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ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 4, 1944

10:00 A.M.

Mr. Niesse presiding.

Present: Mr. Doren B. Boyce
Mr. Campton D. Gooding
Mr. Earl C. Murray
Mr. David E. Davis
Mr. Cleo D. Bishop
Mr. George H. Lafabregue
Mrs. Eralia V. Gonzales

Mr. Vincent R. Gonzales
Mr. Melvin H. Robins
Mr. Jerold S. Bennett
Mr. Walter W. Honderich
Mr. William W. Hunter
Mr. Roy P. Stahl

Not present: Mr. Shelton T. Barlow
Mr. William J. Campbell
Mr. Laurence R. Jones
Mr. Gladstone V. Morris

Mrs. Eudora M. Reed
Mr. George L. Stewart
Mr. Brandon E. Watson
Miss Chiyo Yoshii

The staff was reminded of the movies of the Far East to be presented Wednesday night by Dr. Douglas Collier, our new Chief Medical Officer. It was reiterated that this is a rare treat which should not be missed.

Mr. Boyce stated that Washington Office has sent the Budget Circular No. A-15 pertaining to Maximum Allowances of Furniture and Furnishings for Government-Owned Personnel Quarters, of July 18, 1941. Mr. Boyce will route this around to Mr. Niesse and Mr. Lafabregue.

Mr. and Mrs. Earl C. Murray will be leaving soon for the Mini-doka Project and a Mr. Roland Young will take Mr. Murray's place. Mr. Boyce has received the Director's approval as Acting Finance Officer and also Mr. Gonzales as Acting Fiscal Accountant. Other expected personnel were also announced.

The new organization chart for Property and Accounting Unit was explained. Effective July 1, the Cost Accounting and Property Control are separate units reporting directly to the Finance Officer. Warehousing will be under Mr. Bennett and Property under Mr. Robins and there is an additional position under this new organizational setup of a Property and Warehousing Officer.

Mr. Lafabregue stated that he believes by the end of this month the personnel situation would be in good order with the exception of the elementary teachers. He expressed that the distance between the Finance Building and the

Personnel Office in Block No. 22 to be a handicap in prompt handling of vacation leave.

Possibilities of obtaining the M.P. buildings surplus to their needs were discussed. It was stated that more space was needed for evacuee property coming in from the outside and also property within the Center.

The matter of compensatory overtime was discussed in detail. It was mentioned that one crew was justifying their overtime of four hours per week in order not to assign more workers. Mr. Honderich stated that the Co-operative Enterprises has no problem with overtime, in fact, having very little of it. It was suggested that the Co-op be counseled in these matters.

Mr. Robins reported that very few inventories have been submitted to date with few from the Administrative Management Division. He understands that the Community Management Division is preparing a very fine inventory especially in Education making a more thorough check than ever before. Hospital is also doing a good job. He complained that the Operations Division is not doing very good with the excuse that this is their busy season. Mr. Robins also stated that one unit reported they were foregoing their inventory at this time.

Mr. Hunter announced that certificates for the bicycles for Office Services has been received.

The issuing of WRA-7's for every WRA-96's, Material Delivery Ticket, issued was discussed in detail as being an impractical method. It is felt that this work is repetitious and, therefore, a teletype was sent to the Washington Office requesting a slight change from the procedure in the Property Control Handbook.

In reply to the teletype received from Washington regarding surplus clothing and sewing machines for the Oswego Refugee Camp, Mr. Boyce will contact Mr. Sanford to get a commitment as to surplus sewing machines on hand.

Section Heads were requested to comply with the Gate Control procedure as to work passes in order to expedite traffic efficiently. It was also mentioned that the appointed staff do not stop at the gate to show their Identification Cards and reminded that every car should have a windshield sticker.

Mr. Hunter reported that for the new fiscal year approximately 75% of rental contracts for medical equipment were not necessary since the hospital has adequate equipment. As a result, renewals were made only for drafting tools. Mr. Hunter has a statement confirming this from Dr. Pressman.

Mr. Niesse stated that the morning conference of the Division Chiefs have been more beneficial than any other meetings held. The general reaction of the staff to the Saturday afternoon meetings was inquired, and Mr. David Davis, new personnel in Finance Section, expressed that he enjoyed it very much and considered it beneficial in learning the organization.

Meeting adjourned 11:45 A.M.

WA

ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 11, 1944

10:00 A.M.

Mr. Niesse presiding.

