

**11/19/2025
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

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

- a) Meeting Call to Order: 6:00 pm by Sandra Faulkner, 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 Adbence* *Bill Mazurek*
- 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: B.J. Gavin Assistant to the County Administrator,
Commissioner – Dave Eggers,

2) Meeting Notice – confirmed

3) Approval of Minutes 10/15/2025

- a) Motion to approve the minutes: John Holbach , **seconded** by Ron Schultz
- b) Adjustments / Updates to the minutes: Yes No - as discussed.
- c) **Motion to approve** – unanimous approval.
- d) Meeting Video Located on the PHCSA Website @ <https://www.phcsa.net/meetings/>
[Meeting Agendas / Minutes] o **Agenda** | o **Minutes** | o **Meeting Video**

4) Chair Announcements:

- I. Chairman announced this was their last meeting after 8 years of service (term-limits).
- II. Ms. Faulkner replacement (12/1/2025) ratified by Board of County Commissioners: Mr. Jared Long
(appointed by Pinellas County BOCC Brian Scott)

5) Public Comment/Presentations:

- a) Public comments offered: Yes No - as discussed.

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- 6) **Agency Rules/Procedures/Law Clarifications:** Yes No - as discussed.
- a) Rule, Policies, & Procedures updates
- I. Discussion on:
- (1) Staff attendance at annual workshops.
- (a) Need to update PHCSA Procedure Pro-2024.01(Directors Performance Review)
- (i) To discuss at our next meeting
- (2) Updates to 187-page policy book (tabled to next meeting).
- (3) Providing printed agendas and key documents for board members at meetings.
- (4) Host facility to print agendas and exhibits for convenience.
- 7) **Treasurer's Report – John Holbach**
- a) Overview – Agencies monthly / year to date spending analysis verse established budget spending discussed – no issues reported.
- I. **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
- II. **Motion Open for Discussion:** Yes No
- III. **The Motion** was approved unanimously by the board.
- 8) **East Lake Community Library**
- a) Monthly Financials Review
- I. **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
- II. **Motion Open for Discussion:** Yes No
- III. **The Motion** was approved unanimously by the board.
- b) Director's Report
- I. **Motion approved** by Ron Schultz , **seconded** by Bill Westwood
- II. **Motion Open for Discussion:**
- (1) **Lois Eannel commentary:**
- (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
- (i) Current staffing changes were discussed along with the successful succession planning efforts ensuring minimal disruptions.
- (b) Visit > <https://www.phcsa.net/> [East Lake Community Library - Website] for specifics
- (2) General Discussion by PHCSA Board: Yes No
- III. **The Motion** was approved unanimously by the board.
- c) Old Business:
- I. None
- d) New Business:
- I. Passport services have been terminated effective 12/1/2025 – due to US State Department non-profit status. Discussion to clarify the non-profit status is continuing - hopefully Passport services will be reinstated soon ... details to follow when available.
- Motion is to respond with an official PHCSA Board communication in support of continuing Passport Services at East Lake Community Library** by Phil Phillips , **seconded** by Ron Schultz
- Motion Open for Discussion:** Yes No
- Draft will be sent out to the PHCSA Board by 11/24/2025.
 - The goal is to communicate to our Legislators as quickly as possible.
- The Motion** was approved unanimously by the board.

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9) Palm Harbor Library

- a) Monthly Financials Review
 - I. **Motion approved** by John Holbach , **seconded** by Bill Westwood
 - II. **Motion Open for Discussion:** Yes No
 - III. **The Motion** was approved unanimously by the board.
- b) Director's Report
 - I. **Motion approved** by John Holbach , **seconded** by Dan Wendol
 - II. **Motion Open for Discussion:**
 - (1) **Matthew David commentary:**
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [Palm Harbor Library - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes No
 - III. **The Motion** was approved unanimously by the board.
- c) Old Business:
 - I. None
- d) New Business:
 - I. None

10) East Lake Parks & Recreation

- a) Monthly Financials Review Monthly Financials Review
 - I. **Motion approved** by Bill Westwood , **seconded** by John Holbach
 - II. **Motion Open for Discussion:** Yes No
 - 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:**
 - (1) **Mark Sanders commentary:**
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [East Lake Sprots & Recreation - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes No
 - III. **The Motion** was approved unanimously by the board.
- c) Old Business:
 - I. Discuss the individual that was trespassed from the Library and follow up correspondence.
- d) New Business:
 - I. None

11) Palm Harbor Parks & Rec

- a) Monthly Financials Review Monthly Financials Review
 - I. **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
 - II. **Motion Open for Discussion:** Yes No
 - 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) **Erica Lynford commentary:**
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [Palm Harbor Parks & Recreation - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes No
 - III. **The Motion** was approved unanimously by the board.

