

July 78
8 to Approximately 10 PM
Meeting of TROIKA WITH ACAC'S

Johnny

From all departments will need:

- 1) JOB DESCRIPTIONS on each person within department, or if one person not presently on job and it is being done by whomever can get to it, then describe the function and say "personnel needed."
Recommend procedures needed to complete the jobs. (See Harold and Tot.)
- 2) Give departmental outline or schematic and chain of command.
- 3) List your short term and long range planning with a deadline of _____ on when this should be in -- probably within 2 or 3 days. We will soon be going into major production on farm with the seasonal change, and into major construction as soon as lumber arrives..

It is necessary for Troika to see that you ARE COMPLETING YOUR TASKS, so these reports are necessary.

- 4) We will need inventories immediately: Feeds, foods, fuel, spare parts, and supplies in every department are important for us to know about -- we need to know what may become an emergency before it gets there.. Harold explained perpetual inventory, monthly summaries and daily usage records we will be keeping, physical inventory every 3-6 months and there will be auditors to check on this. There is need to set up record system monthly or as needed to keep above "safe" minimum.
- 5) List your procedures and go over them with the CAO's before setting changes in motion from what you originally set up in items 1, 2 and 3 above. If there are any changes or personnel shifts within the departments, please let the CAO's know immediately.
- 6) A system of followup needs to be formulated; there is a need for the CAO's to be able to evaluate the projected tasks you set up vs what you completed of those tasks, each. Will try to do much of this in these meetings.

MEETING: Will meet on Mondays 6:30 to 8 PM, and Steering will be at 8:30.

will mostly cover interdepartmental items where both supervisors need to be present to effect a decision.

JOB POOL--Some changes are being made now, however all input will be taken then final decision will rest with the CAO's. ASSISTANTS TO THE ACAC'S is not necessarily a full time job.

Current personnel problems were discussed--Troika felt they had made some decisions too rapidly -- had to modify this..In kitchen, had pulled people too fast and pulled them from Agriculture. ... Discussed: Amondo Griffith, Lee's assistant --okayed by Troika and finalized this meeting.

Vern Gosney --to return to Citrus

Kathy Barnett--pulled from piggery; to remain kitchen

Dorothy Rollins--not clear decision made on her

Issue of being mindful of the COST INVESTMENT in training time of 6 months to a year on part of management and personnel. Take 1 1/2-2 years before you get back that investment, according to stateside management figures.

C-11-e-17a

Nursery --they pointed out that Lucy Crenshaw wants 6 hours day secretarial time, but she can stick it out for a week or two, getting tired of so much time with babies.

KITCHEN--need competent white young person for kitchen and also need to integrate serving.

Karen Harms is cooking and doing well.

Ron Grimm--interdepartmental; not issue for this meeting.

SECURITY: (Johnny Jones Jr. made the presentation for new procedures:)

4:00 - 5:00 AM --House check with supervisor

7:15 AM --Crew Supervisors to come by dispatch to check on who is not at work.

8:30 AM --Medical check; Sylvia can ask where they work and list this for Jimmy

10:00 AM --Another crew check

1:00 PM --Another crew check

4:00 PM --Another crew check

6:30 - 7:00 PM --Final crew check --come by dispatch and report that all are accounted for.

MEDICAL TARDINESS--It was recommended that the medical department open earlier in order that people are checked for work sooner..possibly open at 5:00 a.m. Phyllis will check with others in department.

RESPONSIBILITY--Charlie suggested that Acao's alternate with assistants on alternate weeks.. Johnny said it is up to the Acao as to how they work this out with assistant; the CAO's are specifically interested in the fact that a check and balance system exists and works.. and the rest can be worked out.

7) Notify CAO's when you will be having your department meetings, each week, outlines, personnel, projects in progress, completed and special items.

JACK BEAN SAID HE WILL WORK WITH JOYCE T. on the big warehouse at the Cassava Mill and will take care of it there. Joyce will need both inventories to do her food ordering. Warehouse is in pretty good shape on inventories now.. NEED DOLLAR AMOUNTS PUT ON IT AND EXTENSIONS DONE.

SPECIAL MEETING WITH RADIO PEOPLE--Troika needs to have a followup system established so they will know that ordering is being done, and WHEN SOMETHING HAS BEEN ORDERED.

*NOTE--WE HAVE ASKED (Carol & Tish) THAT PO# BE USED ON FEEDBACK and that we also be notified when PURCHASE HAS BEEN MADE, when and how shipment can be expected...if going in the large crates or coming air with persons coming over, or other. If this were enforced it would eliminate the rest of our problems. I have instructed Carol to give Troika a regular list of PO's that have been responded to and the dates and open numbers on the rest of them --will start this no later than Monday of this coming week with the first list. Posting is a terrible problem right now because we do not have the PO# on the feedback.

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* Carol is to do daily typing of feedback as she is currently doing and will make an extra copy for Troika. She will do the follow up and type the replies, giving the feedback and followup at same time to Troika--the followup original to go to Paula or Mike Prokes for the Georgetown or Stateside contact.

Richard is wanting to go to Trinidad and take orders and get them direct; he can telex for responses if unable to contact dealers there by phone. Can also have dealers telex Surinam for responses..

ALUMINUM--Prefer 12 foot lengths, gauge of .0175 and as much as we can get.

GEORGETOWN--Carolyn said that hereafter Ujara will be responsible to get seeds to Toi or Carol, and will be responsible for the livestock medicines.

MEMO FOR AG OFFICE: TISH WILL TELL THEM TO LOG IN SUPPLIES AND SEEDS AS THEY ARRIVE.

Charlie suggested not so much would get lost if every BOX IS PACKED rather than put in sacks -- and then LABEL BY DEPARTMENTS THEY ARE TO GO TO. Carolyn said they are putting the small items in a misc. crate coming out on the big boat. Things presently going from store to warehouse to boat.

It is important to know who in future is taking the boat inventory.. see that everything is properly labeled in future. Presently in town they are locking all medications in one spot --Versie and Maria McCann responsible for getting them locked all in one place.

NOTIFY TOWN: SUBSTITUTES "ONLY" ALLOWED IF THEY GIVE US FEEDBACK ON THE AVAILABLE CHOICE OR CHOICES AND THE DEPARTMENT AND FEB APPROVE THE CHANGE AND PRICE CHANGE, respectively.

Additional copy of Harold's boat report is to go to Paula so that she can check off the purchased items from her list.

ERIN'S PROCEDURES AND FILES SHOULD BE MAINTAINED BY WHOEVER TAKES THIS OVER, and the system should be taught out here.. Recommend a notebook here and there, and training of the people before they ever go in.

C-11-e-17c