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MINUTES: PLANNING BOARD

JANUARY 19, 1944
WEDNESDAY 11:30 AM

Mr. Ernst presiding.

PRESENT: Mr. Bell, Mr. Hughes, Mr. Sanford, Captain Farrington,
Mr. Noble, Dr. Hoffman and Mr. Bankson.

ABSENT: Mr. Barnhart.

INVITED TO ATTEND: Dr. Bane and Mr. Pratt.

VISITOR: Mr. Johnson of the State Vocational Training School at
Provo, Utah.

The first subject discussed was that of the re-arrangement of office space in the Administration buildings. Mr. Hughes is handling this and rather than lay the final plan down for the Board's action he asked that Mr. Bell and Mr. Sanford meet with him to make final recommendations which will be reported at the next meeting of the Board.

Mr. Ernst discussed the matter of porches and cellars attached to barracks buildings. Mr. Bell pointed out that the Board, some months ago, had reached a decision that no porches or cellars could be constructed without specific authorization from the Administration. Mr. Ernst said that he understood that nothing had been done about the taking down of porches or the filling of cellars. In view of the fact that the weather is inclement this season of the year, it was decided that the whole matter would be postponed indefinitely, when some sort of a general policy about porches and cellars would be discussed.

Mr. Hughes presented a handbook on Sunday duties of those who are assigned to sit in to represent the Project Director on Sundays. The instructions in the book were discussed at length. Some corrections and additions were made and the handbook was adopted. Mr. Bankson was instructed to see that it was mimeographed and properly distributed to appointive members concerned.

Mr. Ernst brought up the matter of private automobiles entering the center. This was discussed at some length as to whether all cars, except members of the appointive staff, should be excluded from the center and the carrier service used to haul packages from the gate to the home of the residents. The procedure has been that short term passes, good for 30 minutes or one hour, have been issued where it was shown that there was a load of packages or goods to be delivered, in cases where the transfer of such loads to carrier would entail delays and hardships. The reason that the matter was under discussion was concern over the fact that it is apt to be dangerous for outsiders to drive in the center, where the children

are not accustomed to automobile traffic and someone might be injured. Also a strict control must be maintained over the entrance of cars of casual visitors to the center who come only out of curiosity and would become a traffic menace.

It was found that some cars which had been given permits to unload at the resident apartments had failed to check out again at the gate within the short time granted them. Mr. Ernst felt that this was a job for the Internal Security to watch these passes and go down into the center and order these cars out if it over-stayed its leave. The decision of the Board was that rather than make a hard and fast rule at this time, the present procedure would be followed until the matter can be discussed in detail and the Internal Security can make a better check on how heavy this traffic would be and what violation of permits has been recorded. Mr. Hughes and Mr. Sanford will present their findings to Mr. Ernst, who will report at the Planning Board meeting on February 2.

At this point Dr. Bane introduced Mr. Johnson, who discussed at some length the relation between the state vocational training program and the Topaz Center. He explained what the cost would be for maintaining vocational classes here in welding, auto mechanics, tin smith and other subjects. It appears from his explanation that the state will furnish instructors for such courses but that it takes a minimum of ten to twelve students to make it worth the salary of the instructor.

Also the WRA will be expected to supply the equipment and material used in such courses. He said that it will require approximately three months to train a student to the point where that student can be productive and thus begin to pay back in work the cost of instruction.

He said that in other classes where the state is providing the instructor, such as in the various steel plants and mines all of the materials and equipment are supplied by the organization sponsoring the courses. As rapidly as the student becomes proficient, the charge against the instructor's time is reduced. This brought up the serious question of where WRA would find the money to maintain the courses. It will cost about \$500 a month in equipment and material to conduct the auto mechanics classes and it will cost approximately \$500 to buy two acetalyn torches to build the welding classes to the minimum number of students necessary to justify the salary of the state teacher. In the auto mechanics classes, it will require approximately \$2,500 for needed equipment with an additional \$700 to maintain the sheet metal class and with other classes costing approximately the same amount. In other words, to make it worthwhile for the state to maintain the two teachers, Mr. Enders and Mr. Armstrong, in the center and possibly to assign other teachers to the center, it will be necessary for the WRA to provide a budget of some considerable amount.

It was explained that as rapidly as students become proficient and can be transferred to the productive side, where they are giving return for their work in the way of servicing the center equipment, the cost of their education is reduced.

The decision of the Board was that it unanimously favors the program of vocational training in auto mechanics, welding and other mechanical subjects. Dr. Bane was instructed to work with the other assistant directors in developing a complete justification for the funds necessary to open and maintain these classes and forward this by airmail as soon as possible to the Washington offices so that the program may be adopted and pushed.

Mr. Noble reported on the "march of dimes" campaign stating that boxes for the collection of dimes are to be placed in various schools for the pupils. He also reported that request had been placed for additional boxes to be set up in the various dining halls for any of the center residents to contribute as they desire.

Mr. Sanford reported on the President's Ball which will be held on the evening of January 28. He said that a dance will be held between 9 and 12 o'clock in the civic auditorium with an outside orchestra. Tickets will be sold at 55 cents per couple.

Mr. Ernst reported that a meeting of the appointive staff is to be held in the staff recreation hall on Thursday evening of this week to plan the part which the staff will take in the Ball. This is to be an unusually significant affair in that it is to be a "mixer" between residents, appointive staff members and residents of the surrounding territory. Over 100 persons from the outside are expected to come in for the affair and to provide some intermission entertainment. The Ball is being sponsored by the Topaz hospital, which will share in the returns and entertainment features are being provided by the residents. It appeared a little hazy just how the returns from the Ball will be divided, although it is understood that the hospital will benefit in some way.

The decision of the Board was to give its unanimous support to the Ball and to hear a further report from Mr. Sanford next week.

Mr. Ernst called on Mr. Pratt to report on the results of the family relocation discussions with the first 89 families called in during the first of the year. Mr. Pratt said that of this number four told of immediate relocation plans; twelve of indefinite plans to be executed a little later; twenty-nine with plans for relocation sometime in the future and forty-one with no plans for relocation but with intentions of remaining indefinitely in the center. He said that these talks represented 288 individuals and that a great majority were among the forty-one families who

intend to remain in the center. He announced that beginning next week, another 100 families will be called in for relocation discussions.

It was the decision of the Board that appointive staff members should be called upon to conduct these additional family discussions so that they may be finished by February 1.

Mr. Bell reported on a letter from the Washington office ordering curtailment of the building program. Funds are not being allocated after the auditorium and two other buildings are completed, these presumably the shop and the science building. While the science building has not been completed, it had been previously approved by the Board and it is one of the most badly needed buildings in the center. The letter proposed that the high school classrooms and the elementary school classrooms in the barracks buildings in Block 32, 8 and 41 be remodelled into attractive schoolrooms to supply the need. Plenty of material is on hand for the construction of the science building and the completion of the auditorium so that it will not be a matter of priority. The decision of the Board was that Mr. Bell should write a letter, for Mr. Ernst to sign, to be sent to the Washington offices on justification for finishing the science building according to plans.

Mr. Noble proposed a plan that the elementary school be consolidated in one block in the center adjacent to the high school plaza, probably in block 10 or 11. This plan met the approval of the Board and Mr. Noble was instructed to investigate further the necessary steps to accomplishing such a change.

Mr. Hughes, reporting on the war bond drive, said that the instructions from Washington had not yet arrived but that a plan was being drawn up following the one used in the last drive, and that this will be announced to the appointive staff very shortly.

Mr. Hughes also reported that he is working on the instructions which will cover the collection for meals served in the dining halls and that he will report at the next meeting.

Mr. Hughes reported progress on the survey as to the vacating of the dining halls in block 8 and 41 and thought that he would have a final report at next week's meeting.

Mr. Noble reported that the matter of providing free meals for delegates to educational conferences in Topaz had been discussed and that there is only one way to do this. The money must be raised privately, to pay for such meals in cash. In view of the fact that an educational meeting is soon to be held Mr. Noble said that some way of obtaining the necessary funds will be worked out.

Mr. Ernst suggested that there be some over-all instruction written on procedures for handling matters which are of Administrative interest. He said that many things are being done in the center without the knowledge of the Director because they are simply not channeled in the right way, so that those at the head of the center do not know what is going on. He will discuss this further at later meetings.

He requested Mr. Sanford to study the young people's conference plans and meet with members of the conference committee to determine in what way the Administration can be of assistance in making it a complete success. The conference will be held February 11 - 13.

Mr. Ernst brought up the matter of the year book which the high school senior class is putting out and suggested that there should be a WRA identification statement and that the matter of the students soliciting ads in Delta be carefully considered, which will be done by Mr. Noble.

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

1. A handbook on Sunday duties of Administrative persons representing the Project Director will be mimeographed and distributed.
2. The Board unanimously endorsed the program of vocational training in auto mechanics, welding and other mechanics subjects, and will ask the Washington offices for allocation of money to institute and carry forward this program.
3. The Board unanimously approved a request that appointive staff members assist in further family relocation discussions and the second group of 100 be interviewed by February 1.

CHARLES F. ERNST
PROJECT DIRECTOR

MINUTES: PLANNING BOARD

JANUARY 23, 1944
WEDNESDAY 11:00 a.m.

Mr. Ernst presiding.

PRESENT: Mr. Sanford, Mr. Hiesse for Mr. Hughes, Dr. Hoffman,
Mr. Banksen, Mr. H. Watson for Mr. Bell, Mr. Barnhart,
and Mr. Noble.

ABSENT: Mr. Hughes, Mr. Bell, and Captain Farrington.

The first question discussed was presented by Mr. Ernst, who brought up the matter whether members of the Council should be employed in internal security, as block managers, or in the project attorney's office, where such employment might also involve the political aspects of the center. It was the opinion of the Board members that they should not and that if an employee of any of these sections should be elected to the Council, he should immediately resign from his employment. The main argument in this instance is that a man elected to the Council might be in a position to become involved in a Council politics where he would be above the department chief and it could be embarrassing for the head of the department.

Mr. Ernst mentioned the fact that the last affair given in the civic auditorium, he had found a considerable amount of debris piled up on the outside of the front entrance of the auditorium. He requested Mr. H. Watson to assume responsibility for seeing that before every event at the auditorium, that the grounds are carefully cleaned.

This immediately raised the question of who should attend to this work and whose responsibility it will be to take care of the auditorium and grounds. Mr. Noble pointed out that previously there had been three chief janitors on the \$19.00 basis and that under the personnel cuts, these have been eliminated and that there is now only one \$16.00 supervising janitor for the school system. A proposal was made that the supervision of the auditorium and the grounds is an important enough position to be occupied by civil service employee. Mr. Noble said that there was no place in the chart for such an employee in the schools, but that it would be the best way to solve all the problems of operating the auditorium. Mr. Ernst visualized a man to take charge of the schedule of events, discussion of preparing auditorium for events, and the keeping of the grounds in condition. This idea met with the approval of the Planning Board and Mr. Sanford was directed to talk over the matter with the personnel department in an effort to justify this important position.

and address a communication to the Washington offices asking that it be granted.

Mr. Noble assumed responsibility for seeing that the grounds are in proper conditions for the President's Birthday Ball, Friday evening.

Mr. Ernst said that the Council had requested him for full information about public assistance grants, as to who was eligible and what procedures should be followed in securing grants. Mr. Niesse reported that about \$3,000.00 is being paid monthly for such grants at this time. Mr. Sanford was directed to obtain from Welfare all the required information and supply them to the Council.

Mr. Ernst discussed the fatal accident of Tuesday morning, when Mr. Roho Mayeda, a foreman for the poultry farm was instantly killed with the heavy body of a dump truck pinning him across the chassis. While the accident could be blamed on no one, he suggested that there should be a lesson of this accident, which would cause greater precaution on the part of all persons in the center employed in any way where accidents are possible. Mr. Niesse suggested that there should be some sort of over-all safety program carried on regularly throughout the center and that an accident frequency chart should be maintained and copies of this chart supplied to all section and unit heads at least once a month. The importance of reporting every accident, no matter how minor, was also stressed. The Board instructed Mr. Owen, safety engineer, to make a statement of the accident of the accident safety campaign at the Cabinet meeting on Saturday. The matter of establishing an accident frequency chart will be discussed further.

Mr. Ernst stated that the family and friends of the accident victim has asked the use of the auditorium for a center-wide funeral service; the Wake service will be held Sunday evening at 8 o'clock at the auditorium, and the funeral service, Monday afternoon at 2:30 o'clock.

Mr. Ernst requested Mr. Sanford to see that a complete schedule of all events to be held in the auditorium is supplied him regularly and that these be kept up to date and so that this, like the funeral and other things coming up, it will be easy to determine just how to fit them into the auditorium use. This will eliminate many conflicts he stated.

Mr. Ernst announced that the project directors of all of the centers will meet in Washington D. C. the latter part of February. He read a communication requesting suggestion by February 1, for the agenda, from the national director. The assistant directors

were called upon immediately to gather from the section and unit heads any ideas they might have, and to submit these to Mr. Ernst on the morning of Friday, January 28, and on Friday an airmail report of suggestions will be sent to Mr. Myer. Mr. Banksen was requested to collect these follow-ups on these suggestions to see that they are in on time.

Since the relocation division has been created and the importance of relocation has been recognized, Mr. Ernst requested Mr. Banksen to arrange for the head of the relocation division to become a regular member of the planning board.

Mr. Ernst reported that Mr. Cornwall is being transferred to a relocation office somewhere in the East, and will probably leave shortly after February 1. Miss Dickinson has been assigned to this post and is expected to arrive in the center around February 1. Mr. Ernst stated that it was felt by WRA that Mr. Cornwall's ability to meet the public qualified him strongly for a relocation office position and that the Washington office felt that his services will be much greater in such a capacity than they are within the center.

Mr. Ernst asked the members of the Board to discuss with all of the section and unit heads of the effect the draft will have on their personnel, and to begin to prepare to meet the changes which are bound to come. He asked all to get reactions of the residents themselves about the draft.

Mr. Ernst discussed the case of a father of four sons in the service who has been employed as a choral instructor in the Community Activities section. With the sharp reduction in resident personnel, it became necessary to eliminate all extra activities. Sometimes back, this employee, so that he might be retained on the payroll, was transferred to education, but it was found that no actual work had been assigned to him with the result that it is now necessary to eliminate his employment. The question under discussion was in what way the father, a man with four sons in the service could be retained in some kind of work so that he would not feel that he had been shoved aside or that his sons would not think that now that they are gone, their father was being terminated. It was made clear that it was not a case of qualification, but rather a case of termination of many border line activities to get within the personnel limits. Mr. Ernst was against a straight termination and suggested that some way be found to give this gentleman an activity to keep him busy.

One suggestion was that he be engaged in the work of organizing the parents' club for servicemen in the center. The way the matter was left was that Mr. Sanford should work with personnel, welfare, and education in developing some plan that would let

this man retain an activity. The first step will be to visit the man himself and see what ideas he have, also a communication will be addressed by Mr. Sanford to his 4 sons. Mr. Sanford will report further at the next Board meeting.

The matter of re-arranging office space in the administration buildings was discussed at great length. Recommendations of the assistant directors were read and members of the Board gave ideas on what would be the most efficient manner in which to have the office space re-arranged, as it is felt that there are units and sections in the administration buildings which do not belong. One possible solution was the eventuality of the Military Police removed and the project securing the use of MP buildings, which would permit ample space for bringing together some of the divisions and sections. As no decision could be reached, it was left to Mr. Sanford to discuss with the other assistant directors, and with heads of departments their ideas on space arrangements and to give a full report at the next meeting.

One point which was made however, was that the Relocation offices should be moved immediately from the corridor between the two ad buildings to another location, where all of the relocation staff can be under one roof. Just where this will be, must be worked out by Mr. Cornwall and Mr. Sanford.

Original signed by
R. A. Bankson

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

1. No employee of internal security, block managers, or project attorney's office shall continue in these positions after being elected to the Community Council.
2. The Board unanimously favored the appointment of a civil service superintendent for the civic auditorium building and grounds.

CHARLES F. ERNST
PROJECT DIRECTOR

MINUTES: PLANNING BOARD

FEBRUARY 2, 1944
WEDNESDAY 11:30 AM

Mr. Ernst presiding.

PRESENT: Mr. Hughes, Mr. Sanford, Mr. H. Watson for Mr. Bell, Dr. Hoffman, Mr. Barnhart, Mr. Noble and Mr. Bankson.

ABSENT: Mr. Bell and Captain Farrington.

The first subject for discussion was the new Administrative Notice No. 6 concerning the curtailing of construction of further buildings. Mr. Watson reported on this, pointing out that it practically eliminates new construction in the center which has not been approved by WFB three months prior to its start. He listed nine construction projects within the center which are now under way and for which form PD200 has been forwarded to Washington for WFB approval during December and January but upon which such approval has not been received.

Under the new order all these nine projects must be stopped immediately until such approval is received. These include, among others, the important building for plant beds, the tofu plant, the churches, the Internal Security gatehouse and others. The urgency of some of these buildings, it is felt, make them of an emergency nature so that it will be a real set-back if they cannot be finished. Of first importance would seem to be the plant beds which must be finished by March 1 and upon which hang the purchase of thousands of dollars of plants.

The decision of the Board was that Mr. Watson should prepare teletypes to Mr. Utz, listing the projects under way, upon which the form PD200 were sent in December and asking that they be made emergency jobs so that approval for continuation of construction can be secured at once. At the same time Mr. Palmer was asked to wire Mr. Reed, placing the facts before him.

Mr. Noble discussed briefly the proposal to eliminate the grade schools from blocks 8 and 41 and consolidate them into one central block. This will be governed now from a physical standpoint by the new Administrative Notice No. 6 curtailing construction work. But aside from this matter still remains the matter of desirability of the move, not from the administration standpoint, but from the resident standpoint. Mr. Ernst suggested that the demand for such a consolidation should come from the residents themselves, who have children attending the schools.

The decision of the Board was that Mr. Noble should discuss the consolidation plan with the Educational Committee of the Community Council to determine the desire of the residents and that he should report at the next meeting.

Mr. Sanford presented a number of ideas which had been gathered by him on the re-arrangement of office space in the administration area. While various suggestions had been turned in to Mr. Sanford none of them were acted upon by the Board, which turned the whole discussion into the general needs of certain sections and the general location of sections and units with relation to their division heads.

At the same time Mr. Sanford brought up the fact that it had come to his attention that plans are being made by the hospital to open dormitory rooms in the hospital for resident nurses and for married doctors with their families. Mr. Sanford felt that this should be a decision of the Planning Board, but it was recalled by Mr. Hughes that such a plan had been approved many months ago but that the appointive nurses at that time declined to move into the hospital. There was no further action on the part of the Board, except that Mr. Sanford was instructed to see that Personnel knows what dormitory rooms are vacated if nurses do move to the hospital, so that he may re-arrange these. As to the matter of re-arrangement of office space, Mr. Sanford was requested to continue his research and to give a further progress report at the next meeting.

Mr. Sanford reported that so many staff meetings were using his private office that he could not get much work done and recently he had been sending these meetings to the Administrative rec hall in the day time. Mr. Ernst expressed himself against any such plan, as this hall is for the use of the families of the appointive staff and it should be available to them at all times. The net result was that the Board directed Mr. Sanford, and any others who feel that their office space is being imposed upon, to instruct the leaders of such groups to find meeting places elsewhere in rec halls or dining halls wherever they may, so that administrative offices will not be incumbered.

Mr. Watson reported on a communication which he was sending to Washington, asking permission to change the plans for two appointive dormitories which it is desirous of converting into four apartment buildings each for appointive staff members and their families. This request was given the approval of the Board.

Mr. Ernst discussed the matter of many rumors that are going about from time to time, concerning many subjects, among some of the late ones being that Topaz was being closed and that the WRA was going to be taken over by the Interior Department, and another that it was going to be taken over by the Justice Department. He said that there is no basis for any of these rumors in fact but that there must be a basis for the starting of the rumors. In other words, somewhere along the line something must have been said or done to give a foundation to a rumor which grows without facts. He asked all members of the Board to keep their ears open and to determine the sources, if possible, of any and all rumors so that they may be tracked down and exposed.

Mr. Ernst made brief mention of the progress of the draft in Topaz, discussing the list of names which had been sent from the selective service board at Fillmore. He expressed a desire to have from the same Board more facts in detail about each person.

Mr. Hughes reported that a letter of instruction was being prepared and will be distributed through the center, covering the charges for resident visitors' meals. He did not report what the charges will be but the directive itself will explain this.

Mr. Hughes also gave a progress report on the closing of the dining halls in blocks 8 and 41. The matter of their closing for economy purposes had previously been approved so that his report was only a confirmation of the fact that the plans are now being worked out.

Mr. Sanford opened a discussion on compensatory time and the procedures for taking such time and the acquiring of such time and also a means by which a person may take off some time in the day and make it up at night. The procedure is complicated and not too well understood among the appointive staff, it was believed by the members of the Board.

A long discussion developed around this subject, without any final decision on procedures, other than the directives which state that compensatory time must be requested and approved prior to its being acquired, and that leave on compensatory time must be approved and granted before it is taken. The matter in controversy had to do, not with who would be entitled to such time, but what kinds of work done could be thus counted, and just who would approve the taking of such time. The only decision in the matter was that a division head should designate himself as the one to approve all compensatory time taken by those under him or he could delegate it to heads of departments under him. This whole matter will be considered in further detail and reported upon again at another meeting.

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS
INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT
POLICY AND PROCEDURES:

None

CHARLES F. ERNST
PROJECT DIRECTOR

MINUTES: PLANNING BOARD

February 9, 1944
Wednesday-11:30 AM
Project Director's Office

Mr. Ernst presiding.

Present: Mr. Hughes, Mr. Bell, Mr. Sanford, Mr. Noble, Captain Farrington, Mr. Bankson, Dr. Hoffman and Miss Dickenson.

Absent: Mr. Barnhart

Messrs. H. Watson, Cornwall, Potter and Honderich were present to make reports.

Mr. Watson presented Mr. Purcell and Mr. Sorenson of the Garage and Motor Pool, who reported progress in working out a schedule for a passenger bus to serve residents through the center during the bad weather. Proposals included a plan to stop at alternating corners and a route that will serve all the people with a minimum expenditure of gas and rubber. It is figured that there will be a considerable saving in these vital commodities through a regularly established route, rather than the present system of using carrier cars to haul older people to places that are necessary. In this way, a bus can serve many at one time. Mr. Watson was requested to pursue a further study of the plan and report at the next meeting.

Mr. Ernst reported that he had been appraised of the fact that some motor vehicles designated for Topaz, on their way from Salt Lake City, had been stopped by a highway patrolman because they didn't have designation marks on them. Mr. Watson replied that this was true, but that the drivers carried proper identification cards and had been permitted to proceed as soon as their identities had been established. One reason why they were stopped was because some Nisei soldiers were in one truck, and the military keep a close watch of soldiers using military equipment. These happened to be some boys who were coming to Topaz on furloughs and were not questioned further than to check their identifications. Mr. Watson was requested to prepare some temporary identification number to take up to Salt Lake City, to put on any equipment that may be sent to the center, hereafter, so that it will be identified on the highway as belonging to the WRA.

Mr. Hughes read a report on the availability of janitorial service for the center as approved by the Washington office for the third quarter. He said that 36 additional janitors have been allowed but after the third quarter, it will be dropped to two and a half janitors per block. He said that 41 additional mess hall workers have been allowed for the third quarter which gives the needed number for the mess halls. The school janitor situation, however, was left very much up in the air when Washington approved only 15 janitors for 41 building units.

Mr. Noble reported that the auditorium janitorial services have been completely ignored, and that it will be impossible to properly operate the school buildings and the auditorium with only 15 janitors. Messrs. Noble, Hughes and Lafabregue were requested to work further to find some way of adjusting this situation and have Mr. Noble report at the next meeting.

Mr. Noble reported briefly on the program looking toward the consolidation of the grade schools in the center into one central block. He said that a chart had been prepared, showing the number of pupils in each block and what distant they have to go to attend the schools. This report has been presented to the Educational Committee of the Community Council for its consideration and a further report will be made at a later meeting.

Mr. Ernst announced that he will be leaving on Monday, February 14, enroute to Washington, D. C. to attend the Project Directors' conference, and that he will be gone from three to four weeks. He said that during his absence, Mr. Bell will be the acting director and that Mr. H. Watson will act as head of the Operation Division. At the same time, Mr. Hughes will leave this center to enter the Navy, and Mr. Ernst designated Mr. Potter to act as head of the Administrative Management. Likewise, Mr. Sanford is leaving for Chicago to bring his family back to Topaz and during his absence, Mr. Honderich will act as head of the Community Management Division. He reported that Miss Dickenson had arrived to assume the head of the Relocation Division, and that Mr. Cornwall will soon leave for a new assignment in the relocation field work outside. For the present, Mr. Cornwall will assist in developing the program for the relocation team which will be here next week.

Mr. Ernst reported that Mr. Barnhart has gone to Heart Mountain on special assignment for a few weeks but on his return to Topaz, he will be transferred to Washington, D. C. where he will join the WRA solicitor's staff.

Mr. Ernst reported that the Selective Service procedures were becoming clarified, and that it had been determined that most

forms will not be filled out by registrants through efforts of the WRA, but whatever contracts are had with them, will be direct from the Board to the individual. He explained that the Community Council had sent in a list of 72 questions from residents, and that these have been airmailed to Mr. John C. Baker, chief reports officer in Washington who, in the future, will handle all questions relative to Selective Service.

There has been considerable turmoil in the center since the Selective Service became effective, but Dr. Hoffman reported that with full explanations the situation was now quieting down.

Mr. Sanford reported that the YWCA has been allocated quarters in Rec. Hall #4 and that the building will be dedicated tonight (February 12) by the association. He said that plans were underway for establishment of a USO unit in the building, under the sponsorship of the YWCA. M. D. McLain, associate regional executive of the USO, visited the center this week, and he is in favor of the USO establishment here. He will recommend that it be recognized, which will be a big step forward in the establishment. Mr. Bell showed designs which have been drawn for the YWCA Rec. Hall, which provide for a card room, social room, an office, a conference room and a kitchen with sink and hot plates. The building will be furnished by the WRA.

Dr. Hoffman reported that Dr. John Embree, who will be in the center to speak to the Young People's Conference, will be available for the Sunday evening meeting with the appointive staff in the Administrative Rec. Hall, and invitations will go out for the staff to gather there.

Mr. Ernst reported that he had received a communication from Director Myer, stating that it appears now that in all probability the Military Police will not be removed.

The need for ushers and other workers assisting in handling the crowds at the relocation meeting at the auditorium was brought up by Mr. Cornwall, who was instructed to contact all necessary department heads to make sure that this detail will not be neglected.

Mr. Ernst reported that he will be in Washington, D. C. a week before the Project Director's Conference to bring up materials pertaining to Topaz, and requested Mr. Bankson to obtain from all members of the appointive staff any materials which they may have in mind dealing with their own or other branch of the center work. This will be assembled by Mr. Bankson and forwarded to him in Washington in care of Director Myer, so that they will reach him not later than February 28.

Original signed by
R. A. Bankson

R. A. Bankson

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MINUTES: PLANNING BOARD

FEBRUARY 16, 1944
WEDNESDAY 11:30 a.m.

PRESENT: Mr. Bell, Cpt. Farrington, Mr. Henry Watson,
Mr. Honderich, Dr. Hoffman, and Mr. Bankson.

ABSENT: Mr. Ernst, Mr. Sanford, and Mr. Noble.

Mr. Bell presided as acting Project Director.

The first discussion was that ^{of} a policy for the handling of cars of evacuees seeking entrance into the center. It was pointed out that the WRA policy for all centers is that evacuee cars shall not be permitted to enter the center except upon special authorization of the Project Director or someone whom he may designate. The reason for this is that streets within the centers are used for foot traffic as there are no sidewalks, and accidents may occur if cars are allowed to run around throughout the center.

The discussion was brought up by the fact that as a result of several unguarded gates around the center, it has been reported that many cars have entered without permission, some of them staying for a period of days. Another point here is that persons visiting who are not checked in eat at the dining halls of their friends or families, and leave without paying for their meals and without proper ration points charged up for their meals. After considerable discussion, it was decided that a policy conferring the entrance of evacuee cars into the center should be adopted and put into effect for a period of one month, from February 16 to March 15, as a test to determine whether it was a workable policy. This policy is outlined and attached to these minutes.

In connection with the putting into effect of this car policy, Mr. Watson was directed to see that cables be placed across the entrance of gates #2 and #3 at night to guard against their use without checking the cars in, and that gate #11, used by the freight trucks, will be locked between the hours of seven in the evening and seven in the morning.

In connection with the admission of automobiles into the center, a copy of administrative instruction number 93 issued by Director Myer, on June 5, 1943, and a memo from Deputy Project Director James F. Hughes, to Raymond P. Sanford, Assistant Project Director are attached for their informational value.

Mr. Niesse was called in to discuss some fiscal procedures for the collection in advance for meals of persons visiting the center. Some plan had been tentatively worked out, whereby, Internal Security would collect for these meals, but Internal Security asked for further clarification as to the bonding of

internal security for ^{money} which it may collect. Mr. Niesse and Mr. Honderich, and Mr. Lewis were requested to work out the details and report later.

It was also decided that Mr. Niesse, Mr. Honderich, and Mr. Lewis should discuss some plans for placing a member of the Internal Security force as a guard at gate #11 during the day time hours to check cars to make certain that none were entering without proper permission. They will report on this matter later.

Mr. Niesse reported that the Relocation Division had proposed to him that pay checks for workers be distributed by section and unit heads instead of using the pay station. Such a plan, however, was turned down by the Board on the grounds that it would entail a great deal of unnecessary work. The policy adopted was that the pay station would remain open during a part of the noon hour and for an hour or so in the evening, when pay checks are to be disbursed, so that workers may call for them instead of having to leave their employment to get to the pay station. Mr. Niesse was requested to prepare a schedule of hours to be used in a story in the Saturday issue of the "Topaz Times."

Mr. Watson brought up the matter of establishing again the time whistle for workers of the center. It was agreed that the whistle should be located in some central place in the center and the schedule should be as follows:

8:30, a warning whistle	2 long blasts
8:45, indicating work time	1 long blast
12:45, announcing noon hour	2 long blasts
1:45, warning of the end of noon hour	2 long blasts
2:00, announcing work time	1 long blast
6:00, announcing quitting time	2 long blasts

Just where the whistle will be located was not decided, but it was proposed that it be located at the Internal Security field office at Rec 11, and that Internal Security will be responsible for blowing the whistle on schedule. Details of this will be worked out with Internal Security, Mr. Honderich, and Mr. Lewis, and the schedule will be published in the "Topaz Times."

