

# P H C S A

## Palm Harbor Community Services Agency, Inc.

**Board Meeting Minutes**

**7:00 PM August 18, 2021**

**Meeting Location: Harbor Hall & Virtual**

**1. Opening by Phil Phillips, Chair**

Meeting called to order at 7:04 PM; Pledge of Allegiance;

**Roll Call**

*Board Members Present:* Cecile Creely, Sandy Faulkner, Scott Papes, Phil Phillips, Ron Schultz, Kelli Snow, Dan Wendol

*Directors Present:* Gene Coppola, Lois Eannel, Erica Lynford, Mark Sanders

*Others Present:* Andrew Salzman-Attorney for PHCSA, Dave Eggers-County Commissioner, Nancy McKibben-County Liaison, Steven Lynford

**2. Meeting was noticed.**

**3. Approval of Prior Minutes**

MOTION: Ron Schulz

SECOND: Kelli Snow

RESULT: Carried

**4. Public Comment/Presentations**

- None

**5. Treasurer's Report** – tabled until next meeting as Treasurer was unavailable

**6. Agency Items**

**a. Old Business**

- Director's Evaluation input and discussion;
  - COLA raises will be effective Oct 1 each year and amount will be determined by PHCSA based on County number
  - Performance evaluations to be submitted to PHCSA Nov meeting to be discussed and raises effective Jan 1 of each year. This allows full fiscal yr to be included in Director's evaluation process

MOTION: Dan Wendol motioned PHCSA approve the County approved COLA number for this year to be effective Oct. 1, 2021 for each Director

SECOND: Ron Schulz

RESULT: Carried

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MOTION: Scott Papes motioned Directors Performance Evaluation from respective Advisory Boards are due to PHCSA by the November PHCSA meeting for PHCSA's review

SECOND: Dan Wendol

RESULT: Carried

- Phil Phillips recommended PHCSA have a retreat with the evaluation process being a primary focus – date and time TBD

**b. New Business**

- Any response from County on Letter sent regarding the Fine Free Policy; No formal response has been received but Commissioner Eggers will dig deeper

**7. Palm Harbor Library**

**a. Monthly Financial**

MOTION: Cecile Creely to motioned to accept June & July

SECOND: Sandy Faulkner

RESULT: Carried.

**b. Directors Report**

-Roof is leaking multiple places and warranty runs out in '22. Exploring options, roof 20yrs old

-Hiring a Full time Asst Library Director hopefully in place by September '21

MOTION: Cecile Creely to motioned to accept

SECOND: Sandy Faulkner

RESULT: Carried

**c. Old Business: None**

**d. New Business:**

- a.** Request closure of Library to (likely 1<sup>st</sup> week of Oct) to complete canopy and floor work, no safe way to keep library open when these projects are going

MOTION: Cecile Creely allow Gene to use his discretion in closing Library to complete projects

SECOND: Ron Schulz

RESULT: Carried

- b.** Budget FY '22 Approval

MOTION: Cecile Creely to approve submitted FY '22 Budget

SECOND: Kelli Snow

RESULT: Carried

- c.** Road Sign replacement request; can no longer get the parts to repair the old sign; quotes submitted

MOTION: Cecile Creely to approve Robson to replace the sign per quote

SECOND: Ron Schulz

RESULT: Carried

**8. East Lake Recreation**

**a. Monthly Financial**

MOTION: Ron Schulz motioned to accept June & July

SECOND: Scott Papes

RESULT: Carried.

**b. Directors Report**

MOTION: Scott Papes motioned to accept.

SECOND: Ron Schulz

RESULT: Carried.

**c. Old Business: None**

**d. New Business:**

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a. Approval of FY '22 Budget  
MOTION: Scott Papes to approve  
SECOND: Ron Schulz  
RESULT: Carried

## 9. CSA Palm Harbor Parks & Recreation

### a. Monthly Financial

MOTION: Kelli Snow motioned to accept June & July  
SECOND: Cecile Creely  
RESULT: Carried

### b. Directors Report

-Sod worm attack, applied treatment and appears to working  
-Working on the MSTU projects for AV and restroom upgrades, Nancy McKibbon helped with supplier and rcvd products at greatly reduced price  
-If anyone had questions on any of the financials or reports submitted please call Director ahead of time and allow Director to research the question to be prepared for the PHCSA meeting  
-Maintenance crew staged a walk-out and ended up being released; Erika is working on outsourcing most of those responsibilities.

MOTION: Kelli Snow motioned to accept.  
SECOND: Cecile Creely  
RESULT: Carried.

### c. Old Business: None

### d. New Business:

a. Approval of FY '22 Budget  
MOTION: Kelli Snow to approve  
SECOND: Cecile Creely  
RESULT: Carried

b. Requesting to purchase a new truck for CSA, quotes submitted  
MOTION: Ron Schulz to approve purchase of truck up to \$30,000  
SECOND: Kelli Snow  
RESULT: Carried

## 10. East Lake Community Library

### a. Monthly Financial

MOTION: Sandy Faulkner motioned to accept June & July  
SECOND: Ron Schulz  
RESULT: Carried.

### b. Directors Report

Tech Deck is completed and collaboration with PHL on "Cloud Library" is going great

MOTION: Kelli Snow motioned to accept  
SECOND: Ron Schulz  
RESULT: Carried.

### c. Old Business: None

### d. New Business:

a. Approval of FY '22 Budget  
MOTION: Ron Schulz to approve  
SECOND: Cecile Creely  
RESULT: Carried

## 12. Designation of Next Meeting: Sept 15, 2021 @ 7:00 p.m., ELCL & virtual

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**13. Adjournment @ 8:55 PM**

MOTION: Cecile Creely motioned to adjourn

SECOND: Kelli Snow

RESULT: Carried

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**“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.”**