

2/19/2025
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: 6:02 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: ☒ Ron Walker, ☒ Andy Salzman
- e. Pinellas County representatives present: ☐ Nancy McKibben Assistant to the County Administrator, Commissioner – ☐ Dave Eggers

3. Approval of Minutes January 2025 (last months)

- a. Motion to approve the minutes: John Holbach , **seconded** by Dan Wendol
- b. Adjustments to the minutes: Yes ☐ No ☒ - as discussed.
- c. **Motion to approve** – unanimous approval.
- d. Audio / Video link: posted

4. Public Comment/Presentations:

- a. Public comments offered: Yes ☐ No ☒
 - Refer to 3c. Audio / Video link for specifics.
- b. Attachment (Public / Guest Sign-in attached)

5. Agency Discussion

- a. PHCSA Agency Documentation Control Project (Rules, Procedures and Policies) update
 - Ron Walker – Project Lead
 - Update provided and open action items discussed.
 - i. The list of documents under consideration will be discussed at the next board

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meeting.

- ii. Specifics adoption (i.e., Policy, Procedure, Rule) thereof will require board approval.

6. Treasurer's Report – John Holbach

- a. Overview – Agencies monthly / year to date spending analysis verse established budget spending was performed. No issues noted (agencies are spending wisely).
- b. We are moving forward with ACH (Electronic Check Signatures) – authorization signatures / docu-sign will be required.
- c. Signature protocol is currently being developed and discussed – further investigation needed / updates at our next meeting.

7. Palm Harbor Parks & Recreation

- a. Monthly Financials Review
 - i. **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
 - ii. **Motion Open for Discussion** – none.
 - iii. **The Motion** was approved unanimously by the board.
- b. Director's Report
 - i. **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
 - ii. **Motion Open for Discussion**
 - 1. Roof leaks – progress being made with the county.
 - 2. IT Meeting – demo is planned for the August / September timing.
 - 3. BOCC Meeting – discussed the re-zoning that was necessary to accommodate the building improvements ... YMCA voiced concerns at the meeting, clarification was agreed to between the county, Parks & Rec., and YMCA. The perceived issue was creating a duplication of services moving forward. Memo of understanding was signed.
 - 4. Summer Camp is moving forward – registration open to the public on 2/18 - successful response so far.
 - iii. **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business:
 - Motion to** approve the acquisition of Fencing on the westside of Putnam Park, funding not to exceed \$30,000.
 - **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
 - **Motion Open for Discussion** – the Advisory Board approved the fencing acquisition and funding request.
 - **The Motion** was approved unanimously by the board.

8. East Lake 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.
- b. Director's Report
 - **Motion approved** by Bill Westwood , **seconded** by John Holbach
 - **Motion Open for Discussion**
 - 1. Survey team making progress with the site plans – progress continues.

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2. Netting / Pole repaired (post Milton).
 3. Upgrade the Video surveillance system (completed).
 4. Upgraded the entry gating system - remotely operational (completed).
 5. Met with Commissioners (Scott)
 6. Roof on the concession stand was completed – funded by Baseball Inc.
- **The Motion** was approved unanimously by the board.
- c. Old Business: none
 - d. New Business: none

9. Palm Harbor Library

- a. Monthly Financials Review
 - i. **Motion approved** by Bill Mazurek , **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 Bill Mazurek , **seconded** by Phil Phillips
 - ii. **Motion Open for Discussion** –
 1. Recapped the ArtPHL Evening – successful (200+ people).
 2. Antique Road Shop upcoming.
 3. ACEcon upcoming.
 4. Staff development day was well attended – details next meeting.
 - iii. **The Motion** was approved unanimously by the board.
- c. Old Business:
 - i. Front sliding glass doors will be replaced by the county – project is moving.
- d. New Business: Highlighted upcoming events (newsletter)
 - i. Centralizing all of IT within the entities ... details to follow.

