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Juvenile Welfare Board Meeting: 1973 : 09 : 06 : Minutes

Juvenile Welfare Board of Pinellas County.

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JUVENILE WELFARE BOARD

Meeting September 6, 1973

PRESENT: Mrs. Roy M. Speer, Chairman; Dr. Robert E. Coleman, Jr., Vice Chairman; Mrs. H. W. Holland; Mrs. Margaret Mullins; and Judge Jack A. Page. Also present: Dr. Raymond L. Edwards, Director; Mrs. Mary L. Broadwater, Administrative Secretary; Mr. George M. Brooks, Jr., Administrative Officer; Mr. Ted Hale, Information and Communication Specialist; and Mr. Frank P. Glackin, Attorney.

Mrs. Speer called the meeting to order.

MOTION

Approval of Expenditures Dr. Coleman moved, and Judge Page seconded a motion which carried to approve the expenditures for August: Check #2945 dated August 15, 1973 and Check #3022 through Check #3095, Check #3098 and Check #3099 dated September 6, 1973 and Check #3096 and Check #3097 dated September 28, 1973.

MOTION

Approval of Items Without Exception Judge Page moved, and Dr. Coleman seconded a motion which carried to approve the following requests without exception, excluding agenda Item 2F. (6) referring to compensatory time in Agency Agreements for 1973-74:

A. Salaries as budgeted for September on completion of satisfactory service.

B. Telephone Polls:
   (1) June 18, 1973 to employ Machine Bookkeeper.


   (3) August 2, 1973 to approve expenditures for July: Check #2868 dated July 26, 1973 and Checks #2869 through #2936 dated August 2, 1973 and Checks #2937 and #2938 dated August 31, 1973; salaries as budgeted for August on completion of satisfactory service; License Board request for approval for Mrs. Lois Goldsmith to be upcounty coordinator; for Mrs. Eva Barrett to work full time; for secretary to be employed (all three items to be approved for the Clearwater office in August); and for approval for the License Board's second social worker position to be replaced by one for an early childhood trainer (grade 36 with starting salary of $9,942.40), and training expenses.

   (4) August 14, 1973 to approve investment of Board funds in the amount of $300,000.00, Checks #2939 through #2943 and Check #2946 dated August 15, 1973.

C. Approval of minutes for June 7, 12 and 25, 1973; and August 29, 1973.

D. This was the first meeting of the Board, where the following financial requests could be approved:
Family Counseling Center: adoption supplement for four children - $100 per month, 24 months, up to $500 medical/dental expense; adoption supplement for one child, $75 per month, 24 months. Both to come from Boarding Care allocations.

Division of Family Services: pay adjustments approved by 1973 Florida Legislature for pay grades 24 and below, effective July 1, 1973. To come from current allocations if funds permit, otherwise contingency.

Division of Youth Services: same as Division of Family Services above for Mr. Adler. To come from current allocations if funds permit, otherwise contingency.

R. C. Henry (Pinellas Youth Service Systems): to continue funding of Boys Group Home #2 with funds to be transferred from group home account or contingency at end of fiscal year 1972-73.

Muriel McCord, Training Consultant, Juvenile Welfare Board: Juvenile Welfare Board to fund "Battered Child" Institute if expenses not met through registration fees. To come from Community Services unexpended allocation.

Authorization for Director to purchase IBM Selectric Typewriter (Community Services) and to rent Xerox Copier (and associated expenses), with present Saxon copier to go to Clearwater office.

Authorization for Director to contact accounting firm to provide consultation up to amount provided in budget.

E. Policy guidelines as follows:

Authorization for Director to grant professional leave.

Authorization for compensatory time to be terminated and employee remunerated for that earned to date when status changed from Classified to Exempt.

Approval of purchasing guidelines as amended:

PURCHASING POLICY

The following policy guidelines are considered as minimum requirements and the Director and Administrative Officer are expected and encouraged to use their own good judgement and experience in the placing of orders.

REQUISITION AND PURCHASE ORDER

All information must be presented on a requisition form before a purchase order is issued.

QUOTATION REQUIREMENTS

(1) Orders totaling less than $100.00: None required. Orders may be placed with specific vendors based upon agency experience and knowledge of pricing factors.
Orders from $100.00 but less than $500.00: Minimum of two (2) telephone quotations required. Tabulation sheet must be attached to order for back-up information.

