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Juvenile Welfare Board Meeting : 1979 : 10 : 04 : Minutes

Juvenile Welfare Board of Pinellas County.

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PRESENT: Dr. Robert E. Coleman, Jr., Chairman; Mrs. Virginia H. Eckert, Secretary; Commissioner John Chesnut, Jr.; Mrs. Helen W. Herman; Judge Robert F. Michael; and Mr. Joseph R. Ponds, Jr. 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.

MOTION Approval of Officers as Nominated
Judge Michael moved, and Mrs. Herman seconded a motion which carried to approve the slate of officers as nominated at the September 6, 1979 meeting: Dr. Robert E. Coleman, Jr., Chairman; Dr. Gus Sakkis, Vice Chairman; and Mrs. Virginia H. Eckert, Secretary.

Mr. Glackin updated the Board on legal matters.

MOTION Authorization to Allow Mr. Glackin Discretion
Mrs. Eckert moved, and Mr. Ponds seconded a motion which carried to allow Mr. Glackin to use his own discretion as to the advisability of taking a deposition from Charlene G. Bennett. Mrs. Herman opposed this motion.

After Dr. Edwards and Mr. Markman finish working on Personnel Practices Manual changes, a draft copy will be given to Mr. Glackin for his input before presentation to the Board.

Mr. Glackin reported that insurance rates for liability insurance to protect staff were absolutely prohibitive. Commissioner Chesnut suggested that Mr. Glackin contact the County Administrator's office for information about the County's insurance coverage with Rodgers & Cummings, Inc.

MOTION Authorization to Ban Telephone Polls
Commissioner Chesnut moved, and Mrs. Herman seconded a motion which carried stipulating that all decisions must be made by the Board in open session and that polls conducted by telephone no longer be utilized. Mr. Ponds opposed this motion.

Mr. Glackin stated that he was presently sending a private determination letter to the Internal Revenue Service for a ruling on the deferred compensation plan for Board employees.

MOTION Designation of Registered Agent
Mrs. Eckert moved, and Mr. Ponds seconded a motion which carried to designate the Executive Director of the Juvenile Welfare Board as Registered Agent for service of process.

Dr. Edwards asked that Mr. Glackin obtain an opinion from the Internal Revenue Service as to the status of firms that contribute time/services to the Juvenile Welfare Board.

Mr. Glackin informed the Board that files in the Marriage and Family Counseling unit must not be opened unless a true copy of the court order is present in the file.
Mr. Glackin left the meeting.

**MOTION** Approval of Items Without Exception

Mrs. Eckert moved, and Mr. Ponds seconded a motion which carried to approve the items without exception as follow:

A. Minutes of September 6, 1979.

B. Schedule of 1979-80 meetings.

C. A Board poll completed on September 18, 1979 authorizing a plaque dedicating the Marriage and Family Counseling wing of the Juvenile Welfare Board office to Nenabelle G. Dame for her 31 years of service to the Board.

Mr. Carl E. Meisner, Planning and Funding Consultant, announced that the budget amendment request from Operation PAR had been withdrawn.

**MOTION** Approval of License Board Request

Judge Michael moved, and Mr. Ponds seconded a motion which carried to approve the recommendation of staff to upgrade the Day Care Assistant Worker position to Grade 32 within the 1979/80 allocation, effective October 1, 1979.

**MOTION** Approval of License Board Request

Mr. Ponds moved, and Judge Michael seconded a motion which carried to approve the recommendation of staff to amend the 1979/80 Pinellas County License Board for Children's Centers and Family Day Care Homes' budget to permit addition of a half-time Referral Clerk (Grade 27E) in the amount of $4,310 for salary and fringe, plus $1,000 for equipment, within the 1979/80 allocation, effective October 1, 1979.

**MOTION** Approval of PYH Request

Judge Michael moved, and Mrs. Eckert seconded a motion which carried to approve the recommendation of staff to authorize an advance payment to Pinellas Youth Homes from its 1979/80 Group Homes allocation in the amount of $28,661. Of that amount, the Juvenile Welfare Board will recapture $11,996 on or before May 31, 1980, with the remainder of $16,665 to be utilized by Pinellas Youth Homes during the fiscal year as a revolving advance. This motion also authorized an advance payment of $9,750 to Pinellas Youth Homes for use as a revolving advance during the fiscal year in its Secure Shelter program.

**MOTION** Approval of AHS Request

Mr. Ponds moved, and Commissioner Chesnut seconded a motion which carried to approve the recommendation of staff to change the Volunteer Coordinator position in the Runaway Shelter Program of Alternative Human Services from a contractual service to a staff position. The staff position would be placed in the personnel budget at a cost of $5,672 for salary and fringe, and the line item for other contractual services reduced by $6,306, effective October 1, 1979.

