4-8-1982

Juvenile Welfare Board Meeting: 1982 : 04 : 08 : Minutes

Juvenile Welfare Board of Pinellas County.
JUVENILE WELFARE BOARD

Regular Meeting - April 8, 1982

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 Barbara Sheen Todd. Also present: Mr. Carl E. Meisner, Acting Executive Director; Mr. William M. Michaels, Deputy Director; Mrs. Mary Laura Broadwater, Executive Secretary; and Ms. Susan L. Fleming, Attorney at Law, representing the law firm of Greene, Mann, Rowe, Stanton, Mastry & Burton, in the absence of Mr. Terry A. Smiljanich.

Mrs. Allen called the meeting to order and presided until Mrs. Herman arrived.

MOTION Approval of Minutes
Dr. Harris moved, and Commissioner Todd seconded a motion which carried to approve the minutes of the regular meeting of March 4, 1982, the special meeting of March 11, 1982, and the work session of March 25, 1982.

Mrs. Herman arrived during the above motion and presided for the remainder of the meeting.

Ms. Fleming updated the Board on the Edwards litigation, the executive search agreement, and on recent developments with mental health services.

MOTION Authorization to File Claim
Mrs. Byrkit moved, and Mrs. Allen seconded a motion which carried to authorize the Board attorney to file a claim for any assets which the Juvenile Welfare Board has contributed to the Foundation if the Foundation files a petition for voluntary dissolution; and if the Foundation does not file such a petition by Thursday of next week, to authorize the Board attorney to sign a sworn statement that the Foundation is now defunct, and then make a claim for any assets contributed by the Juvenile Welfare Board.

MOTION Approval to Table Action on Amendment
Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to table action on an amendment to the general conditions in Juvenile Welfare Board agreements re information and attendance at Board meetings of funded agencies.

MOTION Approval to Endorse Celebration
Mrs. Allen moved, and Mrs. Byrkit seconded a motion which carried to endorse the celebration of the 35th anniversary of the founding of the Juvenile Welfare Board and to appoint a committee to work with staff to develop whatever activities the Board would like to have.

Mrs. Barton (Chairman), Mrs. Herman, and Mrs. Allen will make up the Celebration Committee, with the Junior League invited to join in the planning.

MOTION Approval to Endorse Project HELP
Mrs. Barton moved, and Commissioner Todd seconded a motion which carried to authorize endorsement of the YWCA's Project HELP.

MOTION Approval to Endorse Operation PAR
Commissioner Todd moved, and Mrs. Byrkit seconded a motion which carried to authorize endorsement of Operation PAR.
Mrs. Allen reported that the Policy Committee had run into a snag with dealing with benefits if Project Playpen, License Board and the Marriage and Family Counseling Unit become autonomous, and that the whole problem needs to be referred to Mr. Smiljanich, and then probably returned to the Committee before coming back to the Board.

Mrs. Barton moved, and Judge Page seconded a motion which carried to continue the past policy of the Marriage and Family Counseling Unit to provide services without fees where the family cannot or where the parent refuses to pay.

Mrs. Allen moved, and Dr. Harris seconded a motion which carried to approve as a part of the Board policy the following Policy Committee recommendations:

1. Service on other boards: No member of the Board shall serve as Chairman of the Board of any agency financed wholly or in part by the Juvenile Welfare Board (JWB), or serve on the board, unless appointed to the position, of any board receiving over 10% of income from JWB. No member shall serve as a staff member of any agency when more than 10% of the agency's budget is provided by JWB, and no portion of a member's salary may be paid by JWB funds.

2. JWB will generally limit administered program efforts to demonstration projects which, if continued beyond the demonstration period, will be awarded to a service provider in the County. In every case, the staff will attempt to find a service provider to implement a demonstration project before recommending that the Board undertake the project.

3. JWB should avoid entering into contracts or agreements involving, directly or indirectly, members of the Board in a manner that would be, or give the appearance of being, a conflict of interest.

Employees, consultants, or members of the Board will refrain from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others such as those with whom they have family, business or other ties.

4. Board members shall be governed by Florida statutes with regard to political activity. If a member chooses to be a candidate for elective office, the member will first request and secure an interpretation by the Florida Ethics Commission regarding eligibility to run or serve.

5. Members receive no salary or other compensation for service on the Board; however, subject to Board approval, members may receive reimbursement for travel and related expenses when such travel is in the interest of the agency, including conferences which offer content of interest to the goals and purpose of JWB. Reimbursement shall be on the same basis as staff is reimbursed, as provided by the personnel policy.

6. Attendance: If an appointed member has three consecutive absences without cause from regular board meetings during a fiscal year or a total of five absences without cause from regular board meetings during a fiscal year, the Chairman shall request the Governor to remove that member and make a new appointment to the Board.
7. There shall be complete separation between the policy-making activities of the Board and the administration of the agency. The Board will hold the Executive Director responsible for the administration and will make any and all requests for service from staff thru the Executive Director.

MOTION
Approval of Personnel Committee Recommendations
Commissioner Todd moved, and Judge Michael seconded a motion which carried to approve as a part of the personnel policy the following Personnel Committee recommendations: (Attached to minutes as addendum.)

The Board noted the personnel report for March, 1982.

MOTION
Approval of Reclassification
Mrs. Allen moved, and Mrs. Barton seconded a motion which carried to approve reclassification of one grade for Ms. Lynn E. Blacklidge toward the full attainment of experience/education requirement for Public Relations Specialist position, effective March 1, 1982. The final stage of this process will be completed March, 1983.

Mr. William M. Markman, Business Administrator, reported on public address systems costs, as requested by the Board; however, the Board chose to consider this as an informational item at this time.

Dr. R. J. Doody, Training Consultant, commented on the Training Unit plans, which had been included in the Board packet.

The request from the Jewish Community Center for $1,570 to supplement the cost of their hot lunch program, which was tabled at the March 4, 1982 meeting, has been withdrawn.

At the request of the Youth Services System Advisory Council (YSSAC), the Juvenile Welfare Board Policy Committee will meet with YSSAC next month to discuss issues of mutual concern and ways to assist one another in better serving the youth of Pinellas County, and then make a report to the full Board.

MOTION
Approval to Change Board Meeting Day
Mrs. Allen moved, and Mrs. Byrkit seconded a motion which carried to change the regular meeting day of the Board to the 2nd Thursday of the month beginning fiscal year 1982/83.

MOTION
Authorization to Transfer Ownership of Policy
Commissioner Todd moved, and Mrs. Allen seconded a motion which carried to authorize the Chairman to sign a transfer of ownership of Manufacturers Life Insurance Company policy #3-065-670-6 from the Juvenile Welfare Board to Dr. Raymond L. Edwards, effective April 1, 1982, subject to review and approval by the Juvenile Welfare Board legal counsel.

The Board noted the six months' financial report, the investment report, the report on an agency audit, and agency budget amendments as presented by Mr. Bill Hicinbothem, Fiscal Administrator.

Mrs. Herman called attention to the informational items: the narrative report from the Acting Executive Director, media items, All Children's Hospital letter and award, and the Juvenile Services Program letter.

Mr. Michaels updated the Board on contacts with Community Youth Services since the last Board meeting.

2. **Categories:** In general, there are two categories of employees within the Juvenile Welfare Board structure:

   a. **Non-Exempt Status:** This category covers all employees in non-managerial positions. As indicated above, all employees in this category will be governed by the rules of the Fair Labor Standards Act. Employees in this category are employed at the discretion of the Director upon recommendation of the Department Head and Supervisor.

   b. **Exempt Status:** This category includes the following positions:

   - Executive Director
   - Deputy Director
   - Business and Fiscal Administrators
   - Planning and Funding Consultant
   - Research and Evaluation Consultant
   - Training Consultant
   - Executive Secretary

   The Director will serve at the pleasure of the Juvenile Welfare Board. Employees filling the other exempt positions will be employed by the Board upon recommendation of the Director and will serve at the pleasure of the Director with concurrence of the Board.

