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Juvenile Welfare Board Meeting : 1984 : 05 : 10 : Minutes

Juvenile Welfare Board of Pinellas County.

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PRESENT: Mrs. Mary Wyatt Allen, Chairman; Mrs. Mary Frances Byrkit, Vice Chairman; Dr. Calvin D. Harris, Secretary; Mrs. Helen W. Herman; Judge Jack A. Page; Dr. Scott Rose; and Mrs. Jo Ann Welch. Also present: Mr. James E. Mills, Executive Director, and Mrs. Mary Laura Broadwater, Executive Secretary.

Mrs. Allen called the meeting to order.

By general consent, the Board approved the agenda as amended.

**MOTION**
Approval of Minutes
Mrs. Herman moved, and Dr. Harris seconded a motion which carried unanimously to approve the minutes of the regular meeting of April 5, 1984 as published.

**MOTION**
Release of Funds
Mrs. Herman moved, and Dr. Harris seconded a motion which carried unanimously to authorize the release of the remaining one-half of monies owed, together with the interest that has accumulated on said money, to Dr. Frank Osanka through the Board attorney, Mr. Terry A. Smiljanich.

Mrs. Carolyn Long of Long Associates of Fort Lauderdale presented the final report on the salary and classification study.

**MOTION**
Adoption of Salary Schedule
Dr. Harris moved, and Mrs. Byrkit seconded a motion which carried unanimously to adopt the proposed salary schedule for implementation on July 1, 1984 with the exception of the following classifications:
- Operations Manager
- Community Services Technician
- Funding and Evaluation Technician
- Training Coordinator
- Funding and Evaluation Specialist
- Asst. Director Training and Development
- Asst. Director Community Services Planning
- Asst. Director Funding and Evaluation
- Director Funding and Evaluation
- Director Community Services Planning

**MOTION**
Adoption of Job Descriptions
Dr. Harris moved, and Mrs. Welch seconded a motion which carried unanimously to adopt the proposed job descriptions with the exception of the following classifications:
- Operations Manager
- Community Services Technician
- Funding and Evaluation Technician
- Training Coordinator
- Funding and Evaluation Specialist
- Asst. Director Training and Development
- Asst. Director Community Services Planning
- Asst. Director Funding and Evaluation
- Director Funding and Evaluation
- Director Community Services Planning

**MOTION**
Adoption of Pay Plan Administrative Steps
Mrs. Byrkit moved, and Dr. Harris seconded a motion which carried unanimously to adopt the proposed pay plan administrative steps as follow:
1. Minimum rate: Hiring above the minimum should be authorized with the approval of the Executive Director.
2. Advancement within a Pay Grade: Advancement should be based on merit to be awarded to all employees at a single fixed point in the year.
3. Promotion: Promoted employees should be awarded at least 5% increase or minimum in new range and should receive the same consideration for appointment above the minimum as would a new employee initially joining the staff.

4. Voluntary transfer: Voluntary transfers should be placed in the new salary range at present salary and if above the maximum in the new range, the salary should be reduced to the maximum in the new range.

5. Involuntary transfer: Involuntary transfers to positions with higher or lower classifications for the benefit of the employee and the employer should be recognized. Transfers for the benefit of the employer should not penalize the employee. Temporary assumptions of responsibility due to illness, vacancy or other absence of less than 60 days should not be considered a transfer, but rather the assumption of other duties.

6. Demotion: Demotions should be differentiated between those based on organizational issues and those related to issues of non-performance or disciplinary action. Employees demoted for disciplinary or non-performance should result in a reduction in pay, while demotions related to organizational issues should minimize the negative impact on the employee's salary.

7. Reclassifications: Individual or group reclassifications should be possible through a process that assures that issues related to the maintenance of the integrity of the entire salary and classification plan are addressed. All reclassifications should be subject to the approval of the Executive Director.

Mrs. Byrkit moved, and Mrs. Welch seconded a motion which carried unanimously to accept the proposed evaluation schedule in principle for inclusion, with appropriate implementation policies, in the Personnel Practices Revision; and to approve the concept of semiannual personnel evaluations with one evaluation focused on performance and merit pay issues and the second on performance assessment and career development issues.

Dr. Rose arrived during Mr. Mills' explanation of the longevity recommendation.