Original signed by
R. A. Bankson

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

1. The policy adopted for the admittance of evacuee automobiles into the center to be on a trial basis extending from February 16, to March 15, 1944, is as follows:
 1. No car will be permitted to enter the center except on specific permission of the Internal Security.
 2. Cars will be permitted to enter specifically for the purpose of unloading or loading at designated address, such permit to be limited to not exceed one hour.
 3. Each car so entering the center must be accompanied by a member of the Internal Security.
 4. There will be no change in the inspection rule by the Military Police at the main gate.
 5. After 10:00 p.m., when the Internal Security leaves the gate house, the M.P. on duty will not permit cars of evacuees to enter the center until they have secured specific permission from Mr. Lewis, over the telephone at his apartment, or if he is not available, from the appointive Internal Security officer on duty at night, at the Internal Security field office in Rec 11.
 6. The M.P. will assume responsibility for locking and unlocking of gate #11, locking 7:00 in the evening, and unlocking 7:00 in the morning.
2. Pay station will be open on a schedule of hours that will permit employees to pick up their pay checks without leaving their regular work to do so.

Roscoe E. Bell
Acting Project Director

C O P Y

WAR RELOCATION AUTHORITY
Washington

June 5, 1943

ADMINISTRATIVE INSTRUCTION NO. 93

Subject: Private use of motor vehicles at relocation centers

- I. Evacuees shall not have the custody or use of motor vehicles at relocation centers for their private purposes, except as specifically authorized in individual cases by the Project Directors.
- II. It is suggested to Project Directors that such specific authorization may be appropriate in individual cases in which evacuees, about to depart from centers on leave, own or have lawful control over motor vehicles and wish to bring such vehicles into the centers for the purpose of removing personal belongings. Other specific authorizations, though governed by the discretion of the Project Directors, should be rare.
- III. Use of motor vehicles in the centers by other persons, including appointed personnel, shall be restricted to official business, and in general shall be held to a minimum consistent with necessity.

/s/ D. S. Myer
Director

WAR RELOCATION AUTHORITY
Central Utah Project
Topaz, Utah

DPD

November 16, 1943

MEMORANDUM TO: Mr. Raymond Sanford
Assistant Project Director

ATTENTION: Mr. Ted Lewis

SUBJECT: Temporary authorization for private vehicles entering the project.

Since the policy is well defined and the enforcement lies completely with your section, I would like to suggest that the Internal Security accept the responsibility for admitting automobiles belonging to evacuees into the project under temporary permits.

As the matter now stands, the procedure is unnecessarily complicated, and individuals at times are delayed because authority must come from myself direct. It is my impression that your appointed staff can exercise the same or better judgment in handling this particular phase of project administration, and I would like to be relieved of the details immediately.

The Washington office has decreed that residents are not to have the use of private motor vehicles and as a matter of good administration, we have permitted their entrance to this center for short periods when justified by the fact that the owner is loading or unloading baggage or something similar that constitutes a real necessity.

J. F. Hughes
Deputy Project Director

See Admin. Instruction 93.

MINUTES: PLANNING BOARD

February 23, 1944
Wednesday, 11:30 AM

Mr. Roscoe Bell presiding

Present: Mr. Bell, Mr. Potter, Mr. Watson, Mr. Honderich, Mr. Noble

Absent: Mr. Bankson, Mr. Barnhart, Dr. Hoffman, Capt. Farrington,
Miss Dickinson

Mr. Lafabregue and Mr. Campbell were present to discuss the employment quota in relationship to the Washington allocation and the Fourth Quarter.

As a project, we are in line with the Washington allocation. Some sections and units are under their quota in personnel, but the number of persons maintained at the \$19 level exceed the number allocated to that rate. The over-all Project quota is 2796, but the Project employment figure at present is 2770. It was Mr. Bell's thought that as we enter the Fourth Quarter, there will be a gradual drop in personnel.

The Personnel Management Section Weekly Labor Report for the week of February 14-19, 1944, was reviewed by the group.

Project Director's Office:

It was found that the elimination of the assistant block managers to 17 would be necessary. Mr. Lafabregue suggested that Mr. Potter address a letter to Mr. Hirano, Chairman of the Block Manager stating that the Project must be in line with the Washington allocation by March 1.

Since Mr. Potter was to hold a meeting with the Block Managers on Wednesday afternoon, he was asked to present the statement of reducing the assistant block managers to 17 and effecting a transfer of workers to some other sections where there are employment opportunities.

The Project Reports Office has made the necessary adjustments. Adjustments are pending in the Relocation Office.

In reviewing the weekly figures for the Warehouse Section, it was found that justifications for supervising warehousemen were necessary for the fourth quarter. Mr. Potter was asked to confer with Mr. Niesse on this matter. It was agreed that a justification for the fourth quarter would be necessary for the Senior Mail Clerk. Mr. Lafabregue was asked to take this responsibility.

Community Welfare has asked for ten more persons in addition to its present quota of 38 to handle the family discussions on relocation. It was Mr. Lafabregue's understanding that the Section already had six over the quota. The surplus of six persons on the Welfare staff was clarified by a statement from Mr. Honderich that these six are utilizing their compensatory time. When their compensatory time has been exhausted, they will be terminated or transferred to some other section.

