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Takemoto

CABINET MEETING
COMMUNITY WELFARE SECTION

Feb 6, 1943

PRESENT: George Lafabregue,
Chairman

Harry Q. Johnson
Sus Yamashita
Ernest S. Iiyama
Kenji Fujii
Michi Tao

Adrian Altvater
Shizu Hikoyeda
Chizu Kitano
✓ Fumi Takemoto
Yuki Katayama

CALL TO ORDER: The regular weekly Cabinet Meeting of the Community Welfare Section was called to order at 9:20 a.m. by George Lafabregue.

TRAINING COURSE: The Cabinet reviewed the streamlined version of Administrative Instruction #46, Procedure for Special Transfers. Certain changes were made and the revised instructions will be mimeographed for the next In-Service Training class. All the streamlined instructions will be mimeographed for the Block Workers.

JOB ANALYSIS OF FIELD WORKERS (Prepared By Kazu Iijima): Mrs. Iijima hopes to have the Job Analysis ready for discussion at one of the early weekly training seminars. In general, the analysis will include case work, home visits, meetings and conferences, office visits and general office procedures.

PUBLIC ASSISTANCE GRANTS: No more re-certifications will be made on PA Grants. A re-application will have to be made every month until further notice.

It was reported that the PA grants were being paid in cash without being placed in envelopes. Some of the residents who are sensitive about receiving public assistance are disturbed over this situation. A memorandum will be forwarded to the Fiscal Officer asking to change this procedure.

SUPERVISORIAL RESPONSIBILITIES: (Prepared by Kazu Iijima) Emphasis will be put into the paragraph regarding reports. The last paragraph will contain a suggestion that Supervisors participate in community activities. Mrs. Iijima made the analysis rather general, leaving it up to the Supervisors to use initiative and imagination in discharging their duties and responsibilities.

ATTITUDE OF RESIDENTS: Mr. Lafabregue stated that some of the workers were trying to get everything possible out of the government for the residents of their blocks. Mr. Yamashita refuted this point by saying that the Japanese people do not like to receive aid in the form of public assistance. Mr. Lafabregue, however, was of the opinion that since evacuation, the Japanese have gradually changed in their attitude toward public assistance so

that they now accept and in some instance demand aid.

NEW FIELD UNITS AND CHANGES IN PERSONNEL: Mr. Lafabregue announced that due to the many changes that are now taking place in the Center, such as the recruiting of the Nisei into the Army, people leaving our department, etc, the block units will be reduced in number from 5 to 3. Chizu Kitano read a tentative re-assignment sheet of block units, supervisors and workers.

Mr. Johnson announced that Mr. Hamada was transferred from the Family Unit to Adult Probation. George Takeda will be in charge of Youth Guidance. This unit is entirely separate from Student Relocation. Fumi Takemoto will supervise Child Welfare while Miss Hayakawa will continue to be in charge of Special Services with Mike Kudo assisting. Mr. Yoshida, about whom we have been getting excellent report, will continue in charge of funerals.

Ruby Kawamoto reported that she still has hundreds of case histories to type up and will not be ready to set up the unit files until the unit clerks come in.

CHILD WELFARE: Miss Takemoto reported that the 3 staff members of the Child Welfare Unit have been making a study of Child Welfare. The University of California and other institutions have been contacted regarding pamphlets and other literature available on this subject. A list of children with low IQ's is available and the Child Welfare Unit has been asked to help these handicapped children.

Crippled children (congenital) can receive treatment in Salt Lake City. A survey is being made to determine how many there are in our Center.

PA Grants for pre-natal cases will originate in the Child Welfare Unit. Miss Takemoto would like to see mothers with children between the ages of 1-3, who are unable to work, receive grants.

BLOCK NURSES: Complaints have been trickling in to the Welfare Office that the Block Nurses are very slow in calling the doctor in time of sickness.

CHANGES OF HEADS OF FAMILY: Miss Altvater has set up her files on a biological basis. She will not change heads in order to make a family eligible for grants. However, recommendations are still being made through the Supervisors for any justifiable change.

MARRIAGE STATISTICS: A centralized system has to be worked out on marriages. Deaths and births are recorded at the hospital. Mrs. Iijima suggested making it mandatory for persons getting married to report to Miss Yoshii of Central Statistics. However, Mr. Lafabregue believes it is a function which belongs in our department as Miss Yoshii is not supposed to render any service to the residents.

ADM INSTRUCTION #49: Mr. Lafabregue pointed out that the workers did not seem to be following Adm Instruction #49 dealing with permission to reside in a relocation center. Outside of the father, mother, brother and sister, applications are supposed to be forwarded to Washington.

CORRESPONDENCE: A letter from Mr. Edward Marks, WRA Community Activities Supervisor, was read. The contents included clarification of policy on student relocation, public assistance, etc.

Another letter from Mr. James F. Hughes, Assistant Project Director, regarding the laxity of residents reporting to work was read. Mr. Lafabregue asked that we check time more carefully and also to record all overtime.