Present: Mr. Doren B. Boyce
Mr. Campton D. Gooding
Mr. Roland E. Young
Mr. David E. Davis
Mr. Mervin A. Bosh
Mr. Vincent R. Gonzales
Mr. Melvin H. Robins
Mr. Jerold S. Bennett
Mr. Gladstone V. Morris

Mr. George Lafabregue
Mr. William J. Campbell
Mr. Walter W. Honderich
Mr. William W. Hunter
Mr. Marvin P. Bales
Mr. Brandon E. Watson
Mr. Shelton T. Barlow
Mr. Grant R. Bowen

Not present: Mr. Cleo D. Bishop
Mrs. Eralia V. Gonzales
Mr. Laurence R. Jones
Mr. Earl C. Murray
Mr. Roy P. Stahl

Opening the meeting was the introduction of new staff members in the Administrative Management Division. They are Mr. Marvin P. Bales, Assistant Procurement Officer; Mr. Grant R. Bowen, Statistician; and Mr. Roland E. Young, Auditor.

Administrative Notice No. 109 regarding travel and vacation was read briefly by Mr. Niesse. Section Heads were requested to schedule vacations for at least four months (July to October).

Mr. Robins gave a detailed report on inventory as to number submitted to date by various sections. Stated that they are coming in very slowly than ever before, which conditions is construed that perhaps a very careful and complete inventory is to be submitted. Mr. Robins believes that the most perfect inventory received so far is from pre-school. Contrary to last week's report that the pipe line was foregoing their inventory, it was stated that they will submit theirs. Mess Management is doing their inventory over inasmuch as a third of the dishes and silverwares were used in the residents' apartments. Mr. Niesse stated that we missed a point when instructions were not issued to the blocks to return mess equipment during the inventory period.

Mr. Robins also read a list of items which were declared surplus to center need.

The staff was cautioned as to assigning workers without authorization from the Personnel Management Section. There was a case where two checks had been issued and Personnel Management had not been advised of it. It was reiterated that payment for residents placed on positions without official assignment would fall on the Section or Unit Head concerned as assignment papers cannot be back-dated.

Mr. Niesse announced three prospective domestic workers who are available through the Co-operative Enterprises.

Mr. Niesse stated that the Council Temporary Committee has been selected and a list will be sent to the Section Heads so they may continue relations with their respective committees.

Mr. Niesse stressed the importance of all appointed personnel attending the Saturday Afternoon Meetings and stated that there were quite a few unexcused absences. The staff was requested to try to have good attendance from our Division.

Mr. Niesse announced that the Appropriation Hearings of the sub-committee of the House of Representatives for the WRA would be found on page 69, and information given by Mr. Myer to the sub-committee answered practically all the questions put to him. Mr. Niesse said he is routing the book around to the Section Heads, and persons who do not know anything about the War Relocation Authority should read it to get a full view of this organization.

Since some of the staff is not familiar with the Topaz City Ordinance regulations concerning dogs, speeding, traffic, etc., Mr. Niesse said that he has extra copies of the Ordinance which are available.

Mr. Lafabregue reported on the manpower program requesting every Section to immediately begin listing the services and the minimum number of personnel needed to operate. He read outstanding points in the letter from Mr. Myer regarding this subject and discussed them as it affected our Project. Determination as to the position being vital, necessary, or merely desirable should be given considerable thinking.

Mr. Honderich discussed the drastic change in purchasing equipment and supplies in line with the new Handbook Release No. 113 on Supply. This handbook finally states in specific terms the purchasing of supplies quarterly and the standardization of items for all supplies. It was requested that

every individual read this handbook, and a meeting will be held with Procurement and Property Control to set this new procedure in operation.

Mr. Hunter reported that rental contracts were very few on equipment owned by the residents. Believes Engineering and Garage to be about the only Sections renting equipment.

Information was requested as to when the Audit Crew will visit this Project. We will probably be the next center to be visited and since only ten days notice is given by them, we should be alert. The staff was reminded to read all Manual Instructions and keep up to date with it since the Audit Crew will be very involved in their examination.

Mr. Gonzales inquired as to the acquisition of M.P. buildings. Mr. Bell has submitted a plan to Lieutenant Gallagher for three buildings to be fenced inside the Administrative area except for the M.P. Garage, but it has not yet been approved.

Mr. Lafabregue announced personnel changes in his Section. Mr. Melvin Rantala is leaving and Mrs. Eudora Reed will succeed him as Personnel Transactions Officer. Mr. Claude Pratt, Personnel Clerk, is also a new staff member.

Mr. Lafabregue reminded the staff members of the July 21 Staff Party which will be the biggest yet and to be sure to attend.

Meeting adjourned 11:50 A.M.

WH

ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 26, 1944 10:00 A.M.

Mr. Blesse presiding.