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- c) Old Business:
- I. None
- d) New Business:
- I. **Motion to approve spending up to \$12,247.00 for painting the exterior of the Centre by American Painters** by Phil Phillips , **seconded** by Ron Schultz
- **Motion Open for Discussion:** Yes No
 - **The Motion** was approved unanimously by the board.
- II. **Motion to approve spending up to \$40,044 for the Force Z-23slt – (LR w/T) by ABI with attachments (estimate no.:4560)** by Phil Phillips , **seconded** by Ron Schultz
- **Motion Open for Discussion:** Yes No
 - **The Motion** was approved unanimously by the board.

12) Liaison – Report and update – Ron Walker

- I. Highlighted Meetings Attended for the month:
- (1) See October Liaison Report for specifics and commentary.

13) Agency Items

a) Old Business

- I. Liaison contract – roles / responsibilities discussed and clarified.
- (1) Ron Walker notified PHCSA he is terminating his contract effective 12/31/2025.
- (2) Interaction with the entity directors, advisory boards was discussed.
- Motion to cancel the current Liaison contact effective 12/31/2025, and create a new contract for next year with clarified roles / responsibilities and defined support activities for PHCSA and the entity directors** by Dan Wendol , **seconded** by Ron Schultz
- **Motion Open for Discussion:** Yes No
 - The goal here is define the position, activities, support meetings and communication thereof.
 - **The Motion** was approved unanimously by the board.
- ii. **Audit Committed** - The primary function of the Audit Committee (“Committee”) is to assist Palm Harbor Services Agency Board of Directors in fulfilling its oversight responsibilities relating to the integrity of the Corporation’s financial statements and budget, the independent auditor selection process, the performance of the Corporation’s independent auditors, the independent auditor’s qualifications and independence, and the Corporation’s compliance with legal and regulatory requirements (Article 6 – Section 4, PHCSA Bylaws):
- Motion to create a PHCSA Audit Committee consisting of Dan Wendol (chair), John Holbach and Ron Schultz (members)** by Dan Wendol , **seconded** by Ron Schultz
- **Motion Open for Discussion:** Yes No
 - The goal here is conducting the first meeting on December 17, 2025.
 - **The Motion** was approved unanimously by the board.
- II. Discussed the required annual PHCSA external financial audit, auditing firm, time table and pricing.
- Motion to accept the Auditors quote for \$25,500 plus \$1,100 for library reports to conduct the annual financial audit of the PHCSA entities** by John Holbach , **seconded** by Phil Phillips
- **Motion Open for Discussion:** Yes No
 - Treasure clarified a 3 year commitment and pricing with the Auditing Firm – we are in year 3 of the agreement.
 - **The Motion** was approved unanimously by the board.

b) New Business

I. Entity Directors Performance Review discussion:

(1) Operational Goals

- (a) Advisory Boards approve Operational Goals for the entity directors during the normal performance review process. PHCSA also wants to review, approve and / or initiate additional stretch goals as necessary to continuously improve and grow.
- (b) Overall weight given to certain areas within the performance review was also discussed going forward as a preferred option.

II. At the Workshop, the entity Directors Merit increase for 2025 was discussed to be 0% to 5%.

Motion to accept the merit increase range for 2025 of 0-5% by Phil Phillips , seconded by John Holbach

- **Motion Open for Discussion:** Yes No
- **The Motion** was approved unanimously by the board.

III. Motion to accept the four entity directors review as provide by the advisory boards (excluding 2026 Future Goals at this time) by Phil Phillips , seconded by John Holbach

- **Motion Open for Discussion:** Yes No
- Note: The Entity 2026 Goals will be accepted by PHCSA at a later date.
- **The Motion** was approved unanimously by the board.

IV. Motion to have H.R. conduce a 3rd party salary survey for the entity directors as well as updating individual Job Descriptions, as required by Phil Phillips , seconded by Erika Picard

- **Motion Open for Discussion:** Yes No
- **The Motion** was approved unanimously by the board.

V. Motion for Merit Raises as follows (Mark 4.5%, Erica 4.5%, Lois 4.5%, Matthew 0% by John Holbach , seconded by Ron Schultz

- **Motion Open for Discussion:** Yes No
- **The Motion** was approved unanimously by the board.

