

**7/17/2024**  
**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. **Tamara Black**, appointed by Pinellas County BOCC Charlie Justice ([tamarablack@phcsa.net](mailto:tamarablack@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**

<p>Location <input type="checkbox"/></p> <p>Palm Harbor Library 2330 Nebraska Avenue Palm Harbor, FL 34683</p>	<p>Location <input checked="" type="checkbox"/></p> <p>Parks &amp; Recreation - The Center 1500 16<sup>th</sup> 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: 6:05 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 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. Adjustments to the minutes: Yes  No  - as discussed.
  - b. **Motion to approve** – unanimous approval.
  - c. Audio link:
    - (YouTube Link) <https://youtu.be/-J3qfgumAWs>
4. **Agency Approvals from last month**
  - a. Discussed the timetable for the upcoming Directors performance review.
5. **Public Comment/Presentations:**
  - a. Public comments offered: Yes  No 
    - Refer to 3c. Audio / Videl link for specifics.
  - b. Attachment (Public / Guest Sign-in attached)
6. **Treasurer's Report** – John Holbach
  - a. Overview – Accessing of necessary Financial Reports confirmed (hand-off completed).
  - b. Agencies monthly / year to date spending analysis review occurred during meeting.
7. **East Lake Recreation**
  - a. Monthly Financials Review
    - **Motion to approve** by Bill Westwood , **seconded** by Ron Schultz .

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- **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- b. Director's Report
- **Motion opened for discussion** by Bill Westwood , **seconded** by Ron Schultz .
  - **ned for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business:
- Meeting arranged to highlight the Planned East Lake Recreation Expansion with the County – this was our first step in the process, guidance exchange for possible next steps in the process.
- 8. Palm Harbor Library**
- a. Monthly Financials Review
- **Motion to approve** by Bill Mazurek , **seconded** by John Holbach .
  - **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- b. Director's Report
- **Motion to approve** by Bill Mazurek , **seconded** by John Holbach .
  - **Motion opened for discussion** – none.
  - **The Motion** was approved unanimously by the board.
- c. Old Business: none.
- d. New Business:
- Fiber internet installed during the month; everything is operational.
  - Highlighted upcoming events (newsletter)
  - MSTU – shelving estimate at \$35k - \$36k to complete. MSTU if awarded will be to \$20k, PHL will need to fund the difference.
  - Summer-ween tickets are still available (FYI).
  - **Motion to spend up to \$20k in addition to the MSTU grant of \$20k for shelving (total not to exceed \$40k)**
    - **Motion approved** by Bill Westwood , **seconded** by John Holbach .
    - **Motion Open for Discussion** – state contractor utilized. Spending limit of up to \$20k approved by the PHL Advisory Council at July meeting.
    - **The Motion** was approved unanimously by the board.
  - **Motion to spend up to \$14k for vinyl flooring replacement in the large activity room.**
    - **Motion approved** by Jenny Goad , **seconded** by Ron Shultz .
    - **Motion Open for Discussion** – Original contractor is responsible for 90% of the total cost of replacement – replacing vinyl with 2' by 2' carpet squares.
    - **The Motion** was approved unanimously by the board.
- 9. East Lake Community Library**
- a. Monthly Financials Review
- **Motion to approve** by Ron Schultz , **seconded** by John Holbach .
  - **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.

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d. New Business:

- CNCN candidate forum held (95 people in attendance).
- Currently updating LED Lighting as planned and approved.
- Air Conditioner repairs needed.
- **Motion to open the Library at 3:00 pm on August 1<sup>st</sup> due to Air Conditioner repairs.**
  - **Motion approved** by Ron Schultz , **seconded** by John Holbach .
  - **Motion Open for Discussion** – Dunedin Air Conditioning will be doing the repair (\$2,200 cost). Additional coordination and power shut down discussions occurred. Planned for 8/1/2024 – the goal here is to piggyback on the LED Lighting installation to minimize customer downtime.
  - **The Motion** was approved unanimously by the board.

