

3-4-1982

Juvenile Welfare Board Meeting : 1982 : 03 : 04 : Minutes

Juvenile Welfare Board of Pinellas County.

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JUVENILE WELFARE BOARD

Regular Meeting - March 4, 1982

PRESENT: Mrs. Helen W. Herman, Chairman; Mrs. Mary Wyatt Allen, Vice Chairman; Dr. Calvin D. Harris, Secretary; Mrs. Mary Frances Byrkit; Judge Robert F. Michael; Judge Jack A. Page; Commissioner Barbara Sheen Todd; and Dr. Scott Rose. Also present: Mr. Carl E. Meisner, Acting Executive Director; Mr. William M. Michaels, Deputy Director; Mrs. Mary Laura Broadwater, Executive Secretary; and Mr. Terry A. Smiljanich, Attorney at Law.

Mrs. Herman called the meeting to order. She informed the Board that Mrs. Barton would be unable to attend this meeting because she was ill and that Dr. Rose would be a little late in arriving.

Mrs. Herman, in behalf of the full Board, presented a resolution commemorating the life and activities of the late Mr. Charles J. Britt, District V Administrator for the Department of Health and Rehabilitative Services. The framed resolution was accepted on behalf of Mr. Britt's family by Mrs. Lounell Britt.

MOTION
Approval of
Minutes

Dr. Harris moved, and Commissioner Todd seconded a motion which carried to approve the minutes of the work session of January 21, 1982 and of the regular meeting of February 4, 1982.

MOTION
Approval of
Settlement
with
Foundation

Mrs. Allen moved, and Mrs. Byrkit seconded a motion which carried to approve the recommendation of Mr. Smiljanich as follows:

1. The Juvenile Welfare Board (JWB) should approve the general terms of the settlement offer, conditioned upon:
 - a) completion of an initial audit by JWB of the books and records of the Foundation;
 - b) immediate access to all books and records of the Foundation; and
 - c) immediate termination of any and all fees and payments to any board member or its Executive Director, Tom Fix.
2. JWB should appoint two and an alternate of its members to sit on the reconstituted board of the Foundation with the two designates from the District Mental Health Board. These four members can then choose a fifth board member to constitute the final board.
3. JWB should authorize its counsel to execute any final settlement papers on its behalf in accordance with the above conditions.

4. JWB should authorize its Acting Executive Director to sign releases on behalf of JWB to current Foundation board members, if said releases meet with the approval of counsel.

MOTION

Appointment of
Members to Sit
on Foundation
Board

Judge Page moved, and Commissioner Todd seconded a motion which carried to appoint Mrs. Allen and Mrs. Byrkit to sit on the reconstituted board of the Foundation, with Dr. Harris serving as an alternate.

The Board accepted the suggestion of Mrs. Byrkit to direct the acting executive director to explore in depth the possibility of the Juvenile Welfare Board assuming, or in some way taking, the building on Belcher Road, or at least making a proposal to the District Board to make sure that this Board has enough facilities for agencies that it funds.

Mr. Smiljanich reminded the Board that there is a special meeting of the Board set for March 11, 1982, at which time Dr. Edwards has been invited to appear to respond to the Board concerning the actions previously taken by the Board. The litigation is in limbo at this time in that no service of process has been had upon the Juvenile Welfare Board or any Board members.

Mr. Smiljanich discussed with the Board a bill which had been received by the Board for a yearly retainer fee of \$500 to labor attorneys, Alley and Alley, and recommended that the Board no longer retain this firm.

Dr. Rose arrived during the above discussion.

MOTION

Approval to
Follow Counsel's
Recommendation

Mrs. Allen moved, and Judge Page seconded a motion which carried to follow the recommendation of Mr. Smiljanich to no longer retain the law firm of Alley and Alley.

Mrs. Allen discussed the bylaws as amended by the Policy Committee and added an additional paragraph to Article V and an additional article, Article XI.

MOTION

Approval of
Article I

Commissioner Todd moved, and Mrs. Byrkit seconded a motion which carried to approve Article I of the bylaws for the Juvenile Welfare Board as follows:

The organization is created by Legislative Acts Chapter 23,483, Special Acts of 1945 and amended in 1947, 1949, 1955, 1961, 1965, and 1970, and is known as The Pinellas County Juvenile Welfare Board with business offices at 49th Street North, St. Petersburg, Florida 33709.