Presents:	Mr. Irena E. Boyce	Mr. George E. Lafabregue
	Mr. Compton E. Gooding	Mr. William J. Campbell
	Mr. Vincent E. Gonzales	Mr. Walter W. Henderich
	Mr. Roland E. Young	Mr. Brandon E. Watson
	Mr. David E. Davis	Mr. Ray P. Stahl
	Mr. Marvin A. Beah	Mr. Laurence E. Jones
	Mr. Clee E. Bishop	Mr. Shelton T. Barlow
	Mr. Edward W. Matthews	Mr. Gladstone V. Morris
	Mrs. Eugene B. Pinlinson	Mr. Grant E. Sevon

Not present: Mr. Marvin P. Sales
Mr. Jerald S. Bennett
Mrs. Eralia V. Gonzales
Mr. William W. Hunter
Mr. Edwin E. Robins

Manpower Commission

Mr. Lafabregue reiterated his report given at the last Saturday Staff meeting as to progress accomplished with the Manpower Commission. Reported that there is another meeting of the Commission this afternoon and hopes comments have been taken seriously enough to have the thinking of the Section and Unit Heads for this next meeting.

Compensatory Overtime

Lists of overtime performed in January, February, and March not yet compensated by time-offs were sent to the various Divisions yesterday. Section Heads are to write justifications today to the Project Director and should the justification not be sufficient to warrant cash payment for such overtime, it will be returned to the Assistant Director. Mr. Blesse stated that someone in Finance Section should follow up and see that the justifications are in by tonight so that they may be presented to the Project Director tomorrow for approval. It is believed advisable to pay all workers at the same time; therefore, if any Unit or Section is late in submitting justifications, payments will be held until all are submitted. Since the compensation for overtime will be considerably small, it will be paid in cash rather than by checks.

Domestic Services

Mr. Hesse announced that three domestic workers are available and if anyone is interested in these individuals, Consumer Enterprises should be contacted. As applications for personal services are received at this office, they will be posted on the bulletin board by the mail box. It was stated that this shows the seemingly impossible thing has been overcome.

Bonding Employees

Application forms for bonding of employees have been received from the Washington Office, and they should be completed as soon as possible. Eight employees shall be bonded to the Government--Project Director, Property and Warehousing Officer, Supply Officer, Property Officer, Storekeeper, Project Room Steward, Room Storekeeper, and the Certifying Officer.

Supply Program

Mr. Mandarish reported that the Supply Catalog is being worked on now starting with Office Services, Warehouse 121, and Education Warehouse 120. The completion of the Supply Catalog will permit a standardization of all items needed and will also eliminate repeated requisitionings. It was stated that supplies for the Education Section should be processed before the school term begins in September.

Seizure Property

Mr. Morris' main objective in going to San Francisco is to close up a number of cases which have been "hanging in fire" for quite a while both in Sacramento and San Francisco. Nothing very new as far as policy is concerned. The status of contraband was inquired and Mr. Morris stated that it is absolutely impossible to bring contraband here for storing as inquired by the Black Managers and the Community Council.

Spanish Consular Visit

Captain Martin, of the Spanish Consul, and Mr. Charles C. Eberhardt, of the State Department, will arrive here on August 7 for about two-three days visit. Captain Martin will confer with the nationals through representative resident groups, and Mr. Eberhardt will deal with the American citizens. In connection with their visits several reports

dealing with the residents, such as, food, health, education, etc., are furnished the Spanish Consular. Mr. Rosen is gathering data from various Sections, and it was also mentioned that these reports should be handled confidentially.

Personnel Recruiting

Mr. Campbell reported that his trip to Salt Lake City and vicinity was not too successful inasmuch as most of vacancies occurred in the lower brackets which are difficult to fill. He recruited three individuals for Operations Division and two prospects for Administrative Management Division.

Washington Instructions

Mr. Kiese stated that all new manual and handbook releases should be discussed within Sections and initialed and read before filing. It is felt that there is not uniformity in the handling of these releases when received by individuals. Beginning this next week, each Section Head is requested to discuss any new instructions received during the past week in brief summary. Section Heads should submit a list of releases they want discussed at Division meetings.

Use of Government Equipment

Latest instructions received from Washington pertaining to the use of Government equipment for personal purposes was discussed briefly. Under State law the school is supposed to furnish transportation, therefore, Community Management Division is working on this with the Delta school. The Comptroller's Decision reads that the Government cannot be responsible for transportation of students of appointed personnel.

Jerome Supplies

Mr. Bennett is checking the first carload of Jerome supplies received this morning. A conglomeration of items have been received, such as, double beds, hand tools, office furniture, etc. A full report will be forthcoming as soon as everything is tallied in.

