

12-11-2003

## Juvenile Welfare Board Meeting : 2003 : 12 : 11 : Minutes

Juvenile Welfare Board of Pinellas County.

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**JUVENILE WELFARE BOARD OF PINELLAS COUNTY**  
**Regular Meeting – December 11, 2003**

**MINUTES**

**Present:** Cecilia Burke, Chair; John Milford, Vice Chair; Janet Caramello, Secretary; Bob Dillinger; Dr. J. Howard Hinesley; Bernie McCabe; Van Saylor, Joseph A. Smith; Terry Smiljanich, Board Counsel; James E. Mills, Executive Director; Amy Daly, Executive Assistant

**Absent:** Sandra Faulkner, Commissioner Karen W. Seel, Judge Irene Sullivan

Ms. Burke called the meeting to order at 9:05 a.m.

**AGENDA** A motion was made by Mr. Milford and seconded by Mr. Smith to approve the agenda of the December 11, 2003 regular meeting. The motion passed unanimously.

**MINUTES** A motion was made by Mr. Saylor and seconded by Mr. Smith to approve the minutes of the November 13, 2003 regular meeting. The motion passed unanimously.

Although there were no Executive Committee actions, Ms. Burke noted the Executive Director's evaluation process as part of the Board Actions.

**ACTION**

**RFP Board Procedures** Prior to a motion on the RFP procedures, Mr. Mills responded to Mr. Saylor's suggestion to consider electronically submitted applications, noting a potential for a significant increase in copying costs to JWB.

A motion was made by Mr. Milford and seconded by Mr. Dillinger to approve the following procedures identified within the Juvenile Welfare Board's Competitive Request for Proposal (RFP) Application process:

**Board Panel Involvement Procedures**

- The Board may chose to participate in the Competitive Application review process.
- Board Panel members will be identified at the time the Board approves the release of the Request for Proposal (RFP).
- Identified Board members and JWB staff may serve as Review Panel members.

- The Board's role in the review process requires:
  - Reading all "finalist" applications
  - Chairing the interview process
  - Participating in discussion and recommendations for incorporation into the final rating decision

**Time Submission**

- No proposals will be accepted after the stated date and time as identified within the RFP application.
- It is the applicant's responsibility to ensure all proposals are received at the Juvenile Welfare Board on the date and time specified. Electronic submissions will not be accepted.

**Appeal of Final Recommendation**

- All applicants have an opportunity to appeal the final recommendation within 24 hours of notification.
- An applicant can only appeal the RFP team's adherence to the RFP procedures and criteria.
- Staff will identify a means to clarify the applicant's concerns before the regularly scheduled Board meeting where the RFP recommendation will be on the agenda. Rating sheets and scores will be made available to applicants.
- If an applicant is not satisfied with the staff clarifications, applicant may present the appeal to the Board before it's final decision is made.

**Conflict of Interest/One-Page Rebuttals**

- Board Panel members will be asked to sign a conflict of interest form as a condition of participation.
- The Board Panel decides whether applicants not within the range will be considered for interview, above and beyond those noted as "finalists".

The motion passed unanimously.

**Executive Director's Evaluation**

During discussion of the Executive Director's evaluation, Mr. Saylor noted the goals and objectives for the upcoming year and clarification was sought on the term of the contract. As well, suggestions were made to review the survey questions for the next evaluation, consider rewording some questions and reducing the number of questions. Dr. Hinesley, noting he supports the recommendation of the Executive Committee and implementation of the Board's acceptance of the recommendation, suggested giving new Board members a copy of the employment contract and that the timetable for the following year include time for contract review. Mr. Mills assured the Board the timetable would be changed to reflect those suggestions.

**Action:**

A motion was made by Mr. Dillinger and seconded by Mr. McCabe to approve the Executive Committee recommendation to extend the Executive Director’s current contract for two years to 12/31/05, add a provision that requires a minimum of 90 days notice if the Executive Director plans to retire during term of contract, adjust compensation from current \$98,349 by 3% to \$101,299 (compensation for the second year will be determined as a part of the 2004 evaluation process), and convert the Executive Director’s current \$100,000 supplemental life insurance policy to five additional, non-accruable personal leave days. The motion passed unanimously.

