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Juvenile Welfare Board Meeting : 1981 : 11 : 19 : Minutes

Juvenile Welfare Board of Pinellas County.

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JUVENILE WELFARE BOARD

Work Session - November 19, 1981

PRESENT: Mrs. Helen W. Herman, Chairman; Mrs. Mary Wyatt Allen, Vice Chairman; Dr. Calvin D. Harris, Secretary; Mrs. Mailande Holland Barton; Mrs. Mary Frances Byrkit; Judge Robert F. Michael; Judge Jack A. Page; and Commissioner Charles E. Rainey. Also present: Mr. Carl E. Meisner, Acting Executive Director; Mr. William M. Michaels, Deputy Director; and Mrs. Mary L. Broadwater, Administrative Secretary.

Mrs. Herman began the meeting by referring to an urgent memo from the United Way of Pinellas to all agency executives. The Association of United Ways of Florida is sponsoring a Government Leaders Dinner Meeting in Tallahassee on Tuesday, December 1, 1981 from 6:30 to 9:30 p.m. Mrs. Allen was already planning to attend and will be happy to represent the Juvenile Welfare Board, as well as the other agencies she was already scheduled to represent. Mr. Meisner plans to attend, also.

Mrs. Allen reported that the committee to consider the charge to the Board - Mrs. Allen (Chairman), Dr. Rose and Dr. Harris - had met and had developed general concepts of the proposed Juvenile Welfare Board bylaws and policies. The committee recommended that the packets for the regular board meetings contain information on investments of excess funds and a report devoted to personnel changes (new hirings, terminations, etc.) starting immediately, and that the number two person be hired by the Executive Director, but with that choice ratified either by the Board or a committee of the Board. These preliminary recommendations appeared to meet with Board approval.

The committee also discussed implementing an October 1 anniversary date for merit raises for all employees, with a phase-in time of perhaps twice in the first year.

Commissioner Rainey arrived.

Mrs. Herman congratulated the committee on the work which they had done.

Mrs. Herman stated that the Board members had received a letter from Mr. Frank P. Glackin, Jr. in which he resigned as legal counsel for the Board, and that a letter had been received by her from W. Douglas Baird, legal counsel for Dr. Raymond L. Edwards. Board members agreed that since they are without legal counsel at this time, they should not discuss the letter from Attorney Baird, and that they should take up the matter of acting on Mr. Glackin's resignation at the next meeting.

Commissioner Rainey introduced Mr. Van B. Cook Assistant County Attorney, who attended the meeting in response to an offer from the Commissioner to provide legal aid from the County on an interim basis. The Commissioner stated that he thought it would be best for the Board to get its own attorney instead of trying to tie in with the County on a purchase of service or some other basis. Board members were urged to bring to the next meeting names, resumes, etc. of attorneys whose backgrounds might be appropriate to work with the Board.

The Acting Executive Director will acknowledge the letter from Mr. Baird, indicate that the Board is without legal counsel at this time, but will respond as soon as legal counsel is retained. The letter will be cleared by Mr. Cook before mailing.

Mr. William M. Markman, Business Administrator, presented pay plan options in response to findings in the MGT Study and which he had discussed with Mr. Stan Anderson, Director of

Personnel Systems Services for MGT, who found them consistent with the MGT Study recommendations.

Mr. Meisner and the Board discussed the various ways in which a consultant could be used in finding candidates for the position of Executive Director and, also, the possibility that the assistant director position might be eliminated, depending on the capabilities of the Executive Director.

The Board discussed the progress on the fourteen recommendations as suggested by the MGT Study and found that many of them were already being acted upon.

The Board discussed a job description for an Executive Director and decided to ask for a Doctoral Degree (preferred), with ten years experience, five years of which must have been in an administrative capacity with emphasis on planning. Dr. Harris suggested that the already functioning committee incorporate the Board discussion and come back on December 3rd with a draft job description. Mrs. Byrkit volunteered to work on the committee, also.

The Board members agreed to begin with the eighth recommendation as suggested by the MGT Study when they meet at the next work session on January 21, 1982.

Mrs. Byrkit stated that she would like the Board to give a charge to the Youth Services System Advisory Council (YSSAC) as to specific areas in which the Board would like to have input from them. The Board requested staff provide them with a short history of YSSAC, since some of the Board members were not thoroughly acquainted with the Council.

Mrs. Allen stated that she felt gratified because staff was present at this meeting to witness the fact that this Board is pulling together and rapidly working to solve many problems that the Board has.

Mrs. Herman declared the meeting adjourned.

The next meetings will be: December 11, 1981 - Eighth Annual Legislative Workshop;
January 7, 1982 - Regular board meeting;
January 21, 1982 - Work session.



Calvin D. Harris, Ed.D., Secretary