

1-13-2005

## Juvenile Welfare Board Meeting : 2005 : 01 : 13 : Minutes

Juvenile Welfare Board of Pinellas County.

Follow this and additional works at: [https://digital.usfsp.edu/jwb\\_meetings](https://digital.usfsp.edu/jwb_meetings)

---

### Recommended Citation

Juvenile Welfare Board of Pinellas County, "Juvenile Welfare Board Meeting : 2005 : 01 : 13 : Minutes" (2005). *Junior Welfare Board Agendas/Minutes*. 812.  
[https://digital.usfsp.edu/jwb\\_meetings/812](https://digital.usfsp.edu/jwb_meetings/812)

This Other is brought to you for free and open access by the Juvenile Welfare Board of Pinellas County at Digital USFSP. It has been accepted for inclusion in Junior Welfare Board Agendas/Minutes by an authorized administrator of Digital USFSP.

**JUVENILE WELFARE BOARD OF PINELLAS COUNTY**  
**Regular Meeting – January 13, 2005**  
**MINUTES**

**Present:** Van Sayler, Chair; Joseph A. Smith, Vice Chair; Cecilia Burke; Janet Caramello; Bob Dillinger; Bernie McCabe; Judge Irene Sullivan; Commissioner Kenneth T. Welch; Dr. Clayton Wilcox; Beth Wilson; Terry Smiljanich, Board Counsel; James E. Mills, Executive Director; Amy Daly, Executive Assistant

**Absent:** John Milford, Secretary

Mr. Sayler called the meeting to order at 9:02 a.m. The Board, staff and audience observed a moment of silence for the victims of the Asian earthquake/tsunami. New Board member, Beth Wilson, was welcomed.

**AGENDA** A motion was made by Dr. Wilcox and seconded by Commissioner Welch to approve the agenda for the January 13, 2005 regular meeting. The motion passed unanimously.

**MINUTES**

**11/10/04 Meeting** A motion was made by Mr. Smith and seconded by Mr. Dillinger to approve the minutes of the November 10, 2004 regular meeting. The motion passed unanimously.

**12/9/04 Workshop** A motion was made by Dr. Wilcox and seconded by Ms. Caramello to approve the minutes of the December 9, 2004 Board Workshop. The motion passed unanimously.

There were no Executive Committee actions.

**PRESENTATION:**

**ASSET Awards** ASSET Awards were presented to the following:

Campbell Park Neighborhood Family Center – Lorina Padgett, Executive Director, introduced staff and neighborhood children who distributed handmade thank you notes to JWB members.

Citizens Alliance for Progress – David Archie, Executive Director, thanked JWB staff and volunteer reviewers for their assistance.

Directions for Mental Health – Tom Riggs, CEO, noted that his organization found the process meaningful.

Eckerd Youth Alternatives – Carolyn Chance, Program Manager, thanked the Board and staff.

Family Services Center – Mary Jo Monahan, President/CEO and Malcolm King, Board Chair, thanked FSC and JWB staff.

Gulf Coast Community Care – Larry Allen, QI Director and Nancy Friedman, Program Manager, thanked JWB for its support.

## **ACTION**

### **2003-04 Audit**

Prior to a motion, Chip Jones, KPMG, provided an overview of the 2004 audit and noted there were no management letter issues.

A motion was made by Mr. McCabe and seconded by Mr. Smith to receive the 2004 Annual Financial Report and the accompanying management letter. The motion carried unanimously.

### **Youth & Sexual Activity Media Campaign**

Ms. Burke introduced the proposal, noting the campaign's message was targeted toward parents, thanked the agencies that participated on the task force and the development of the plan and noted that this was more than a media campaign. Questions/comment to Ms. Burke and staff included the equal importance of sexual responsibility among the three focus areas of the Strategic Plan. Additional questions/comments included the need to target foster children/foster parents, the need to include a variety of information/messages in the campaign as well as recognition that some children have no active parent/role model in their lives. Commissioner Welch requested an inventory of programs that include sexual education/information. Staff noted that the first part of the campaign will be evaluated to determine the number of citizens recognizing the message of the campaign and the number of requests for information. Mr. Dillinger distributed a newspaper article, "Risky Behaviors Decline Among Teens, Study Shows" from the January 2, 2005 *Tampa Tribune*.

