

**DOWNTOWN DEVELOPMENT AUTHORITY
MINUTES
SPECIAL MEETING
Tuesday, March 8, 2018**

The Special Meeting of the Downtown Development Authority was held Tuesday, March 8, 2018, at 8:00 a.m. in Conference Room 149B, 301 S. Ridgewood Avenue, Daytona Beach, Florida. The following people were present:

Board Members Present

Ms. Sheryl Cook, Vice Chair
Mr. Joe Hopkins
Ms. Tammy Kozinski
Ms. Kelly White

Board Members Absent

Mr. Michael Sznajstajler, Chair

Staff Members Present

Mr. Jason Jeffries, Redevelopment Project Manager
Mr. Ben Gross, Deputy City Attorney
Ms. Lori Slaight
Ms. Becky Groom, Board Secretary

1. Call to Order

Ms. Cook called the meeting to order at 8:08 a.m.

2. Roll Call

Roll was called and members were noted present as stated above.

3. Farmers' Market Manager Interviews

Mr. Jeffries provided suggested interview questions to the Board as well as an outline for the interview process. Mr. Jeffries outlined the information that had been provided to each of the applicants regarding the DDA goals. Mr. Jeffries stated a Resume' from Peggy Little had been received since the last meeting for the Farmers' Market Manager position.

Mr. Hopkins asked if any of the Board members knew any of the applicants.

Ms. White stated she did not know the applicants but stated she had talked with Bryon Clegg.

Mr. Jeffries stated that Lorraine Altomare declined an interview since the position was not full-time and also stated that he had not heard from John Greenwood.

The DDA interviewed the following Applicants for the position of Farmers' Market Manager: Kimberly Meeske, Melanie John, and Bryon Clegg. Once the interviews were completed, the Board continued discussions regarding each of the applicants.

Ms. Cook stated the Market was structured by the percentage of vendors allowed by type and perhaps the DDA should renegotiate what was permitted.

Mr. Jeffries stated one of the first tasks that would be asked of the person that was hired was to come back with a strategy on where they felt changes should be made regarding vendors that were permitted. Mr. Jeffries stated after those suggestions were reviewed and approved by the DDA, a recommendation would be sent to the City Manager for consideration.

Mr. Hopkins stated he was not overly impressed with any of the three applicants. Mr. Hopkins stated Melanie communicated well. Mr. Hopkins stated he felt Bryon would not stay very long and felt he lacked self-confidence. Mr. Hopkins stated he felt Kimberly had the background but did not have the magnetism to be successful. Mr. Hopkins stated he would recommend Melanie and grooming her for the position.

Ms. Kozinski stated she agreed with Mr. Hopkins' comments. Ms. Kozinski stated Ms. Meeske did not have good communication and felt Mr. Clegg would not stay very long. Ms. Kozinski stated Ms. John would be her first choice but felt she would need more grooming.

Ms. Cook stated she had similar concerns expressed by the other Board members and felt Melanie could be groomed for the position.

Ms. White stated she felt Ms. Meeske had good skill sets but she would be difficult to manage. Ms. White stated she would be concerned about Bryon and felt Melanie was a possibility. Ms. White asked if Mr. Jeffries contacted Ms. John's references.

Mr. Jeffries stated he had contacted Mary Beth Jeffers who said Ms. John was a very good employee and was good with multi-tasking and was passionate about her work. Mr. Jeffries stated Nicholas Fuller said Ms. John had a strong work ethic. Mr. Jeffries stated he did not receive a return phone call from the third reference listed for Ms. John.

Mr. Hopkins stated he does not believe Bryon should be considered and stated he was concerned about Ms. Meeske's communication skills. Mr. Hopkins stated Ms. John would need grooming but in the long run he felt she would be good.

Mr. Jeffries stated Ms. Meeske did not seem to understand the dynamics of the Market. Mr. Jeffries stated he needed someone who would implement SNAP and Ms. John had experience with

that. Mr. Jeffries stated Ms. John also had experience in working with various departments which was a plus. Mr. Jeffries stated he did not believe Bryon would stay very long.

Ms. White stated she would be in favor of giving Ms. John an opportunity but was concerned that she was not familiar with our Market.

Ms. Kozinski stated she was in favor of Ms. John and felt she would be good in dealing with people. Ms. Kozinski stated the Market needed to be diversified.

Mr. Gross stated a Service Contract could be prepared with a termination clause of 30 days.

Ms. Slight stated she would be available to go to the Market mid-mornings to assist the new Manager.

Mr. Jeffries stated the individual would be paid \$1,100 per month with a bonus paid for additional revenue that was generated.

Ms. Cook stated she would like a second interview with Ms. John and asked that Mr. Jeffries coordinate a visit with Ms. John to the Market and then hold a second interview after she had visited the Market. The Board agreed to meet on March 20, 2018 at 8:00 a.m. and conduct a second interview with Ms. John at 8:30 a.m. on that date.

4. **Public Comments**

There were no public comments.

5. **Board Comments**

There were no additional Board comments.

6. **Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 10:53 a.m.



Sheryl Cook, Vice Chair



Becky Groom, Board Secretary