9-8-1977

Juvenile Welfare Board Meeting: 1977: 09: 08: Minutes

Juvenile Welfare Board of Pinellas County.

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PRESENT: Dr. Robert E. Coleman, Jr., Chairman; Mrs. Stephen D. Mullins, Vice-Chairman; Judge Robert F. Michael; Judge Jack A. Page; Mr. Joseph R. Ponds, Jr.; and Dr. Gus Sakkis. Also present: Dr. Raymond L. Edwards, Executive Director; Mrs. Mary L. Broadwater, Administrative Secretary; Mr. William M. Markman, Business Administrator; and Mr. Frank P. Glackin, Attorney at Law.

Dr. Coleman opened the meeting with prayer and then asked Dr. Edwards to serve as secretary in the absence of Mrs. Eckert.

Dr. Coleman noted the presence of three Junior League representatives (Mesdames Becky Easter, Barbara Moler and Arlene Miller) and welcomed them to the Juvenile Welfare Board meeting.

Dr. Coleman acknowledged the receipt of a letter from Mr. Bert Muller, Executive Director, Pinellas Association for Retarded Children, expressing appreciation for the allocation from the Juvenile Welfare Board and inviting the Board to hold a meeting at that facility during the coming year.

Dr. Sakkis arrived, coming directly from the Adolescent Workshop, where he introduced the workshop leader, Joy Johnson.

MOTION Approval of Items Without Exception

Judge Page moved, and Mrs. Mullins seconded a motion which carried to approve the items without exception as follow:

A. Minutes of May 26, 1977.

B. Telephone polls as follow: telephone poll completed on June 8, 1977, which authorized Dr. Edwards to include a change in the Juvenile Welfare Board's 1977-78 allocation to Child & Family Comprehensive Mental Health Center as follows: A. Reduce National Institute of Health line item from $60,917 to $41,644; B. Establish a new line item for Central Catchment Area in the amount of $88,822; and C. Increase the total allocation from $355,728 to $425,277; and telephone poll completed on June 17, 1977, which authorized the Executive Director to sign contracts regarding Title XX funding for Project Playpen (1977-1978); Florence Nightingale Circle, Inc. (7-1-77/6-30-78); and Latchkey Services for School Age Children in Pinellas, Inc. (6-20-77/8-19-77) in order to meet time deadlines of the Department of Health and Rehabilitative Services. No new money is involved in these contracts.

MOTION Approval to Change License Board Worker's Time

Judge Michael moved, and Mrs. Mullins seconded a motion which carried to approve a request from the License Board to change a Day Care Service Worker to 75% time, effective September 12, 1977, instead of to 100% time, effective October 1, 1977.

Dr. Edwards mentioned that Mr. John T. Herndon, District V Administrator, Department of Health and Rehabilitative Services has been promoted to the position of Deputy Assistant Secretary of Operations, HRS, for the State of Florida as of September 12, 1977. Mr. Bob Marshall has been appointed Acting District Administrator.
Judge Page moved, and Dr. Sakkis seconded a motion which carried to approve changes in the 1977-78 allocation to funded programs within the Department of Health & Rehabilitative Services to include additional funds in the amount of $15,300. This motion was made subject to clarification by HRS of salary increases in the Intensive Group Counseling program. Following are the changes by program:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CURRENT 77-78 ALLOCATION</th>
<th>REQUESTED ALLOCATION</th>
<th>INCREASE (DECREASE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Support Services</td>
<td>$25,015</td>
<td>$26,077</td>
<td>$1,062</td>
</tr>
<tr>
<td>2. Intensive Group Care</td>
<td>34,487</td>
<td>34,823</td>
<td>336</td>
</tr>
<tr>
<td>3. Protective Services</td>
<td>31,354</td>
<td>30,368</td>
<td>(986)</td>
</tr>
<tr>
<td>4. Intensive Group Counseling</td>
<td>36,125</td>
<td>42,012</td>
<td>5,887</td>
</tr>
<tr>
<td>5. Adoptions</td>
<td>31,042</td>
<td>32,441</td>
<td>1,399</td>
</tr>
<tr>
<td>6. Institutional Care</td>
<td>27,660</td>
<td>27,660</td>
<td>-</td>
</tr>
<tr>
<td>7. Group Homes</td>
<td>203,923</td>
<td>209,673</td>
<td>5,750</td>
</tr>
<tr>
<td>8. Emergency Shelter</td>
<td>24,232</td>
<td>26,084*</td>
<td>1,852*</td>
</tr>
</tbody>
</table>

