

**3/26/2025**  
**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](mailto:sandyfaulkner@phcsa.net))
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board ([philphillips@phcsa.net](mailto:philphillips@phcsa.net))
3. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer ([johnholbach@phcsa.net](mailto:johnholbach@phcsa.net))
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board ([billmazurek@phcsa.net](mailto:billmazurek@phcsa.net))
5. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki ([erikapicard@phcsa.net](mailto:erikapicard@phcsa.net))
6. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers ([ronschulz@phcsa.net](mailto:ronschulz@phcsa.net))
7. **Dan Wendol**, appointed by ELCL Advisory Board ([danwendol@phcsa.net](mailto:danwendol@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, Chairperson**

- 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 (2/19/2025)**

- a) Motion to approve the minutes: John Holbach , **seconded** by Phil Phillips
- b) Adjustments to the minutes: Yes ☐ No ☒ - as discussed.
- c) **Motion to approve** – unanimous approval.
- d) Audio / Video link: <https://youtu.be/GxYf37UJlmc>

**4) Public Comment/Presentations:**

- a) Public comments offered: Yes ☒ No ☐ - as discussed.
  - i) General comments in support of the PHCSA Board, PHL Management and PHL Advisory Board.  
**(1)** Refer to 3c. Audio / Videl link for specifics
- b) **CBIZ Audit Presentation** (Amy Von presented 2024 Audit Summary)
  - i) Audit Procedures discussed
  - ii) Draft summary and findings presented

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**5) Agency Rules/Procedures/Law Clarifications**

**a) Rule, Policies, & Procedures Catalog Update** - Ron Walker – Project Lead

- i) Updated / Open action items reviewed:
  - (1) Agency Employee Handbook discusses, used across the entities.

**6) Treasurer's Report** – John Holbach

- a) Overview – Agencies monthly / year to date spending analysis verse established budget spending.
- b) Reminder – you should have received an email from Cadance to create your individual account. Follow the instructions to create your account at your convenience (regards to ACH 'Automated Clearing House' electronic money transfer account).

**The motion** to establish a policy identifying the agencies' secondary ACH signature as their appointed PHCSA representative, or BOCC representative when not available.

- i) **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
- ii) **Motion Open for Discussion**
  - (1) General discussion related to timing, invoicing details, check availability, signature escalation.
- iii) **The Motion** was not approved by the board.

**c) Monthly Treasure's Report**

- i) **Motion approved** by Dan Wendol , **seconded** by Bill Westwood
- ii) **Motion Open for Discussion** –
  - (1) Interest rates, account management
  - (2) What is the process for overseeing our CD's / Investment by the PHCSA Board.
- iii) **The Motion** was approved unanimously by the board.

**7) East Lake Parks & Recreation**

**a) Monthly Financials Review**

- i) **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
- ii) **Motion Open for Discussion** – none.
- iii) **The Motion** was approved unanimously by the board.

**b) Director's Report**

- i) **Motion approved** by Dan Wendol , **seconded** by John Holbach
- ii) **Motion Open for Discussion** –
  - (1) Spring Flag Football and Soccer starting next week
  - (2) Soccer
- iii) **The Motion** was approved unanimously by the board.

**c) Old Business: none**

**d) New Business:**

- i) Highlighted upcoming events.
- ii) Football Sod replacement (20,000 sq. ft.) est. cost \$25,000
  - Motion – to approve up to \$25,000 for sod replacement
    - **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
    - **Motion Open for Discussion** –
      - (a) Logistics and approval discussed.
    - **The Motion** was approved unanimously by the board.

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- iii) Safety Netting – Baseball concession and spectator seating area \$23,170  
Motion – to approve the \$ 23,170 for safety netting.
  - **Motion approved** by Bill Westwood , **seconded** by John Holbach
  - **Motion Open for Discussion** –
    - (b) Quote provided
  - **The Motion** was approved unanimously by the board.
- 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 Phil Phillips
    - ii) **Motion Open for Discussion** – general discussion
      - (1) Community engagement – Valentines Day
      - (2) Student shadowing – successful
      - (3) New robotics team review
      - (4) Highlighted the Commissioners’ concerns / pending Resolution and visits related to the Children’s area (attached).
        - (a) General discussion followed.
        - (b) Monthly Audit by the advisory board will conduct going forward (procedure to follow).
        - (c) The PHL strategic Plan has been revised as discussed.
    - iii) **The Motion** was approved unanimously by the board.
  - c) Old Business:
    - (1) Entry Doors – repair in process
  - d) New Business: - none.
- 9) **East Lake Library**
  - a) Monthly Financials Review
    - i) **Motion approved** by Phil Phillips , **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 Phil Phillips , **seconded** by John Holbach
    - ii) **Motion Open for Discussion** – none.
      - (1) Capital Campaign Kick-Off highlighted.
      - (2) Library closure discussed (asphalt / parking lot).
      - (3) Passport focused day – was extraordinarily successful (105 passports processed during the day).
    - iii) **The Motion** was approved unanimously by the board.
  - c) Old Business: none
  - d) New Business: Highlighted upcoming events.
    - i) Commissioner Scott selected East Lake Library for its mobile office effective 4/10/25 (fyi).

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**10) Palm Harbor Parks & Rec**

- a) Monthly Financials Review
  - i) **Motion approved** by Phil Phillips , **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 Phil Phillips , **seconded** by John Holbach
  - ii) **Motion Open for Discussion** – Update (Trish)
    - (1) Summer camp – sold out certain age groups (we are considering expanding, where possible).
    - (2) Maintenance moved to the Center – due to projects.
    - (3) Discussed Summer Camp new hires – status given.
    - (4) Letter of understanding with the YMCA completed.
    - (5) Target demolition of the building August – after summer camp (no-impact).
  - iii) **The Motion** was approved unanimously by the board.
- c) Old Business: none
- d) New Business: none

**11) Liaison – Report and update:**

- a) Monthly Liaison Report for February 2025
  - (1) Looking into Advisory Board roles and responsibilities going forward (Best Practice).

**12) Agency Items - Old Business**

**a) Director Performance Goals for 2025**

- (a) Confirmed the entity director's goals for 2025 were received (Meeting Attachment).
  - (i) The Advisory Board shall create the Directors Goals per PHCSA.
- (b) Discussion and clarification followed.
- (c) Monthly Report-Out of goals - added to the directors' report going forward.
- ii) **Motion** – to accept the goals as presented and linking said goal to entity directors' merit-based compensation.
  - **Motion Open for Discussion** –
    - (a) Various discussions, timing, SMART Goals structure, etc.
  - **The Motion** was approved by the majority by the board.
    - (a) Erika Picard - dissent
- iii) **Motion** – to draft a letter (PHCSA Chairperson) to thank the Commissioners for their inputs and continued support.
  - **Motion approved** by John Holbach , **seconded** by Ron Schultz
  - **Motion Open for Discussion** –
    - (a) General discussion by the board.
  - **The Motion** was approved by the majority by the board.

**13) Designation of Next Regular Meeting: 4/16/2025 at Parks & Recreation - The Center, 6:00 p.m.**

**14) Adjournment**

**Motion to adjourn**

- i) Motion approved by Ron Schultz , seconded by Phil Phillips
- ii) Motion Open for Discussion – none.
- iii) The Motion was approved unanimously by the board.