VI. Motion for \$2,500 Bonus (Hurricane Response Support) for Erica for outstanding community support as recommended by her Advisory Board by Phil Phillips , seconded by Ron Schultz

- **Motion Open for Discussion:** Yes No
- **The Motion** was approved unanimously by the board.

VII. 2026 Board Officer Elections as follows:

Each of the officers of this corporation will be elected and appointed annually by the Board of Directors on or about December 1, of each year.

Officers as elected were as follows:

- (1) Chair: John Holbach
- (2) Vice Chair: Phil Phillips
- (3) Secretary: Bill Mazurek
- (4) Treasurer: TBD (discussion ongoing)

Motion to accept the voting results as tabulated by Bill Westwood , **seconded** by Ron Schultz

- **Motion Open for Discussion:** Yes No
- **The Motion** was approved unanimously by the board.

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14) **Designation of Next Regular Meeting:** 12/17/2025 at East Lake Community Library, 6:00 p.m.

15) PHCSA Board Meeting Adjournment

Motion to adjourn

- I. Motion approved by Phil Phillips , seconded by Bill Westwood
- II. Motion Open for Discussion
(1) none.
- III. The Motion was approved unanimously by the board.
- IV. Meeting Adjournment @ 8:03 pm

PHCSA Board of Directors- 2025 - 2026

Board Member	Early Resignation / Termination		PHCSA Start Date	Original Term Dates	Appointment by	Four successive terms							
	Completed for Resignation / Termination					Term	Term	Term	Term	Term	Term	Term	
Long, Jared			12.1.25		BOCC Scott	1st	12.1.2025 - 11.30.2027	2nd		3rd		4th	
Schultz, Ron			12.1.2019		BOCC Eggers	1st	12.1.2019 - 11.30.2021	2nd	12.1.2021 - 11.30.2023	3rd	12.1.2023 - 11.30.2025	4th	12.1.2025 - 11.30.2027
Holbach, John			12.1.23 / 1.28.25		BOCC Long / Scherer	1st	12.1.2023 - 11.30.2025	2nd	12.1.2024 - 11.30.2026	3rd		4th	
Picard, Erika	<i>Goat, Black ></i>		1.15.2025	11.30.2025	BOCC Nowicki	1st	12.1.2025 - 11.30.2027	2nd		3rd		4th	
Phillips, Phil			10.1.2018		CSA Board	1st	10.1.2018 - 9.30.2020	2nd	10.1.2020 - 9.30.2022	3rd	10.1.2022 - 9.30.2024	4th	10.1.2024 - 9.30.2026
Mazurek, Bill	<i>Creely ></i>		3.15.2024		PHL Board	1st	10.1.2024 - 9.30.2026	2nd		3rd		4th	
Wendol, Dan			10.1.2020		ELCL Board	1st	10.1.2020 - 9.30.2022	2nd	10.1.2022 - 9.30.2024	3rd	10.1.2024 - 9.30.2026	4th	
Westwood, Bill	<i>Papes ></i>		1.17.2024		ELYSA Board	1st	10.1.2024 - 9.30.2026	2nd		3rd		4th	

wfm 12.11.2025

2. Selection of Officers. Each of the officers of this corporation will be elected and appointed annually by the Board of Directors on or about December 1, of each year. Each officer will remain in office until a successor to such office has been selected and qualified. Such election will take place at a regular meeting of the Board of Directors. The Chairman shall have been a member of the Board of Directors for at least one year prior to being elected Chairman.

5. Terms of Directors.

- (a) The directors constituting the board of directors as named in the enacting legislation will hold office for two (2) years from the date of their appointment. Each director will hold office for the term for which appointed and until a successor has been selected and qualified.
- (b) A director may serve no more than four (4) successive two-year (2) terms. A director who has served four (4) successive terms may be reappointed to the board of directors following a separation of service of no less than a complete two-year (2) term.
- (c) An interim appointment shall not be deemed a regular term of appointment and the unexpired term shall not be considered in calculating term limits.
- (d) A director may be removed from office only for cause in the manner prescribed in the Articles of Incorporation and these bylaws.

6. Vacancies on the Board. If any director ceases to reside anywhere within Palm Harbor and/or East Lake if applicable, resigns from office, or is removed for cause, his/her office shall be declared vacant, he/she shall be disqualified from further service of that term, and a new director shall be appointed as provided in the Articles of Incorporation to fill the unexpired term of office. Resignation of directors will become effective when a successor is appointed by the appointing agency.