TOTAL .................................. $413,838 $429,138 $15,300

* Includes $2,400 Emergency Fund

Dr. Edwards explained that Mr. William E. Neet, Project Playpen Supervisor, felt the need to return to direct services. Mr. Neet is planning to work with Project Playpen through September 30, 1977 and then transfer to the Marriage and Family Counseling unit as the Administrative Coordinator and Marriage and Family Counselor, effective October 1, 1977. Mr. Neet's move will require a restructuring of Project Playpen staff. Dr. Edwards and Mr. Neet have been examining various staffing patterns within the current funds available, but no final decision can be made until such realignments can be reviewed with both the Project Playpen Board and staff. Dr. Edwards will report to the Board at the October meeting.

Mrs. Dame, the Coordinator of the Marriage and Family Counseling unit, will reach her thirtieth year of employment with the Juvenile Welfare Board on January 1, 1978.

MOTION Approval to Transfer Funds to M&FC Unit

Judge Michael moved, and Judge Page seconded a motion which carried to approve transfer of necessary funds from the 1977-78 Community Services Day Care Consultant budget to that of the Marriage and Family Counseling unit, said funds to be calculated by Dr. Edwards and reported to the Board at the October meeting.

MOTION Approval to Transfer Funds from Contingency

Mrs. Mullins moved, and Dr. Sakkis seconded a motion which carried to approve transfer of funds from Contingency in the total amount of $2,519.69 to cover additional attorney fees (Alley & Alley - $1,060.69); and excess in Workmen's Compensation ($697) and Unemployment Compensation ($762) payments.

Mr. Markman reported on the cost of utilities for the first ten months of operation in the new building. The charges have run less than the amount estimated - $1.14 per square foot annually, rather than $1.25. The amount used for power has been within the recommended limits established by Florida Power.

Mr. Markman informed the Board that six wells and additional sprinklers would cost approximately $4,080, with from $800 to $1,000 additional for sodding. The companies recommended against using well water in that part of the system next to the building. Mr. Markman said that when the Boyd property became available for use by the Board, about twenty additional parking spaces could be incorporated if the entire property along 49th Street were converted to parking area.
Mr. Markman commented on the July 21, 1977 letter from Hevia & Kenny, P.A., Certified Public Accountants, which indicated that the firm was satisfied with all areas of the accounting system which it had reviewed. The computer is now fully operative.

Mr. Markman reported that the streets around the Juvenile Welfare Board building were nearing completion, which greatly enhances access to our building and use by community groups serving children and Youth. Work was done by the Board of County Commissioners at no cost to the Juvenile Welfare Board.

The second Accounting Clerk position is vacant at the present time. The Machine Room Clerk is now attending St. Petersburg Junior College full time and working 75% of time, a 30-hour week from 12 noon to 6 p.m. The Custodian's title has been changed to Administrative Aide due to assignment of different responsibilities.

The Budgetary Program and Financial reports for the month of August, 1977, were reviewed by the Board.

Mr. Glackin stated that he saw no reason to object to the request from Alley & Alley to list the Juvenile Welfare Board in the Martindale-Hubbell Law Directory as one of their prestige clients. It was the consensus of the Board to have Dr. Edwards sign the authorization allowing such listing in the Directory.

The Board accepted the 1977-78 schedule of meetings as mailed and agreed to hold the January 12, 1978 meeting at the new Family Counseling Center office.

No decision was made as to which Board member could present the annual Juvenile Welfare Board award at the Legislative Workshop on November 1.

Judge Michael said that he would go back to civil court on October 1, 1977, and that he expected Judge Jack E. Dadswell would be assigned to the juvenile court at that time for a six months term.

MOTION Approval of One-step Special Merit Increment Dr. Sakkis moved, and Judge Michael seconded a motion which carried to approve a one-step special merit increment for Betty M. Royer, Training Assistant in the Community Services Unit (to Grade 40 step 6 - $15,891.20), effective August 1, 1977.