   Employees in this category are not subject to the provisions of the Fair Labor Standards Act.

RULE II. B. 3. **Probationary Period and Anniversary Date:** NON-EXEMPT: Initial employment with the Juvenile Welfare Board is on a probationary period. The length of the probationary period will vary by job description and be dependent upon the cyclical nature of the work performed. Generally, the range of the probationary period will be six months to one year. The probationary period is an integral part of the examination process and shall be utilized to evaluate the employee's performance. If the employee's services are unsatisfactory, he/she may be terminated at any time prior to the expiration of the probationary period.

   Upon satisfactory completion of the probationary period, the employee will be placed on permanent status and may be considered for a merit salary increase. The effective date of permanent status for non-exempt status employees becomes the employee's anniversary date for performance evaluation (Section II-F-2) purpose and merit pay (Section II, B 4c) consideration.

EXEMPT: Exempt status employees will have an October 1, anniversary date. Within thirty days prior to the anniversary date, the Director will complete an evaluation on all exempt employees. The evaluation along with any salary adjustment recommendations will be presented to the Board for consideration.

4. b. **Paygrades:** Replace third paragraph with the following:

   An employee may not exceed the maximum for the pay grades without special Board action.

(over, please)
RULE II. B. 4. c. **Merit Increases:** Normally, a non-exempt employee's salary is reviewed once a year, usually just prior to the anniversary date. Guidelines for granting merit increases are as follows:

<table>
<thead>
<tr>
<th>PERFORMANCE LEVEL</th>
<th>MERIT INCREASE AMOUNT</th>
</tr>
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<tbody>
<tr>
<td>Unsatisfactory</td>
<td>None</td>
</tr>
<tr>
<td>Needs Improvement</td>
<td>None</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>3 - 5%</td>
</tr>
<tr>
<td>Better than Satisfactory</td>
<td>6 - 7%</td>
</tr>
<tr>
<td>Outstanding</td>
<td>8 - 9%</td>
</tr>
</tbody>
</table>

Merit salary increases must be approved by the Director.

Merit salary increases for exempt status employees will be effective October 1. The Board will act upon any salary adjustments for the Director. For other exempt positions, the Director will recommend merit increases for Board approval.

RULE II. B. 4. d. **Cost of Living Increases:** Replace this entire paragraph with:

**Market Survey Adjustments:** Adjustments in pay grades may be made from time to time based on area market surveys (conducted by the County Personnel Department) to insure that pay grades are competitive with other local governments and private sector pay scales. When pay grades are adjusted, employees salaries will also be adjusted to assure proper relationship within the pay grade. Market survey adjustments will be made upon approval of the Board.
Mr. Mike Schmidt, Research and Evaluation Consultant, brought the Board up-to-date on what had happened on YWCA/Project HELP since the packet had been mailed to the Board. The recommendations were that Juvenile Welfare Board (JWB) staff study the results of the independent audit and consider a follow-up JWB audit if deemed necessary; and that JWB staff inquire at the United Way as to the outcome of the June program review.

Mr. Schmidt elaborated on the Juvenile Welfare Board Services Inventory Project material.

Mrs. Terrye Bradley, Assistant Planning & Funding Consultant, presented a comparative analysis of mental health administrative costs.

The Board noted the Juvenile Welfare Board 1982/83 funding cycle flow chart, the quarterly Speakers Bureau activity, the quarterly conference room daily utilization of 44 downcounty and 21 upcounty, and a letter about the annual report.

Both judges left the meeting.

The Board noted the revised site visit plans for April, the site visit presently scheduled for May, and the results of the March 30, 1982 equipment auction.

Mrs. Herman declared the meeting adjourned.

The next meeting will be: May 6, 1982 - Regular Meeting.