Orders from $500.00 but less than $1500.00: Three (3) quotations required. Verbal quotations may be obtained but only successful bid to be subsequently confirmed in writing. Tabulation sheet to be attached to order.

Orders from $1500.00 but less than $2499.99: Minimum of three (3) written quotations required. Tabulation sheet and quotations must be attached to order for back-up information, and submitted to Juvenile Welfare Board for approval.

Orders in excess of $2499.99: Formal bid required and submitted to Juvenile Welfare Board for approval.

In those instances where competitive pricing cannot be obtained (single source items, etc.) a tabulation sheet must be attached to requisition and such information clearly set forth justifying non-receipt of competitive quotations.

(This policy is to be implemented as soon as administratively feasible.)

Authorization for change in agency operating hours to allow one hour "swing time" in order to provide better service.

Approval for Director to work with Personnel Committee to draft merit increase policy.

Authorization for agency agreements for 1973-74 to include the following where appropriate:

1. Regular reports are to include a copy of all minutes (and associated material) be sent to Juvenile Welfare Board Chairman and Director.
2. Agency letterhead should recognize support from Juvenile Welfare Board.
3. Agency is expected to cooperate fully in research and evaluation efforts made by Juvenile Welfare Board.
4. At any time during the year, the unexpended allocation of the agency's budget to-date may be reappropriated by the Juvenile Welfare Board by giving notice to the agency involved and time for response.
5. Copy of agency's annual audit provided to Juvenile Welfare Board for filing and Juvenile Welfare Board funds specifically indicated in the audit.

MOTION
Tabling of Agenda Items
Judge Page moved, and Mrs. Holland seconded a motion which carried to table agenda items as follow: Item 2F. (6) under approval of items without exception (compensatory time reference to be included in agency agreements for 1973-74) and Item 3. (request from Division of Family Services for payment of overtime in lieu of compensatory time from August 1972 – December 1973). The Board extended an invitation to Division of Family Services to attend the next work session to discuss these items.

MOTION
CGC Requests for Salary Adjustments and Transfer of Position
Mrs. Holland moved, and Mrs. Mullins seconded a motion which carried to approve the requests from the Child Guidance Clinic for a $400 increase for five secretarial and mental health technician staff and for a 5% cost of living increase for all other staff positions, all changes to become effective August 1, 1973 and to come from current allocations, if funds permit; and declined the request to
transfer a position from the Child Guidance Clinic to the Juvenile Welfare Board payroll.

Mr. Ted Hale, Juvenile Welfare Board Information and Communication Specialist, was introduced to the Board members and demonstrated ways in which he was working towards projecting the Board's image and community understanding of the Board's function in the County.

The financial statements for June, July and August, 1973 were reviewed by the Board.

**MOTION**

Agenda Item re: Investment of Board Funds

Mrs. Holland moved, and Judge Page seconded a motion which carried to add to the agenda an item on investment of Board funds.

**MOTION**

Judge Page moved, and Dr. Coleman seconded a motion which carried to permit the Director to invest Board funds with the approval of the Chairman as a policy of the Board.

**MOTION**

Judge Page moved, and Mrs. Holland seconded a motion which carried that the present slate of officers be continued during the fiscal year 1973-74. Nominations were closed. The officers are as follows: Chairman, Mrs. Roy M. Speer; Vice Chairman, Dr. Robert E. Coleman, Jr.; to Continue and Secretary, Mrs. James D. Eckert.

**MOTION**

Dr. Coleman wished the minutes to show an expression of appreciation to Mrs. Speer for her work with the Board and the delight of the Board at having Mrs. Mullins as a member of the Board and of having Mr. Hale "on board".

**MOTION**

Dr. Coleman moved, and Mrs. Holland seconded a motion which carried to adjourn the meeting.

The reports of children in care for the months of May, June and July, 1973 and from the Division of Family Services for the months of June, July and August, 1973 were noted by the Board.

The Activities Reports were reviewed by the Board.

The next meeting will be a Work Session on September 26, 1973, 9:30 a.m. at the Juvenile Detention Center with the regular meeting to be held on October 4, 1973, 9:30 a.m. (site to be determined).

Raymond L. Edwards, Ph.D.
Acting Secretary as per minutes of January 3, 1974