Post Office

Mr. Henderich reported that the doors of the Post Office are closed at nights around 8:15 and the only inconvenience is when people want to mail their letters at nights. To correct this, slot holes will be made on the outer walls to permit mailing directly from the outside.

Daily Work Pass

Section Heads were reminded that all requests for August Daily work Passes for off-the-Project workers must be forwarded to Internal Security by the 25th of July.

Ice Deliveries

Roster Transport in delivering ice to various offices are experiencing difficulties as the offices only request small poundages of ice. Mr. Galsen stated that they are willing to give ice to the offices if they will come after it since the Commissary cannot deliver it. Messrs. Stahl and Russell will work this out.

Gate Control

The gate procedure is working fairly satisfactory although some appointed personnel still do not stop at the gates. Any violator of the City Ordinance will be cited. Appointed personnel will be judged by the Project Director's board and the residents by the Judiciary Committee of the Council. All personnel should have a permanent Identification Card rather than the white temporary passes which will/done away with completely.
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Driver's License

Mr. Handrich reported that the State Examiners will be down here on the First or Second of August and any staff members with expired driver's license should take this opportunity of renewing it.

Staff Party

Mr. Blasse inquired what remarks there were from our Division personnel as to last Friday's Staff Party and stated that he personally had heard very good comments about it. The Kinckley group is encouraged to join the Vegas group on these occasions.

Work Schedule

A lengthy and controversial discussion was held on the scheduling of work hours for mess workers and compensatory overtime. Definite conclusions were not settled and Mess Management will endeavor to effect a decision.

Meeting adjourned at 11:45 A.M.

cc: Mr. L. R. Hoffman
Mr. R. E. Bell
Mr. R. P. Sanford
Mr. R. A. Bankson

W.H.

ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, August 1, 1944

10:00 A.M.

Mr. Niesse presiding.

Present: Mr. Doren B. Boyce Mr. George H. Lafabregue
 Mr. Campton D. Gooding Mr. William J. Campbell
 Mr. Vincent R. Gonzales Mr. Walter W. Honderich
 Mr. Roland E. Young Mr. Marvin P. Bales
 Mr. David E. Davis Mr. Brandon E. Watson
 Mr. Cleo D. Bishop Mr. Roy P. Stahl
 Mr. Emmett E. Herndon Mr. Laurence R. Jones
 Mr. Melvin H. Robins Mr. Shelton T. Barlow
 Mr. Jerold S. Bennett Mr. Gladstone V. Morris
 Mrs. Eralia V. Gonzales Mr. Grant R. Bowen

Not present: Mr. Mervin A. Bosh
 Mr. William W. Hunter
 Mr. Edward W. Mathews

Called in: Miss Leah K. Dickinson

Observatory Member: Mr. Perry Carmichael

New Staff Member

Mr. Emmett E. Herndon was introduced to the staff. He was formerly at the Jerome Relocation Center and is now assigned to the Cost Accounting Unit here.

Relocation

Since the Administrative Management Division is affected more and more by relocation, Miss Dickinson was asked to speak to the group on the general program of relocation. She gave a very interesting, also, enlightening, talk on this all-important phase of the WRA objective. A point strongly emphasized by Miss Dickinson is that the Section or Unit Heads, along with their regular duty, should discuss the plan of relocation with the people working directly under them. A general discussion ensued on this subject.

Spanish Consular

The staff was reminded that Captain Martin and Mr. Charles Eberhardt are expected here on Monday. Questionnaires sent out by Mr. Bowen should be all turned in by now since yesterday was the deadline.

New Instructions

New instructions received from the Washington Office during the past week to be discussed were Manual Release No. 102, revising certain clauses in Evacuee Property instructions; and Administrative Notice No. 127, modifying leave assistance grants procedure, of which only five advanced copies have been received.

Mr. Morris read briefly the revised parts of the new release as affecting his Section. The two changes are the clarification of placing evaluations on evacuee property about to be shipped and to fix the payment of insurance premiums higher than the minimum, and the defining of government responsibilities for storage and care of the property of relocated evacuees.

Mr. Boyce related the major change of system in giving grants to relocatees as the final destination is not always determined with certainty because of events occurring enroute to that destination. Amendments to modify Handbook 60.13 will be received soon.

M.P. Buildings

Negotiations have been completed with the Military Police for their buildings, and it has been decided that we will receive three barrack buildings of standard size (100') and one washroom, which are close to Block 7. These buildings will be fenced so that they will be included in the Center Area. The tentative plan is to use the washroom as a food washing plant, one barrack building as the Statistical Laboratory, and the other two have been requested by Warehouse Unit for storage purposes.