A motion was made by Mr. McCabe and seconded by Mr. Smith to 1) approve the initial 15-month Phase 1 of the

community awareness campaign to reduce youth sexual activity in the amount of \$200,000; 2) authorize staff to spend up to \$90,000 in FY 04-05 to implement Phase 1, consistent with JWB purchasing policies; 3) budget \$110,000 for FY 05-06 to complete Phase 1, as proposed by the Task Force on Youth and Sexual Activity (subject to TRIM process); and 4) approve the proposed membership of the Technical Advisory Committee on youth and Sexual Activity (Cecilia Burke, JWB; Diane Gerber, Alpha "A Beginning"; Susan Finlaw-Dusseault, YWCA of Tampa Bay; Mary Jo Monahan, Family Service Centers, Inc.; Peggy Johns, Pinellas County School District; Linda Daniels, Pregnancy Center of Pinellas County; Carrie Hepburn, Health Start Coalition of Pinellas County, Teen Pregnancy Prevention Center; John White, Suncoast Center for Community Mental Health; Jackie Griffin Doherty, Operation PAR). The motion carried unanimously.

**Fiscal Impact:** The FY 04-05 Board's Risk Task Force Fund will be reduced from \$200,000 to \$110,000. FY 05-06 expenditures will increase by \$110,000.

## **Request for Proposals:**

### **1. North County Alcohol Use**

After noting that the Board is able to reject all proposals if none are found suitable, a motion was made by Mr. McCabe and seconded by Commissioner Welch to approve the release of a New and Expanded Request for Proposals for North County Underage Alcohol Reduction Demonstration Project. The motion carried unanimously. Mr. McCabe and Mr. Smith agreed to represent the Board on the review panel.

**Fiscal Impact:** The award would result in a reduction of \$50,000 from the New and Expanded Fund for FY 04-05. Since the RFP is scheduled for January 2005 rather than December 2004, \$50,000 is being requested instead of \$58,000.

### **2. Kinship Care**

Prior to a motion discussion centered on a request to have the recommendations include a cost per child component. A motion was made by Dr. Wilcox and seconded by Judge Sullivan to approve the release of a New and Expanded request for proposals in the amount of up to \$145,000 (up to

\$350,000 annualized) for the start up and implementation of a kinship care support services network. The motion carried unanimously. Judge Sullivan and Dr. Wilcox agreed to represent the Board on the review panel.

**Fiscal Impact:** The Board has budgeted \$145,000 for the project for FY 04-05.

## **Personnel Practices**

During discussion of the proposed revision to paragraph 4.6 of the JWB Personnel Practices, the Board indicated the recommended proposal allowing the Executive Director and department heads the latitude of granting paid time off for exempt employees as compensation for extra time worked could pose the risk of seeming unfair if not applied uniformly. It could also confuse the “exempt” status. It was recommended that the last two sentences in proposed 4.6 be eliminated. A motion was made by Mr. Dillinger, seconded by Mr. McCabe and carried unanimously to approve the changes to the Personnel Practices Manual as follows:

### **I. Section 1 General Policies**

- 1.6.4 Any employee who believes that he/she has been sexually harassed should immediately report the incident to the JWB Director of Human Resources ~~after the incident in order~~ for the matter to be properly investigated in a timely manner To assure the comfort of employees a supervisor of the opposite gender of the Director of Human Resources ~~will be named in the JWB Operations Manual to~~ will be designated to also receive sexual harassment complaints.
- 1.6.5 Other forms of harassment such as harassment due to race, color, religion, sex, national origin, citizenship, disability/handicap, marital status, veteran status or age will also not be tolerated by the JWB. Other forms of harassment will be treated the same as sexual harassment.
- 1.11 Each current regular or potential regular employee shall receive a copy of these policies upon adoption. Thereafter, each provisional employee shall receive a copy at the time of his/her appointment. A manual describing procedures for implementation of these policies shall be maintained and readily available to all employees. Each employee regardless of status shall receive a copy of the General Policy section. To ensure availability to all employees these policies will be placed on the JWB IWeb.

