutes stated.
  - c. **Motion to approve** – Jenny Goad, second – Phil Phillips, carried unanimously.
  - d. Auto / Video link for the 1/17/2024 meeting (2:22:41):
    - ✓ [https://us02web.zoom.us/rec/share/WxRG\\_XfJtuhDbQ1fwtMpaRfOVbGweMdirQil0g-x5vK7EXYqm-s\\_fOmHxTkAAdzW.jQsfA9k\\_VO-J72zI](https://us02web.zoom.us/rec/share/WxRG_XfJtuhDbQ1fwtMpaRfOVbGweMdirQil0g-x5vK7EXYqm-s_fOmHxTkAAdzW.jQsfA9k_VO-J72zI)
    - ✓ Passcode: Ra4HHz2\*
4. **Public Comment/Presentations:**
  - a. No other public commentary was offered.
  - b. Attachment (Public / Guest Sign-in)
5. **Treasurer's Report** – Jenny Goad:
  - a. Reviewed the Quick Books entity ledgers for the previous month for the entities.
  - b. Negotiated with MHM Auditor (Mayer Hoffman McCann P.C.) timetable and pending price increase. The Board was concerned that the Auditors increased the 2023 pricing for services by 10.6% after our budgetary process. Jenny was successful in negotiating with the Auditors to lower the pricing to \$23,620. The negotiated increase was (\$1360 increase ) or 6.1%.
  - c. C.D. rates optimization was discussed (traditional accounts were recommended to maximize rates). A five percent rate was discussed with an additional \$25k deposit (additional restrictions) – recommended to have further discussion.
  - d. **Open Motion:** Phil P.– Recommended a Motion for Jenny to formally conduct an RFP (Request for Proposal) for conducting PHSCA annual auditing services for 2024 - 2027, Ron S. seconded the motion, carried unanimously.
  - e. **Motion to approve** - Ron Shultz recommended approving the Treasury Report, **Second** - by John Holbach, carried unanimously.
6. **East Lake Recreation**
  - a. Monthly Financials for November
    - i. **Motion to approve** – Phil Phillips, **Second** – Jenny Goad, carried unanimously.



- b. Director's Report
  - i. **Motion to approve** - Phil Phillips, **Second** – Jenny Goad, carried unanimously.
- c. Old Business: none.
- d. New Business: none
- e. **Motion to approve ELR Report:** Phil Phillips, **Second** – Jenny Goad, carried unanimously.

**8) Palm Harbor Library**

- a. Monthly Financials for November
  - i. **Motion to approve** – Jenny Goad, **Second** – Phil Phillips, carried unanimously.
- b. Director's Report
  - i. **Motion to approve** – Jenny Goad, **Second** – Phil Phillips, carried unanimously.
- c. Old Business: none.
- d. New Business: EV Stations and 2024/2025 Funding Options, Discussed the upcoming Artful Evening.
- e. **Motion to approve** PHL Report - Jenny Goad, **Second** by Phil Phillips, carried unanimously.

**7. East Lake Community Library**

- a. Monthly Financials for November
  - i. **Motion to approve** – Ron Schlutz, **Second** – John Holbach, carried unanimously.
- a) Director's Report
  - ii. **Motion to approve** – Ron Schlutz , **Second** – John Holbach, carried unanimously.
- b. Old Business: none.
- c. New Business: Marketing Plan discussed. Fund raising efforts discussed.
- d. **Motion to approve the ELCL Report** - Ron Schlutz , **Second** – John Holbach, carried unanimously.

**8. Palm Harbor Parks and Recreation**

- a. Monthly Financials for November
  - i. **Motion to approve** – John Holbach **Second** – Phil Phillips, carried unanimously.
- b. Director's Report
  - i. **Motion to approve** - Phil Phillips, **Second** – John Holbach, carried unanimously.
- c. Old Business: none.
- d. New Business: County Commissioner's approved new building next door (1/16/2024).
- e. **Motion to approve the PHP&R Report** – Phil Phillips, **Second** – John Holbach, carried unanimously.

**9) HR Director's Report:**

- a. Monthly Directors Report
  - i. **Motion to approve HR Director's Report** – John Holbach, **Second** – Jenny Goad, carried unanimously.
    - a. Health Insurance options being finalized.
    - b. W-2's being mailed out.