EYEGASSES: Hereafter, only those who are unable to pay for themselves will receive PA grants. The Eye Clinic will make the referrals. Mr. Lafabregue will have a conference with Dr. Boardman and Dr. Takahashi to clear up all points and report back.

WEDNESDAY MORNING SPEAKERS: A memorandum from the Clothing Unit was received asking that the Wednesday morning meetings be discontinued as girls are knitting and not paying attention to the speaker. Also, that business should be transacted across at Rec Hall 30. The consensus of opinion was that although the knitting may distract the speaker, everyone paid close attention to the speakers.

CLOTHING ALLOWANCES: Vouchering for the months of October, November and December will be completed in February. A request for another auditor will be filed in order to speed up the work.

PROPOSAL FOR GIVING P.A. GRANTS TO EVERYONE: Mr. Lafabregue announced that Hi Bando had prepared a report in which he proposed giving grants to everyone in the Center. Mr. Lafabregue stated that special grants should be given only for emergencies and that special needs will have to be for items other than clothing.

WHEELCHAIRS: Fumi Takemoto reported that 2 wheelchairs were needed. She further stated that certain residents who are crippled have never been to the shower rooms or mess halls.

WOODEN LEGS: Miss Takemoto also brought up the matter of ordering wooden legs for a resident who claims they should be changed every five years.

HOUSEKEEPER SITUATION: Mr. Lafabregue will prepare a recommendation for Mr. Bell's attention as soon as he receives a report from Chizu Kitano regarding the number of housekeepers needed, duties involved, etc. The possibility of enlisting the aid of the Block Maintenance Man will be looked into.

HOUSING: The Housing Unit reported the problem of students leaving the center for school, often leaving their families in a room too large for the number remaining. Mr. Lafabregue suggested maintaining

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a file of the adjustments which should be made. He feels that the housing problems will increase in the future with boys going into the Army and continued relocation of the residents.

ADJOURNMENT: There being no further business, the meeting was adjourned at 11:45 a.m.

Respectfully submitted,

Yuki Katayama
(Mrs.) Yuki Katayama

WAR RELOCATION AUTHORITY
Central Utah Project

COMMUNITY WELFARE CABINET MEETING

June 19, 1943

A G E N D A

- 1) Unit Progress Reports:
 - a) Family Unit:
 1. Public Assistance
 2. Relocation
 3. Special Services
 - b) Clothing
 - c) Ration Office
 - d) Youth Guidance
 - 3) Housing
 - f) Office Management
- 2) Analysis of Monthly Report Form - - - - - Miss Shizu Hikoyeda
- 3) Weekly Press Review Report - - - - - Miss Asako Sakai
- 4) Housekeeping Unit - - - - - Mrs. Louise Watson
- 5) Student Relocation Program - - - - - Miss June Morita
- 6) Elderly Home Service - - - - - Mr. Lafabregue
- 7) Welfare Participation in Carnival - - - - - Miss June Morita
- 8) Case Work Discussion Sessions with
Family Relocation Unit - - - - - Miss L. Gottfried
- 9) Short-term Leave Procedure (Minors) - - - - - Mr. Lafabregue
- 10) Answering Letters and Wires - - - - - Miss Asako Sakai
- 11) Any other business from floor - - - - -
- 12) Adjournment - - - - -

Rec 30

WAR RELOCATION AUTHORITY
Central Utah Project

June 12, 1945

CABINET MEETING
COMMUNITY WELFARE SECTION

MINUTES

THOSE PRESENT:

Mr. George Lafabregue
Mr. Susumu Yamashita
Miss Shizu Hikoyeda
Miss Asako Sakai
Mr. Hi Bando
Miss Amy Kajiwara
Miss Kiwa Yoshida

Miss Adrian Altvater
Mrs. Louise Watson
Mrs. Verna Murray
Mr. George Takeda
Miss June Morita
✓ Miss Junko Hedani
Mrs. Matsuko Kawasaki

CALL TO ORDER: The weekly Saturday morning Cabinet Meeting was called to order by Mr. Lafabregue at 10:45. The agenda henceforth, will commence with the progress reports of the different Units and Office Management. Committee reports will be a brief of the Tuesday morning Community Services meeting and of the Intra-staff committees. Progress reports will be from the following: Family Units, Clothing, Rationing Office, Youth Guidance, Housing and Office Management.

Upon recommendation of the cabinet members, the agenda will be forwarded to them by Thursday of easy. If there are any additions to the agenda not all ready placed in the weekly report, a brief note will be attached and forwarded to Administration Building B for insertion before Saturday.

RELOCATION UNIT: Mrs. Ono from Jerome, has been added to this Unit to take care of the Issei interviews. She will plan out ways and means that will help stimulate the Isseis in the relocation program.

