

**5/15/2024**  
**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](mailto:sandyfaulkner@phcsa.net))
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board ([philphillips@phcsa.net](mailto:philphillips@phcsa.net))
3. **Jenny Goad**, Treasurer, appointed by Pinellas County BOCC Charlie Justice ([jennygoad@phcsa.net](mailto:jennygoad@phcsa.net))
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board ([billmazurek@phcsa.net](mailto:billmazurek@phcsa.net))
5. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers ([ronschulz@phcsa.net](mailto:ronschulz@phcsa.net))
6. **Dan Wendol**, appointed by ELCL Advisory Board ([danwendol@phcsa.net](mailto:danwendol@phcsa.net))
7. **John Holbach**, appointed by Pinellas County BOCC Janet Long ([johnholbach@phcsa.net](mailto:johnholbach@phcsa.net))
8. **Bill Westwood**, appointed by ELYSA Advisory Board ([billwestwood@phcsa.net](mailto:billwestwood@phcsa.net))

**Meeting Location**

**Location**

Palm Harbor Library  
2330 Nebraska Avenue  
Palm Harbor, FL 34683

**Location**

Parks & Recreation - The Center  
1500 16<sup>th</sup> Street  
Palm Harbor, FL 34683

**Location**

East Lake Community Library  
4125 East Lark Road  
Palm Harbor, FL 34685

1. Meeting Opening by Sandra Faulkner, Chair
  - a. Meeting Call to Order: 6:12 pm
  - b. Pledge of Allegiance0
  - 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  
✓ Peter Cannon present (Matthew David representative)
  - 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:  
[https://drive.google.com/drive/folders/18XePc4EQlyHJyoNVbYZEpFvtSir5fAKV?usp=sharing\\_eil\\_m&ts=664bd5ea](https://drive.google.com/drive/folders/18XePc4EQlyHJyoNVbYZEpFvtSir5fAKV?usp=sharing_eil_m&ts=664bd5ea)
4. **Agency Approvals / Commentary**
  - a. Ms. Jenny Goad resigned effective June 2024
  - b. Application found: <http://www.pinellas.gov/boards>
5. **Agency Rules & Procedures**
  - a. No updates noted.
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 reviewed.
  - b. No noted concerns.

**5/15/2024**  
**Board Meeting Minutes**

**8. East Lake Parks & Recreation**

- a. Monthly Financials Review
  - **Motion to approve** by Ron Shultz , **seconded** by Phil Phillips .
    - **Motion opened for discussion** – none.
    - **The Motion** was approved unanimously by the board.
- b. Director's Report
  - **Motion to approve** by Ron Shultz , **seconded** by Jenny Goad .
    - **Motion opened for discussion** – none.
    - **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business: Highlighted upcoming events (newsletter)
  - i. Highlighted the current Soccer Program and Benefits, youth team championships and regional play.

**9. Palm Harbor Library**

- 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 Ron Shultz , **seconded** by John Holbach .
  - **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events (newsletter)
  - Highlighted the successful open house on April 26<sup>th</sup>.
  - Reviewed the Virtual Author Series
- e. **Motion to approve Carpet Expenditure up to \$14,000 for the large training room.**
  - **Motion approved** by Jenny Goad , **seconded** by John Holbach .
  - **Motion Open for Discussion** – discussed the delamination and potential safety concern related to the current flooring. PHL Advisory Council unanimously approved the \$14,000 expenditure on 5/8/2024, as budgeted.
  - **The Motion** was approved unanimously by the board.

**10. East Lake Community Library**

- a. Monthly Financials Review
  - **Motion to approve** by Jenny Goad , **seconded** by Ron Shultz .
  - **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- b. Director's Report
  - **Motion to approve** by Ron Shultz , **seconded** by Jenny Goad .
  - **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business: Highlighted upcoming events (newsletter)
  - Acknowledged staff for completing their MLIS degree while working full-time as well as their promotion to Librarian as a result thereof.
  - Review summer hours for the library.

**5/15/2024**  
**Board Meeting Minutes**

**11. Palm Harbor Parks & Recreation**

- a. Monthly Financials Review
  - **Motion to approve** by Ron Shultz , **seconded** by Phil Phillips .
  - **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.
- d. New Business: Highlighted upcoming events (newsletter)
  - Security camera / damage to the dock being updated / repaired.
  - Online Gaming Room – opening 5/21/2024.
  - Hurricane Preparation – sandbags distribution event – very successful.
  - Building update – design phase is on track (approximately 9–12-month duration)
- e. **Motion to approve up to \$15,000 for a Phone replacement.**
  - **Motion approved** by Ron Shultz , **seconded** by John Holbach .
  - **Open for Discussion** – Lightning damaged the current phone system. Discussed the need to repair/ upgrade the Phone system due to lightning damage as incurred. Several quotes will be obtained.
  - **The Motion** was approved unanimously by the board.

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

- a. Monthly HR Report
  - Submitted and highlighted.
  - 38 summer camp employees onboarded.
- b. HR Report
  - **Motion to approve** by Ron Shultz , **seconded** by John Holbach .
  - **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.

**14) Agency Items**

- a) **Old Business**
  - I. HR workshop scheduled to be held at Harbor Hall on 5/23/2024 @ 5:30 pm
    - Open to all Board members.
    - Meetings will be recorded – open to the public.
- b) **New Business**
  - I. Cyber Security Discussion
    - Training in the future.
      - a. County available (third party training may be available)
      - b. I.T. Policy for PHCSA and Entities (Ron Wagner)
  - II. Committee Reports
    - a. HR Position
      - i. Deborah's Positions and Options to fill going forward.
    - b. Evaluation Process
      - i. Performance Review Process
  - III. PHCSA Process, Policies and Procedures
    - a. Ron provided an update on his findings.
    - b. Supporting Bylaws, Procedures etc.

**15) PHSCA Liaison Report:**

- c. Monthly Liaison Report

**5/15/2024**  
**Board Meeting Minutes**

- Verbal summary
    - I. Looking into Advisory Board roles and responsibilities going forward (Best Practice).
    - II. Policies gap assessment and review.
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**Designation of Next Regular Meeting:** Click or tap to enter a date. **at East Lake Library , 6:00 p.m.**

- **Motion to adjourn.**
- **Motion approve** by Ron Shultz , **seconded** by Phil Phillips .
- **Motion Open for Discussion** - none.
- **The motion** was approved unanimously by the board.