Manpower Commission

Mr. Lafabregue reported that at this afternoon's meeting the Commission expects to swing into action and make advance steps as to its program. The three committees are the Resources Committee, Information Committee, and the Compensatory Overtime Committee. The Assistant Project Directors are making a report at the next meeting on the minimum required personnel for each Section and Unit.

Vocational Training

Mr. Carmichael is attending as many meetings as possible, and he told the staff his thinkings of the Vocational Training

Program. He requested that he be told where one thought that vocational training can assist greatly in producing more efficiency and the self-improvement of present workers.

Coal

Mr. Honderich reported that the first carload of coal is arriving in Delta on Wednesday or Thursday. The hauling from Delta to the Center will be at the rate of \$2.80 per ton. The expected tonnage for the 1945 fiscal year is 15,000.

Office Services

Three bicycles have been received for Office Services.

Meeting adjourned 11:45 A.M.

cc. Mr. L. T. Hoffman
Mr. R. A. Bankson
Mr. R. E. Bell
Mr. R. P. Sanford
Miss Leah K. Dickinson
Mr. Perry Carmichael

ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, September 5, 1944 10:10 a.m.

WV
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Mr. Niesse presiding.

Present:	Mr. Gilbert L. Niesse	Mr. Walter W. Honderich
	Mr. Doren B. Boyce	Mr. Marvin P. Bales
	Mr. David E. Davis	Mr. Brandon E. Watson
	Mr. George H. Lafabregue	Mr. Roy P. Stahl
	Mr. William J. Campbell	Mr. Gladstone V. Morris
	Mrs. Eudora Reed	Mr. Grant R. Bowen
	Mr. Ralph Howard	Mrs. Lillian Christensen

Saturday Staff Meetings

Hereafter, Saturday afternoon staff meetings will be held on the first Saturday of each month, beginning at 2:00 p.m. Project Director expresses desire that everyone be in attendance at that meeting, unless excused.

Work Committee Meeting

Project Director requested that reaction of appointive staff be obtained at this meeting on the scheduling of a "Work Committee Meeting" to be held on the afternoon of the third Saturday of each month at the Rec. Hall, with the attendance of about 35 - Division, Section and Unit Heads.

Mr. Lafabregue suggested that the number in attendance be smaller than 35 - perhaps 20. General opinion was that such a meeting would be very profitable. Section Heads were asked to present a brief memorandum to Mr. Niesse sometime during this week, on their reaction of the scheduling of such a meeting. This meeting would be held with either Division and Section Heads or Division, Section and Unit Heads.

Change in Organization of Adm. Mgt. Division

Changes in the Organization of the Administrative Management Division have occurred and were effective September 1, 1944 (Administrative Notice No. 152) as follows: The Mess Operations Unit is transferred out of the Supply Section and will become a separate section known as the Mess Operations Section, reporting directly to the Assistant Project Director. The Property Control and Warehousing Unit is taken from the Finance Section and becomes a Unit in the Supply Section. The Supply Section has two Units: Procurement Unit and Property

Control and Warehousing. The Finance Section also has two units: The Cost Accounting Unit and Budget and Accounts Unit. The last paragraph in Administrative Notice No. 152 was read, showing that no extensive changes in the WRA Manual or Handbooks of procedures would be made.

Position Vacancies

In connection with the rearrangement of the organization, Mr. Robins who has been Supply Officer has been made Acting Property and Warehousing Officer, leaving vacant a Property Officer's position. This position requires three years experience in Warehousing and Property work and is being listed with the Civil Service Commission and the Washington Office. Three other vacancies are also being listed, namely: Assistant Storekeeper (two positions) CAF-5, Adult Clerk Position - CAF-5 and Cost Accounting position CAF-11.

Office Procedures

Discussion was held on the use of routing slips. Request was made that routing slips be used in all cases and should show name of originator. This helps Mails and Files in determining where mail is to be sent. It was suggested that Office Letter #27, revised, be re-read and personnel become thoroughly acquainted with it. A discussion was held on "time-stamping", of requisitions, purchase orders, vouchers, etc. It was pointed out how very essential it is that such procedure be carried out carefully, as some requisitions, etc. have appeared with no indication of date whatsoever.

New Instructions

Mr. Lafabregue reported on the new Handbook Release No. 143, re: Project Employment, with special emphasis on SO.5.61 on Study of Non-Essential Functions or Activities. Also reported that approximately 300 resident employees would be leaving as of September 11 for attendance to school, and after clearance through the schools, some might return after September 18 for part-time work. He thus requested the better utilization of personnel.

Attorney hereon Detail

Mr. Niesse reported that the Project Attorney, Mr. Ralph C. Barnhart, was leaving for Washington, and Mr. Frank Barrett from Minnesota would be on detail here until such time as the position was filled permanently.