PERSONAL SERVICES: Miss Kajiwara reports that a record will be kept of all workers and their clients to show at a glance who is working on what case. Mr. Lafabregue assigned this Unit to take care of all follow-up work for bereaved families who have lost a member of their family. One person will be assigned to do this contact work.

INCIDENTS: A suggestion was made that Welfare should follow-up all such cases through Mr. Hamada, Mr. A. Yoshida or Miss Hayakawa; when a wife and children are involved, Miss Hedani in Child Welfare would be assigned.

RESIDENCE PERMITS: At present four copies of WRA 101 are being made for the applicant, case files and Internal Security. Since Housing re-inducts and notifies all the departments, henceforth only two copies will be made. Miss Kiwa Yoshida and Miss Kajiwara will work out a procedure for people returning to the Center for a visit and then ask for reinstatement because of some emergency measure.

All students who come in and visit for only a brief period, will be assessed the regular charge for meals and room. If coming in for at least a month or protracted time, then they can be given residence status and we would expect them to get in and pitch in for the Community.

Miss Kajiura raised the question regarding the procedure for students who come in for only a week and do not have enough funds to pay for their meals. Mr. Lafabregue advised that for "a person coming in here for a protracted stay (at least 30 days) and wishes residence status, he will be expected to add to the manpower of the Center. "

CLOTHING: All of February and a small part of the March Clothing Allowances have been paid. All vouchers have gone to Salt Lake for March and should be paid within the next ten days. April is in process and May is being posted.

RATION OFFICE: Issuance of shoe stamps for the next ration period will commence next Wednesday morning. New books through application blanks from the Post Office will be good through the summer until October. Residents do not have to make applications but they would, if residing outside.

In cases where residents go out on short-term leave, a note is sent to the Ration Office and they issue as many points to cover the period they will be gone. A resident would have to be gone two weeks to get sugar and thirty days for a pound of coffee.

YOUTH GUIDANCE: Miss Morita reports that \$2,000 scholarship drive is progressing and the objective is to attain this goal at least by the end of July. The policy is to distribute an equal amount to as many students as possible. For example, \$100 to 20 students.

One of the projected activities is a camp-wide carnival during the July 4th weekend whereby the various organizations and each block will participate. The YMWCA Girl Reserves and other youth groups will handle the food concession.

Twenty-five percent of the proceeds will go back to the blocks and sponsors, and 75 percent to the fund. At present there is \$300 in the fund. It was suggested that Welfare should participate. This will be discussed at the Wednesday morning staff meeting.

CHILD WELFARE: A list has been compiled of the families who need baby cribs and as a result 114 interviews have been scheduled. The survey will determine to which families cribs will be allocated.

YOUTH GUIDANCE: This Unit is looking after a few boys who wish to move in with private families.

Mr. Lafabregue inquired why it was recommended in a previous weekly report that the boys and girls going out to the summer camp be segregated. Mr. Takeda stressed the point that due to the physical layout and the inadequate provision for shower rooms, latrines, etc. it would not be permissible. He suggested that each group go out separately with their own leaders. However, this would not apply to those groups going out only for a day.

HOUSING: At present Housing and the Block Manager are authorized to requisition lumber for furniture, crating, etc. Housing was anxious to discontinue this service due to the time involved in investigating and verifying each request. Since the Block Manager is so close to the residents, he would be unable to reject any request. It was recommended that a memorandum be sent to Mr. Watson through Mr. Ball to prepare crates a week ahead of time to avoid all the last minute rush and confusion to expedite the relocation program.

OFFICE MANAGEMENT: The files have progressed up to the MAs of the face sheets. They have been working on it since April 1st but due to the lack of workers, they have been unable to work at nights as originally planned.

RELOCATION INSTRUCTIONS: Mr. Lafabregue has arranged a 1½ hour meeting with Miss Gottfried and Miss Kuwa Yoshida of our Family Relocation Department, each Monday afternoon at 2:30 for an intensive period of instructions.

CLOTHING DONATIONS: Letters of acknowledgement will be prepared, especially on the baby clothing. The problem of who is to sort and disinfect these clothing before issuance to the residents, is yet to be worked out by the Youth Section. Disinfection at the hospital was suggested but fabled due to the manpower shortage and the possible inconveniences that may result from it.

HEARING BOARD: A Hearing Board, composed of members of the Appointive Staff, is being set up to provide hearings for those who have filed for repatriation, declinations and "no" answers to 28 and those seriously qualified "yeses" who wish to file for leave clearances. Those who have changed their minds and have applied for leave clearances will come before the Board so that recommendations can be sent to Washington for consideration. All those who have filed a declination will have to appear for a hearing.

PICNIC COMMITTEE: Mr. Yamashita, Mr. Bando and Mr. Takeda will see Mr. Lamb and work out arrangements for the Welfare picnic next week.

ADJOURNMENT: The meeting was adjourned at 12:40 P.M.