10. East Lake Community Library

- a. Monthly Financials Review
 - i. **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - ii. **Motion Open for Discussion** – none.
 - iii. **The Motion** was approved unanimously by the board.
- b. Director's Report
 - i. **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - ii. **Motion Open for Discussion** –
 1. Assistant Director introduced to the Board.
 2. Capital Campaign and expansion rendering discussed (Brunch and public event is planned).
 3. Updated finger printing / passport initiatives.
 4. Newsletter collaboration with Park & Rec. – resulting in changing vendors – free service.
 - iii. **The Motion** was approved unanimously by the board.
- c. Old Business: none
- d. New Business: none

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11. Agency Items

a) Old Business - HR Workshop 1/22/2025 – discussion points as follows:

- I. Conducting a salary and job description review for the entity directors.
 - a. **Motion to** instruct our entity directors to request HR to quote an outside firm to conduct a salary survey and job descriptions for each entity director every three years.
 - **Motion approved** by John Holbach , **seconded** by Dan Wendol
 - **Motion Open for Discussion** – HR to bid / quote a third-party to conduct salary ranges and job description the process. Ideally three quotes will be presented at a future board meeting outlining service provided and cost.
 - **The Motion** was approved unanimously by the board.
- II. Establish Specific Goals for our entity directors to be evaluated during the annual performance review process.
 - b. **Motion to** request the four entity directors and advisory boards to establish three (3) Performance Goals by the April PHCSA Board Meeting, upon which the directors annual merit increase will be based for FY 2025.
 - **Motion approved** by Dan Wendol , **seconded** by John Holbach
 - **Motion Open for Discussion** –
 - a. Create five measurable goals driven by their advisory boards for each entity director.
 - b. SMART goal format (Specific, measurable, attainable, realistic, time-based) to be utilized.
 - c. Due date for Performance Review – HR to confirm due date (10/1 > 9/30) for the reviews and merit increase effective dates.
 - d. Recommended the Advisory Board drive the goals with the entity directors.
 - **The Motion** was approved unanimously by the board.
- III. Adding an employee input feedback survey annually (i.e., 360 Degree Input) was discussed.
 - c. **Motion to** have the advisory boards add an employee feedback input response section to the annualized performance review.
 - **Motion approved** by Dan Wendol , **seconded** by John Holbach
 - **Motion Open for Discussion** –
 - a. Standardized question (HR driven) for all employees.
 - b. Entity directors agreed with the 360 concept – question remaining was does it directly impact their overall performance review – consensus was to use it an improvement tools verse direct input into the review.
 - c. 360 Input should be more ‘continuous improvement’ based – may or may not be link to the annualized review – more discussion needed.
 - **The Motion** was approved unanimously by the board.
 - d. **Motion to** Have HR (Beth) standardize employee 360 questions, HR to conduct the survey and send the results to the advisor boards upon completion.
 - **Motion approved** by John Holbach , **seconded** by Bill Mazurek
 - **Motion Open for Discussion** –
 - a. Timing to be discussed and approved by PHCSA Board.
 - **The Motion** was approved unanimously by the board.

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- IV. Discussed that the PHCSA Board needs to establish a merit increase maximum target for budget purposes. The goal is to have a maximum amount for budget consideration only prior to their FY Budget completion.
- e. **Motion to** have to table the merit increase discussion until our next meeting.
 - **Motion approved** by Erika Picard , **seconded** by John Holbach
 - **Motion Open for Discussion** –
 - a. Establishing a target for budget FY 2026 (May timing).
 - b. Review FY 2025 merit increase targets (Next meeting).
 - **The Motion** was approved unanimously by the board.
- b) **New Business**
- I. Palm Harbor Main Street (FYI) and update - New street lighting in the old downtown area has been approved. Funding by the impacted businesses.

Designation of Next Regular Meeting: 3/26/2025 at Parks & Recreation - White Chapel / Harbor Hall, 6:00 p.m.

- Motion to** move the meeting to 3/26/2025 at Harbor Hall.
- **Motion approved** by Erika Picard , **seconded** by John Holbach
 - **Motion Open for Discussion** –
 - a. Roll call / attendance considerations discussed.
 - **The Motion** was approved unanimously by the board.

Subject: March Meeting Date & Venue

From: Sandy Faulkner <sandyfaulkner@phcsa.net>

Date: 2/26/2025, 9:22 AM

To: PHCSA Board <board@phcsa.net>, Erica Lynford <elynford@phparksandrec.org>, Lois Eannel <lois-e@eastlakelibrary.org>, Mark Sanders <marksanders@phcsa.net>, Matthew David <matthew@phcsa.net>

Dear Board,

It was in error that the next Board meeting will be held at Palm Harbor Parks and Rec. The location should be East Lake Library.

Thus the next PHCSA Board Meeting is as follows:

Wednesday, March 26, 2025 6pm
East Lake Library

Sincerely,

Sandy Faulkner

Date: 2/19/25

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[illegible]