

March 20, 2024, r.1
Board Meeting Minutes

Board of Directors 2023-2024 Board of Directors

1. **Sandra Faulkner**, Chair, appointed by Pinellas County BOCC Brian Scott (sandyfaulkner@phcsa.net)
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@phcsa.net)
3. **Jenny Goad**, Treasurer, appointed by Pinellas County BOCC Charlie Justice (jennygoad@phcsa.net)
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
5. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
6. **Dan Wendol**, appointed by ELCL Advisory Board (danwendol@phcsa.net)
7. **John Holbach**, appointed by Pinellas County BOCC Janet Long (johnholbach@phcsa.net)
8. **Bill Westwood**, appointed by ELYSA Advisory Board (billwestwood@phcsa.net)

Meeting Location

<p>Location <input type="checkbox"/></p> <p>Palm Harbor Library 2330 Nebraska Avenue Palm Harbor, FL 34683</p>	<p>Location <input type="checkbox"/></p> <p>Parks & Recreation - The Center 1500 16th Street Palm Harbor, FL 34683</p>	<p>Location <input checked="" type="checkbox"/></p> <p>East Lake Community Library 4125 East Lark Road Palm Harbor, FL 34685</p>
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1. Meeting Opening by Sandra Faulkner, Chair
 - a. Meeting Call to Order: 6:01 pm
 - b. Pledge of Allegiance
 - c. Meeting Notice – confirmed.
2. **Roll Call:**
 - a. Board Members Present – Sandy Faulkner, Phil Phillips, Jenny Goad, Bill Mazurek, Ron Shultz, Dan Wendol, John Holbach, Bill Westwood
 - b. Quorum established. Yes No
 - c. Entities directors present: Matthew David, Lois Eannel, Mark Sanders, and Erica Lynford
 - d. PHCSA entities present as follows: Shelby Brennan, Ron Walker, Andy Salzman
 - e. Pinellas County representatives present: Nancy McKibben Assistant to the County Administrator, Commissioner – Dave Eggers
3. **Approval of Minutes** 2024 (last months)
 - a. Adjustments to the minutes: Yes No - as discussed.
 - b. **Motion to approve** – unanimous approval.
 - c. Audio / Video link from the 3/20/2024 meeting:
 - (Link) <https://youtu.be/HbcW5Ou4EXk>
4. **Annual PHCSA Audit Results Presented / Q&A**
 - Mr. Fred Killman (audit opinion > overall good result, no issues).
 - The official audit report will be posted when available.
5. **Agency Approvals from last month**
 - a. Calling a Special Meeting
 - **Motion to** review who can call a PHCSA special meeting.
 - **Motion approved** by John Holbach , **seconded** by Jenny Goad.
 - **Motion Open for Discussion** – When a PHCSA Board member recommends holding a special meeting (one subject / topic per special meeting) the request shall be routed via email to HR, HR Assistant, PHCSA Liaison and/or PHCSA Attorney for Board official notification. The special meeting will be scheduled with majority approval by the board. If a majority vote in favor of conducting the special meeting is not established HR, HR Assistant, PHCSA Liaison and or PHCSA Attorney will notify the board accordingly via email.
 - **The Motion** was approved unanimously by the board.

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- b. Award Plaques and Accommodation
- **Motion to** provide service award plaques for PHCSA Directors for achieving 5-year service increments and for recognition to all PHCSA Board members at the end of each members' term.
 - **Motion to approve** by John Holbach , **Seconded** by Jenny Goad.
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
6. **Public Comment/Presentations:**
- a. Public comments offered: Yes No
- Refer to 3c. Audio / Videl link for specifics.
- b. Attachment (Public / Guest Sign-in attached)
7. **Treasurer's Report** – Jenny Goad:
- a. Overview – Agencies monthly / year to date spending analysis verse established budget spending.
- b. Currently obtaining quotes for next year's financial audit (the goal is three firms to quote)
8. **East Lake Recreation**
- a. Monthly Financials Review
- **Motion to approve** by Bill Westwood, **Seconded** by Jenny Goad
 - **Motion opened for discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
- **Motion to approve** by Bill Westwood, **Seconded** by John Holbach
 - **Motion opened for discussion** – none.
 - **The Motion** was approved unanimously by the board.
- c. **Old Business:**
- Sod requested as approved last meeting was only ½ the total requirement (mistake).
Motion: to approve another \$50,000 for additional sod (total of \$100,000)
 - **Motion to approve** by Bill Westwood, **Seconded** by Jenny Goad
 - **Motion opened for discussion** – Advisory board approved \$98,500.00 for sod expenditure (85K sq. ft.) at their past meeting.
 - **The Motion** was approved unanimously by the board.
- d. New Business: none.
9. **Palm Harbor Library**
- a. Monthly Financials Review
- **Motion to approve** by Jenny Goad, **Seconded** by Dan Wendol
 - **Motion opened for discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
- **Motion to approve** by John Holbach , **Seconded** by Phil Phillips
 - **Motion opened for discussion** – none.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- Open staffing positions and status updated.
- d. New Business: highlighted upcoming events.
- Volunteer Fair Tuesday 4/23 (correction)
 - Open House update
 - 4/19 Volunteer breakfast

