

7/16/2025
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 <input type="checkbox"/>	Location <input checked="" type="checkbox"/>	Location <input type="checkbox"/>
Palm Harbor Library 2330 Nebraska Avenue Palm Harbor, FL 34683	Parks & Recreation - The Center 1500 16 th Street Palm Harbor, FL 34683	East Lake Community Library 4125 East Lark Road Palm Harbor, FL 34685

1) Meeting Opening:

- a) Meeting Call to Order: 6:03 pm by Phil Phillips (Vice-Chair).
- b) Pledge of Allegiance

Roll Call: ☒ Present

- a) Board Members Present – ☐ Sandy Faulkner, ☒ Phil Phillips, ☐ Erika Picard, ☒ Bill Mazurek, ☐ Ron Schultz, ☒ Dan Wendol, ☒ John Holbach, ☒ Bill Westwood
- b) Board Members not present (excused / unexcused):
 - ✓ Excused Absence *Sandy Faulkner*
 - ✓ Excused Absence *Erika Picard*
 - ✓ Excused Absence *Ron Schultz*
- c) Quorum established. Yes ☒ No ☐
- d) Entities Directors Present: ☒ Matthew David, ☒ Lois Eannel, ☒ Mark Sanders, ☒ Erica Lynford
- e) H.R. / PHCSA Support Present: ☐ Shelby Brennan, ☐ Beth Schaller, ☒ Ron Walker
☒ Andy Salzman (or designee)
- f) Pinellas County representatives present: ☒ Nancy McKibben, ☒ B.J. Gavin Assistant to the County Administrator, Commissioner – ☐ Dave Eggers,

2) Meeting Notice – ☒ confirmed

3) Approval of Minutes 6/18/2025

- a) Motion to approve the minutes: John Holbach , **seconded** by Bill Westwood
- b) Adjustments / Updates to the minutes: Yes ☒ No ☐ - as discussed.
- c) **Motion to approve** – unanimous approval.
- d) Audio / Video link of the PHCSA Board Meeting: <https://www.phcsa.net/>

4) Public Comment/Presentations:

- a) Public comments offered: Yes ☒ No ☒ - as discussed.
 - i) Nancy McKibben - Highlighting the various 100th anniversary festivities for Palm Harbor.
 - ii) B.J. Gavin was introduced as Nancy McKibbens' replacement effective July 1st, 2025.

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5) **Introductions and Announcements – Chair**

- a) **Commentary:** On July 15, 1925, the city's official name was changed from Sutherland to Palm Harbor – PHCSA acknowledge the celebration for its 100th birthday. Special thanks to Nancy McKibben who represents unincorporated county communities and was instrumental in planning for the 100-year celebration.
- b) **Board Discussion – Topic:** Excused and Unexcused Absences for PHCSA Board meetings. Board discussed the notification process for not attending a scheduled PHCSA Board meeting.
 - i) Motion – is to authorize the Chair (or designee when not available) full responsibility in determining excused and unexcused absences during Rollcall.
 - ii) **Motion approved** by John Holbach , **seconded** by Bill Westwood
 - iii) **Motion Open for Discussion:**
 - (1) Consensus was that the Chair should be notified (by email) prior to a scheduled meeting when a Board Member cannot attend said meeting. The Chair shall determine if the absence was excused or not excused (status communicated / recorded during Rollcall and documented in the Minutes).
 - (2) If a Board Member has a total of 3 unexcused absences during the Fiscal Year, he/she may be removed from by majority vote of the Board (refer to the PHCSA Bylaws).
 - iv) **The Motion** was approved unanimously by the board.
 - (1) PHCSA-Rule (3000-103 **PHCSA Board Excused / Unexcused Absenteeism**) was documented and published per the approved motion.
- c) **Liaison Job Contract and Job Expectations –** will be discussed in Agency Items Section 12b.(i).

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

- a) Overview – Agencies monthly / year to date spending analysis verse established budget spending was completed.
 - i) **Motion approved** by Bill Mazurek , **seconded** by Bill Westwood
 - ii) **Motion open for discussion:**
 - (1) **John Holbach**
 - (a) All entities are set up to support electronic banking.
 - (b) The Treasurer will confirm email / password and overall coordination with Candance and the entities prior to our next meeting.
 - (c) Discussed the PHCSA shared resources (Beth, Shelby, and Blake) and how we are calculating the wage allocation across the entities ... Net verse Gross pay. Palm Harbor Parks & Rec. was paying more than should have been allocated. This overallocation was corrected, verified by accounting, and reconciled with the entities. The treasure is requesting be to be copied on all shared entity allocations / disbursements going forward (Shelby) as an additional check.
 - iii) **Board Discussion:**
 - iv) Cadance Certificate of Deposit current interest rate – do we currently know what Cadance Bank is paying?
 - (a) The Treasure will confirm current rates and communicate to the PHCSA Board and entity directors.
- b) **The Motion** was approved unanimously by the board.