**10) Agency Items**

- a) Old Business
  - i. Open Board position – Secretary (filled)
  - ii. HR Assistant – part-time open position (open)
    - a. Progress being made – will update the Board at our next scheduled meeting.
      - 1. Interviewing process / job description / pay range to be reviewed.
        - a. PHSCA job requirements; entity support to be discussed.
  - iii. Retreat – open action items will be prioritized monthly and assigned accordingly.
    - a. Sub-committee or Workshop structure / timetable was discussed (open item).
- b) New Business
  - i. Entity directors annual review / pay recommendations / timetable / job descriptions updates, etc. and HR partnership with the advisory boards was discussed.



- a. Discussed hiring an outside agency to help framing our requirements (open).
  - b. Workshop to finalize recommendations and going forward plan (open).
  - c. Setting pay ranges / recommendations going forward by HR (open).
- ii. **H.R. Review of the entity directors**
- a. Deborah was asked to perform peer review of the entity directors. The Board discussed several statements and recommended performance actions as provided by Deborah.
  - b. As a result, the following Motion was adopted. **Motion:** to table the H.R. reviews for all entity directors (*PHCSA does not accept the entity director's reviews.*) – Bill Mazurek will hold a fact-finding review with Deborah to decide how we move forward with HR reviews. **Motion to approve** Phil P., **second** Ron S., Motion, **carried unanimously.**
- iii. **Annual Performance Reviews for Lois Eannel, Mark Sanders, and Erica Lynford.**
- **Motion:** to review individual performance for each director first, followed by pay recommendation second. **Motion to approve** Phil Phillips, **second** Jenny G., Motion, carried unanimously.
  - a. Mark Sanders
    - Director's performance reviews as presented:
      - ✓ Motion to accept Bill W., Second Ron S., unanimously approved.
    - Director's compensation recommended by the Advisory Board approved:
      - ✓ Motion to accept Bill W., Second Ron S. , unanimously approved.
  - b. Lois Eannel
    - Director's performance reviews as presented:
      - ✓ Motion to accept Ron Schultz, Second John Holbach, unanimously approved.
    - Director's compensation recommended by the Advisory Board:
      - ✓ Motion to accept Ron Schutlz, Second John Holbach , unanimously approved.
  - c. Erica Lynford s
    - Director's performance reviews as presented:
      - ✓ Motion to accept Phil P., Second Ron S., unanimously approved.
    - Director's compensation recommended by the Advisory Board:
      - ✓ Motion to accept Phil P., Second John H., unanimously approved.
    - **Motion:** to table Erica's current motion approving her annual increase. The Advisory Board will reevaluate and resubmit. **Motion to approve** Phil P., **second** Jenny G. Motion, carried unanimously.
- iv. PHCSA – Policy and Procedures / Quality Manual – discussion. Revisit at our next workshop.
- a. Job descriptions, pay / raises.
  - b. Operational procedures.
  - c. Director's evaluation and compensation process.
- c) New Business
- Motion:** Motion to conduct an annual review of the PHSCA Board Legal Services (scheduled for March 2024), Dan W., Second Jenny G., carried unanimously.
- i. Marketing Committee – Dan Wendol
    - a. 'QR Codes' pending
    - b. Sub-committee
  - ii. Insurance Committee – Scheduled in January, Dan Wendol
- d) Designation of Next Regular Meeting: February 22<sup>nd</sup>, 2023, 6:00 p.m. at Palm Harbor Library.  
**Motion to Adjourn** (8:24)- Phil P. Second Ron S., carried unanimously.

**11) PHSCA Liaison Report:**

- a) PHCSA Liaison Report  
**Motion to approve report,** Jenny G. - second Ron S., carried unanimously.

# P H C S A

Palm Harbor Community Services Agency, Inc.

Public/Guest Sign-in

Date: 01.17.2024

Name	Email/Phone	Representing	Speaker
JAMES CUOMO	JACUOMO@HOTMAIL.COM	ELCL ADVISORY BOARD	
Leslie Svarczkopf	lesliesvarczkopf@outlook.com	PHPR Advisory board	
Susan Schuler	—	ELCL	
Colleen Davis		ELCL	
Jean McCarthy		ELCL	
Cathy WOS		PHL	
Steven Lynford		PHPR	
Trish Harrison		PHPR	
Cindy Saathoff		PHPR	
Jodie Gibby		PHPR.	
Barbara Cole		ELCL Adv. Bd	
Andrea Panarelli		ELCL ADV. BD.	



# P H C S A

Palm Harbor Community Services Agency, Inc.

## Elected Official Sign-in Sheet

Name	Office	Representing
Nancy McKibben	Pinellas County Admin.	