Dr. Edwards pointed out recommended changes which had been made in the draft agreements.

MOTION Authorization for Four Agreements Dr. Sakkis moved, and Judge Page seconded a motion which carried to authorize Dr. Edwards to sign the agreements with Child & Family Comprehensive Mental Health Center; Department of Health & Rehabilitative Services; Family Counseling Center; and Juvenile Services Program because of time constraints.

The Board decided to delay acceptance of the Juvenile Welfare Board Historical Project until Mrs. Holland had been consulted.

MOTION Authorization for Final Payment to Mrs. Rudd Dr. Sakkis moved, and Judge Michael seconded a motion which carried to authorize the final payment ($285) to Mrs. Betty W. Rudd for her work on the historical project.
MOTION
Acceptance of Trust Fund Guidelines

Mrs. Mullins moved, and Judge Page seconded a motion which carried to accept the Trust Fund Guidelines as follow:

1. To purchase new materials, such as toys, books, magazines, etc. for the waiting areas in the St. Petersburg and Clearwater offices.

2. To pay for babysitter service for the Parents Anonymous meeting or other meetings of a similar nature.

3. To pay up to $100 for scholarships in local area schools for non-staff people, when of a therapeutic value.

4. To purchase items which would be considered of therapeutic value to non-staff people. This might include a musical instrument, items used in technical training, etc.

5. To purchase audio-visual materials of a special nature where no other resource is known and which will remain in the Juvenile Welfare Board library for community use.

The Board authorized the Executive Director to spend up to a total of $1,000 without individual item approval from the Board. The Board will be advised of the expenditures as they occur. Once the $1,000 has been expended, the Board may then authorize the Director to expend additional funds up to an additional $1,000, and so on.

Dr. Edwards mentioned that his annual evaluation was due October 1, 1977, and suggested a process whereby all staff and directors of funded agencies would provide input to the Personnel Committee. After lengthy discussion, it was agreed that Dr. Edwards would formulate draft questionnaires suitable for sending to all staff members and to all funded-agency directors to help the Personnel Committee (Dr. Coleman, Mrs. Mullins and Mrs. Eckert) fairly evaluate his work. Upon receipt of the draft questionnaires, the Board authorized the Personnel Committee to either O.K., amend or delete the drafts. Copies of questionnaires approved by the Committee will be sent out with an October 3, 1977 cut-off date for return of comments. The completed questionnaires are to be mailed directly to Dr. Coleman with the signature of the person responding to appear only on the outside of the envelope. No unsigned envelope will be opened. Dr. Edwards will have access to the questionnaires, but not to the identity of the respondent.

The Board reviewed the quarterly activities of Dr. Edwards.

Dr. Edwards informed the Board that he had met with representatives of the Child & Family Comprehensive Mental Health Center to discuss the problems the Center is experiencing and to emphasize that monies the Juvenile Welfare Board allocated to them must be used solely for children's services. Dr. Edwards further stated the Juvenile Welfare Board would not underwrite the entire children's program, but would expect other funding bodies to share in this support.

On July 5, 1977, the St. Petersburg Independent ran an article on the Juvenile Welfare Board 1977-78 program funding. Copies were included in material mailed to the Board.

Dr. Edwards informed the Board that the conference rooms at the Juvenile Welfare Board office building had been used extensively during the past four months: average daily conference room usage for May - 63, June - 38, July - 33, and August - 57.

The appointment of Board officers for the next fiscal year was postponed and will appear on the October 13, 1977 agenda.
Dr. Edwards suggested a special services to children award to the *St. Petersburg Times* would be in order because of the free youth employment ads run at the beginning of summer. The Board asked this item be placed on the agenda for the October 13, 1977 meeting.

Mrs. Mullins expressed concern because she is now unable to attend the Mental Health Committee meetings of the Youth Services System Advisory Council.

The next meetings will be as follow: October 13 - JWB Board meeting - sign annual agreements; November 1 - Legislative workshop; and November 10 - JWB Board meeting.

Dr. Coleman declared the meeting adjourned.

[Signature]

Raymond L. Edwards, Ph.D., Acting Secretary