Respectfully submitted,

Michi Tao

WAR RELOCATION AUTHORITY

Central Utah Project

COMMUNITY WELFARE CABINET MEETING

June 26, 1943

AGENDA

1. Unit Progress Reports:
 - a. Family Unit
 - 1) P.A.
 - 2) Relocation
 - 3) Special Services
 - b. Clothing
 - c. Ration Office
 - d. Youth Guidance
 - e. Housing
 - f. Office Management
2. Analysis of Monthly Report Form.....Miss Shizu Hikoyeda
3. Weekly Press Review Report.....Miss Asako Sakai
4. Housekeeping Service.....Mrs. Louise Watson
5. Student Relocation Program.....Miss June Morita
6. Elderly Home Service.....Mr. Lafabregue
7. Welfare Participation in Carnival.....Miss June Morita
8. Attendance.....Mr. Lafabregue
9. Short-term Leave Procedure (Minors).....Mr. Lafabregue
10. Answering Letters and Wires.....Mr. Lafabregue
11. Recommendations and Problems from Semi-Monthly Report
P.A. Division

If the policy of the WRA is to encourage relocation program, should it be an outright policy to grant PA's to all the dependents left in the center? How is one to judge each family on individual basis even if such be the policy. I would like to have definite policy governing PA grants to such families. For instance, should they be given PA's for a limited time or until they are sent for by their family?

Personal Services

- (a) Workers complain too much walking
- (b) Staff meetings too long - work delayed
- (c) Notice of no block workers in paper - Japanese

Housing Section

We are still in need of a clarification on:

1. Crating - how to eliminate "red tape."
2. Lumber requisitions for apartment use - who should handle.

Youth Guidance

1. We have been informed by various residents of our camp who have been in Salt Lake City that some girls from Topaz are getting out of hand in that city. They state that young girls around the ages of 17 through 20 are found late at nights walking the streets for immoral purposes. Some state that these girls are remnants of the group who were working in the turkey farm some time last year.
2. For this reason, our division asked the cooperation of the family relocation unit so that they may inform us whenever young people relocate by themselves. In this way our division is planning to recheck the family background, jobs, reasons, etc., to help prevent the very unfortunate occurrences stated above.

Family Relocation Service

1. A more thorough investigation of job offers, especially group leaves. Conditions of employment as noted in contracts are in majority of cases never up to par as exemplified by the recent Cedar City group, whose attempt at striking in protest of low wages failed, and were later forced to return because of a fellow worker's threat against their race; also as experienced by the first group who left for Provo, Utah, on promises of variety of jobs to choose from but found no steady employment during their first week or two of stay. A more thorough job investigation by outside W.R.A. offices on indefinite leaves would also be not amiss as called to our attention by the recent application of readmission to this center by two coal-mine workers because of union trouble in Bingham Canyon, Utah.
2. A more definite procedure of securing crates for packing and sturdier lumber. There have been complaints as in obtaining service in time. Perhaps already-made crates may be the solution.
3. A one to two weeks' vacation with pay for all center resident employees who have 6 months of employment to their credit.

12. Personnel.....Mr. Lafabregue
13. Any other business from floor.
14. Adjournment

WAR RELOCATION AUTHORITY
Central Utah Project

June 26, 1943

CABINET MEETING
COMMUNITY WELFARE SECTION

MINUTES

THOSE PRESENT:	Mr. George Lafabregue	Miss Adrian Altwater
	Mr. Susumu Yamashita	Mrs. Louise Watson
	Mr. M. Rando	Mrs. Verna Murray
	Miss Shizu Hikoeda	Miss Asako Sakai
	Miss Aoy Kajiwara	Miss Kusa Yoshida
	Mr. George Hashida	Mr. George Takeda
	Miss June Morita	Miss Junko Hedani
	Miss Ruby Kawasato	

CALL TO ORDER: The Welfare Cabinet Meeting commenced with the Unit Progress reports at 10:30 A. M.

RELOCATION UNIT: Relocates of particular concern are youngsters, especially boys under 18 years of age, leaving the Center. The first criteria points for recommendation to Mr. Ernst's Committee meeting are as follows:

- 1) Unattached boys between the ages of 16 and 17 would be permitted to leave the Center for farm work at the Provo Camp only.
- 2) That if the farm had been previously approved by the WRA, then the boys of 16 and 17 would be permitted to go. These boys would be given a permit to leave only if the group does not exceed seven people with an adult group leader.
- 3) That if the lads are accompanied by a parent or guardian, they also would be permitted to leave.

A recommendation was made by Miss Altwater that each boy in the group be given the responsibility whereby anyone member overstepping the bounds of decency, would necessitate the whole group returning to the Center.

Also that the Relocation Offices should be working in closer collaboration with agencies of the Community so that they can be of assistance to private business agencies in that community, recreation departments, etc.

No girl under 18, unless under proper supervision, should be permitted to leave. It was recommended that the girl be at least 21 before granting the leave clearance.

