

**4/16/2025
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 Phil Phillips, Vice - 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, ☒ 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 (3/19/2025)

- a) Motion to approve the minutes: John Holbach , **seconded** by Bill Westwood
- b) Adjustments to the minutes: Yes ☐ No ☒ - as discussed.
- c) **Motion to approve** – unanimous approval.

4) Public Comment/Presentations:

- a) Public comments offered: Yes ☐ No ☒ - as discussed.
- b) General comments in support of the PHCSA Board, PHL Management and PHL Advisory Board.
(1) Refer to 3c. Audio / Videl link for specifics <https://youtu.be/wGAEO0Vk1Zs>

5) BOCC Draft Budget Presentation and Review for May 1, 2025

- a) **Parks & Rec. Overview included (Erica Lynford):**
 - Historical context of Parks & Rec and Library development
 - Partnerships and funding structures
 - Revenue/expense breakdown (\$2.5M budget)
 - Operational efficiencies (personnel at 43% of expenses)

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- No capital funds without savings or Penny for Pinellas
- New building rendering preview
- Staff retention and community outreach emphasized
- b) **Library Overview included (Matthew David):**
 - Historical roots back to the 1970s
 - 26 staff managing 26,000 sq ft
 - Programs and Services highlighted: Robotics, Seed Library, Digital Media
 - Partnerships: Literacy Council, Veterans orgs, Meals on Wheels
 - Anticipation of national robotics competition and upcoming U.S. 250th Anniversary programs
 - Facility issues addressed: sliding glass doors repaired, future replacement pending
 - Strategic goals and community engagement were presented
- 6) **Treasurer's Report** – John Holbach
 - a) Overview – Agencies monthly / year to date spending analysis verse established budget spending is on track, no exceptions or abnormalities noted.
- 7) **East Lake Library**
 - a) Monthly Financials Review
 - i) **Motion approved** by Ron Schultz , **seconded** by John Holbach
 - ii) **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** –
Lois highlighted several programs that occurred during the month.
 - Re-asphalt of the parking lot was completed.
 - Commissioner Scott – established a mobile office at the Library
 - iii) **The Motion** was approved unanimously by the board.
 - c) Old Business: none
 - d) New Business: none
- 8) **East Lake Parks & Recreation**
 - a) Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **seconded** by Erika Picard
 - ii) **Motion Open for Discussion** – none.
 - iii) **The Motion** was approved unanimously by the board.
 - b) Director's Report
 - i) **Motion approved** by Bill Westwood , **seconded** by Ron Schultz
 - ii) **Motion Open for Discussion**
Mark discussed:
 - The completion of the sod installation
 - Discussed the joint meeting between Parks & Rec and East Lake Library.
 - iii) **The Motion** was approved unanimously by the board.
 - c) Old Business: none
 - d) New Business: none

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9) Palm Harbor Library

- a) Monthly Financials Review
 - i) **Motion approved** by Bill Mazurek , **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 Bill Westwood , **seconded** by John Holbach
 - ii) **Motion Open for Discussion**
Matthew discussed:
 - The Robotic team was congratulated for achieving 1st and 2nd place.
 - Exterior doors – repair still in progress (quoting and the physical repair)
 - Scheduled pride month review at the Library for Commissioners and interested parties.
 - Highlighted the BOCC Resolution, remedies, and improvements.
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business:
- d) New Business: Highlighted upcoming events (newsletter)

10) Palm Harbor Parks & Rec

- a) Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **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 Erika Picard
 - ii) **Motion Open for Discussion.**
Erica discussed:
 - Facility updates discussed (programing space)
 - Putnam repairs discussed
 - Batting Cage – tree damage updated
 - Revamped SMART Goals as discussed
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business: none
- d) New Business:
 - i) The Advisory Board reviewed and approved an expense of \$31,050 for 27,000 sq. ft. for sod replacement at the Putnam Facility.
Motion: to approve spending \$31,050 on Putnam sod replacement (27,000 sq. ft.).
Motion approved by Phil Phillips , **seconded** by Erika Picard
Motion Open for Discussion – none.
The Motion was approved unanimously by the board.

11) Liaison – Report and update:

- a) Monthly Liaison Report for April 2025.
- b) Two phases of the project were discussed. **Entities** and **PHCSA Board** Rules, policies, and procedures.
 - Entity Rules, Employee Policies, & Procedures reviewed and are in the process of being updated. Ongoing – business as usual going forward (*Beth is currently revisiting Employee Procedures*).
 - PHCSA Rules, Policies and Procedures still open / pending additional review.
 - Updated open action items (rules, policies, procedures) at our next PHCSA Board Meeting.
 - Advisory Boards (Bylaws, Structure, Roles & Responsibilities) understanding, best practices.

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12) Agency Items

a) **Old Business**

i) none

b) **New Business**

i) General discussion - How best to track action items / open action items ?

c) **Action Items assigned:**

Item #	Responsibility	Action Item
1	Ron Walker	Complete Section 4 of the manual outlining pertinent information that will be present to the BOCC going forward.
2	Entity Directors (Lois, Mark, Matthew, Erica)	Entity Directors will provide a monthly summary of their SMART Goals (progress review, activities, percentage completed, project on-track or late, resource summary).

13) Designation of Next Regular Meeting: 5/21/2025 at Palm Harbor Library, 6:00 p.m.

Adjournment

Motion to adjourn

- i) Motion approved by John Holbach , seconded by Erika Picard
- ii) Motion Open for Discussion – none.
- iii) The Motion was approved unanimously by the board.