

MATEE COUNTY GOVERNMENT

3

AGENDA MEMORANDUM

DATE: September 28, 1984

TO: Board of County Commissioners

FROM: County Administrator

BY: Originating Department Office of Affirmative Action/EEO KR

SUBJECT: AGENDA ITEM - REGULAR \_\_\_\_\_ CONSENT \_\_\_\_\_ REQUESTED AGENDA DATE \_\_\_\_\_

RE: Presentation of Certificate of Merit and Employee Suggestion Program  
Award to Alan A. Littlefield

County Attorney  
 \_\_\_\_\_  
 APPROVED AS TO FORM

ACTION REQUIRED:

Presentation of Award

APPROVED IN OPEN SESSION

OCT 16 1984

BOARD OF COUNTY COMMISSIONERS  
 MATEE COUNTY, FLORIDA

ACTION(S) \_\_\_\_\_ Execution \_\_\_\_\_ Approval \_\_\_\_\_ Authorization  
 REQUIRED: \_\_\_\_\_ Acceptance \_\_\_\_\_ Recording \_\_\_\_\_ Adoption

COST: \$50.00  
 SOURCE: Office of AA/EEO 001.201000.515640.00000

ATTACHMENTS:  
Memorandum & attachments, check  
Certificate of Merit

BOARD RECORDS:  
 Copy to: \_\_\_\_\_  
Office of Affirmative Action/EEO

AGENDA DISPOSITION

ACTION TAKEN BY THE BOARD:

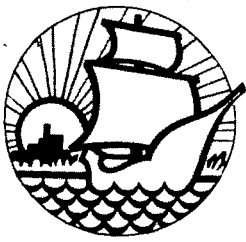
- APPROVED       DEFERRED UNTIL \_\_\_\_\_       RECEIVED  
 DISAPPROVED       CONCURRED WITH STAFF RECOMMENDATION       REFERRED TO STAFF

OTHER: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

BOARD MEETING DATE: \_\_\_\_\_

AGENDA CODE: \_\_\_\_\_



# MANATEE COUNTY GOVERNMENT

## MEMORANDUM

TO: Board of County Commissioners

THROUGH: Bob Fernandez, County Administrator

FROM: Ken Rogers, Office of Affirmative Action/EEO Administrator, Employee Suggestion Program *KR*

DATE: September 28, 1984

SUBJECT: Class B Suggestion Award to Mr. Alan A. Littlefield

Upon having duly received a suggestion submitted by Mr. Alan Littlefield and upon consideration of the report of the evaluator(s) assigned to evaluate the suggestion, the Employee Suggestion Program Committee voted unanimously for Mr. Alan Littlefield to receive a Class B Award (in the amount of \$50.00), a Certificate of Merit from the Board of County Commissioners and a Letter of Commendation from the County Administrator.

Mr. Littlefield's award-winning suggestion is, briefly, as follows:

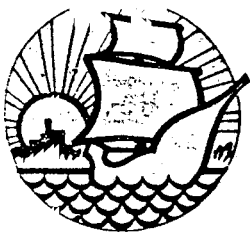
Construction of a flume at the Southwest Regional Treatment Plant. This would eliminate the necessity of operators walking down a flight of stairs carrying a five-gallon bucket. This would, consequently, improve productivity and the working and safety conditions at the plant.

Copies of the County Administrator's Letter of Commendation and of the Committee Chairman's notification are attached.

dd

Attachments

cc: Mr. Chuck Osan, Chairman  
Employee Suggestion Program Committee



# MANATEE COUNTY GOVERNMENT

September 28, 1984

Mr. Alan A. Littlefield  
Operator I  
Through Richard Wilford, Director  
Public Utilities Department

Re: Letter of Commendation

Dear Mr. Littlefield:

I take this opportunity to commend you for submitting an award-winning suggestion under our Employee Suggestion Program.

Your suggestion calls for the construction of a flume at the Southwest Regional Treatment Plant. This would eliminate the necessity of operators walking down a flight of stairs carrying a five-gallon bucket. This would, consequently, improve productivity and the working and safety conditions at the plant.

Your interest in and efforts at improving the efficiency and effectiveness of county governmental operations confer benefits upon all of us.

In the near future, a formal award will be presented to you by the Board of County Commissioners. The Employee Suggestion Committee will notify you of the details.

Please accept this as an expression of our appreciation for your participation in this program and our congratulations on your success.

Sincerely,

Robert F. Fernandez  
County Administrator

cc: Personnel File - Alan A. Littlefield  
✓ Office of AA/EEO



# MANATEE COUNTY GOVERNMENT

## MEMORANDUM

TO: Alan A. Littlefield, Operator I

THROUGH: Richard Wilford, Director  
Public Utilities Department

FROM: Chuck Osan, Chairman *C.O.*  
Employee Suggestion Committee

DATE: October 8, 1984

SUBJECT: Notification of Class B Award

The Employee Suggestion Committee is pleased to inform you that your suggestion, submitted on June 25, 1984, has been selected for a Class B Award.

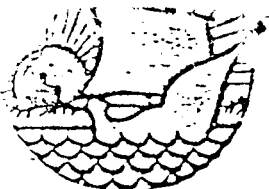
Your award and a Certificate of Merit will be presented to you by the Board of County Commissioners at 9 a.m., Tuesday, October 16, 1984 in the Commissioners' chambers at the Board's regular meeting. We would appreciate your being at the Commission chambers, Manatee County Court House, at 8:50 a.m. on that day with your department director or designee.

Please accept our congratulations for your award-winning suggestion and our appreciation for your having participated in this program.

If you or your department director have any questions, please call Garry Dye, AA/EEO, Extension 3356.

dd

cc: Bob Fernandez, County Administrator  
Office of AA/EEO  
Pat Steinberg



# MANALATIA GOVERNMENT

## AGENDA MEMORANDUM

4

DATE: October 5, 1984

TO: Board of County Commissioners

FROM: County Administrator

BY: Originating Department Personnel *WCD*

SUBJECT: AGENDA ITEM - REGULAR  CONSENT  REQUESTED AGENDA DATE 10/16/84

RE: Retirement - Ellis Lee, Public Transportation Department

County Attorney

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Approved

### ACTION REQUIRED:

Presentation of framed certificate to Ellis Lee, Highway Maintenance Technician III -- retiring after 19 years of service to the County. (Hired 7/26/65).

COUNTY

OCT 9 1984

ADMINISTRATOR

APPROVED IN OPEN SESSION

OCT 16 1984

BOARD OF COUNTY COMMISSIONERS  
MANALATIA COUNTY, FLORIDA

ACTION(S) REQUIRED:  Execution  Acceptance  Approval  Recording  Authorization  Adoption

COST/SOURCE:

ATTACHMENTS:

BOARD RECORDS:

### AGENDA DISPOSITION

ACTION TAKEN BY THE BOARD:

- APPROVED
- DISAPPROVED
- DEFERRED UNTIL \_\_\_\_\_
- CONCURRED WITH STAFF RECOMMENDATION
- RECEIVED
- REFERRED TO STAFF

OTHER:

SPECIAL INSTRUCTIONS: