

**8/21/2024
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)
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@phcsa.net)
3. **Tamara Black**, appointed by Pinellas County BOCC Charlie Justice (tamarablack@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 checked="" 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 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: 6:00 pm
 - b. Pledge of Allegiance
 - c. Meeting Notice – confirmed.
2. **Roll Call:**
 - a. Board Members Present – Sandy Faulkner, Phil Phillips, Tamara Black, Bill Mazurek, Ron Schultz, 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. Motion to the Minutes
 - **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - **Motion Open for Discussion** – Adjustments to the minutes: Yes No
 - b. **Motion to approve** – unanimous approval.
 - c. Audio / Video link:
 - <https://youtu.be/4yvZv2T6Mq8> (6:20)
4. **Introduction and Announcement**
 - a. Tamara Black - PHCSA Board Member appointed by BOCC Charlie Justice
5. **Agency Rules / Procedures / Law Clarifications**
 - a. None

8/21/2024
Board Meeting Minutes

6. Public Acknowledgement / Comments :

- a. Welcome Commissioner Dave Eggers
- b. Public comments offered: Yes No
- c. Attachment (Public / Guest Sign-in attached)

7. Treasurer's Report – John Holbach

- a. Overview – Accesses to QuickBooks confirmed – and Agencies monthly / year to date spending verse established budget spending – no anomalies notes.
 - **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.

8. Palm Harbor Parks & Recreation

- a. Monthly Financials Review
 - **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by John Holbach , **seconded** by Ron Schultz
 - **Motion Open for Discussion**
 - Erica discussed:
 - a. Attended Palm Harbor Main Street – advisory board. Revitalization of downtown Palm Harbor
 - b. Successfully completed Summer Camp
 - 2. **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business:
 - i. 2025 FY Operations Budget
 - Motion to approve FY 2025 Operating Budget as submitted.
 - **Motion approved** by John Holbach , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – year over year spending was held 'flat.'
 - **The Motion** was approved unanimously by the board.
 - ii. 8th Street Netting (purchasing request)
 - Motion to spend up to \$70,000 for netting (approved by the Palm Harbor Park & Recreation Advisory).
 - **Motion approved** by John Holbach , **seconded** by Ron Schultz
 - Motion Open for Discussion – design features, supplier quoting / general discussion.
 - The Motion was approved unanimously by the board.
 - iii. Peer project – rebuild the lower deck / landing area.
 - Motion to spend up to \$22,850 to replace the lower landing (approved by the Palm Harbor Park & Recreation Advisory).
 - **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - Motion Open for Discussion – design features, liability / general discussion.
 - The Motion was approved unanimously by the board.

8/21/2024
Board Meeting Minutes

9. East Lake Parks & Recreation

- a. Monthly Financials Review
 - **Motion approved** by Bill Westwood , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
 - The Motion was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Bill Westwood , **seconded** by John Holbach
 - **Motion Open for Discussion**
 - Mark discussed.
 - a. Outline the parking expansion (waiting price estimates).
 - b. Meta Expansion – awaiting final scope of work / pricing.
 - General discussion – utilizing the conservation area for future parking – East Lake Library also has a need for additional parking – learning opportunity.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business:
 - i. 2025 FY Operations Budget
 - Motion to approve FY 2025 Operating Budget as submitted.
 - **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – year over year spending was targeted to by ‘flat’ – actual budget raised \$40,000 year over year.
 - **The Motion** was approved unanimously by the board.

10. Palm Harbor Library

- a. Monthly Financials Review
 - **Motion approved** by Ron Schultz , **seconded** by Bill Mazurek
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Ron Schultz , **seconded** by Bill Mazurek
 - **Motion Open for Discussion** – none.
 - Matthew discussed.
 - a. Monthly - Hybrid event – discussed (streaming author sixty-seven people online)
 - b. Ribbon cutting event – Art showcase / Eagle Scout sponsored activity.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business:
 - i. 2025 FY Operations Budget
 - Motion to approve FY 2025 Operating Budget as submitted.
 - **Motion approved** by Bill Mazurek , **seconded** by John Holbach
 - **Motion Open for Discussion** – year over year spending was held relatively ‘flat.’
 - Anticipate year-over-year growth approximately four ½ percent (cost of living increases).
 - **The Motion** was approved unanimously by the board.