MOTION

Approval of
Article II

Commissioner Todd moved, and Mrs. Byrkit seconded a motion which carried to approve Article II of the bylaws for the Juvenile Welfare Board as follows:

The Board shall consist of nine members, four of which shall be: The Superintendent of Public Instruction,

the Vice Chairman of the County Commission and the two Juvenile Court Judges. The remaining five shall be appointed by the Governor of the State of Florida for four year terms. Should a vacancy occur in any of the appointed positions, the governor shall appoint another individual to fulfill the remainder of the term.

MOTION
Approval of
Article III

Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to approve Article III of the bylaws for the Juvenile Welfare Board as follows:

The Board hereby created shall have the following powers and duties:

- (a) To provide and maintain in the County such child guidance, psychological or psychiatric clinics for juveniles as the Board determines are needed for the general welfare of the County.
- (b) To provide for the care of dependent juveniles and to provide such other services for all juveniles as the Board determines are needed for the general welfare of the County.
- (c) To allocate and provide funds for other agencies in the County which are operated for the benefit of juveniles, provided they are not under the exclusive jurisdiction of the public school system.
- (d) To collect information and statistical data which will be helpful to the Board in deciding the needs of juveniles in the County. To consult with other agencies dedicated to the welfare of juveniles to the end that the overlapping of services will be prevented.
- (e) To lease or buy such real estate, equipment and personal property and to construct such buildings as are needed to execute the foregoing powers and duties, provided that no such purchases shall be made or building done except for cash with funds on hand; to employ and pay on a part- or full-time basis personnel needed to execute the foregoing powers and duties.
- (f) Books of account shall be kept by the Board or its clerical assistants, and the fiscal affairs of such Board shall be exclusively audited by such of the State auditors as are assigned from time to time to audit the affairs of the County Officials of Pinellas County.

MOTION
Approval of
Article IV

Mrs. Allen moved, and Commissioner Todd seconded a motion which carried to approve Article IV of the bylaws for the Juvenile Welfare Board as follows:

The fiscal year of the Juvenile Welfare Board shall be: October 1 thru September 30. At the October meeting, a Chairman, Vice Chairman and Secretary shall be elected for a one year term, to assume the usual duties of those positions upon election. A schedule of meeting dates for the year shall be adopted at this meeting.

MOTION
Approval of
Article V

Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to approve Article V of the bylaws for the Juvenile Welfare Board as follows:

The Juvenile Welfare Board shall comply with the methods for fixing millage rates set forth in the Truth in Millage (TRIM) Statute, Chapter 200, Florida Statutes. Tentative and final budgets shall be prepared timely so as to comply with the time requirements set forth in the TRIM Statute; and the public hearings thereon shall be conducted in accordance with the provisions set forth therein.

The Juvenile Welfare Board shall conduct all business according to appropriate state legislation, including the Sunshine Law, Financial Disclosure and the Ethics in Government Statutes.

MOTION
Approval of
Article VI

Mrs. Allen moved, and Dr. Harris seconded a motion which carried to approve Article VI of the bylaws for the Juvenile Welfare Board as follows:

The Executive Committee, composed of the elected officers, shall have the power to act for the Juvenile Welfare Board if deemed necessary by same committee and a complete record of the discussion and action taken shall be immediately forwarded to all board members. Ratification of Executive Committee action shall take place at the next scheduled meeting.

The Executive Committee shall act as the Personnel Committee.

Commissioner Todd, Mrs. Byrkit, and Judge Michael opposed this motion.

MOTION
Approval of
Article VII

Mrs. Allen moved, and Dr. Harris seconded a motion which carried to approve Article VII of the bylaws for the Juvenile Welfare Board as follows:

The Executive Director shall be employed by a vote of six members of the Board and be dismissed by the same number. The Executive Director shall be employed for a specified term by written contract. He/she shall serve at the pleasure of the Board. Any termination by Board of his/her contract of employment shall provide him/her with reasonable notice, and opportunity to be heard, and severance pay, all in accordance with his/her written contract.

The Deputy Director's job applications shall be screened by the Director and the final selection made by the director shall be presented to the Board as a whole or subcommittee designated by the board for final determination of employment. The decision to hire the deputy shall be made considering the fact that the individual shall represent the Juvenile Welfare Board in the place of the Director and in the absence of the Director. All employees, including the Deputy Director, shall be responsible to the Director.

Annual reviews of both the Director and the Deputy Director shall be made using a method established by the board.