Due Dates of Reports

About two months ago Section Heads were asked to make up a list of "due dates" of all reports due out of this project. Mr. Niesse's attention has been called to the fact that Washington has, in two instances, had to call

to our attention, reports that were over-due. Therefore, it is requested that each Section Head, this week, again submit to Mr. Niesse's office a list of all reports and their due dates, so that a control sheet can be maintained in his office. A few days before each report is due, a notice will go out to the Section Heads.

Fire Protection Advisor

Report was made by Mr. Niesse on the three day visit from Washington, of Mr. W. E. Hoffman, Fire Protection Advisor. During his visit, Mr. Hoffman stressed the need for good housekeeping and the necessity of following up quickly any fires that might break out on the project. He also stated that it is the responsibility of Section Heads to watch for any unusual conditions that might result in a serious fire hazard. Also, that every appointive employee should be familiar with the fire protection instructions (40.4) contained in the Manual.

Time Records

Some discrepancies were reported last month in the daily time records of employees. The staff was reminded that time records are to be made out daily, and that annual leave slips are to be sent through channels for approval before leave is taken. Leave slips are not to go directly to Personnel. Some discussion was held on compensatory leave. Mr. Niesse reported that no overtime is allowed for an hour or so that is put in on work which is really just a part of your job. Compensatory leave is granted when request for same is made in advance, for a particular job that arises and is not considered part of your regular duty. Only the Project Director can approve compensatory time.

Manual Release No. 116 - Express Shipments

Mr. C. V. Morris reported on new instruction Manual Release No. 116, governing free government shipment of evacuee commercial property, which provides that express shipment can be made up to 500 pounds where the items are difficult to send safely by freight. However, evacuee shipments require the prior approval of the Project Director. Appointive staff can ship up to 500 lbs. by express for such items as clothing, if immediately needed. It, however, requires the prior approval of Washington.

Supplies in Warehouses

Mr. Henderich reported that it was quite obvious that some of the sections are ordering new supplies without knowing what we have on hand in the warehouse. Warehouse inventories are still far in excess for Project needs for any reasonable length of time. Also reported that definite steps should be taken immediately to determine what we have on hand that can be used here

and what can, or should be declared surplus. In many cases, it should be possible for us to substitute items that we have on hand for similar items that are being requisitioned.

Lines of Administration

Suggested by Mr. Niesse that the Line of Administration (Manual 10.5) especially staff and line organization, be read by appointive staff, in order to become familiar with it, as it may be a subject of discussion at Section and Unit Head meetings.

Accident Reports

Attention was called to staff members of the responsibility of every employee in making out an accident report and submitting it immediately after an accident. This is for a record of accidents and for the protection of an employee in case of a serious injury.

Schedule for Adm. Management Meetings

The reaction as to when Administrative Management Meetings were to be held was that the date of meetings remain as it is at present -- meet every Tuesday at 10:00 a.m. if there is sufficient agenda to warrant such. Members will be notified.

Meeting adjourned 11:30 a.m.

Central Utah Project
Topaz, Utah

Administrative Staff Meeting Minutes - October 3, 1944

Present:	Mr. Niesse	Mr. Davis	Mr. Bennett
	Mr. Campbell	Mr. Howard	Mr. Gonzales
	Mr. Hunter	Mrs. Reed	Mr. Bowen
	Mr. Boyce	Mr. Stahl	Mr. Mathews
	Mr. Morris	Mr. Robins	Mr. L. Jones
			Mr. Bosh
Absent:	Mr. Lafabregue		
	Mr. Honderich		

1. Mr. Niesse presented the winter time schedule for discussion. It was the unanimous approval of all members present that the time schedule for this winter remain as it is at present.
2. Administrative Notice #162 was discussed. It was suggested that if any members have any good suggestions for the betterment of the WRA, that they write them up and hand in to their Division Head, or else put them in the suggestion box, however, their name will have to be on them, so that they can receive credit in case their suggestion wins an award. There will be three types of awards offered, war bonds, cash and within-grade promotions.
3. Pending determination of the WRA and the Bureau of Budgets, a ceiling has been placed on personnel at this project, amounting to 154 positions. The setting-up of priorities for positions was discussed. In filling the three or four positions yet to be filled before the 154 position ceiling is reached, it was decided that a job by job analysis should be made. Until such time as the ceiling is reached, requests to Washington for approval of emergency positions would not be made.
4. Subjects involving manpower were discussed. This brought up the subjects of nurses aides at the hospital and workers for the pipe lines. No special determinations were made as to how to meet these situations.
5. Mr. Campbell commented on the overtime situation. The latest information from the Director, Mr. Myer of the Washington Office, is still "no" to cash payments for overtime accumulated before January 1, 1944. He reported that Mr. Hoffman had discussed the matter fully with Mr. Myer at the Denver Conference and Mr. Myer had stated that only three projects had uncompensated overtime, and of the three Central Utah's total amount involved was the largest. It was determined that the Central Utah Project