7) **East Lake Community Library**

- a) Monthly Financials Review
 - i) **Motion approved** by John Holbach , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion**
 - (1) No questions.
 - iii) **The Motion** was approved unanimously by the board.

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- b) Director's Report (*Con't East Lake Community Library*)
 - i) **Motion approved** by Dan Wendol , **seconded** by Bill Mazurek
 - ii) **Motion Open for Discussion:**
 - (1) **Lois Eannel**
 - (a) As a result of the building insurance being picked up by the county, we acquired several digital resources for the public as follows:
 - (i) New York Times
 - (ii) Comics Plus
 - (iii) Kanopy
 - (iv) OverDrive
 - (b) Reviewed the Spreading Our Wings Campaign (\$25,000 in donations received / pledged over the first 3-months).
 - (c) Highlighted the East Lake Recreation and East Lake Library collaboration efforts to bring additional awareness to the Recreation facilities and program offerings.
 - (d) Summar Programs are going very well – over 300 families registered to date.
 - (2) General Discussion by PHCSA Board
 - (a) East Lake Rec. and East Lake Library collaboration efforts were complemented.
 - iii) **The Motion** was approved unanimously by the board.
 - c) Old Business:
 - i) None
 - d) New Business:
 - i) None
 - e) **The Motion** was approved unanimously by the board.
- 8) **Palm Harbor Library**
- a) Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **seconded** by Bill Mazurek
 - ii) **Motion Open for Discussion**
 - (1) Question for Andy – can the entity appointed members vote on the Financials?
 - (2) Answer – yes, all PHCSA member can vote on the Financials presented as a general statement and can provide comments, ask questions, and seek clarification. Only the BOCC appointed members, along with the appointed entity member, can vote for/against individual purchases.
 - iii) **The Motion** was approved unanimously by the board.
 - b) Director's Report
 - i) **Motion approved** by Bill Mazurek , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion:**
 - (1) **Matthew David**
 - (a) Highlighted the photography contest – 25 people attended the reception.
 - (b) Discussed the Two (2) open positions in circulation (entry-level part-time).
 - (c) Front Door replacement is still on track for August/ September.
 - (d) MST Grant request (shelving) is scheduled for review at the BOCC on July 22, 2025.
 - (e) Main Street Event held at the library – very well attended Monday evening. Commissioner Edgars was in attendance (100 plus attendees in total).
 - (f) Nancy M highlighted the Palm Harbor Museum postcard imagery along with their historical significance. Eight Images - will be offered to the public for a suggested donation.
 - (g) August Event:
 - (i) Honoring Margerie Kennan Rawlings

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- (2) General Discussion by PHCSA Board
 - (a) General Question about the operating budget, capital budget, cash reserves and spending plan going forward. How do we maximize our return on investment? What is the planning for the reserved funds?
 - (i) Matthew's comments – Maximizing interest rates and return on investment is always a consideration today. Our planning horizon takes our short-term needs (rainy-day fund), unexpected needs, as well as multiyear capital investment needs into consideration.
 - (ii) John H. – Stated the Directors can move funds as needed into higher bearing interest accounts with approval from their advisory boards. The PHCSA Board does not need to approve the movement of funds.
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business:
 - i) None
- d) New Business:
 - i) None
- 9) **East Lake Parks & Recreation**
 - a) Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **seconded** by Dan Wendol
 - ii) **Motion Open for Discussion**
 - (1) Similar Question about operating budget, capital expenditures – cash reserves, resources planning and CD interest optimization was discussed.
 - (2) Mark's comments – planning for investments over the past 10 years has been driven by – 60-65% direct payments to operations expenses leaving 35-40% for renew or replace Capital equipment. These funds are placed into money market. The goal for us is to use a Broker to help us maximize our return on investment.
 - (3) Gound Maintenance monthly charges will be corrected next month – minor discrepancy noted after the financials were published.
 - iii) **The Motion** was approved unanimously by the board.
 - b) Director's Report
 - i) **Motion approved** by Dan Wendol , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion:**
 - (1) **Mark Sanders**
 - (a) Positive cooperations and working together with East Lake Library. Highlighted the East Lake Rec. and East Lake Library collaboration efforts to date.
 - (b) Discussed the December 13th – kick-off and planning phase – more to follow.
 - (c) Discussed the newsletter overview – and opportunity to highlight ELP&R initiatives.
 - (d) Discussed the annual non-profit planning cycle and participation this year (needs / wants and sharing ideas).
 - (e) Teams Highlights:
 - (i) Baseball – district finishes by all teams.
 - (f) 14 girls from the elite team will be playing college soccer next year.
 - (g) Exploring Website / Social Media opportunities going forward and getting the word out to the public.
 - (2) General Discussion by PHCSA Board
 - (a) Social Media comment (Dan W) - Instagram is extremely popular for soccer (fyi).
 - (i) Erica – hired a social media consultant to help PHP&R – outstanding results achieved (fyi).
 - iii) **The Motion** was approved unanimously by the board.