MOTION
Approval of
Article VIII

Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to approve Article VIII of the bylaws for the Juvenile Welfare Board as follows:

The duties of the Executive Director shall include:

- (1) Hire and develop staff to implement policies and programs of the Juvenile Welfare Board.
- (2) Develop with staff a comprehensive plan for the needs of youth in Pinellas County.
- (3) Hire and develop staff to properly maintain the functions of the agency. This shall include but not be limited to: fiscal officers, secretaries, maintenance personnel.
- (4) Be responsible for all record keeping for the Juvenile Welfare Board.
- (5) Upon direction of the board, sign legal agreements on behalf of the board.

MOTION
Approval of
Article IX

Mrs. Allen moved, and Commissioner Todd seconded a motion which carried to approve Article IX of the bylaws for the Juvenile Welfare Board as follows:

The Juvenile Welfare Board shall purchase and maintain appropriate surety bonds and liability insurance to cover key personnel and board members.

MOTION
Approval of
Articles
X & XI

Mrs. Allen moved, and Commissioner Todd seconded a motion which carried to approve Articles X and XI of the bylaws for the Juvenile Welfare Board as follows:

ARTICLE X: These bylaws shall be amended by a majority vote of the board at a regular meeting, provided that all members shall have received notification of the proposed amendments, with the rationale for change, a minimum of ten (10) days in advance of the meeting in which the vote is to be taken.

ARTICLE XI: The Juvenile Welfare Board meetings shall be conducted in accordance with the newly revised Robert's Rules of Order.

Mrs. Allen, as Chairman of the Policy Committee, reported that the Committee recommended that Mr. Smiljanich look at the contracts which the Juvenile Welfare Board has with agencies for a periodic review. The Committee also has asked that staff develop some funding policies in layman's language to be distributed to applicants for funding to the Board.

MOTION
Approval of
Item I of
Memorandum

Mrs. Allen moved, and Mrs. Byrkit seconded a motion which carried to approve Item I of the March 3, 1982 memorandum from Mr. Meisner as follows:

The Board funds programs which contribute to the social development or the re-socialization of children and families with children in Pinellas County. The Board does not provide funds for educational, recreational, medical care except as these may be an essential element of a social development program. The Board does not provide funds for capital expenditures except that formula match provided by the Juvenile

Welfare Board may be used for the percent of cost of capital expenditures permitted by the primary funder. In such cases, the Juvenile Welfare Board will hold claim to capital equipment immediately following satisfaction of the primary funder.

MOTION
Approval of
Item II of
Memorandum

Mrs. Allen moved, and Mrs. Byrkit seconded a motion which carried to approve Item II of the March 3, 1982 memorandum from Mr. Meisner as follows:

The Board approves all budgets. No budget allocation may be increased during the period of agreement except by approval of the Board. Adjustments within approved line items may be authorized by the executive director and additional line items which would be normally eligible expenses may be authorized by the executive director, provided that such changes may not alter the program's structure or increase the allocation as approved by the Board. The Board will be informed of all changes at its next subsequent meeting.

MOTION
Approval of
Item III of
Memorandum

Mrs. Allen moved, and Mrs. Byrkit seconded a motion which carried to approve Item III of the March 3, 1982 memorandum from Mr. Meisner with the addition (at the end of the first sentence) of "or by the Vice Chairman of the Board in the absence of the Chairman" as follows:

Requests for advance funds may be approved by the executive director upon concurrence by the Chairman of the Board or by the Vice Chairman of the Board in the absence of the Chairman. Generally, the agency must verify no unrestricted liquid assets are held by the requesting program which exceed one-tenth of the program allocation.

MOTION
approval of
Item IV of
Memorandum

Judge Page moved, and Mrs. Byrkit seconded a motion which carried to approve Item IV of the March 3, 1982 memorandum from Mr. Meisner as follows:

Requests for endorsement will be submitted to the Board for its consideration. In the event the Board will not meet before the endorsement must be given, the executive director will, if endorsement is deemed appropriate, provide an endorsement which states that it is a staff endorsement.

Mrs. Allen and Dr. Harris opposed this motion.

Dr. Rose was absent from the room during the vote on the above motion.

MOTION
Acceptance
of Recommendation
of Policy
Committee

Mrs. Allen moved, and Dr. Harris seconded a motion which carried to accept the recommendation of the Policy Committee on the three executive search organizations to be interviewed: Omni Systems, Inc.; Institute for Competence Assessment and Training Inc. (ICAT); and Baker Personnel, Incorporated.