SPECIAL SERVICES: Mr. Yoshida and Mr. Aso have interviewed all the families who have lost members of their family in Topaz and a full report has been prepared for the case files.

Lately a great many transfer requests have been received from other centers which is probably attributed to the relocation program and the departure of the Volunteers, making it necessary for remaining members to join friends or relatives here.

Mr. Lafabregue requested a clarification of the clause which implies that it is mandatory for the deceased's body to be returned to the Center within a specified time in order that it may be incorporated in the new contract.

PUBLIC ASSISTANCE UNIT: Most of the grants for the month of June have been completed with the exception of a few which must be handed in not later than the close of business of Monday, June 28.

Mr. Hoshida requests a word of caution to the PA division in that they make a careful check of the applicant's working status. Recently people reported that they were not working and after the time records came in, they were found to be part-time workers. This throws off their eligibility and makes readjustments very unsatisfactory all around. It was also requested that the applicants be notified by a memorandum when they are rejected stating the reason for the rejection. Hereafter, two copies of a blank indicating why they were rejected, will be prepared for Clothing and case files.

CLOTHING: Clothing allowances for April has been completed and will probably be ordered by Monday.

Still in the development stage, pay checks and Clothing Allowances may be paid in one check in the future.

RATION OFFICE: Requests have been received by different church organizations and other groups for ration points to purchase food for parties. Since the Administrative Instructions specify that no certificates are to be issued for food, and with the July 4th Carnival coming on next weekend, a clarification is in order as to whether or not the Topaz Ration Office should issue these certificates.

The Ration Office recommends that the Leave Office notify them by note and not over the telephone when a person is leaving the Center.

MONTHLY ANALYSIS REPORT FORM: Miss Altwater was designated to prepare a reply of Welfare's activities to be submitted to Miss Gifford in Washington by July 1st.

HOUSEKEEPING SERVICE: The prime difficulty now is whether this service can be extended to professional persons since WRA does not stand the payment of wages for services rendered by a resident to another resident. A clarification is pending whereby this policy could be relaxed under extenuating circumstances which would warrant the service to a person in order to obtain the services of that person for the benefit of the community.

STUDENT RELOCATION: Mrs. Watson reported that approximately 25 schools are closed to the Nisei students, including a number of large, prominent colleges which are heavily prescribed. One of the students wrote back suggesting that more students should apply for admission in the smaller colleges where the contacts and assimilation are just as advantageous. An article giving pointers in the selection of colleges and universities will be published in the Topaz Times for the benefit of potential students now out of high school.

RELOCATION CLEARANCE: In order to alleviate the confusion, delay and consternation in going through the relocation processes, a plan has been set up whereby the residents can complete their clearances all under one roof. Tentatively, the Welfare Units will receive a space of 45' by 9' in the new office: Student Relocation, Family Relocation, Ration Unit, and Travel Grant.

ADJOURNMENT: The meeting was adjourned at 12:20 P. M.

Respectfully submitted,

Michi Tao

WAR RELOCATION AUTHORITY
Central Utah Project

June 26, 1943

CABINET MEETING
COMMUNITY WELFARE SECTION

M I N U T E S

THOSE PRESENT: Mr. George Lafabregue Miss Altvater
Miss Shizu Hikoyeda Mr. S. Yamashita
Miss Asako Sakai Mrs. Louise Watson
Miss Amy Kajiwara Mrs. Verna Murray
Mr. Hi Bando Miss Kuwa Yoshida
Miss June Morita Miss Junko Hedani
Miss Faith Terasawa Miss Ruby Kawamoto
Mr. George Takeda

Resuming Saturday's Cabinet Meeting, the discussions on Reorganization Personnel, Elderly Home Service and Welfare Participation in Carnival commenced 2 P.M.

REORGANIZATION: Physical transfer to the relocation office will affect Student Relocation, Family Relocation, Ration Office and Travel Grants. All the relocation processes and necessary clearances will be housed under one roof.

Family relocation: The following persons will be transferred:

Miss Kuwa Yoshida, Supervisor	
Mr. Bob Hanamura	
Miss Yoshi Tamura	
Mr. Pete Sugiyama	Suga Fukuoka
Mr. Hideji Nakamizo	Kiyo Hamada
Miss Yuri Yamashita	Terry Mitsuyasu
Mrs. Kimi Ono	
*Miss Yoshiko Morioka	

*Miss Yoshiko Morioka may be transferred to Special Services as Consultant.

II. Student Relocation: Miss June Morita, Miss Fumi Takemoto and two clerks will be transferred. Arguments opposing this transfer were chiefly (1) too much congestion in the office and (2) too much space is required for books and bulletins (3) Students would not have the library atmosphere and would hesitate coming all the way down there to browse over the pamphlets. Mr. Lafabregue asked this Unit to think about the transfer and that it would be taken up again the next day.

III. Ration Office: Due to the limitation of space it was decided that only one clerk, Miss Sasajima would be transferred to record the applications for Ration Books.

