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Juvenile Welfare Board Meeting : 1979 : 09 : 06 : Minutes

Juvenile Welfare Board of Pinellas County.

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JUVENILE WELFARE BOARD

Regular Meeting - September 6, 1979

PRESENT: Dr. Robert E. Coleman, Jr., Chairman; Mr. Joseph R. Ponds, Jr., Vice Chairman; Mrs. Virginia H. Eckert, Secretary; Mrs. Helen W. Herman; Mrs. H.W. Holland; Judge Robert F. Michael; Judge Jack A. Page; 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 asked Judge Michael to open the meeting with prayer.

Mr. Glackin informed the Board of the progress of the four actions which had been initiated by former Board employee, Charlene G. Bennett.

Mr. Glackin commented on the question of liability insurance for Board and staff. Larger insurers will be contacted and information will be brought back to the Board.

Mr. Glackin advised the Board members that each member should use his name as specified on the certification of appointment from the Governor when signing material as a Board member.

Mrs. Holland arrived during the above discussion.

Mr. Glackin felt that pursuing legislation for privileged communication for psychological counselors would be a wasted effort, especially in light of the 1979 legislative action eliminating licensing for psychologists.

Dr. Sakkis arrived during the above informational item.

Mr. Glackin suggested that Personnel Practices Manual changes relative to grievances and suspensions should not be adopted until the Bennett case had been settled. Mrs. Herman expressed the desire to be included in meetings scheduled to discuss changes and additions to the Manual.

Dr. Edwards and Mr. Markman are working on guidelines for the elimination of unnecessary items going to the Board for action, some of which may be included in the Personnel Practices Manual.

Dr. Glackin stated that he now had in hand a deferred compensation plan for Board employees which he thinks will pass Internal Revenue Service specifications. The Board would be the nominal sponsor of the plan as indicated in previous Board action at no cost to the Board.

Dr. Coleman welcomed Mrs. Holland and Dr. Sakkis after the summer's interruption in meetings.

Mr. Carl E. Meisner, Planning and Funding Consultant, introduced his assistant as of July 1, 1979, Ms. Terrye A. Singletary. Dr. Coleman expressed delight at welcoming her, also.

MOTION Approval of Minutes

Mrs. Herman moved, and Mrs. Holland seconded a motion which carried to approve the minutes of June 7, 1979.
Mr. Markman stated that the current millage estimate was .43357.

MOTION Chairman Nominated
Mrs. Eckert moved, and Judge Page seconded a motion which carried to nominate Dr. Coleman as chairman for the fiscal year 1979-80.

MOTION Nominations Closed
Judge Page moved, and Judge Michael seconded a motion which carried to close nominations for chairman. The vote was unanimous.

MOTION Vice Chairman Nominated
Mr. Ponds moved, and Mrs. Eckert seconded a motion which carried to nominate Dr. Sakkis as vice chairman for the fiscal year 1979-80.

MOTION Nominations Closed
Mrs. Holland moved, and Judge Page seconded a motion which carried to close nominations for vice chairman. The vote was unanimous.

MOTION Secretary Nominated
Mrs. Herman moved, and Judge Page seconded a motion which carried to nominate Mrs. Eckert as secretary for the fiscal year 1979-80.

MOTION Nominations Closed
Judge Michael moved, and Mr. Ponds seconded a motion which carried to close nominations for secretary. The vote was unanimous.

MOTION Approval of License Board Request
Mrs. Eckert moved, and Mrs. Holland seconded a motion which carried to approve the recommendation of staff to grant the request of the Pinellas County License Board for Children's Centers and Family Day Care Homes for Day Care Assistant Worker, Ms. Nancy St. Arnold, to start working 75% of time beginning September 10, 1979 instead of on October 1, 1979, as presently authorized. This motion also allows Ms. St. Arnold to work full time, rather than 75% of time, in the event that she should be able to do this. Funds are to come from the current allocation.

MOTION Approval of Big Brothers/Big Sisters Request
Dr. Sakkis moved, and Judge Michael seconded a motion which carried to approve the recommendation of staff to allocate from 1979-80 Program Development Funds an amount of up to $3,000 for rental of office space to house special project staff of the Pinellas County Big Brothers/Big Sisters Department of Labor Grant, effective October 1, 1979.