MOTION
Approval
for Board
to Interview

Mrs. Allen moved, and Commissioner Todd seconded a motion which carried for the Board to interview representatives of the three organizations mentioned in the above motion.

Mrs. Allen reported that the Committee had decided that it would be most equitable if the annual review of acting executive director, Carl Meisner, would be postponed until after August, at which time the Board would have had nine months' experience with him. It was the Committee's feeling that, if at that point there were to be any merit raises, they could be dealt with at that time.

Dr. Rose returned during the above discussion.

MOTION
Approval of
Personnel
Committee
Recommendation

Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to approve the recommendation of the Personnel Committee as follows: The moratorium on special merit increases approved by the Board effective December 1, 1981, will remain in effect for the remainder of the 1981-82 fiscal year. The Acting Executive Director will continue to have the authority of approving regular merit salary increases up to and including 5% during this period.

MOTION
Approval of
Additions to
Personnel
Policy

Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to approve the recommendation of the Personnel Committee as mailed concerning funeral leave, compulsory leave and political activity, which is to be added to the Juvenile Welfare Board Personnel Practices Manual, to become effective immediately.

Commissioner Todd informed the Board that the Personnel Committee was working on other areas affecting personnel policies which will be brought to the Board for consideration at a later date.

Miss Ruth Jefferson, Director of the Pinellas County License Board, introduced a new License Board staff member, Mrs. Judith King, who is working in the Clearwater office as an Assistant Day Care Worker.

The Board noted the personnel report for February, 1982.

MOTION
Approval of
Change in
Time Allocation

Mrs. Byrkit moved, and Commissioner Todd seconded a motion which carried to approve the change of time allocation for License Board staff member, Barbara Knowles, from three quarter day care service worker and one quarter food program coordinator to one half time for each responsibility. Appropriate funds will be charged accordingly.

Mrs. Herman directed staff to explore the possibility of a microphone system to facilitate Board meetings.

MOTION
Authoriza-
tion for
Public
Action

Mrs. Allen moved, and Commissioner Todd seconded a motion which carried to authorize the business administrator to place a legal notice in the newspaper offering items as itemized for sale at a public auction. Items not sold are to be offered to our funded agencies at no cost or disposed of if no one bids for the item.

MOTION
Authoriza-
tion to
Remove Item
From Inven-
tory

Judge Michael moved, and Commissioner Todd seconded a motion which carried to authorize the removal of Item #509 (IBM Selectric typewriter purchased December 2, 1974 for \$603) from the inventory.

Dr. R. J. Doody, Training Consultant for the Training Unit, presented workshop and other activity proposals through June 1982. Mr. Meisner informed the Board that the schedule for the remainder of the year would be presented to the Board at the April meeting.

The Board noted a memorandum from Mr. Michaels listing an accounting of Contingency and Program Development funds taking into consideration funds previously allocated, aggregate of recommendations being made for March 4th, potential funds not expended under the Juvenile Welfare Board's most recent contract with Affiliated, and the reserve established by the Board at the February meeting.

MOTION Mrs. Allen moved, and Mrs. Byrkit seconded a motion which car-
AHS ried to fund up to \$1,300 for data processing to Alternative
Request Human Services Hotline/Information and Referral from Contingency, effective March 1, 1982.

MOTION Mrs. Allen moved, and Judge Page seconded a motion which car-
MHSSP ried to fund up to \$27,911 from Contingency to Mental Health
Request Services of South Pinellas, effective March 1, 1982.

MOTION Mrs. Allen moved, and Commissioner Todd seconded a motion which
MHSNP carried to commit up to \$24,618 from Contingency to Mental Health
Request Services of North Pinellas, effective March 1, 1982. The remainder of the request (\$29,628 for salaries of 3 Mental Health Professional I's) is to be brought back to the Board when it is appropriate.

MOTION Mrs. Allen moved, and Mrs. Byrkit seconded a motion which car-
UPARC ried to allocate up to \$7,000 from Contingency to purchase ther-
Play Parc apy sessions for Play Parc participants, effective March 1,
Request 1982.

Judge Michael left the room during the above motion, only.

MOTION Judge Page moved, and Mrs. Byrkit seconded a motion which car-
JCC ried to table the request from Jewish Community Center for hot
Request lunches to participants in the Camp Kadima summer program until
Tabled more detailed information is received.

