

DECEMBER 20, 1989

The Manatee County Civic Center Authority met in REGULAR SESSION at the Civic Center, Palmetto, Florida, Wednesday, December 20, 1989, at 7:30 a.m.

Present were Members:

Russell A. McInerney, Chairman
P. Allen Schofield, Vice-Chairman
Donald Brittain
Walter Grace
William Orr
Barbara Turner

Absent was Member: Eugene Wiseman

Also present were:

John Graham, Director
Kim Umana, Finance Director, representing R. B. Shore,
Clerk of Circuit Court

Representatives of the various news media were present.

The meeting was called to order by Chairman McInerney.

MINUTES

Upon motion by Mr. Schofield and second by Mr. Orr, the minutes of November 15, 1989 were unanimously approved.

INTERNAL AUDIT - PERSONNEL

The Chair submitted results of interviews by the Clerk of Circuit Court, Internal Audit Department, with Civic Center employees based upon the request (12/8/89) regarding alleged complaints/problems (management, personnel, etc.).

The audit concluded:

1. Budget restraints and inadequate funding for operations appear to be the primary cause of:
 - a. Chronic understaffing;
 - b. Reliance on less qualified part-time employees;
 - c. Maintenance costs deferred to future.
2. Most key positions are staffed by people with little or no experience or qualifications for the positions they fill.
3. Management style:
 - a. Director;
 - b. Assistant Director.

Discussion: Low salaries; employees meeting during interviews; management not present during employees meeting; grievance process in personnel policy, etc.

It was determined the Clerk of Circuit Court be requested to expedite the planned financial, compliance, operational and performance audit.

Employees speaking in support of John Graham, Director, and Suzanne Quick, Assistant Director, were:

Elaine Sellars, Housekeeping Supervisor
Irv Griggs
Ann Blake, Business Manager
Ellen Jones, Food Service Coordinator

Ms. Quick thanked the staff for the support.

Discussion: Availability of Authority members to staff.

Mr. Graham requested that items for discussion be placed on the agenda, with no deviation.

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Motion was made by Mr. Brittain, seconded by Ms. Turner and carried unanimously, to commend the employees.

Determination was made to address the understaffing, salaries and maintenance in formulating the fiscal year 1990-1991 budget.

TAMPA ELECTRIC COMPANY - LIGHTNING PROTECTION

Todd Schlemmer, Tampa Electric Company, reported on a quality analysis of the lighting system, which sustained lightning damage. He found damage to several control modules for the dimming system, which appeared to be caused by heat buildup.

He recommended consulting with the manufacturer of the control cabinet regarding temperature operating characteristics and stated that more ventilation is necessary for the unit. He also stated that lightning surge protection is necessary, particularly at the service entrance.

Mike Black, Building Maintenance, stated the cabinet should not be against the wall, as it is presently situated.

Following discussion regarding obsolescence of the system, Mr. Graham stated that instead of having a representative of the manufacturer review the damage to determine necessary repairs, Mr. Black would search for other vendors and compile figures to determine cost of replacement.

ROOF

The report regarding roof repairs was deferred. It was determined to hold a special meeting for the report from Jack Olson, Roofing Consultant, and for Authority members to view roof damage. Consensus was to hold the meeting on a Saturday.

Mr. Orr requested obtaining from Greg Haller, Construction Counsel, a list of buildings in the State with the same type of roof.

Recess/Reconvene. All members present, except Mr. Wiseman.

MANAGEMENT PROPOSALS - JOSEPH RUSSO AND OGDEN ALLIED

The Chair explained options available regarding management proposals submitted (previous meetings) by Joseph Russo and Ogden Allied:

1. Remain status quo and try to increase use;
2. Accept offer of Mr. Russo;
3. Accept offer of Ogden Allied.

He submitted the possibility of hiring staff to solicit trade shows and conventions. He suggested working with the Convention and Visitors Bureau to develop package deals.

Motion

Motion was made by Mr. Schofield and seconded by Mr. Grace to maintain the status quo regarding management of the Center and terminate negotiations with the respective proposals.

Discussion: Long-term advantages of booking conventions/shows; original purpose of Tourist Development Council (TDC) Tax; representation on TDC; etc.

Vote

Motion carried unanimously.
(Depart Mr. Schofield)

FINANCIAL STATEMENT

Mr. Brittain requested monthly Accrual Reports.

ACCOUNTS RECEIVABLE - UNCOLLECTIBLE ACCOUNTS

The Director reviewed memorandum (11/29/89) from Mr. Shore requesting write-off of certain uncollectible accounts. He stated the write-off must be approved by the Board of County Commissioners and the State Comptroller.

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Motion was made by Mr. Brittain, seconded by Mr. Orr and carried unanimously, to write off the necessary accounts; forward the necessary documents to the Board of County Commissioners; continue collection efforts, and obtain assistance of the County Attorney's office if necessary.

MEETING ADJOURNED

There being no further business, the meeting was adjourned.

Attest:

APPROVED:



Clerk



Chairman

Adj. 10:00 a.m.

