

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director



Requested Action

Amend approved board minutes for meetings October, 1999-May, 2000 to include "fiscal impact" for each action.

Options

1. Approve the request.
2. Deny the request.
3. Any other action as determined by the Board.

Recommended Action

Approve amended board minutes for meetings October, 1999-May, 2000 to include "fiscal impact" for each action per attachment.

Source of JWB Funds

Not applicable.

Fiscal Impact

Not applicable.

Narrative

One of the requests of the JWB auditor is to write the minutes for each meeting to reflect the fiscal impact of each board action. While this information was included in each board memo, a review of the minutes for FY 1999-2000 found that this requested information was not in the official minutes for October, 1999-May, 2000. Staff has reviewed the minutes and propose amendments to the minutes to include the fiscal impact on the FY 99-00 budget. The proposed amendments are attached. This action will ease the work of the auditors in their 1999-2000 audit.

Staff Resource Person: Amy Daly

AMENDED MINUTES – OCTOBER, 1999-MAY, 2000

MEETING DATE	APPROVED ACTION	(AMENDMENT) FISCAL IMPACT
10/14/99	Allocated \$24,852 in one-time-only funding to Family Resources, Inc.	The Transitional-Unallocated Fund would be reduced from \$294,910 to \$270,058.
	Allocated \$164,578 to the State Attorney's office of the Sixth Judicial circuit of Florida for a Three-year Research and Demonstration project entitled, "The State Attorney's Safe School Initiative."	Transitional Unallocated would be reduced by \$164,578 from \$459,488 to \$294,910. Research Unallocated would be increased from \$100,000 to \$264,578 and then reduced back to \$100,000. Funds would be budgeted in FY 2000-2001 and 2001-2002 for the second and third years of the program at \$155,000 per year.
	Approved the proposed Salary and Classification Plan effective October 1, 1999 and approved Alternative 3 as amended as the Method of implementation.	Cost of implementation to JWB is \$45,510. The FY 99-00 JWB Administration Budget contains sufficient funds to implement this project. Other employing units have confirmed capability of implementation with current budgets.
	Transferred \$180,000 from the Enterprise Fund to the Pinellas Park Fund.	The Enterprise Fund Balance would be reduced from \$309,092 to \$129,092.
	Removed items from the active inventory list and authorized the disposition of all other items through donation to Juvenile Welfare Board funded agencies or tenants of the 68 th Avenue Building with the remainder of items to be sent to the Pinellas County School Board for inclusion in their next Public auction.	Reduce the General Fixed Asset Account by \$53,967.20.

11/4/99

1) Allocated up to \$50,000 to Eckerd College for the start-up year of the AmeriCorps, Athletes in Service to America Grant. 2) Budgeted for a second year of Athletes in Service to America in the amount of \$50,000 subject to the TRIM process. 3) Required the following special conditions: a) Funding is subject to the development of an acceptable plan and budget; b) Program must be developed in a manner sensitive to gender equity.

FY 99-00 Transitional Unallocated Funds will be reduced from \$270,058 to \$220,058

1a) Approved the transfer of \$9,890 from the Transitional Unallocated Fund to the FY 1999-2000 Equipment and Renovation Fund. 1b) Approved the 27 recommended Equipment and Renovation funding requests in the amount of \$162,154. 1c) Allocated \$85,898 to VCG Technologies, Inc. for computers to be distributed for the 15 recommended funding requests. 1d) Allocated \$11,838 to Bayshore Technologies, Inc. for printers and cabling for the 12 recommended funding requests. 1e) Approved the following Special Condition for Suncoast Community Mental Health: Funding is contingent upon the submission and approval of a technology plan to JWB and UW.

The Transitional Unallocated Fund would be reduced by \$9,890 from \$220,058 to \$210,168. The Equipment and Renovation Fund would be increased by \$9,890 and reduced to \$0.

Allocated up to \$16,144 to eight JWB funded agencies to purchase Year 2000 compliance software, hardware and other devices and allocated \$99,714 to Comark for the purchase of hardware (computers and printers) to be distributed to 16 JWB funded agencies to replace non-compliant hardware and software.

Approval of staff's recommendation would reduce the FY 1999-00 Year 2000 Compliance Fund from \$50,000 to \$0, and the one-time-only Program Contingency Funding by \$65,458 from \$125,000 to \$59,542.

Approved the request to allocate up to \$5,408 for the merger of Community Pride Child Care, Inc. with Quality Child Care, Inc.

Approval of the request would reduce the Merger and Consolidation Fund by \$5,408 from \$50,000 to \$44,592.

12/09/99

1a) Ratified the Community Change for Youth Development Plan and Budget. 1b) Authorized staff to renew an agreement with Public Private

The FY 99-00 Contracts and Grants budget will increase from \$374,552 to

Ventures, Inc. to support the Community Change for Youth Development Initiative in the Childs Park neighborhood in St. Petersburg. 1c) Renewed the Memorandum of Agreement between JWB and Childs Park Youth Initiative Council as amended. 1d) Increased cash forward revenue by \$232,843 for F 99-00. 1e) Allocated \$232,843 for the Administration budget-Grants and Contracts, Community Change for Youth Development for FY 99-00.

\$607,395. The recommended action will utilize the dollars from P/PV and JWB and rollover from administration budget - grants and contracts.

Allocated up to \$28,000 in Transitional Unallocated funds in FY 99-00 to Religious Community Services – The Haven to continue The Domestic Violence Intervention Project.

FY 99-00 Transitional Unallocated funds will be reduced by \$28,000 from \$210,168 to \$182,168.

1/14/00

Authorized the engagement of MSI (Mechanical Services of Orlando, Inc.) to install new air-cooled chiller system at a cost of \$92,700.

The Internal Service Fund will be reduced.

Increased the Cash Forward revenue by \$27,675 and increased the JWB Administration Contracts and Grants – B.E.S.T. Initiative budget from \$75,000 to \$102,675

The FY 99-00 cash forward would increase by \$27,675 from \$3,689,601 to \$3,717,276. The JWB Contracts and Grants – B.E.S.T. Initiative budget would increase from \$75,000 to \$102,675.

Allocated \$33,500 to the Healthy Start Coalition to support the Teen Pregnancy Prevention Partnership for FY 99-00 and budgeted \$33,500 for FY 00-01.

The FY 99-00 Transitional Unallocated Fund would be reduced from \$182,168 to \$148,668. \$33,500 will be budgeted in FY 00-01 (Subject to the TRIM Process.)

Approved the 34 recommended Program Accountability Enhancement Funds. \$30,432 will be budgeted in FY 00-01 (subject to TRIM process).

The Program Accountability Enhancement Fund would be reduced By \$27,138 from \$150,000 to \$122,862.

2/10/00

Approved the following parameters by which the New and Expanded Requests for Proposals will be Developed. Top priority will be

Based on the number of contracts awarded, the FY 99-00 Strategic Plan Implementation

given to: 1) Middle school aged youth (10-14); 2) identified geographic areas of multiple risk communities; 3) up to \$130,000 will be earmarked for one or more competitive grants for a Teen Center with an added youth review and recommendation of those proposals.

Funds would potentially be reduced by \$296,000 from \$342,221 to \$46,221. An annualized amount of \$592,000 would be included in the FY 00-01, 01-02 and 02-03 budgets, subject to the TRIM process.

Allocated up to \$89,792 (\$125,950 annualized) for the period from February 10, 2000 to September 30, 2000 to Lealman Family Center, Inc. with Family Service Centers as fiscal agent for a three-year capacity building grant for a Neighborhood Family Center and budgeted \$125,950 for 2000-2001.

The FY 99-00 Neighborhood Family Center funds will be reduced from \$104,405 to \$14,613. The 2000-2001 budget will include a request for \$125,950 for the Lealman Family Center (subject to the TRIM process).

Allocated up to \$42,5000 to KPMG Peat Marwick to conduct a Performance audit of the Juvenile Welfare Board.

The \$42,500 in the Non-Operating Budget for the performance audit will be decreased based on the final cost of the audit.

Authorized the chairman of the board and the executive director to contract with the firm of Moyle, Flanigan, Katz, Kolins, Raymond and Sheehan, P.A. for legislative services for the 2000 legislative session in an amount not to exceed \$40,000 and to adopt the proposed 2000 legislative agenda.

Salary savings from a prior position has been re-budgeted to the executive director's budget line for this purpose. \$30,000 is currently budgeted for this purpose. Any additional funds would have to be transferred from other line items – most likely by not filling a current staff vacancy.

Clarified the effective date of the Executive Director's salary adjustment as follows: effective date is the anniversary date of the contract – August 28, 1999; effective date the action was taken – December 9, 1999.

The estimated impact is \$2,052.

3/9/00

Allocated up to \$15,900 in one-time-only funding to the Children's Home-Pinellas School Support Team.

The Transitional-Unallocated Fund would be reduced from \$148,668 to \$132,768.

1a) Approved the transfer of \$1312 from Transitional Unallocated Funds to the Neighborhood Family Center Fund; 1b) Allocated up to \$15,925 for the period March 9, 2000 to September 30, 2000 to the Campbell Park Neighborhood Association, Inc. 1c) Budget \$5800 for the period October 1, 2000 to December 31, 2000 (subject to the TRIM process).

The transfer of \$1312 from the Transitional Unallocated Fund to the Neighborhood Family Center Fund increases the Neighborhood Family Center Fund to \$15,925. Approval of staff's recommendation would reduce the FY 99-00 Neighborhood Family Center Fund from \$15,925 to \$0. The Transitional Unallocated Fund would be reduced from \$132,768 to \$131,456.

Approved the transfer of \$102,516 from Transitional Unallocated Funds to the Middle School-Aged Summer Scholarship Program Fund and approved the 6 recommended Middle School-Aged Summer funding requests in the amount up to \$452,516 for the period 3/9/00 to 9/30/00.

The transfer of \$102,516 from the Transitional Unallocated Fund to the Middle School-Aged Summer Scholarship Fund increases the MSASS fund to \$452,516. Approval of staff's recommendation would reduce the FY 99-00 Middle School-Age Summer Scholarship Fund from \$452,516 to \$0. The Transitional Unallocated Fund would be reduced from \$131,456 to \$28,940.

1a) Directed that the FY 00-01 budget be developed using a flat FY 99-00 tax rate -- .8117 mills; 1b) established an adjusted Administration Cost Rate for JWB Administration for FY 00-01 not to exceed 9%; 1c) Directed that if there is additional revenue generated as a result of an increase in the property valuation, a portion of those funds be allocated to continuation funded agencies in a Cost of Living increase based on the Consumer Price Index; 2) maintained the current mid-year reallocation plan each fiscal year in order to manage potential budgetary lapses.

This action will culminate in the preparation of the proposed Administration and Program Budget for FY 00-01.

Mid-year Reallocation Budget:
Decreased: Research Unallocated,

See Attachment A

\$50,000; Research Allocated, \$65,000; Middle School Initiative, \$105,000; Strategic Plan Implementation, \$46,221; Program Contingency, \$125,000; Quality Early Childhood/School Readiness, \$11,464; Merger and Consolidation, \$19,592. Allocated up to: \$422,277 to Coordinated Child Care for the Child Care Purchasing Pool for a One-to-one match.

4/13/00

1) Authorized staff to execute a memorandum of agreement with the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) for the Safe Start Demonstration Initiative (Safe Start Pinellas) to provide programmatic, fiscal and administrative services to the Safe Start Demonstration Initiative. 2) Accepted \$120,279 from OJJDP for the initial five months planning period. 3) Increase Intergovernmental Revenue and the Administration Contracts and Grants budget by \$120,279. 4) Authorized staff to add up to three positions to the personnel system (Pay Grades 2, 6, 8) for the Safe Start Pinellas staff.

Intergovernmental Revenues would increase from \$0 to \$120,279. The Contracts and Grants Budget will increase from \$580,518 to \$700,797. The JWB Administration Budget will be increased from \$4,197,198 to \$4,317,477.

Authorized staff to execute a 1) Memorandum of agreement with the School Readiness Coalition to Provide fiscal agent services. 2) Accepted \$50,000 in initial planning grant funds from the School Readiness Partnership for the Pinellas School Readiness Coalition. 3) Increased the Miscellaneous Revenue and the Administrative Contracts and Grants Budget by \$50,000. 4) Authorized Staff to add up to four additional Positions to the personnel system For support of School Readiness.