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10. East Lake Community Library

- a. Monthly Financials Review
 - **Motion to approve** by Jenny Goad, **Seconded** by Bill Westwood
 - **Motion opened for discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion to approve** by Jenny Goad, **Seconded** – John Holbach
 - **Motion opened for discussion** – new CDs was added (fyi).
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: highlighted upcoming events.
 - New phone system online (phone # change as stated).

11. Palm Harbor Parks & Recreation

- a. Monthly Financials Review
 - **Motion to approve** by Jenny Goad, **Seconded** by Bill Woodward
 - **Motion opened for discussion** – none.
 - **The motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion to approve** by Phil Phillips, **Seconded** by John Holbach
 - **Motion opened for discussion** – none.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
 - none
- d. New Business: highlighted upcoming events.
 - Opening new gaming center – progress continues.
 - Town Hall for Seniors
 - Cadence – CD's discussion to maximize current rates going forward.
 - October demo for the new building (possible)

12. HR Director's Report:

- a. Shelby Brennan introduced.
- b. Monthly Directors Report
 - **Not available** – due to Deborah's retirement (should be available next month)

13. Fact-Finding Report

- a. Fact Finding Summary Dated: 3/12/2024 (provided Bill Mazurek).

Objective – to conduct a fact-finding analysis related to Ms. Deborah Griswold peer review of Ms. Erica Lynford.

Approach – Interview Parks & Receptions employees, interview Ms. Griswold and interview the entity directors.
- b. Open Discussion: Pertaining to Ms. Griswold schedule and lack of availability.
 - **Motion to untable** Ms. Lynford's review.
 - **Motion to approve** by Dan Wendol, **seconded** by Jenny Goad.
 - **Motion open for discussion** – Facts surrounding the tabled review.
 - **The Motion** was not approved (4 to 3) by the board.

14) PHSCA Liaison Report:

- a. Monthly Liaison Report
 - Not available (verbal summary only)
 - I. Looking into Advisory Board roles and responsibilities going forward (Best Practice).
 - II. Policies gap assessment and review.

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15) Agency Items

a) Old Business

- I. Deborah's peer review of Lois, Mark – concern that these reviews were also tabled and not available to the ELL advisory board.
 - ELL Advisory Board escalation letter discussed.
- II. The upcoming workshop needs to begin to define the HR review process for all directors.
 - a. **Motion to** have a workshop on May 23rd to discuss the Directors review process (6:00 pm – ELL).
 - **Motion approved** by Dan Wendol, **seconded** by Phil Phillips.
 - **Motion Open for Discussion** - none
 - **The Motion** was approved unanimously by the board.

b) New Business

- I. **Deborah's Exit Interview** – Dan / Ron
 - Summary – data access going forward (HR records, HEPA, Workmen's Compensation, CD's etc.)
- II. Treasurer to summarize **PHCSA CD's** and market conditions going forward.
 - a. **Motion to** include in the monthly Treasures report a detailed listing of all entity CDs currently held by various institutions.
 - **Motion approved** by Dan Wendol, **seconded** by Phil Phillips.
 - **Motion Open for Discussion** - none.
 - **The Motion** was approved unanimously by the board.
- III. **Payroll administrator at Altera**
 - Who should have administrative rights to our Payroll system beside Shelby?
 - a. **Board Discussion:** On a temporary basis – we need to give all entity directors administrative (Lois, Mark, Matthew, and Erica) rights to our Payroll System.
- IV. **1099 employees:** IRS discussion.
 - Roles and Responsibilities, review of 1099 employee's
- V. **Social Media Discussion** (Andy Salzman)
 - Private verse work based social media accounts / information.
 - a. Public forum – blocking accounts etc.
 - b. General discussion – creating a social media directive going forward.
- vi. **HR Committee** (Ron Schultz)
 - a. No update given.
 - b. Workshop schedule for April 4th (Harbor Hall)
- VII. **Insurance Committee**
 - **Motion to** close the Insurance Committee.
 - **Motion approved** by Dan Wendol, **seconded** by Jenny Goad.
 - **Motion Open for Discussion**- missed the open enrollment window.
 - **The Motion** was approved unanimously by the board.

Designation of Next Regular Meeting: 4/17/2024 at Parks and Recreation, 6:00 p.m.

- **Motion to** adjourn.
- **Motion approve** by Bill Woodward , **Seconded** – Bill Mazurek
- **Motion Open for Discussion** - none
- **The motion** was approved unanimously by the board.