3-4-1976

Juvenile Welfare Board Meeting : 1976 : 03 : 04 : Minutes

Juvenile Welfare Board of Pinellas County.
PRESENT: Dr. Robert E. Coleman, Jr., Chairman; Mrs. Stephen D. Mullins, Vice Chairman; Mrs. James D. Eckert, Secretary; Mrs. H. W. Holland; Commissioner G. Patrick Iley; and Judge Jack A. Page. 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.

Because a quorum was not present, Dr. Coleman asked that Mr. Markman discuss matters for which a vote was not necessary. Mr. Markman reviewed the Program Budgetary Report for February.

Mrs. Eckert arrived to make a quorum.

MOTION

Authorization of Payment of Budgeted Items Without Further Motions

Commissioner Iley moved, and Mrs. Mullins seconded a motion which carried that authorization of payment of all items budgeted in the Annual Budget, including salaries, stand for the entire fiscal year and that only non-budgeted items need be brought to the Board for approval.

Judge Page arrived.

Mr. Markman updated the Board members on the progress of the office building and the one change order received since the last meeting, which brings the total change orders to $7,745, and reviewed the expenses as budgeted for January: check #2926 and #2927 dated February 4, 1976; #2928 through #2977 dated February 10, 1976; #2978 dated February 13, 1976; #2979 dated February 19, 1976; #2987 dated February 24, 1976; #2988 dated February 25, 1976; and #2989 through #3051 dated February 27, 1976.

MOTION

Approval of Additions to Personnel Manual

Mrs. Mullins moved, and Mrs. Holland seconded a motion which carried to approve the additions to the Personnel Manual for Juvenile Welfare Board employees as presented by Mr. Markman. (Attached to minutes as addendum.)

MOTION

Approval of Items Without Exception

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


B. Child and Family Center: authorizing replacement of two retiring JWB salaried positions with Clinical Social Worker I ($11,000) and Clinical Social Worker II ($12,000), effective at retirement.

C. Family Counseling Center: authorizing replacement of Mrs. Austin as requested in letter dated February 18, 1976.

D. Salaries: as budgeted for March on completion of satisfactory service.
Commissioner Iley moved, and Mrs. Eckert seconded a motion which carried to authorize Mr. Glackin to contact the law firm of Alley, Alley and Blue for the purpose of representing the Juvenile Welfare Board as presented in their letter to Mr. Glackin dated December 8, 1975. The Board understood that there would be a $1,000 retainer fee, plus a $250 deposit necessary to affirm this action.

Mrs. Eckert moved, and Mrs. Mullins seconded a motion which carried to confirm Mr. Glackin's actions in executing agreements regarding the Harkless property and to instruct him to prepare a detailed statement of this transaction for Juvenile Welfare Board files.

Commissioner Iley wished to have the record show that he voted no on the above motion.

Commissioner Iley moved, and Mrs. Holland seconded a motion which carried to have the Juvenile Welfare Board go on record as enthusiastically supporting the School Bond issue (to be voted upon countywide on March 9, 1976) and to instruct staff to work with the media during the next 48 hours to make the Juvenile Welfare Board position known to the voting public.

Dr. Edwards explained a mailing of the Board's statement would be prepared for immediate mailing, and a Board press conference would be scheduled for March 5, 1976, 12:00 noon, at the Juvenile Detention Center.

Mr. Robert Coates and Ms. Karen Smith from Wedding & Associates made a presentation to the Board concerning the interior decorating of the new office building - carpet, colors, furniture, etc.

Mrs. Mullins moved, and Mrs. Holland seconded a motion which carried to approve a special merit increment for Ms. Charlene Bennett, PACER Project Director, from $1,560 to $1,719.46 monthly, effective March 1, 1976.

Commissioner Iley moved, and Judge Page seconded a motion which carried to provide emergency assistance to San Antonio Boys' Village by funding four slots for residential care of Pinellas County boys. This motion specified that funding is on an interim basis only for the period March 1, 1976 - June 30, 1976 and is contingent upon receipt from the Department of Health & Rehabilitative Services of the specific daily rate that organization could make under current legislation for care at San Antonio Boys' Village.