MOTION Approval of Alternative Human Services Request
Judge Michael moved, and Mrs. Holland seconded a motion which carried to approve the recommendation of staff to approve payment of 50% of the salary and fringe for the Runaway Center cook for the month of September 1979, provided that sufficient lapse funds accrue in that budget to cover such costs, effective September 1, 1979.

MOTION Approval of Latchkey Request re Coordinators
Dr. Sakkis moved, and Mr. Ponds seconded a motion which carried to approve the recommendation of staff to implement coordinator positions from that agency's 1978-79 lapse funds as follows: one coordinator on line on or after September 4, 1979 at a cost through September 30, 1979 not to exceed $969.78, and one coordinator on line on or after September 17, 1979 at a cost through September 30, 1979 not to exceed $484.89 for a total of $1,454.67.
Mrs. Herman moved, and Mrs. Eckert seconded a motion which carried to approve the recommendation of staff to advance $17,956 to Latchkey from its 1979-80 allocation provided that the Juvenile Welfare Board recapture the amount of $10,393 during a period within the fiscal year determined to be mutually equitable by the respective agencies, and the balance at the end of the 1979-80 fiscal year.

Dr. Sakkis moved, and Mrs. Herman seconded a motion which carried to approve the recommendation of staff to allocate $12,346.22 from 1979-80 Program Development Funds to be utilized as match for a Title XX grant to Latchkey provided that its application of September 12, 1979 be successful.

Mr. Ponds abstained from voting on the above motion because of a conflict of interest.

Juvenile Services Program's request for a 10% match of up to $45,000 for a serious youthful offenders program was discussed; however, no action was taken. Staff will review the application and develop a recommendation to which the Board may respond by telephone poll.

Mrs. Herman stated that she was disturbed by the Board's use of telephone polls. Mr. Glackin will check out the legality of conducting such polls and also investigate other options for contacting Board members between meetings and during July and August. Mrs. Herman gave Mr. Glackin material on polls which she had accumulated.

Mr. Meisner informed the Board that the advances being given to Latchkey and San Antonio Boys Village would be spelled out in the 1979-80 agreements with each agency.

The Board reviewed the draft schedule of Board meetings for the next fiscal year, which will be voted upon at the October meeting.

Mrs. Herman moved, and Judge Page seconded a motion which carried to authorize appropriate action to have the Boyd house demolished, the lot cleared and paved, and additional parking facilities completed. The motion instructed that the funds now in the Building Fund be continued until completion of the work specified.

Judge Page moved, and Dr. Sakkis seconded a motion which carried to authorize Mr. Markman to dispose of the addresser (inventory #675) either by selling it back to the original company for $375 or to a higher bidder, if possible.

Mr. Markman informed the Board that the State had made changes in mileage and per diem rates effective July 1, 1979 which affect the Juvenile Welfare Board travel regulations as follow: per diem changed to $40 per day; mileage changed to 17¢ a mile; and meal allowances changed to $2.50 for breakfast, $3.50 for lunch and $6.00 for dinner.

Mrs. Eckert moved, and Mr. Ponds seconded a motion which carried to approve the following changes in Project Playpen: the position of Program Administrator to be changed to Director with the approval of Pay Grade 46 step 5 (Mrs. Ruth G. Glennie - to $22,009.52); the position of Casework Supervisor to be changed to Program Supervisor with a downgrade in this position to Pay Grade 44 step 10 (Mrs. Margaret M. Young), which would not decrease the current salary, but by moving into the 10th step would freeze the salary in order to bring it into line with the salary of the Director. These changes would be effective September 1, 1979.
Dr. Edwards informed the Board of changes in personnel.

The Board discussed the annual staff meeting and recognition to be given at that time to Mrs. Nenabelle G. Dame as she retires after thirty-one years of service to the Juvenile Welfare Board. The annual staff meeting (September 28, 1979) happens to coincide with Mrs. Dame's last working day, and considerable discussion dealt with appropriate ways in which to honor her for her faithful service.

Mr. Ponds left during the above discussion.

MOTION Approval of Special Merit Increment

Dr. Sakkis moved, and Judge Page seconded a motion which carried to approve a special merit increment for Miss Dorothy A. Ware, License Board Secretary (to Grade 34 step 6 - $15,105.66), effective September 1, 1979.