11. East Lake Community Library

- a. Monthly Financials Review
 - **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Ron Schultz , **seconded** by Dan Wendol
 - **Motion Open for Discussion** – none.
 - Lois discussed.
 - a. July – end of summer events
 - b. LED lighting completed – phenomenally successful.
 - c. Murder Mystery upcoming.
 - d. Staffing changes (new volunteer coordinator open)
 - e. Finger Printing service – in process
 - f. Ceiling leaks – appears to be resolved.
 - General discussion – background checks for PHCSA – cost savings going forward, was the \$500 / months savings baked into the budget (Lois confirmed it was).
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business:
 - i. 2025 FY Operations Budget
 - Motion to approve FY 2025 Operating Budget as submitted.
 - **Motion approved** by Dan Wendol , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – year over year spending was held ‘flat.’
 - The new budget reflects the new short term disability rate / costing (savings \$500 / month).
 - **The Motion** was approved unanimously by the board.
 - ii. Air Condition – Dunedin A/C – main system is down, needs replacement.
Emergency funding A/C (\$65k estimate) request may be necessary (Dianna)

12. HR Director's Report:

- a. Monthly HR Report
 - a. HR coordinator in process – great candidates in the pool.
 - b. Office rearrangement / layout completed.
- **Motion to approve** by Bill Mazurek , **seconded** by Ron Schultz
- **Motion Open for Discussion** – Directors thanked Shelby for her continued support.
- **The Motion** was approved unanimously by the board.

14) PHSCA Liaison Report:

- b. Monthly Liaison Report
 - Presented the going forward high-level plan – reviewed recommended formats and documentation control process going forward, detail at our next meeting.
 - I. Policies / Procedures and Rules
 - II. Documentation control
 - **Motion to approve** by Bill Mazurek , **seconded** by Bill Westwood
 - **Motion Open for Discussion** –
 - **The Motion** was approved unanimously by the board.

8/21/2024
Board Meeting Minutes

15) Agency Items

a) Old Business

- I. HR Coordinator position / interviewing process
 - Interview twenty plus candidates, detailed interviews with three potential candidates, one offer made pending background checks.
 - All entity director participated in the vetting process (participation, ownership, and engagement during the process)
- II. PHCSA entity Performance Review feedback
 - Questions approved last board meeting – recommendation is to place question electronically on Google Workspace for all PHCSA Board Members to provide feedback on individual directors prior to November 1st.
 - PHCSA Board Members feedback will be rolled up and provided to the Chair prior to the November workshop (11/14) HR.
 - a. ***Motion to approve the PHCSA Board entity directors' performance review questions and by utilizing Google Workspace and the recording means.***
 - **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.

b) New Business

- I. Cadence Bank
 - The entity directors are experiencing continuous customer service interruptions with Cadence Bank.
 - PHCSA Treasure (John H.) will reach out and escalate our concerns to Cadence Bank.
 - a. Investigate is Cadence linked to Altera (the goal here is to determine per check fee / check processing).
 - b. Can we improve our inter-transfer of funding between entities (PHCSA online transfers process needs definition, who signs / number of signatures, master log-in).
 - c. Can Cadence provide full-service support (investments (CD's) - savings – checking).

Designation of Next Regular Meeting: 9/18/2024 at East Lake Community Library, 6:00 p.m.

- **Motion to adjourn.**
- **Motion approved** by John Holbach , **seconded** by Ron Schultz
- **Motion Open for Discussion** – none.
- **The Motion** was approved unanimously by the board.