Commissioner Iley moved, and Mrs. Mullins seconded a motion which carried to adopt the State of the Child Plan (Recommendations of the Juvenile Welfare Board for Improving the Juvenile Welfare System in Pinellas County, Florida - 1976) as prepared by the Juvenile Welfare Board's Community Services staff. (Attached to minutes as addendum.)
MOTION Authorization for Purchase of Carpet

Mrs. Mullins moved, and Commissioner Iley seconded a motion which carried to authorize the purchase of the carpet recommended by Mr. Coates and Ms. Smith, representatives of Wedding & Associates, at the lowest of at least three acceptable bids. The Board expressed a desire that all bidding practices be developed in a manner which would maximize possible participation by Pinellas County firms, yet adhering to the lowest acceptable bid process.

Commissioner Iley and Judge Page left the meeting.

Dr. Edwards proposed a schedule for meetings through June 3, 1976 with Work Sessions to be held at the Juvenile Welfare Board Conference Room in St. Petersburg and the Regular Meetings at the Juvenile Detention Center.

The Board reviewed Dr. Edwards’ Letter to the Editor.

Dr. Coleman declared the meeting adjourned.

The next meetings of the Juvenile Welfare Board will be at 9:30 a.m. as follow:

- March 25 - at JWB Conference Room - Final staff recommendation
- April 1 - at Juvenile Detention Center - Board review of above recommendation
- April 22 - at JWB Conference Room - Agency presentations
- April 29 - at JWB Conference Room - Agency presentations
- May 6 - at Juvenile Detention Center - Board tentative decisions
- May 27 - at JWB Conference Room - Review draft of 76-77 Budget
- June 3 - at Juvenile Detention Center - Final adoption of 76-77 Budget

Mrs. James D. Eckert, Secretary
Section
II - D.1. (page 5)

Insert as Paragraph 4:

Though regular full or part time employees accrue annual leave from date of employment, such leave will not be granted during the probation period. Exceptions may be granted due to extenuating circumstances by the supervisor.

D.2. (page 5)

Insert as Paragraph 3:

Regular full and part time employees accrue sick leave from date of employment and may use such leave as earned.

D.8. (page 6)

Add as Paragraphs 2, 3 & 4:

While employees are on unpaid leave they do not accrue annual or sick leave. They will earn leave only in proportion to the number of days worked to the total number of days in each pay period.

If an employee on an unpaid leave status in excess of thirty (30) consecutive calendar days desires to continue with group life and health insurance as well as participate in the retirement program, he/she must make arrangements with the accounting department to pay for these benefits.

For each thirty (30) consecutive calendar days of unpaid leave, an employee's anniversary date is moved back one month.

Section
II - G. (page 10)

4. Counseling of Staff Members: While it is recognized that JWB employees are subject to the same family and individual problems as any other group, the staff is not permitted to engage in formal counseling relationships within the Agency. This may deprive members of the staff from obtaining free counseling; however, the potential problems that might result from such sessions warrant this policy. Time off for counseling appointments with other recognized community agencies or private practitioners is permissible as part of the Agency's regular leave or emergency pass benefit.

The above policy does not apply to group sessions conducted by a JWB counselor as long as the intent of the sessions is instructive or informational and does not pursue participating individual's problems in depth.

5. Educational Assistance Program: A full-time permanent employee may, upon proper authorization, register for educational or vocational courses that will be of direct benefit to both the employee and JWB. Proper authorization constitutes the following:
Approval and recommendation by employee's supervisor
Approval and recommendation by the Executive Director
Approval and recommendation by the employees Personnel Committee.
The employee may be requested to appear before this committee.
Approved by the Juvenile Welfare Board.

When approved, the employee will be reimbursed to a maximum of $50.00 per course or an equated unit of study for a graduate degree (including registration, fees, books, etc.) provided the employee, upon completion of the course, can produce a receipt for payment and a certified record showing that the employee successfully completed the course with a grade of "C" or better. When grades are not given, a record of satisfactory completion shall be acceptable.

An educational assistance fund, not to exceed $500 each fiscal year, will provide the necessary support for this program. Individual approval for assistance will be contingent upon available budgeted funds.

If a leave of absence will be required, the original request from the employee's supervisor should recommend whether it is to be paid or unpaid leave. In either case, an employee while on educational leave does not accrue annual or sick leave.