Miscellaneous Revenue would increase from \$940,336 to \$990,336. The JWB administration budget would be increased from \$4,317,477 to \$4,367,477. The Contracts and Grants budget will be increased from \$700,797 to \$750,797. The Pinellas County School Readiness Coalition will fund all positions and the positions will not be filled if sufficient administrative funds are not available.

Approved the nine recommended New and Expanded funding requests in the amount up to \$296,000 (\$592,000 annualized) for FY 99-00.

Approval of staff's recommendation would reduce the FY 99-00 Strategic Plan

Implementation Fund
From \$296,000 to \$0.

1) Allocated up to \$128,269 in Middle School-Aged Summer Scholarship funding; 2) allocated Up to \$331,788 to the Pinellas Workforce Development Board for supporting at least 172 Youth at up to \$1929/youth in the summer youth employment Program.

Transfer \$105,000 from the Middle School Aged Initiative; \$100,000 from Strategic Plan Enhancement, \$122,862 from Program Accountability and \$134,000 from Coordinated Child Care-Early Head Start Match to Transitional Unallocated. Transitional Unallocated would be increased from \$28,940 to \$490,802 and then reduced to \$30,745. These initiatives can be rescheduled to next year. They are being built into the budget and will become available again in FY 00-01.

5/11/00

Authorized staff to execute a contract with Tribridge, Inc. for up to \$150,000 for the purpose of developing WEB reporting and other SAMIS enhancements.

The non-operating Technology Implementation Fund will be reduced by \$150,000 From \$153,992 to \$3,992.

Increased Administration Budget-Strategic and Community Planning by \$3,000 for allocation to the Essential Needs Committee for printing costs.

FY 00-01 Transitional Unallocated Funds will be reduced from \$30,745 to \$27,745. The JWB Administration Budget will be increased from \$4,317,477 to \$4,320,477.

Approved a \$29,470 intergovernmental transfer to the Pinellas County Cooperative Extension Service to conduct CommunityYouthMapping.

One-time-only Program Contingency will be reduced from \$59,542 to \$30,072.

ATTACHMENT A1		ORIGINAL YTD		PROPOSED		REASON
BUDGETED FUND	BUDGET	ALLOCATION	AMOUNT	BALANCE		
DECREASE						
R&E Unallocated	R&E UNALLOCATED*	\$100,000	\$0	\$50,000	\$50,000	Research staff is focusing on the development of measurable objectives to align with the Strategic Plan and has not had the resources to develop contracted evaluations.
R&E Allocated	R&E ALLOCATED	\$65,000	\$0	\$65,000	\$0	School administration did not approve issuing the Search Institute evaluation in the schools as proposed. the schools.
Middle School Aged Initiative	MSAI FUND	\$210,000	\$0	\$105,000	\$105,000	Funds will be issued for 3 months vs. the original budget for 6 months.
Strategic Plan Imp. (RFP issued for \$296,000 2/00)	Strategic Plan Imp.	\$342,221	\$0	\$46,221	\$296,000	Remaining annualized funds from program closures (Girls Inc. and Career Options)
Program Contingency	Program Contingency	\$250,000	\$65,458	\$125,000	\$59,542	Funds were allocated for a 12 month period. It is recommended that 6 months of funding be retained.
Quality Child Care	Quality Child Care	\$200,000	\$188,536	\$11,464	\$0	Remaining funds
Merger and Consolidation	Merger and Consolidation	\$50,000	\$5,408	\$19,592	\$25,000	Funds were allocated for a 12 month period. It is recommended that 6 months of funding be retained.
TOTAL		\$1,217,221	\$259,402	\$422,277	\$535,542	
REALLOCATE						
CCC	CCC-Child Care	\$1,315,470	\$1,315,470	\$422,277	\$422,277	State child care match
	Purchasing Pool					
*\$164,000 was transferred from Transitional Unallocated to Research Unallocated for allocation to the State's Attorney - Safe School Initiative						
*\$2,300,000 was transferred from LIEF to the Child Care Purchasing Pool.						