### **II. Section 4 Compensation**

- ~~4.6 Compensatory Time – all employees who are exempt from the provisions of the Fair Labor Standards Act may be compensated for hours worked in excess of their normal work schedule through the award of equivalent time off.~~
- ~~4.6.1 A list of exempt job titles shall be maintained in the procedure manual.~~
- ~~4.6.2 Exempt employees should anticipate that the nature of their duties might often require work activity outside and in excess of normal working hours.~~
- ~~4.6.3 Compensatory time is intended to compensate an employee for repeated and extended periods of work beyond those normally scheduled.~~
- ~~4.6.4 All work beyond that normally scheduled for which compensatory time is to be claimed must be approved in advance by the employee's immediate supervisor or other person(s) as the Executive Director may authorize.~~
- ~~4.6.5 One hour of compensatory time may be earned for each hour of approved compensable work activity.~~
- ~~4.6.6 An employee may accumulate up to 15 hours of compensatory time.~~
- ~~4.6.7 Compensatory time must be utilized with supervisory approval.~~
- ~~4.6.8 Any exception to accumulation or utilization policies must be approved by the Executive Director (OHD).~~
- 4.6 Department Heads and other exempt personnel are expected to perform such additional services and hours of work as are required, and receive no compensation in time or additional pay because of the nature of the particular job they are doing. The Executive Director and Department Heads may, on a case by case basis, allow paid time off for exempt employees when in the opinion of the Department Head the extra time worked has become excessive and the employee should receive time off. Such time off is not intended to be on an hour for hour basis.

### **III. Section 5 Benefits**

- 5.1.2.6.4 Donations of Sick Leave – eligible employees may irrevocably donate up to five (5) days of sick leave to the SLPEI annually semi-annually providing such donation does not reduce their accumulated sick leave to less than five (5) days. Donations

may be made to the SLPEI during the periods of October 1 – 15 and April 1 – 15.

5.1.3.1 A regular employee is entitled to two, non-accruable personal ~~holidays~~ leave days each year. Use of personal ~~holidays~~ leave days must be approved by the supervisor prior to using, except in the case of an emergency. If prior approval cannot be obtained due to an emergency situation the supervisor must be notified as soon as possible.

5.1.7 ~~Jury Duty – JWB recognizes jury duty as a civic responsibility and an opportunity for meaningful service. Employees who serve will be compensated in addition to court payments so that the daily amount will equal their normal daily earnings. However, an employee will not be compensated for more than eight hours in any one-day, or for more than forty hours in any week. If any payment is received for jury duty, the check must be turned over to JWB Finance in order for the employee to receive their normal pay; otherwise pay will be prorated.~~

~~5.1.7.1 In order to receive pay under this section, an employee must submit a statement from the clerk of the court showing length of service as a juror and the pay received.~~

~~5.1.7.2 If on any day during jury duty the employee is excused by the court, and it is possible to complete three hours of a scheduled workday, the employee is required to report to work.~~

~~5.1.7.3 A copy of the employee's jury summons shall be placed in the employee's personnel record.~~

5.1.7 Jury Duty – JWB recognizes jury duty as a civic responsibility and an opportunity for meaningful service. Employees who receive a summons to serve on jury duty must submit a copy of the summons to the Human Resource Department.

5.1.7.1 JWB will continue to pay employees on jury duty their normal rate of pay for the period they are on jury duty. However, an employee will not be compensated for more than eight hours in any one-day, or for more than forty hours in any week. When a summons is received the employee should notify the court issuing the summons that they are employed and that their employer will continue to pay them while on jury duty. Time paid for jury duty does not count towards overtime. If the employee is paid by the court for their service the check must be endorsed over to the JWB Finance department.

5.1.9.3 Administrative Leave – Building Closure –In the event that it becomes necessary to close the JWB Building employees will be paid administrative leave for the hours of their approved work schedule during the period the building is closed. Employees on any type of leave during the closure must continue to use that leave. If employees are scheduled to begin leave on the day of closure, administrative leave will be used on that day and during

the building closure. Administrative leave will not count towards overtime. There will be a pre-selected number of employees who will be designated to perform work during a building closure. Those employees will be identified in the business continuity plan.