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- c) Old Business:
 - i) None
- d) New Business:
 - i) None Kuboto Tractor – placed on order.

10) Palm Harbor Parks & Rec

- a) Monthly Financials Review
 - i) **Motion approved** by Dan Wendol , **seconded** by John Holbach
 - ii) **Motion Open for Discussion**
 - (1) Same Question (Dan W) about operating budget (\$372,000), capital expenditures / cash reserve (\$1,130,000) CD interest optimization cycles. Understanding the Plan and Timeline may help us in optimizing the return on our investment (interest).
 - (2) Erica's comments – there are summer camp contractors that should not be included in the budget figure (\$240k actually paid out), Capital plan and expenditures currently being budgeted is estimated at \$500K.
 - (3) In general - Maximizing the return on investment remains a priority across all entities.
 - iii) **The Motion** was approved unanimously by the board.
- b) Director's Report
 - i) **Motion approved** by John Holbach , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion:**
 - (1) Erika Lynford
 - (a) Required Crowd Management Training – we had 15 employees training per the 'Florida Fire Marshals Association'. The goal here is to have our staff training and certified – still a work in progress (updates to follow).
 - (b) 3rd Meeting of our Friends of Parks and Recreation was completed. We did have the Pinellas County Community Foundation present, and we are optimistic this may be an additional resource generating (fund raising / endowment) opportunity for us moving forward.
 - (i) The new building furnishings
 - (ii) Playground out back for (\$100K)
 - (c) Summer Camp – is sold out – highly successful.
 - (d) Building permitting – in process (next three weeks hopefully), 90 days build out to follow.
 - (2) General Discussion by PHCSA Board
 - (a) None
 - iii) **The Motion** was approved unanimously by the board.
- c) Old Business:
 - i) None
- d) New Business:
 - i) Proposed Holiday Hours – Schedule adjusted for Thanksgiving and Christmas Holiday closure – the Advisory Board approved the change. There are no activities scheduled typically during this period. Employees would use PTO to cover the lost time or simply take time off without pay.
Motion to approve Erica's holiday hour closures.
Motion approved by Bill Westwood , **seconded** by John Holbach
Motion Open for Discussion – Dan W Question - any employee issues or concerns / push back here because of initiating the Holiday closure?
 - (a) Management - Not currently. HR will be plugged into the scheduled closure. Further discussion with all employees will be warranted upon approval of the motion.**The Motion** was approved unanimously by the board.

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11) Liaison – Report and update – Ron Walker

- a) **Rule, Policies, & Procedures Catalog Update**
 - i) Updated / Open action items reviewed:
 - (1) Digitizing open items (rules, procedures, policies).
 - (2) Creating a Directory on the PHCSA Website (read only)
 - (3) Detail Change Control Procedure will be added
 - ii) The Goal is to complete the procedural updates by mid-September.
 - (1) Website / directory
 - (2) Rules / Policies / Procedures
 - (3) Support Documents

12) Agency Items

- a) **Old Business**
 - i) none
- b) **New Business**
 - i) Reviewing the Liaison Job Contract and Job Expectations by the Board – to be discussed at our next meeting.
 - (1) Question – What level of engagement and involvement should the Liaison have with the entity Directors (individual, team-based, cross-functional meetings) and what is expected / required by the PHCSA Board?
 - ii) **Florida State Health Insurance** – Erica attended a meeting with Representative Anderson to discuss special districts and the process of petitioning the state to be on their medical insurance plan. Representative Anderson was open to the possibility of PHCSA employees acquiring State Medical Insurance – the meeting outlined what is needed, available options, what is involved in the petitioning process to the State of Florida and so on ... details to follow.
 - (1) Representative Anderson's office did request our individual budgets – which will be forwarded to them.

13) Designation of Next Regular Meeting: 8/20/2025 at Palm Harbor Library, 6:00 p.m.

14) PHCSA Board Meeting Adjournment

Motion to adjourn

- i) Motion approved by John Holbach , seconded by Bill Westwood
- ii) Motion Open for Discussion
 - (1) none.
- iii) The Motion was approved unanimously by the board.