**10. Palm Harbor Parks & Recreation**

a. Monthly Financials Review

- **Motion to approve** by Phil Phillips , **seconded** by John Holbach .
- **Motion opened for discussion** – general discussion on MSTU funding reconciliation, In additional Budget over-under spending was discussed and its basis (clarified that it is based on year-to-date spending).
- **The motion** was approved unanimously by the board.

b. Director's Report

- **Motion to approve** by Phil Phillips , **seconded** by Ron Schultz .
- **Motion opened for discussion** – none.
- **The Motion** was approved unanimously by the board.

c. Old Business:

- Discussed lawn maintenance and conditioning for the upcoming Soccer Fields. 110 yards of material was installed (Organic Material ... the goal here was to condition the fields, seed will also be added).
- Baseball Field renovation is underway - \$200k of budgeted improvements at the Sunderman Complex (Sunshades, Lockers, Concession Stand upgrades) also upgraded the automated field striping unit (APU).

d. New Business:

- Three new weeks of summer camp remaining. Security Camera's being repaired.

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

a. Monthly HR Report

b. New Business:

- Focusing on buttoning everything up prior to the HR Coordinator joining PHCSA.
- 990 Non-Profit Reporting (ready for approval).
- **Motion to approve** by John Holbach , **seconded** by Ron Schultz .
- **Motion opened for discussion** – general
- **The motion** was approved unanimously by the board.

**14) PHSCA Liaison Report:**

c. Monthly Liaison Report

- Discussed progress in review / structuring PHCSA procedures (the goal being to have drafts available during our September PHCSA Board Meeting)
  - I. Looking into Advisory Board roles and responsibilities going forward (Best Practice).
  - II. Policies gap assessment and review.
  - III. Supported HR workshop during the month.

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**15) Agency Items**

**a) Old Business**

- I. HR Full Time Open Position status.
  - Directors summarized status – position remains open – we are actively advertising and pursuing candidates. Interviews currently being schedule ... making progress. We are using the currently approved job description for our search. Candidates so far have limited non-profit experience.
    - a. Candidates meeting the requirements are pre-screen (Zoom) followed by an on-site interview.
    - b. Pay contribution by entity – we will follow the old structure (30% - 30% - 30% - 10%) for HR support (ELCL, PHL, PARK & REC, East Lake Rec).
    - c. Shared management responsibility across all entity directors is still the expectation for this position (position will be matrix-managed by all four entity directors).
    - d. Special thanks to Ron Schultz for coordinating the various workshops in support thereof.
- II. Advisory Board timetable for Director Performance Review submission
  - November 1<sup>st</sup> completion timeline was confirmed for all Advisory Board Performance reviews with submission due to HR on or before 11/1/2024.
- III. Customer Feedback (Star-Rating) – this is a place holder for this year’s review. No response is an acceptable output for this year (various online ratings are available today through – PHCSA - QR Code / Google / TripAdvisor / Facebook / Glassdoor / Yelp / etc., for the entities. Clarifying customer feedback and requirements and how best to utilize the information will be discussed at a future workshop.
  - a. **Motion to remove the Customer Feedback Rating from the Directors Performance Review.**
    - **Motion approved** by John Holbach , **seconded** by Phil Phillips .
    - **Motion Open for Discussion** – customer feedback is important, how best to acquire and manage the feedback is an overriding goal.
    - **The Motion** was not approved by the board.
- IV. PHCSA Board Director’s Review Questions
  - Dan Wendol sent the board seven performance review questions for consideration.
    - **Motion to add a unique PHCSA Board Performance Review for each entity director.**
    - **Motion to approved** by Dan Wendol , **seconded** by John Holbach .
    - **Motion Open for Discussion** – Dan has developed seven additional performance-based questions that were discussed. An input form needs to be finalized at our next meeting.
    - **The Motion** was approved unanimously by the board.
  - We need to finalize the Process, Form and specific Questions at our next meeting – Dan W. to lead the discussion.

**b) New Business**

- I. PHCSA’s Director’s Review Workshop (East Lake Library) confirmed for 11/14/2024.

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**Designation of Next Regular Meeting: 8/21/2024 at Palm Harbor Library, 6:00 p.m.**

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