MOTION Mrs. Byrkit moved, and Judge Page seconded a motion which car-
DMHB ried to allocate to Pinellas/Pasco District Mental Health Board
Request an additional \$77,700 from Contingency, effective March 1, 1982,
to purchase residential services for emotionally disturbed youth from Pinellas County.

MOTION Judge Michael moved, and Mrs. Allen seconded a motion which car-
HRS ried to provide up to \$32,981 replacement funding from Contingency to the Health and Rehabilitative Services Emergency Shelter, effective March 1, 1982.
Emergency Shelter
Request

Commissioner Todd left during discussion of the above motion.

MOTION Mrs. Allen moved, and Judge Page seconded a motion which car-
Accep- ried to accept the recommendation of staff to not consider the
tance of request from Juvenile Services Program for an additional allo-
Staff Rec- cation to provide multi-family counseling services since this
ommenda- request is ineligible under current funding policy adopted by
tion re the Board at the February meeting.
JSP

Mr. Meisner reported that information on the Y.W.C.A. would be going out to the Board at the next meeting when more complete information would be available.

Commissioner Todd returned during the above explanation.

Mr. Barry Slaiman, Assistant Research and Evaluation Consultant, presented recommendations from staff concerning Community Youth Services in the form of two options.

Mr. Rick Escarraz, President of the Community Youth Services Board; Board members, Mr. Peter Wallace, Mr. Roger Plata and Mr. Roger Clendening; and Executive Director, Mr. Lonnie Donaldson, were present to speak in behalf of Community Youth Services.

MOTION

Acceptance
of Staff
Option re
CYS

Dr. Harris moved, and Dr. Rose seconded a motion which carried unanimously to accept the first staff option re Community Youth Services as follows: To continue funding through June of 1982. The Juvenile Welfare Board staff will develop specific conditions which must be met in order for funding to be continued for the remainder of the fiscal year ending September 30, 1982. A site review will be conducted by the Juvenile Welfare Board in June of 1982. Should Community Youth Services fail to meet the conditions set forth or fail to continue to provide their current level of service in accordance with the 1981-82 agreement, funding will immediately be terminated and a Request for Proposals will be issued for a delinquency prevention and intervention program in the south St. Petersburg community for fiscal year 1982-83.

A motion to have the Board request the Youth Services System Advisory Council to monitor Community Youth Services and come forward before the June date with a recommendation or an advisory opinion on the program itself was withdrawn because having a second group involved with this program might create a problem in the community served by Community Youth Services.

MOTION

Approval to
Change Meet-
ing Date

Judge Michael moved, and Mrs. Allen seconded a motion which carried to change the April 1982 meeting date from the 1st to the 8th.

MOTION

Approval of
Concept of
Recommendations re
LB, PP, and
M&FC

Mrs. Allen moved, and Judge Page seconded a motion which carried to accept the recommendations from Mr. Meisner regarding License Board, Project Playpen and the Marriage and Family Counseling Unit in concept and set a time for the Policy Committee to review with the principals the ramifications of the change and come back to the Board in April with complete recommendations. The recommendations were to declare License Board and Project Playpen to be independent of the Juvenile Welfare Board for Board and administration decision making, and make appropriate charges for housing and services effective October 1, 1982; and to direct the Marriage and Family Counseling Unit to begin to recruit prospective board members and commence activities to enable it to become an independent corporate entity by October 1, 1982.

Mr. Meisner noted the Investments Report.

MOTION

George H.
Finck Trust
Fund

Mrs. Allen moved, and Commissioner Todd seconded a motion which carried to accept the recommendation of Mr. Bill Hicinbothem, Fiscal Administrator, to close the George H. Finck Trust Fund account with Rutland Bank and open the Fund as a savings account at Park Bank so that the account can earn interest and also be located in the bank in which the Juvenile Welfare Board handles daily transactions.

Mr. Meisner called attention to the site visit dates in the Acting Executive Director's Report to ask that Board members planning to attend site visits contact the staff immediately prior to the scheduled visit because, on occasion, they have been cancelled at the last minute.

Mrs. Herman asked the Board to note the other informational items: media items and letters from the Mental Health Association and Alternative Human Services.

The Board packet also included site audits at Girls Clubs of Pinellas County, Consumer Credit Counseling and Shoreline Mental Health Services.

Ms. Lynn Blacklidge presented the Board with copies of the 1980-81 Annual Report.

Mrs. Herman declared the meeting adjourned.

The next meeting will be: April 8, 1982 - Regular Meeting.



Calvin D. Harris, Ed.D., Secretary