

# PHCSA

Palm Harbor Community Services Agency, Inc.

Board Meeting Agenda - 6:00 PM March 15, 2023

Meeting Location: Palm Harbor Parks & Recreation

1. **Opening by Sandy Faulkner, Vice Chair**
  - a. Meeting called to order at 6:09pm
  - b. Pledge
  - c. Meeting was noticed
2. **Roll Call: Board Members Present – Bill Mazurek, Sandy Faulkner, Dan Wendol, Jenny Goad, Ron Shultz. All four entities represented. Deborah Griswold present for HR.**
3. **Approval of Minutes – February**
  - a. Motion – Shultz, Second – Goad, carried
  - b. Approval of the minutes from the PHCSA retreat March 4<sup>th</sup>.
    - i. Motion – Shultz, Second – Goad, carried
4. **Public Comment/Presentations:**
  - a. Audit Report – PHCSA annual audit results presented to the Board. All audit conclusions were favorable. County Liaison asked for a copy of this presentation for public sharing/use.
  - b. Motion to approve – Shultz, Second – Faulkner, carried
5. **Treasurer’s Report –Phil Wagner submitted report in absentia : No anomalies. The ELCL account is still viewable on the PHPR dashboard and needs to be fixed.**
6. **. Palm Harbor Parks and Recreation**
  - a. Monthly Financial for February – Motion to approve - Shultz, Second – Goad, carried
  - a. Director’s Report – Motion to approve - Shultz, Second – Goad, carried
  - c. Old Business: none
  - d. New Business: Roof at Chapel building is becoming questionable and replacement discussions have begun.
7. **East Lake Community Library**
  - a. Monthly Financial for February – Motion to approve – Shultz, Second – Goad, carried
  - b. Director’s Report – Motion to approve - Goad, Second Schultz, carried
  - c. Old Business: none
  - d. New Business:
    - Solar Grant is being explored. It is specifically for libraries, so ELCL is suggesting a PHCSA level collaboration with both libraries for this grant.
    - ELCL has exchanged a \$101,000 CD for a higher rate – the financials will reflect this money moving from Live Oak Bank to Cadence and the back to Live Oak.
8. **Palm Harbor Library**
  - b. Monthly Financial for February – Motion to approve – Shultz, Second – Goad, carried
  - c. Director’s Report – Motion to approve – Shultz, Second – Goad, carried
  - d. New Business: Request to approve the purchase of new shelving units in the Youth Services area. Funds were obtained for this purpose from a donor (previous donation was in a CD, which was liquidated for this purpose).
    - i. Motion to approve the expenditure of not more than \$16,410.09 for shelving – Shultz, Second – Goad, carried

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## **7. East Lake Recreation**

- a. **Monthly Financial for February – Motion to approve – – Shultz, Second – Goad, carried**
- b. **Director’s Report – – Motion to approve – – Goad, Second – Shultz, carried**
- c. **New Business: Sod acquisition is a major concern – difficult to obtain.**

## **10. HR Director's Report:**

**DCF Screening policy. PHCSA has adopted a new policy for all new hires – they must pass the Level 2 DCF screening to be hired. This new screening policy was also used on all existing employees and three employees were flagged. The HR Director discussed this issue with the Directors. The Directors are aware of the new policy going forward, but were advised to make a determination on how to handle the existing flagged employees. The Directors all submitted a signed Hold Harmless provision indicating that they agreed to the new hiring policy and are responsible for existing employees who were flagged. The HR Director will confer with the County to determine what the County’s policy is regarding existing employees that are retroactively flagged with a new background check policy after already being employed.**

## **11. Agency Items**

- a) **Old Business: None**
- b) **New Business:**
  - (1) **Motion to increase the upper end of all Director’s salary range to match the annual COLA given each year – Wendol, second Shultz, carried**
  - (2) **Discussion around the various topics had during the Retreat. PHCSA board will begin exploring the process of a data collection system using QR codes onsite at each entity location to obtain community feedback. This data may become the baseline data used by PHCSA to guide future performance reviews of the Directors.**
  - (3) **PHL Director Review – Bill Mazurek made a plea on behalf the PHL Advisory Board to revisit Gene Coppola’s review. The PHL Advisory Board felt that the PHL Director achievements were underreported and that their original suggested 3% raise was insufficient after future consideration.**
    - (a) **Motion to provide a one-time supplemental salary bonus of \$2,500 net to Gene Coppola based on last fiscal year’s performance review – Mazurek, second Shultz, carried**
- c) **Committee reports:**
  - (1) **PHCSA Liaison Committee – One of the two candidates dropped out. Griswold met with the remaining candidate for preliminary discussion about the position and the candidate was impressive. Next step is to set up a formal interview with the candidate and the four PHCSA County-appointed members.**
  - (2) **PHCSA Marketing Committee – All board members to email Wendol with suggested features/concerns with the PHCSA website by April 12<sup>th</sup>. HR to discuss using PHL staff to help enhance the PHCSA website based on these suggestions. PHL staff member to be invited to the next PHCSA meeting to discuss.**

**12. Designation of Next Meeting: April 19, 2023, 6:00 p.m., at Palm Harbor Library**

**13. Motion to Adjourn (8:15) – Shultz, Second Goad, carried.**