

1/15/2025
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. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer (johnholbach@phcsa.net)
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
5. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki (erikapicard@phcsa.net)
6. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
7. **Dan Wendol**, appointed by ELCL Advisory Board (danwendol@phcsa.net)
8. **Bill Westwood**, appointed by ELYSA Advisory Board (billwestwood@phcsa.net)

Meeting Location

Location ☐

Palm Harbor Library
2330 Nebraska Avenue
Palm Harbor, FL 34683

Location ☒

Parks & Recreation - The Center
1500 16th 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: 6:01 pm
- b. Pledge of Allegiance
- c. Meeting Notice – ☒ confirmed.

2. Roll Call:

- a. Board Members Present – ☒ Sandy Faulkner, ☒ Phil Phillips, ☒ Erika Picard, ☐ 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 approve the minutes: John Holbach , **seconded** by Choose an item.
- b. Adjustments to the minutes: Yes ☐ No ☒ - as discussed.
- c. **Motion to approve** – unanimous approval.
- d. Audio / Video link:
 - (https://drive.usercontent.google.com/download?id=13RxAM_CZ-rynaoY9Tsjhky-BTOyD8GA9&export=download&authuser=2&confirm=t&uuid=b3bbee24-f771-4d8a-9933-7ee0d9dbb7dc&at=AlrpjvPT4m6G8kjr3yjF5Cck1F6q:1739816346397)

4. Agency Discussion

- a. PHCSA Documentation Control Project
 - Ron Walker – Project Lead
 - Updated / Open action items discussed.
 - Specifics and details will be outlined going forward.
 - i. Entities shared policies/procedures.
 - ii. PHCSA Board specifics.
 - iii. Approvals / Change Control / Revision Control

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- **Motion to** remove the requirement for HR reporting and attendance during PHCSA Board Meetings.
 - **Motion approved** by Phil Phillips , **seconded** by John Holbach
 - **Motion Open for Discussion** – General discussion about HR / Admin. support during the meeting (pros / cons). Discussed the new reporting structure as well as the entity director's responsibilities going forward.
 - **The Motion** was approved - 3 yeas (Phil. John, Erika) to 2 nays (Sandy, Bill W.) by the board.
- 5. **Public Comment/Presentations:**
 - a. Public comments offered: Yes ☐ No ☒
 - b. Attachment (Public / Guest Sign-in attached)
- 6. **Treasurer's Report** – John Holbach
 - a. Overview – No abnormalities in spending as reviewed. Cadance Bank – Agencies support is still being discussed. Signature cards will be updated. Dual signature - electronic vs. physical signature is still an open discussion point.
 - **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- 7. **East Lake Recreation**
 - a. Monthly Financials Review
 - **Motion approved** by Bill Westwood , **seconded** by Phil Phillips
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
 - b. Director's Report
 - **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
 - c. Old Business: none
 - d. New Business:
 - i. Meadow's planned update provided
 - ii. Improve the gate entry system
 - iii. Video surveillance upgrades
 - iv. Top Soccer Program was kicked off
 - v. Highlighted several facility maintenance programs / Fundraising activities.
- 8. **Palm Harbor Library**
 - a. Monthly Financials Review
 - i. **Motion approved** by John Holbach , **seconded** by Phil Phillips
 - ii. **Motion Open for Discussion** – none.
 - iii. **The Motion** was approved unanimously by the board.
 - b. Director's Report
 - i. **Motion approved** by John Holbach , **seconded** by Erika Picard
 - ii. **Motion Open for Discussion**
 - Entry doors – still in the repair cycle (county will fund the repair)
 - Highlighted several programs / activities in the newsletter.

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- Artful Evening Fund Raising update provided.
- iii. **The Motion** was approved unanimously by the board.
- c. Old Business:
- d. New Business: Highlighted upcoming events (newsletter)

9. East Lake Community Library

- a. Monthly Financials Review
 - **Motion approved** by Phil Phillips , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Phil Phillips , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business:
 - Capital campaign kickoff scheduled for March 2nd.
 - Assistant Director hired on 2/3.
 - Passport updated provided – 1000 per yr. (remarkably successful)
 - Finger Printing – status provided (improvements implemented)
 - Various upcoming programs / activities were highlighted

10. Palm Harbor Parks & Recreation

- a. Monthly Financials Review
 - **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- b. Director's Report
 - **Motion approved** by Phil Phillips , **seconded** by John Holbach
 - **Motion Open for Discussion** – none.
 - **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business:
 - Westside Putnum – work will begin this month.
 - Overall budget – highlighted (takeaway - holding current spending levels).
 - Discussed overall construction projects and estimated timelines.

14) Agency Items

a) Old Business

- I. none

b) New Business

- I. Background Checks – requirements for Coaches, employees going forward and legislation impact going forward related to background checks.
- II. The upcoming HR Workshop has been scheduled 1/30/2025 (reminder).
- III. Video recording of the PHCSA Board Meetings
 - a. **Motion to stop videoing the monthly PHCSA Board Meeting.**

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- **Motion approved by Phil Phillips , seconded by Bill Westwood**
- **Motion Open for Discussion** – general needs discussion.
- **The Motion** failed to be approved. 2 yeas (Phil. Bill W.) to 3 nays (Sandy, Erika, John) by the board.

III. Video / Audio Files – we need a central location where the files are located.

- b. **Motion** to store all video / audio files of the PHCSA google drive.
- **Motion approved by John Holbach , seconded by Bill Westwood**
 - **Motion Open for Discussion** – once approved – minutes and video / audio file will be posted on the PHCSA Website.
 - **The Motion was approved unanimously by the board.**

Designation of Next Regular Meeting: 2/19/2025 at Palm Harbor Library, 6:00 p.m.

Motion to adjourn the meeting

- **Motion approved by Phil Phillips , seconded by John Holbach**
- **Motion Open for Discussion** – none.
- **The Motion was approved unanimously by the board.**