TRAVEL GRANTS: Miss Hikoyeda will be transferred to issue travel grants to relocatees. (Grants for transfers and hospitalization will be handled at Administration Bldg. B.) Miss Hikoyeda will need the help of one clerk.

PERSONNEL: With the transfer of Miss Hikoyeda, an Administrative Assistant will have to be assigned. Mr. Hi Bando will probably assume this responsibility. In the next week or two, we will have lost approximately six persons from the staff due to relocation and the vacancies will have to be filled accordingly.

ELDERLY HOME SERVICE: At a recent meeting a suggestion was made by Public Works that the two empty wards be used for this purpose under the supervision of the Hospital. One ward would be used for the men and women's dormitory and one to be used as a living room. At present, there are approximately 50 persons who would require this service, most of them being unattached men.

PROCEDURE FOR REQUISITIONS OF LUMBER: The Block Managers will certify the needs of the residents for items such as shelving, closets, furniture, etc. and Housing will requisition material for partitioning only. (this program is at a standstill at the present time except for emergency cases) The Evacuee Property Unit will assume responsibility of issuing crating materials as soon as the Relocation Processing Offices are organized.

CARNIVAL: Welfare will sponsor two booths; football throw and lassoing. On Saturday the booths will be open from 7 to 11 PM. On Sunday the booths will be open from 2:30 to 5:00 in the afternoon as well as at night from 7:00 to 10:00 o' clock. Mr. George Takeda will recruit as many persons as possible to build the booths and staff members will volunteer to run the concessions in shifts.

CLOTHING ALLOWANCE PAYMENTS: Miss Altvater suggested that Clothing allowances be paid to the family head for all persons 17 and under. Also wives, regardless of their work status. That is, in all cases, clothing allowances will be paid to family heads except where the person is considered individually.

HOUSEKEEPING SERVICE: The question was raised whether elderly persons whose sons have volunteered in the Army should be given the benefit of this service in view of the income they received for subsistence. Mr. Lafabregue advised that except in instances where the family head has gone out in relocation, anyone who is physically disabled, should be given the benefit of this service. Miss Hedani and Mrs. Watson will work out recommendations to be presented Mr. Bell for establishment of policy.

ADJOURNMENT: Meeting was adjourned at 4:30 PM.

Respectfully submitted,

Michi Tao

WAR RELOCATION AUTHORITY
Central Utah Project

July 5, 1943

CABINET MEETING
COMMUNITY WELFARE SECTION

M I N U T E S

THOSE PRESENT: Mr. George Lafabregue Miss Adrain Altvater
Mr. Susumu Yamashita Mrs. Louise Watson
Miss Faith Terasawa Mrs. Verna Murray
Miss Amy Kajiwara Miss Junko Hedani
Mr. George Hoshida Mr. George Takeda
Miss Kuwa Yoshida Miss Michiko Okamoto

CALL TO ORDER: Due to the Fourth of July Carnival over the weekend, the regular Cabinet Meeting was extended to Monday, the 5th. The meeting commenced at 2P.M. with the following:

TRANSFERS TO RELOCATION OFFICE: Tentatively, representatives for Student Relocation will be Masao Ashizawa and Miss Fumi Takemoto. Miss Helen Sasajima will record the Ration ticket applications. The Family Relocation Unit has been transferred in entirety.

CLEARANCE PROCEDURE: For the present, Miss Kuwa Yoshida will prepare two copies of the leave clearance and two copies of the leave recommendation with one copy each to be retained by Mr. Lafabregue and the case files at Rec. 23.

CHANGE OF FAMILY HEADS: Thus far on seasonal leaves, no changes were made in the family head. However, it is recommended that a temporary or acting head be specified at the time the person is leaving. Up to the present time, changes were effected if a father were ill or when a son, who was head of the family due to the father's language difficulty at the time of evacuation, desired to change to the proper head. People leaving the Center will make the changes at the Family Relocation Unit under Miss Yoshida.

RESIDENCE POLICY: This procedure is still in process of being written by Miss Sakai.

HOUSEKEEPING SERVICE: In instances where both members of the family are professionals and whose services will be beneficial to the community at large, a full-time housekeeper may be assigned. Other recommendations for this service will emanate from the Hospital and the Block Nurses.

CARNIVAL: Up to noon of Monday, July 5th, the gross income totaled \$3,273.00. Welfare's "Ring 'Em" booth netted \$49.00 for the two days. It was estimated that at least \$1,500.00 would be allocated to the Student Scholarship Fund.

MONTHLY REPORT: Effective July 1st, a monthly report will replace the semi-monthly report. Each Unit report will be due on Mr. Lafabregue's desk on the 24th of each month and the final report will be submitted to the Community Management Division Office by the 27th. The next quarterly report will be due on the 1st of October together with the regular monthly report.

The report will be prepared as follows:

CURRENT WORK: In replying to this question, there should be a complete list of accomplishments for that month. Subjects that should be discussed in the meetings would be listed briefly in A.B.C. form.

