

**12/17/2025
Board Meeting Minutes**

Board of Directors 2025-2026 Board of Directors

1. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer (johnholbach@phcsa.net)
2. **Jared Long**, appointed by Pinellas County BOCC Brian Scott (jaredlong@phcsa.net)
3. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki (erikapicard@phcsa.net)
4. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
5. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
6. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@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:

- a) Meeting Call to Order: 6:05 pm by John Hollbach, Chair
- b) Pledge of Allegiance

Roll Call: Present

- a) Board Members Present – John Halbach, Jared Long, Erika Picard, Ron Schultz, Bill Mazurek, Phil Phillips, Dan Wendol, Bill Westwood
- b) Board Members not present (excused / unexcused): (all present)
- 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 11/19/2025

- a) Motion to approve the minutes *Ron Schultz* , **seconded** by *Erika Picard*
- 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) Agency Commentary:

- a) Jared Long introduced

5) Public Comment/Presentations:

- a) Agency – Jared Long introduced
 - i) newly appointed PHCSA Board Member
- b) Public comments offered: Yes No - as discussed.

6) Agency Rules/Procedures/Law Clarifications: Yes No - as discussed.

- a) Rule, Policies, & Procedures updates

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- i) Pro-21-1 (Entity Director Performance review – to be discussed at the January meeting)
 - ii) SMART Goals to be review and approved also at the January meeting
 - b) Lois Eannel provided an update regarding the temporarily suspended passport services.
- 7) **Treasurer's Report – John Holbach (provided update)**
- a) Overview – Agencies monthly / year to date spending analysis verse established budget spending was completed.
- 8) **East Lake Community Library**
- a) Monthly Financials Review
 - i) **Motion approved** by *Dan Wendol* , **seconded** by *Erika Picard*
 - ii) **Motion Open for Discussion:** Yes No
 - iii) **The Motion** was approved unanimously by the board.
 - b) Director's Report
 - i) **Motion approved** by *Dan Wendol* , **seconded** by *Erika Picard*
 - ii) **Motion Open for Discussion:**
 - (1) **Lois Eannel commentary:**
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (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) None
- 9) **Palm Harbor Library**
- a) Monthly Financials Review
 - i) **Motion approved** by *Ron Schultz* , **seconded** by *Dan Wendol*
 - ii) **Motion Open for Discussion:** Yes No
 - iii) **The Motion** was approved unanimously by the board.
 - b) Director's Report
 - i) **Motion approved** by *Erika Picard* , **seconded** by *Bill Westwood*
 - 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 *Erika Picard*
 - ii) **Motion Open for Discussion:** Yes No
 - iii) **The Motion** was approved unanimously by the board.

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- b) Director's Report
 - i) **Motion approved** by *Bill Westwood* , **seconded** by *Erika Picard*
 - 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) None
- d) New Business:
 - i) None

11) Palm Harbor Parks & Rec

- a) Monthly Financials Review Monthly Financials Review
 - i) **Motion approved** by *Bill Westwood* , **seconded** by *Erika Picard*
 - 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 *Erika Picard*
 - 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.
- c) Old Business:
 - i) None
- d) New Business:
 - i) None

12) Liaison – Report and update – Ron Walker

- a) **Report for August 2025**
 - i) Liaison activities / feedback
 - (1) Exit Interview was discussed. Questions will be solicited by the board for consideration.
 - ii) Motion to approve conducting an exit interview with Ron Walker by H.R. (Beth) in January.
 - iii) **Motion approved** by *Bill Westwood* , **seconded** by *Erika Picard*
 - iv) **Motion Open for Discussion:** Yes No
 - v) **The Motion** was approved unanimously by the board.

13) Agency Items

- a) **Old Business**
 - i) Audit Committee – Dan Wendol (Chair) discussed the current FY 2025 audit process and timing. The audit procedure going forward was also discussed for FY 2026 (details to follow).
 - ii) **Centralized PHCSA Calendar** – discussed possibly utilizing a combined Microsoft Outlook calendar for major PHCSA entities activities. The entity directors will evaluate and make a recommendation once the Microsoft has been incorporated.

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b) New Business

- i) **East Lake Library succession plan** – discussed the PHCSA hiring process for the new Entity Director when Lois retires. PHCSA is responsible for hiring Entity Director’s – it was recommended to review the Palm Harbor Library Entity Director hiring process details at the January Board Meeting. Bill Mazurek will outline the current process PHL followed prior to the January 19, 2026.
- ii) **Salary Considerations for Mark Sanders** – the East Lake Rec. Advisory Board recommended bringing Mark’s salary into the 3rd quartile at this time.
 - (1) H.R. was requested to perform a quantitative analysis outlining the previous 10 years of Salary, Bonus and Job Descriptions related to Mr. Sanders position for the January 19, 2026 Meeting.
- iii) **Entity Director’s SMART Goals** – PHCSA Board approval is required – to be discuss at the January 19, 2026 Meeting.

14) **Designation of Next Regular Meeting:** 1/21/2026 at Parks & Recreation - White Chapel / Harbor Hall, 6:00 p.m.

15) PHCSA Board Meeting Adjournment

Motion to adjourn

- i) Motion approved by *Dan Wendol* , seconded by *Ron Schultz*
- ii) Motion Open for Discussion
- iii) The Motion was approved unanimously by the board.

16) Meeting Adjournment @ 8:43 pm