Dr. Coleman thanked Mr. Meisner for his presentations of agency requests and Mr. Markman for his success in finding first class accommodations for the upcounty office.

Mr. Markman stated that he is still working with bids to have the Boyd house demolished, the lot cleared and paved, and additional parking facilities completed. Commissioner Chesnut suggested that Mr. Markman approach the County, again, to see what they might have to offer in this area and in the purchasing of general office supplies.
Dr. Edwards stated that at this time he believed the Second Primary (October 7, 1980) probably would offer the best possibility for passage of the referendum, with a fall-back position of the General Election (November 4, 1980). He recommended the Board proceed on this basis until further determination could be made on the other issues which, at a later date, might be placed on the October 7, 1980 ballot.

**MOTION**
**Approval of Cost-of-Living Salary Adjustment**

Commissioner Chesnut moved, and Judge Michael seconded a motion which carried to approve a one-step (5%) cost-of-living increment to staff operating under the Juvenile Welfare Board personnel policies, effective January 1, 1980, with $21,237 to be transferred from Contingency to salary and fringe as follows: Administration - $2,138 salary, $326 fringe; Marriage and Family Counseling - $3,753 salary, $572 fringe; Community Services - $4,335 salary, $660 fringe; and License Board - $8,204 salary, $1,249 fringe. Project Playpen had to anticipate this increment in its State contract.

**MOTION**
**Approval of Promotion**

Commissioner Chesnut moved, and Mrs. Herman seconded a motion which carried to accept the recommendation of Dr. Edwards to promote Mr. William E. Neet to the position of Coordinator of the Marriage and Family Counseling Unit (to Grade 47 step 8 - $26,643.14), effective October 1, 1979.

**MOTION**
**Approval of Promotion**

Commissioner Chesnut moved, and Mr. Ponds seconded a motion which carried to accept the recommendation of Dr. Edwards to promote Mr. Robert T. Glenn to the position of Assistant Coordinator of the Marriage and Family Counseling Unit (to Grade 41 step 4 - $16,558.26), effective October 1, 1979.

**MOTION**
**Approval of Reclassification**

Mr. Ponds moved, and Mrs. Eckert seconded a motion which carried to accept the recommendation of Dr. Edwards to reclassify a position in the Community Services Unit from Research and Evaluation Technician I to Research and Evaluation Assistant (Mrs. Doris J. Burns - to Grade 35 step 2 - $11,402.14), effective October 1, 1979.

The Personnel Committee made the following recommendations based on the meetings of September 10, 1979 and October 4, 1979 (Dr. Coleman and Mrs. Eckert attending):

1. Mr. William M. Michaels be promoted to Deputy Director, effective October 1, 1979, with the salary of $30,731.58 and to be on an annual contract with salary to be determined by the Board upon recommendation of the Executive Director.

2. Mr. Carl E. Meirnser be reclassified to the position of Assistant Director for Planning/Funding, effective October 1, 1979, with a salary of $27,937.75.

3. Dr. Raymond L. Edwards be given a 5-year extension on his present contract with a salary of $48,493.53, effective October 1, 1979.

**MOTION**
**Approval to Postpone Action on Recommendations**

Mr. Chesnut moved, and Mrs. Herman seconded a motion which carried to postpone action on the recommendations of the Personnel Committee until the November Board meeting.

Dr. Coleman and Mrs. Eckert opposed this motion.

Commissioner Chesnut requested a change in policy relating to the timing of the reevaluation of the Executive Director to coincide with budget considerations, changing from October 1 to June 1. He also discussed the merits of hiring an outside firm to perform
an evaluation on the Executive Director. The Personnel Committee was asked to re-
search the above items with recommendations to be made to the Board.

Mrs. Herman expressed a desire to have developed a policy manual pertaining to Board
members.

**MOTION**
Judge Michael moved, and Commissioner Chesnut seconded a motion which
carried to approve the recommendation of Dr. Edwards for a suitable
plaque for plaque to be presented to Comprehensive Mental Health Services at their
CMHS thirty-fifth anniversary celebration.

The Board members were given material on a site visit to Alternative Human Services, a
planned visit by Mrs. Adelle Graham to the Juvenile Welfare Board, and the Executive
Director's quarterly activities report.

The conference room daily usage for September was 44.

Dr. Coleman declared the meeting adjourned.

The next meetings will be: November 1, 1979 and December 6, 1979.

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Mrs. Virginia H. Eckert, Secretary