Recommendations and general suggestions: Specific problems should be listed in each section and in which help is needed from the Project Director or the Assistant Director that may mean a change in policy.

Projected Activities: A schedule of activities, programs, project's operating developments, and plans for the month ahead should be listed. It would be well to indicate in some manner, those activities projected which should be brought up at the Planning Board.

In one of Mr. Bell's memoranda to the Section Heads, he specified that such general statements as "work is progressing as usual" is not a satisfactory answer to that question.

CLOTHING PROBLEM: Mr. Hoshide advised that since last month, complaints were received from many workers who had 92 hours work credit which meant a shortage of only two hours of the required 94 hours which made them ineligible for clothing allowance. He inquired whose responsibility it was to make the proper adjustment since the Time-keeper's Office states that the workers are entitled to clothing allowance as long as they have worked 15 days in that month.

WELFARE WAGE QUOTA: Mr. Lafabregue reported that limitation in the number of \$19.00 positions that will be allowed per center was forthcoming. Each center is to be limited to 10 to 15 percent of the \$19 positions.

INCIDENTS: The reason for the eleven men being transferred to Loupp on June 29th was the result of signed subversive statements to the FBI. Welfare was asked to notify the relatives of these people and to arrange to forward their luggage. At first only one man was thought to have a family when later it was discovered that several had mothers, fathers and relatives in camp. It has been suggested that all contacts of this nature be done by the Administrative staff or a member of the Internal Security if this work would, in any way,

jeopardize our Welfare workers; This matter will be discussed further at the next Saturday Cabinet meeting.

REPATRIATION WITHDRAWALS: Welfare will continue to take requests of people who wish to decline their repatriation applications and those who wish to file for a rehearing should be sent to the office in the South Wing of the Administration Building.

ADJOURNMENT: The meeting adjourned at 3 P.M.

Respectfully submitted,

Michi Tao

WAR RELOCATION AUTHORITY
Central Utah Project

July 10, 1943

CABINET MEETING
COMMUNITY WELFARE SECTION

A G E N D A

1. Progress Reports:
 - a) P. A. Unit Miss Terasawa
 - b) Personal Services Miss Kajiwara
 - c) Family Relocation Miss K. Yoshida
 - d) Student Relocation Mrs. L. Watson
 - e) Clothing Miss Altvater
 - f) Ration Office Mrs. Murray
 - g) Housing Miss Altvater
 - h) Youth Guidance Mrs. G. Takeda
2. Time of Welfare Cabinet Meeting
3. Unit Reports at General Staff Meeting
4. Weekly Press Review
5. Public Assistance Code
6. Transfers to Leupp
7. Personnel in each Unit
8. Dependents -- Clarification of those out on Seasonal
or Indefinite Leave -- Miss Altvater
9. Items for Discussion at Cabinet Meetings to be handed
o in by Friday noon.
10. Any other business from the floor.
11. Adjournment

WAR RELOCATION AUTHORITY
Central Utah Project

Rec 30

July 24, 1943

CABINET MEETING
COMMUNITY WELFARE SECTION

M I N U T E S

THOSE PRESENT:	Mr. George Lafabregue	Mr. Claud Pratt
	Mrs. Louise Watson	Mr. Susumu Yamashita
	Miss Shizu Hikoyeda	Mr. Hiro Bando
	Mr. George Takeda	Miss Amy Kajiwara
	Miss Faith Terasawa	✓ Miss Junko Hedani
	Mr. George Hoshide	Miss Michiko Okamoto
	Mrs. Verna Murray	

CALL TO ORDER: The meeting was called to order by Mr. Lafabregue at 9:25 A. M.

FOOD CROP PROGRAM: All those representing the block for special farm work are notified in the form of a work order and the hours for that day is recorded with the timekeeper of the Agricultural Section. Exceptions will only be made on request of the Section Head for deferment (no excuses) to the next week due to special work that must be done at that time.

DEFERMENT OF TRANSFERS: Beginning Monday, July 26th, all transfers will be "held pending" particularly, those to Tule Lake until we are certain of the final selection of the Segregation Center. It would be preferable to advise people as well as the other centers initiating a transfer, to withhold same in order to avoid being caught in the movement of segregatees. Applications will be taken for those where health conditions necessitate the transfer of part of a member to assist the family in their moment of duress.

Extension of visits will be granted through the month of August but others will be stopped subsequent to August 31st until segregation is completed.

REALIGNMENT OF WORKERS: In order to make a separate and closer entity of the segregation program, a special office will be set up at Rec. 4 beginning Monday, July 26. The operations of this office is to assume responsibility of those who are to be segregated and to coordinate the work in the Center to assure a sound and sane program.