would just have to work out a program whereby that overtime could be compensated. Mr. Niesse said that if large groups do want to take their overtime off at the same time, there should be an orderly scheduling. He also remarked that it was absolutely necessary that the sections be notified as to when their 90-day period, for taking such overtime, expired.

6. Mr. Gonzales remarked on the few adjustments that were made in the 2nd quarter budget. Nothing particularly was changed in the Adm. Management Division; most of the changes being made were in the Operations Division.
7. Mr. Hunter reported that about 75% of the quarterly requisitions coming in from the sections on their estimates for a three-month period are inaccurate. He and Mr. Robins have been working on these requisitions and attempting to fill in what constitutes a three-month period.
8. Mr. Robins reported that a check is being made of property that is actually on hand and what is actually being purchased. This has been rather difficult to follow through on, as the nomenclature is different on the cards than it is in the catalogues, and a person has to know property before he can designate between the two.

A discussion was held on the responsibility of all members of the appointive staff in regards to property. When government property is issued to a person, that person is responsible for it, and will necessarily have to return it in in good shape, in order to be relieved of that responsibility.

9. Mr. Bowen reported that a quarterly evacuee roster would not be prepared this quarter.

W. Honderich

W.H.

ADMINISTRATIVE MANAGEMENT DIVISION STAFF MEETING

NOVEMBER 14, 1944

11:00 A. M.

PRESENT:

Mr. Niesse	Mr. Stahl	Mr. Barlow
Mr. Boyce	Mr. Hater	Mr. Campbell
Mr. Morris	Mr. Howard	Mr. Gonzales
Mr. Honderich	Mr. Bennett	Mrs. Gonzales
Mr. Lafabregue	Mr. Young	Mr. Kimball
Mr. Bowen	Mr. Jones	Mr. Baca
	Mr. Robins	Mr. Davis

1. Mr. Niesse reported that Mr. Stahl had been designated as Acting Chief Project Steward concurrent with the resignation of Brandon Watson. Any cooperation that might be given Mr. Stahl in this position would be very much appreciated.
2. It was reported that a meeting would be held on Thursday, November 16th at 2:00 p.m. in the Adm. Rec. Hall for the purpose of reviewing Section 20.9.1 - 11, of the manual covering procedure for keeping manuals and handbooks correctly filed and up to date. In those cases where an individual other than the section or unit head is maintaining the manual and handbooks, it will be desirable for that person to be in attendance. It was requested that each section head indicate to the Office Services Section the names of those individuals from his section who will attend the meeting; also, that each person bring with them the handbooks and manual from the office they represent.
3. Mr. Niesse said that Dr. Paul Popenoe, Head of the Institute on Family Relations, from Los Angeles, California would speak in Delta tonight at 8:00 p.m. on "The Changing Family in the Changing World". The Millard County School District has arranged for a bus to pick up members of the appointed staff and residents from Topaz who wish to hear this address from Dr. Popenoe.
4. Mr. Lafabregue reported on the Sixth War Loan Drive, which will get underway Friday of this week. He said that Division Chiefs will delegate the responsibility to their Section Heads and they in turn will handle the drive in their sections. The goal for the NRA has been set at 3% of each individual's gross payroll, with emphasis being placed on increased payroll savings. It was, therefore, requested that all employees put their efforts to help reach this goal.
5. Mr. Kimball reported that the change in timekeeping procedure is progressing according to schedule.

6. Next Saturday, November 18th, will be the regular staff working conference. Mr. Niesse requested that the agenda for this meeting be submitted to him by Thursday, so that it may be discussed at the Friday morning Planning Board with the Project Director. A discussion was held as to who should be in attendance at this meeting. It was decided that this question should be presented to the Project Director to determine specifically whether or not Unit Heads and sub-Unit Heads should both be in attendance.
7. Mr. Boyce reported that compensatory overtime payrolls will be processed through the Finance Section by the end of next week, and if the Disbursing Officer in Salt Lake City is able to prepare the checks, they will be available for release by the first week of December.
8. Lengthy discussion was held on the question of granting time off on holidays. Mr. Niesse read in part from the WRA Manual and Handbook, and Executive Order 9414, which provided that during any national emergency employees may be required by administrative order to work on any or all holidays as on other days. WRA Handbook, Section 20.1.10 reads, "all peacetime holidays except Christmas will be suspended until further notice". Mr. Niesse reported that a memorandum would be forthcoming this week and would contain the exact procedure that would be followed regarding granting of time-off on holidays.
9. Section Heads were again reminded that the third quarter budget estimates covering the months, January, February and March, is due in Washington on December 1. Mr. Boyce reported that all Sections should have their estimates in to the Finance Section by Wednesday, November 22, so that the budget can go ahead as per schedule. Mr. Niesse requested that special care be taken in reporting estimates for needed equipment. The Washington Office has given notice that purchase of new equipment should not be requested unless it has been listed in the budget estimates.
10. Mr. Lafabregue requested that all sections hand in as soon as possible their plan for orientation of new employees within their section.

