

# PHCSA

Palm Harbor Community Services Agency, Inc.

**Board Meeting Agenda - 6:00 PM April 19, 2023**

Meeting Location: Palm Harbor Library

1. Opening by Phil Phillips, Chair Call to Order; Roll Call, Pledge
2. Meeting Notice Confirmation
3. Approval of Minutes – March Exhibit
4. Public Comment/Presentations
  - a. PHCSA Website review – JoAnn Jacobson and Blake Burton
5. Treasurer’s Report – Phil Wagner
6. East Lake Community Library
  - a. Monthly Financial for March – Approval required Exhibit
  - b. Director’s Report – Approval required Exhibit
  - c. Old Business:
    - Follow up on the Solar Grant and collaboration of both Libraries and what is needed to proceed with unified approach.
  - d. New Business:
    - Request for adjusted hours for Summer
    - Request approval for closure for Tech infrastructure wiring – Date: TBD
7. Palm Harbor Library
  - a. Monthly Financial for March – Approval required Exhibit
  - b. Director’s Reports – Approval required Exhibit
  - c. Old Business:
    - The Advisory board request clarification on establishment of a formal DCF fingerprinting Policy/procedure, outlining the criteria, testing and record keeping (etc.) for all PHL employees, volunteers, and vendors. – (Please see HR Director’s Report section – will discuss during HR report)
  - d. New Business:
8. East Lake Recreation
  - a. Monthly Financial for March – Approval required Exhibit
  - b. Director’s Reports – Approval required Exhibit
  - c. Old Business:
  - d. New Business:
    - Sod Replacement NTE \$125,000 – note: Advisory board meeting minutes state approval was given for 125,000 square feet of sod NTE \$140,000.00 may need clarification of approval.
    - Light Pole – Driver Replacement NTE \$420,400.00 – No exhibit or submittals provided.
9. Palm Harbor Parks and Recreation
  - a. Monthly Financial for March – Approval required Exhibit
  - b. Director’s Report – Approval required Exhibit
  - c. Old Business:
    - Request approval to open money market account at Cadence Bank
      - Confirm prior approval for entities to move or open money market accounts as deemed necessary by the Director as previously approved.
      - Specifically, “directors have approval to move money to a regular account, as long as they don’t exceed \$250,000.00 collectively at one institution”

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- Advisory board request clarification of DCF Screening and enforcement of a policy they feel has not been adopted or approved by PHCSA – formal approval is requested by Advisory board that a written comprehensive policy regarding “background” checks be established and the enforcement of said policy take effect once the policy is approved – (Please see HR Director’s Report section – will discuss during HR report)
  - Update on status of Chapel building Roof and County participation
- d. **New Business:**
- Netting replacement approval request NTE \$57,621.30 Exhibit

**10. HR Director's Report**

- a. **Director’s Report – Approval required** Exhibit
- b. **Old Business:**
- **Background Screening Process and Procedures – DCF offers General DCF screening vs Summer Camp Screening? – Explanation and Process for PHCSA employees needed.**
  - **REVISIT** this item.  
**Minutes noted that PHCSA has adopted a new policy for all new hires – they must pass the Level 2 DCF screening to be hired. Also stated that Directors all agreed with the new Policy. However, under 2 entity reports this has been brought into question and requires further explanation and approval.**  
**Update on Pinellas County Policy on existing employees retroactively flagged due to change in background check policy.**
- c. **New Business:**
- Budget submittal
  - HR Credit Card

**11. Agency Items**

- a. **Old Business:**
- b. **New Business:**
- **MSTU Agency Project – North County Unified Project – as requested by Pinellas County**
- c. **Committee Reports:**
- **PHCSA Liaison – Update on interviews**
  - **Marketing Committee**

**12. Designation of Next Meeting: May 17, 2023, 6:00 p.m., at East Lake Community Library**

**13. Adjournment**