Mrs. Louise Watson will continue to head this special counseling unit with the following workers:

Mr. Sadae Hamada	Mrs. Nao Yamamoto
Mrs. Masako Minami	Mr. George Aso
Mr. George Takeda	Miss Kiyo Hamada
Mr. Kichinosuke Takeuchi	

The main reason for divorcing this service from the Welfare Department is to get all the work done in one office and to interview all families who will be affected by segregation. With all this work to be done, it would be a physical impossibility to house all the people required to carry out their functions in the Welfare Office. During the month of August, all the interviewing and ground work will have to be completed as the movement will commence the first part of September.

PROBLEM OF REPLACING WORKERS: In view of the segregation program and the transfer of the Family Relocation staff, of the Welfare Department, we have been facing extreme difficulty in replacing workers. Mr. Lafabregue advised that Welfare would be given special dispensation for the addition of workers since our Family Relocation Unit was transferred to the Relocation Office on July 19th.

GROUP PICTURE: A suggestion was made that a Welfare group picture be taken for our records. Mr. Hi Bando was appointed to make final arrangements with the photographer.

SPECIAL MEETING OF SEGREGATION OFFICE WORKERS: The duties and responsibilities of this Unit were outlined as follows:

- 1) Take applications or declinations of repatriation.
- 2) Answer all questions that may arise in the minds of those affected by the segregation process.
- 3) Give sound and sane counseling on those who are desirous of changing their registration answers and arrange for an appointment before the Hearing Board.

ADJOURNMENT: The meeting was adjourned at 11:00 A. M.

Respectfully submitted,

Michi Tao

WAR RELOCATION AUTHORITY
Central Utah Project

July 31, 1943

H 3.18

CABINET MEETING
COMMUNITY WELFARE SECTION

M I N U T E S

THOSE PRESENT: Mr. Claud Pratt Mr. Susumu Yamashita
Miss Shizue Hikoyeda Miss Amy Kajiwara
Miss Yoshi Morioka Miss Faith Terasawa
Miss Sei Iwai Mr. Hiro Bando
Miss Michiko Okamoto Mrs. Murray
Miss Junko Hedani Mr. George Hoshida

CALL TO ORDER: The meeting was called to order by Mr. Pratt at 9:45 a.m.

INTRODUCTION OF A NEW WORKER: Miss Iwai was introduced as a new representative from the Student Relocation Unit.

THURSDAY MORNING MEETING: Because the attendance at the general staff meeting on Thursdays has been falling off due to the establishment of the Segregation Unit at Recreation Hall #4, a suggestion was made by Mr. Yamashita that these regular weekly Thursday morning meetings be discontinued for the time being.

It was unanimously agreed after discussion that these meetings be discontinued during the Tule Lake transfer period. It was further agreed that if a special meeting were necessary, such a meeting would be called by Mr. Pratt.

MISS GOTTFRIED'S MEMO ON CASE WORK DONE BY THE SPECIAL SERVICE UNIT: A memo was received by Mr. Pratt from Miss Gottfried, the Medical Social Worker at the Topaz Hospital, suggesting that specific workers be assigned to specific cases. In order to work out a systematic arrangement, two ideas were suggested and accepted:

1. That an exchange of narrative records, carbon copies, be made between the Hospital and the Welfare office where both departments were working on the same cases.
2. That Miss Morioka be appointed to maintain an index file for the Special Services Unit. Charge-out cards will be used in the same manner employed for the general office files, so that the whereabouts of the case records would always be known.

A further suggestion was made that Miss Gottfried be assigned to this Project on full time instead of dividing her time between Tule Lake and this Center.

SUMMER CAMP: Mr. Yamashita reported that Mr. Keigo Inouye of the Community Education Department approached him, requesting the help of the Welfare Section in making up a list of people who should, perhaps, be given priority in going to the Summer Camp for the next two weeks.

Although many suggestions were made, none were believed to be of practical value in assisting Mr. Inouye; so it was decided that this section make no recommendation on this matter.

PERSONNEL: Mr. Hoshide of the Clothing Unit presented the problem confronting his department, stating that he would lose a great number of his staff because of the Tule Lake transfer program. It was suggested that we ask for priority on the experienced transferees coming here from Tule Lake through examination of their WRA 26 forms.

UNEMPLOYMENT COMPENSATION: Mr. Yamashita reported that he was approached by a resident who complained that he had not received his unemployment compensation benefits even though he had presented his doctor's certificate to the Placement Office. Although this is a matter for the Placement Office to take up, it was decided that a clarification should be made. Mr. Bando was asked to contact the Placement Office and the Community Council regarding the administration of Unemployment Compensation.

PUBLIC ASSISTANCE: Mr. Pratt reviewed very briefly what he thought were underlying fundamental principles in the administration of public assistance based on his work in this field before coming to Topaz. He mentioned that rehabilitation was the aim----among other objectives----of public assistance. It was brought out that relocation was a form of rehabilitation and that public assistance should help the relocation program.

ADJOURNMENT: The meeting was adjourned at 11:10 a.m.

Respectfully submitted.