Board Counsel will update the contract and return it to the Executive Committee at their January meeting. Mr. Mills thanked the Board.

**Safe Start-  
Allocation for  
Computer  
Software**

A motion was made by Mr. Dillinger and seconded by Mr. Smith to allocate up to \$23,403 to 211 Tampa Bay Cares, Inc. for FY 03-04 for purchase of user licenses and technical support for Safe Start participation in the Service Point Interagency client information system, from 12/15/03-9/30/04; budget up to \$22,074 to 211 Tampa Bay Cares, Inc. in FY 04-05 for renewal of purchase of user licenses and continued technical support for Safe Start’s participation in the Service Point Interagency client information system from 10/1/04-9/30/05; and budget up to \$4,188 to 211 Tampa Bay Cares, Inc. in FY 05-06 for continued use of user licenses and technical support for Safe Start’s participation in the Service Point Interagency client information system through December 2005. The motion passed unanimously.

**Fiscal Impact:** The unallocated FY 03-04 budget for the Safe Start information system and technology implementation plan will be reduced by up to \$23,403 from \$160,000 to \$136,597.

Mr. Mills noted that the Service Point software was the same software adopted by the Homeless Coalition.

**BOARD DISCUSSION**

**Corporate  
Recognition**

Ms. Helmuth noted two Board representatives were needed for the committee. She indicated only one entry for the 12/31/03 deadline had been received thus far. Suggestions were made to put the nomination form on the website and

again forward the information to the funded agencies. It was announced that the reception for the winner would be prior to the beginning of the February meeting.

**Motion:** A motion was made by Mr. Dillinger and seconded by Mr. Saylor to appoint Mr. Milford and Mr. McCabe to the Corporate Recognition Awards Committee. The motion passed unanimously.

**Pinellas County License Board** Mr. Smith, the JWB representative to the Pinellas County License Board, provided an update to the recent events surrounding unlicensed child care that had been publicized. He indicated a committee had been appointed to look at possible solutions; however, the safety of children will continue to be the overriding concern.

**January Board Meeting** Mr. Mills drew the Board's attention to the draft workshop format for the January Board meeting presentations by Jeff Richard, Family Continuity Programs and Lynn Richard, Department of Children and Families. It was noted that the meeting would commence at 8:30 a.m. to allow additional time and that staff was working on a possible site other than the JWB building.

Mr. Dillinger suggested inviting sworn and non-sworn Pinellas County Sheriff's supervisors, who are in the field doing investigations, to the meeting. Mr. McCabe suggested select members of the State Attorney's office be invited as well. It was also suggested that Guardian ad Litem be represented. The Board recommended eliminating public statements by key community partners and requesting written input be provided in advance of the meeting instead. Mr. Saylor noted he had read the most recent monitoring report of the Family Continuity Program. Mr. McCabe requested a copy of the report be shared with the Board.

## **INFORMATION**

During discussion of the Financial Report, Mr. Dillinger asked about three outstanding repayments due JWB: Asian FACE, Greater Ridgecrest Area NFC and Sgt. Allen Moore. Ms. Sahulka reported that repayment of the remaining \$500 owed by Asian FACE has been submitted but that the check was returned for insufficient funds; that Sgt. Allen Moore, who promised repayment through the sale of property, reported having difficulty marketing the property due to lack of parking; and no funds have been repaid by the non-operating Greater Ridgecrest Area NFC.

**Motion:**  
**GRA**

A motion was made by Mr. Dillinger and seconded by Mr. McCabe to forgive the debt of \$11,895 owed by the non-operating Greater Ridgecrest Area NFC. The motion carried unanimously.

Ms. Burke announced that the Task Force on Youth and Sexual Activity had met on December 2 and received input from the Teen Pregnancy Prevention Partnership. A presentation will be made to the Board at the February 12 meeting.

**OPEN AGENDA**

Bilal Habeeb-Ullah, Executive Director, African American Leadership Council, provided an update to the Board about the health issue being experienced at the North Greenwood Community Family Center and the actions being taken by both the Center and the Pinellas County Health Department. Staff complimented Mr. Habeeb-Ullah for his taking appropriate action.

There being no further business, the meeting adjourned at 10:20 a.m.

Respectfully submitted,

Janet Caramello, Secretary

