

P H C S A

Palm Harbor Community Services Agency, Inc.

Board Meeting Minutes
6:00 PM October 19, 2022
Meeting Location: East Lake Library

1. Opening by Phil Phillips, Chair

- Meeting called to order at 6:02 PM
- Pledge of Allegiance to US Flag was completed
- Meeting was noticed.

2. Roll Call

Board Members Present:

☒ Cecile Creely ☒ Sandy Faulkner ☒ Scott Papes ☒ Phil Phillips
☒ Ron Schultz ☒ Jenny Goad ☒ Phillip Wagner ☒ Dan Wendol
☒ Quorum attended

Excused Absence:

Notes:

Directors Present:

☐ Gene Coppola – PHL ☒ Lois Eanel – ELL ☒ Erica Lynford – PH ☒ Mark Sanders - ELR

Others Present:

☒ David Eggers ☒ Nancy McKibbin ☒ Andy Salzman ☒ Deborah Griswold
Steven Lynford, Trish Harrison, Cathy Wos (Gene)

Notes:

3. Approval of Prior Minutes

MOTION: Ron Schulz

SECOND: Sandy Faulkner

RESULT: Carried

4. Public Comment/Presentations:

None

5. Treasurer's Report – All looks good.

6. East Lake Library

a. Monthly Financial

MOTION: Jenny Goad motioned to accept the financials.

SECOND: Phil Wagner

RESULT: Carried.

b. Directors Report

MOTION: Cecile Creely motioned to accept the Director's report.

SECOND: Jenny Goad

2330 NEBRASKA AVENUE | PALM HARBOR | FLORIDA | 34683 | 727-784-3332 EXT. 3013

RESULT: Carried.

c. Old Business: None

d. New Business: None

+Working on some roof issues

+Funding requests were denied; discussion about process for requesting Federal Funding tied to tax-id, Lois is in process of applying for a Unique Identifier No.; each entity should probably do the same, that allows sub-entities to apply for funds under the tax-id separately. Entities should get PHCSA approval when applying for Federal funds so coordination can be best accomplished. Will check with County for further guidance on this issue

7. Palm Harbor Library

a. Monthly Financial

MOTION: Cecile Creely motioned to accept the financials.

SECOND: Jenny Goad

RESULT: Carried.

b. Directors Report

MOTION: Cecile Creely motioned to accept the Director's report.

SECOND: Jenny Goad

RESULT: Carried.

c. Old Business: None

d. New Business: New exit doors request see submittal

MOTION: Ron Schulz motioned to approve request for new exit doors as submitted

SECOND: Cecile Creely

RESULT: Carried

8. East Lake Recreation

a. Monthly Financial

MOTION: Ron Schulz motioned to accept the financials.

SECOND: Scott Papes

RESULT: Carried

b. Directors Report

MOTION: Scott Papes motioned to accept the Director's report

SECOND: Ron Schultz

RESULT: Carried.

c. Old Business: None

d. New Business: None

9. Palm Harbor Recreation

a. Monthly Financial

MOTION: Cecile Creely motioned to accept the financials

SECOND: Phil Wagner

RESULT: Carried

b. Directors Report

MOTION: Cecile Creely motioned to accept the Director's report

SECOND: Jenny Goad

RESULT: Carried.

c. Old Business: None

d. New Business: None

10. Agency Items

a. & b. New & Old Business

1) *HR Director Salary discussion*

- Current annual salary is \$53, 641.62; Job Description has range of \$80,000-\$120,000

MOTION: Scott Papes motioned to change salary range \$70,000-\$120,000 effective and follow up increase end of 2023 range to be \$80,000-\$120,000

SECOND: Sandy Faulkner

RESULT: Carried. Ron Schultz opposed

MOTION: Scott Papes motioned to increase HR Director salary to \$70,000 effective Jan 1, 2023 to meet new salary range for position

SECOND: Ron Schulz

RESULT: Carried.

Mark Sanders agreed to have ELRec cover 25% of HR Director salary, each entity will now cover 25% equally. Deborah will formalize this offer for PHCSA to review

- #### 2) Dan recommended PHCSA Board review Deborah in February 2023 to evaluate how she is working in newly defined role

MOTION: Dan Wendol motioned to review HR Director on Feb 2023

SECOND: Ron Schulz

RESULT: Carried.

- #### 3) East Lake Rec Director Job Description discussion regarding salary range which was presented as \$70-120,

MOTION: Scott Papes motioned to change range to \$80,000-\$120,000

SECOND: Cecle Creely

RESULT: Carried. Phil Phillips opposed

- #### 4) Directors updated job descriptions and salary ranges

MOTION: Dan Wendol motioned to approve all 4 Director Job descriptions.

SECOND: Ron Schultz

RESULT: Carried.

- #### 5) COLA discussion regarding all 4 entity directors and HR Director – discussion ensued, County was applying a 3% for coming FY

MOTION: Jenny Goad motioned to approve 3% COLA raise for all 5 individuals effective Oct 1, 2022

SECOND: Ron Schultz

RESULT: Carried.

- #### 6) County Capital Improvement responsibility – entities responsible for maintenance expense, if larger capital asset issue then need to reach out to County and appraise PHCSA. Diana Sweeney at County is contact point for these issues; Nancy will coordinate a meeting with Diana, Directors and Chair.

- #### 7) PHCSA Board Officer elections in December – please let Deborah know of any interest in any positions and Deborah will create a ballot.

- #### 8) Will decide at the Nov meeting about meeting in December, possibly moving earlier in month

c) Committee Reports

- i) Managing Director Research Committee – nothing to report (Job Title??)

- ii) Marketing Committee – nothing to report

- iii) By Laws Update – Andy will finalize for review next meeting

d) HR Director Report

- i) Deb created a calendar highlighting important dates concerning PHCSA and Entity items

- ii) Will assist with identifying candidates for Managing Director Role

2330 NEBRASKA AVENUE | PALM HARBOR | FLORIDA | 34683 | 727-784-3332 EXT. 3013

iii) Deborah will create a budget for HR department

11. Designation of Next Meeting: November 16, 2022 @ Palm Harbor Recreation @ 6:00PM

12. Adjournment @ 8:50 PM

MOTION: Cecile Creely motioned to adjourn

SECOND: Ron Schulz

RESULT: Carried

2330 NEBRASKA AVENUE | PALM HARBOR | FLORIDA | 34683 | 727-784-3332 EXT. 3013

“The Mission of the Palm Harbor Community Services Agency, Inc. is to develop, provide and promote educational and recreational activities that support and improve the quality of life for all residents of the greater Palm Harbor area.”