Meeting adjourned 12:30 Noon

W.H.

ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, December 5, 1944 4:00 P.M.

Mr. Niesse presiding.

Present: Mr. Doren B. Boyce
Mr. Vincent R. Gonzales
Mr. Ben B. Baca
Mr. George H. Lafabregue
Mr. William J. Campbell
Mr. Ralph E. Howard
Mrs. Eralia V. Gonzales

Mr. Walter W. Honderich
Mr. William W. Hunter
Mr. Roy P. Stahl
Mr. Shelton T. Barlow
Mr. Melvin H. Robins
Mr. Jerold S. Bennett
Mr. Gladstone V. Morris

1. Mr. Lafabregue gave a rather complete summary of the manpower situation at the present time. He said that we now have 2,133 full-time workers and 204 part-time workers. About the only critical situation now is the need for 26 nurses aides in the hospital. The pipeline problem has been almost solved and will soon become a thing of the past. As time goes on we hope to have those workers in non-essential positions transferred over to the more important ones. After that time, we may be able to start filling some of the "desirable" positions. Mr. Lafabregue also stated that the City Council had recommended that in those cases where notices are being put out regarding personnel procedures that they be contacted first in order that they may get the whole story before it is given out to the residents.
2. Mr. Niesse reported on Administrative Notice No. 147, WRA Safety Program, which provides for the creation of a Project Safety Council.
3. A discussion was held regarding the separating of old files from the current ones. Mr. Niesse further stressed the importance of starting this at once. It was decided that there should be a better allocation of space in the warehouses for the storing of this material so that if necessary, they could find the files again after they had been placed in the warehouse.
4. The Pay Station has released more than one-third of the final overtime checks. However, there are still quite a number to be released. A discussion was held as to the opening of the Pay Station two or three nights during the week, so the people could call for them in the evening. It was reported that this was not such a good idea unless the Credit Union was open at the same time so that people could cash their checks. This will be checked into and see if it is possible to do so.
5. Mr. Morris discussed Administrative Notice No. 186, regarding Contraband Regulations. The instruction is changed very little from previous orders except for those citizens living outside the Western Defense Command, and they can now have shipped to them any articles of contraband, except military weapons, firearms, ammunition, bombs, etc.

6. Mr. Honderich reported that effective immediately we have to submit 25 copies of the form "Declaration of Property." He further reported on some of the difficulties being experienced in the Supply Section. They are hoping to get started soon on the inventory of major and minor equipment on the Project, which is a very huge job. A lengthy discussion was held as to accountability of Section Heads in regards to issuing minor equipment to residents. This question was decided to be a good one to be on the agenda for the Property Control Meeting to be held soon. Mr. Robins was requested to start working on the proposed agenda to be submitted to Washington for this meeting. It was also decided that the issuances of hospital property which has not gone into the Cost records should be discussed at the Property Control meeting. Mr. Lafabregue requested that each Section Head be informed as to what and the amount of property on record as charged out to each individual so that each person could start checking on their own property.
7. Mr. Hunter requested that stress be placed on the importance of knowing for sure that property is really needed before it is requisitioned. He gave an example of putting out bids, making out purchase orders, etc., for the purchase of some material, only to find out that the originators of the requisition had changed their minds as to the need for it and did not want it purchased.
8. Mr. Niesse reported that both Administrative Buildings A and B are to be locked by the telephone operator during the lunch hour and after working hours. Those coming into the building after hours at night will be required to sign in and the telephone operator will indicate the time the individual leaves the building.
9. A discussion was held regarding the turning over of WRA LCL freight transportation to the Delta-Salt Lake Freight Line. Some of the procedures to be followed were discussed.

Meeting adjourned 5:40 P.M.

cc. Mr. L. T. Hoffman
Mr. R. E. Bell
Mr. R. P. Sanford
Mr. E. W. Conrad