MOTION Approval of Special Merit Increment

Judge Michael moved, and Judge Page seconded a motion which carried to approve a special merit increment for Ms. Molly Gill, librarian (to Grade 33 step 4 - $11,402.14), effective September 1, 1979.

MOTION Approval of Special Merit Increment

Judge Michael moved, and Judge Page seconded a motion which carried to approve a special merit increment for Ms. Sharron Dillard, Research and Evaluation Assistant (to Grade 41 step 3 - $15,785.95), effective September 1, 1979.

MOTION Approval of Promotion

Mrs. Eckert moved, and Mrs. Holland seconded a motion which carried to approve a promotion for Ms. Lynn Blacklidge to Public Relations Assistant (Grade 37 step 3 - $13,105.66), effective September 1, 1979. This position would be moved into Administration for an interim basis of one year.

Dr. Edwards recommended that Mr. Hale's position not be filled at this time.

Dr. Sakkis left the room.

MOTION Approval of Six Month Interim Increase

Judge Page moved, and Mrs. Eckert seconded a motion which carried to approve a six month interim increase for Mrs. Gail Glenn (to Grade 39 step 2 - $13,719.06), effective October 1, 1979.

Dr. Edwards explained that there would be a two-day workshop for all Community Services personnel on September 18 and 19 to study different aspects in preparing for the referendum. Representatives from all the units will participate on the 19th.

Dr. Sakkis returned during the above discussion.

Dr. Edwards recommended that the update on the Marriage and Family Counseling fee schedule be tabled for one month.

MOTION Approval of Educational Leave

Dr. Sakkis moved, and Mrs. Eckert seconded a motion which carried to approve an educational/administrative leave agreement with Robert T. Glenn, Marriage and Family Counselor, a copy of which is attached as an addendum to these minutes.
Judge Page and Judge Michael left the meeting.

The evaluation of the Executive Director is due October 1, 1979. The Board Personnel Committee will meet with Dr. Edwards to formulate a recommendation at the next Board meeting.

The Executive Director's quarterly activities report will be presented next month.

The conference room daily usage for June was 29; for July, 33; and for August, 34.

Dr. Coleman declared the meeting adjourned.

The next meetings will be: October 4, 1979 - Election of officers. November 1, 1979 - Regular meeting.

Mrs. Virginia H. Eckert, Secretary
EDUCATIONAL/ADMINISTRATIVE LEAVE FOR BOB GLENN

The Marriage and Family Counseling Unit has set as a goal the establishment of family therapy training. Bob Glenn has been designated as the counselor to initiate and conduct this training. In order for Bob to qualify for this position, it will be necessary for him to embark upon a course of study at the University of South Florida beginning in September of this year. Bob will also be pursuing a doctoral degree, of which these studies will be a part.

Under the provisions of the Educational Assistance Program, the Juvenile Welfare Board will reimburse (up to $50 per course) and grant administrative leave to Bob for this course work on the following basis:

- that the course(s) will have a direct relationship in qualifying Bob as the Family Therapy Trainer. Bob will discuss each course with the Marriage and Family Counseling supervisor, who will in turn recommend reimbursement and administrative leave for the course to the Director if deemed applicable. The recommendation will then follow the normal process as outlined in the Personnel Manual.

- for two courses, Bob will be granted 20% administrative leave time. If only one course qualifies, Bob has the option of taking 10% administrative leave or a combination of 10% administrative leave and 10% leave without pay. Annual leave and sick leave will be reduced by the percentage of administrative or unpaid leave taken.

- Bob will be committed to employment with the Juvenile Welfare Board on the basis of one month of employment for each month of administrative leave granted.

It is clearly understood that courses directed solely toward the doctoral pursuit, with little or no bearing on the family therapy program, will not be considered under the Educational Assistance Program. As stated above, qualifications for acceptance under the Educational Assistance Program will be initially recommended by the unit supervisor(s).

Robert T. Glenn, Counselor

Nenabelle G. Dame, Unit Supervisor

Date

William E. Neet, Unit Supervisor

Raymond L. Edwards, Ph.D., Executive Director