5.2.10 Cancer Insurance – Cancer insurance may be purchased by eligible employees for themselves and their family.

5.2.11 Vision Insurance – Vision insurance may be purchased by eligible employees for themselves and their family.

#### **IV. Section 6 Working Conditions**

6.1.1 Employees may schedule up to one hour for lunch and up to two one fifteen minutes break in the morning and up to one fifteen minute break during the afternoon work period. ~~Not taking the lunch hour or breaks in order to arrive late or leave early must be part of an approved flexible work schedule.~~

6.2 The Executive Director (OHD) may approve a flexible work schedule for an employee as long as such flexible hours are consistent with the maintenance of an effective and efficient working environment. All requests for flexible work schedules, including reduced lunch hour or breaks in order to arrive late or leave early, must be in writing and must be part of an approved flexible work schedule. Supervisors may approve an occasional flexible work schedule. Any such approved flexible work schedule is subject to review, reevaluation and revision by the Executive Director (OHD) and may be terminated and/or revised if it is determined that continuation is inconsistent with the need for an orderly and efficient operation.

#### **IV. Section 9 Professional Development**

9.5 Unless a Priority One assignment, employees are limited to ~~\$600~~ a maximum of \$1000 reimbursement during any one fiscal year.

#### **V. Section 10 Separation**

10.2.4.4 Reinstated employees, who have not been required to serve a provisional period, will receive a performance evaluation in accordance with section 8 of the personnel practices manual and will be eligible for a merit increase that shall be adjusted in the same manner as an employee who completed a provisional period as stated in paragraph 4.2.8. Reinstatement date will be used in place of provisional completion date.

## **BOARD DISCUSSION**

### **School Services Plan**

Information provided to the Board included the ranking of middle school and elementary school risk factors FY 03-04, dated January 10, 2005; JWB middle school and elementary school rankings of menu and non-menu programs 2003-04, dated January 12, 2005 and the names of the JWB funded programs/agencies and average cost per site.

Discussion of the revised allocation methodology for school related services effective school year 2005-06, approved at the November 10, 2004 Board meeting, included: before and after school care at school-based and city-based sites and evaluation of the two models, the proposed two-year length of the plan which includes a component to reassess the plan due to factors such as school choice, before/after school care included as a non-menu program and whether school principals would chose before/after school over another program; and elimination of an OCIP program at one middle school due to the statistical information/ranking provided.

The following addressed the Board:

Jane Gallucci and Linda Lerner, Pinellas County School Board. Ms. Gallucci suggested a five-year timetable for the plan in order to provide long-term results and requested a short delay for implementation of the plan to allow for further discussion and supported the OCIP program. In response to Ms. Burke's question, it was noted that the school principals would be provided agency produced information on all available programs. Ms. Lerner thanked JWB for undertaking the project and requested a short delay to allow Dr. Wilcox and other school personnel an opportunity to review the plan.

### **Motion:**

A motion was made by Dr. Wilcox and seconded by Commissioner Welch to delay implementation of the program to allow for further review. The motion passed unanimously.

Additional speakers included:

Jane Harper, President/CEO, Family Resources, who requested Bay Point Middle School, whose ranking was not in the recommended top twelve, continue to receive funding

for OCIP and requested whether other middle schools would be allowed to request an OCIP program. Ms. Harper provided a graph of the out-of-school suspension rates/OCIP at Bay Point Middle School. (A letter from Bay Point Middle School was at each Board member's place.) Also speaking on behalf of OCIP was Dr. Valerie Brimm, Pinellas Park Middle School, who suggested inclusion of staff and the SAC in the program selection process and advocated for before/after school programs; and Barbara Thornton, Pinellas County Schools, a former principal at a school with an OCIP program.

Art O'Hara, Executive Director, 'R Club, who requested before/after school programs be made part of the non-menu program. (A memorandum from Mr. Dillinger to JWB members re his concerns about before/after school programs was at each member's place.)

Mr. Mills noted there was a built-in flexibility with the funding of programs and that the plan was designed to optimize the available funding to provide services in schools with the greatest need. Mr. McCabe suggested the possibility of removing the middle schools from the school services plan and only including the elementary schools. Ms. Burke concurred with that suggestion. Mr. Saylor supported the recommendation to allow school principals choosing the program in their respective schools.

**INFORMATION**

During the information portion of the program Mr. Mills noted that in a letter from Secretary Hadi, the Department of Children and Families has approved all but \$12,000 of the existing outstanding invoices owed to agencies by the Family Continuity Program.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11: 15 a.m.

Respectfully submitted,

Amy Daly, Acting Secretary