Dr. Harris moved, and Mrs. Welch seconded a motion which carried unanimously to approve for development and presentation in revised Personnel Practices the concept of a longevity pay plan. Such a plan would tentatively include:

1. $300 annual payment for employees with 11-20 years of service.
2. $600 annual payment for employees with 21 or more years of service.
3. Payments should be made on the employee's anniversary.

This motion also included approval for development and presentation in revised Personnel Practices the concept of a promotion in grade plan. Such a plan would:

1. Be related to the classification of the employee, not the position which they filled, which would always remain at the same classification.
2. Not be transferable to any other position the employee would achieve through transfer or promotion to a position with a higher classification.
3. Allow an employee to be advanced two pay ranges beyond the pay range in which their position is classified.
4. Require:
   a. At least four years service in the current position.
   b. Consistent above average to outstanding evaluations.
   c. Acceptance of increasing responsibility for the assigned tasks with progressively less supervision.
d. Acceptance of increasing responsibility for the effective planning of work activity which maintains above average production.

e. Consistent accomplishment of all administrative requirements in a timely fashion.

f. Active responsibility for own personal and career planning and development.

5. Provide for withdrawal of promotion in grade and return to classification of position for failure to maintain required performance standards.

6. Limit the number of employees who would be eligible for "promotion in grade" to a fixed percentage of the positions in the unit.

Mrs. Byrkit moved, and Mrs. Welch seconded a motion which carried unanimously to:

1. Establish development of a multi-year, phased strategy to achieve complete autonomy for the three satellite units as the administrative priority for 1984/85.

2. Establish as a guiding principle of such a strategy that currently provided management and support services should continue to be made available on a management contract basis, administrative costs should be minimized and support capabilities should not be duplicated.

3. Secure necessary professional tax and retirement benefits consultation for organizational planning and individual employee consultation purposes to facilitate this process.

Dr. Harris moved, and Mrs. Herman seconded a motion which carried unanimously to urge the License Board to undertake a thorough review of its overall organizational structure prior to seeking any reclassifications to the adopted salary and classification plan and to submit any proposed reclassifications only in response to a comprehensive reorganization plan or realignment of workload assignments.

This motion also provided for the Juvenile Welfare Board to provide technical assistance to the maximum degree feasible to the License Board if requested for this activity.

Dr. Rose moved, and Dr. Harris seconded a motion which carried unanimously for the Juvenile Welfare Board (JWB) to undertake a community planning process to assess the feasibility of consolidation of either the three existing food programs in the community or the two food programs operated by satellite units of JWB; for JWB staff to be directed to assist the two satellite units in reviewing and, to the extent needed, developing such additional administrative measures as may be necessary to assure the continued auditability of the projects; and for JWB to direct the satellite units not to extend the practice of cross monitoring until such time as issues related to the long term operation of the programs have been clarified.

Mrs. Herman moved, and Dr. Harris seconded a motion which carried unanimously to authorize suitable recognition of the Community Housing Resource Board of the Clearwater, Largo, and Dunedin Board of Realtors and Community Service Foundation at the June Board meeting.

The Board noted the Personnel Report for April 1984, the financial reports, and the Narrative Report for March and April from the Executive Director, which included the site visit schedule and the Training Department update.
Mr. Will Michaels, Director of Research and Evaluation, presented the Annual Analysis of Performance Data to the Board. Board members commented that this was a good report — very comprehensive.

Dr. Harris left during the above presentation.

Mrs. Allen called attention to the Second Quarter Activities of the Youth Services Advisory Committees.

Ms. Elithia Stanfield, Coordinator of the Youth Services Advisory Committees, updated the Board on the status of legislative issues.

Mr. Mills gave a funding update on the status of the request for proposals, the concept papers, and the review of new and expanded programs and continuing funding requests. He acknowledged the work that the Youth Services Advisory Committees had done on the concept papers.

The Board noted the financial disclosure forms, the media items and the site visit summaries.

Ms. Lynn Blacklidge, Public Relations Specialist, presented Board members with the 1983 Juvenile Welfare Board Annual Report. Ms. Blacklidge expressed her appreciation to all the funded agencies who had worked closely with her in supplying their individual logos.

Mrs. Allen declared the meeting adjourned.

The next meeting will be: June 14, 1984, 9:30 a.m. — regular meeting.

Calvin D. Harris, Ed.D., Secretary