Mr. Noble stated that the Education Section is 13 over its quota at present. A memorandum has been directed to Mr. Campbell that the transfer of janitors will not be made until April or the beginning of the fourth Quarter. He asked Mr. Campbell to secure the names of those who would like to be transferred to the Fire Department or other departments in the Project where employment opportunities are open. In order to meet the cut in janitorial staff, the janitors to be retained should have a combination of duties starting March 1.

It was decided that the Education Section should delay the shifting of janitors until the first of April to tie in with the shift that is taking place in the Maintenance Section where the ground work is being laid for the transition.

An Executive Secretary for the Judicial Commission is being requested by the Community Government Section, and the justification has already been submitted to Personnel.

In order that Welfare may be assigned the requested additional 10 workers to carry on their interviewing program, Mr. Lafabregue is to prepare a memorandum to Mr. Watson requesting him to relinquish 10 workers from the Operations Division to Welfare, as Community Management is unable to make the adjustments within the own division.

June Nakayama
Acting secretary

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MINUTES: PLANNING BOARD

MARCH 1, 1944
WEDNESDAY 11:30 a.m.

Mr. Bell presiding

PRESENT: Mr. Noble, Miss Dickinson, Mr. Honderich, Dr. Hoffman, Mr. H. Watson, and Mr. Bankson.

Mr. Miller of the Fire Department was invited in.

ABSENT: Mr. Ernst, Captain Farrington, Mr. Sanford, Mr. Barnhart, and Mr. Potter.

Mr. Honderich reported on plans for the Red Cross drive in Topaz. He said that he had been working with Mr. Fred Koba of the resident committee, and that this committee had decided that it would not hold this drive at this time but would hold it in April, which corresponds with the time it was held last year. The committee also decided that it would not join with the national drive but that its local drive would be for the benefit of the center, although persons who desire contributing to the national drive at this time may do so.

This brought up a question as to why the center committee would not want to cooperate with the national Red Cross and Mr. Honderich was requested to find out the details. It was suggested that Mr. Honderich prepare a statement of the various benefits which the national Red Cross had given to residents of Topaz, including such services as the handling of the hundreds of messages to and from relatives in Japan; and the large shipment of food and other articles which recently were distributed in the center. When this has been worked up into a report, it was proposed that a summary story be used in the "Topaz Times."

With regard to the Red Cross drive among the appointive staff, it was pointed out that Mrs. Roscoe E. Bell is chairman of the Topaz committee, and Mr. Honderich was instructed to discuss plans for the drive with Mrs. Bell and to assist in carrying them forward during the campaign. It was decided by the board that the minimum contributed per person should be \$5.00.

Mr. Honderich discussed the matter of supervision of the civic auditorium pointing out that under present arrangements, a great deal of trouble is being experienced. He re-emphasized the urgency of having an appointive custodian in charge at all times at the auditorium. He said that under the present plan of ^{watching} suggestion, the auditorium casually by members of the Internal Security staff, unauthorized groups of young people

are making use of the building and are causing considerable damage.

Mr. Miller of the Fire Department was an attendant at the meeting to discuss this matter and he pointed out that after investigation from the fire hazard standpoint, they have found the situation very bad. He said that in order to keep groups of youngsters from breaking into the auditorium, a number of exit doors have been nailed shut so that in case of fire they could not have been used. He proposed that panic bolts be placed across each of the double sets of exit doors which would be the only means of safeguarding the public at the auditorium, which prohibits entrance from the outside, but would open when pushed from the inside. It was the unanimous decision of the board that panic bolts should be placed on these doors, and Mr. Watson was instructed to send an airmail letter at once to Washington requesting WPA approval for the purchase of these panic bolts.

The discussion continued over the matter of unauthorized use of the building and the lack of custodial supervision and the urgency developed into a decision to call upon Mr. Honderich to see whether any justification has yet been sent to Washington requesting an appointive custodian and if not, to see that such a justification is sent airmail at once. Mr. Honderich was asked to report developments at the next meeting.

Mr. Noble reported briefly on the proposed plan of consolidating the elementary schools now located in Blocks 8 and 41 in one centralized block. He said that unsurmountable obstacles have risen over the moving of residents of the three blocks involved, and that the whole matter has been abandoned.

Mr. Noble reported on previously discussed plans for instituting Smith-Hughes and 4-H club work among high school students in Topaz. He said that representatives of the Smith-Hughes program are to be in Topaz on Thursday to discuss the matter and he will have a report for the agenda at the next meeting.

On the matter of school janitorial service, which had been previously discussed, Mr. Noble reported that he will have the janitorial assignments to their proper level of 30 men allowed in the fourth quarter by April 1. He said that notices are being prepared now to those who are to be affected. This brought up the general discussion of the janitorial service throughout the center, which is causing considerable agitation because of the cut in the number of janitors. Mr. Watson proposed that a new survey be made of the center to determine the janitorial need. The decision of the Board was that Mr. Watson should assume responsibility for working out a complete analysis of the janitorial situation and report at the next meeting of the Planning Board.

Mr. Noble reported previously also on the handling of chairs for gatherings at the auditorium. He said that the present plans work very well, where groups using the auditorium take care of this problem themselves by hiring a group of 10 high school boys who have been organized for chair placing work at 90¢ an hour for the group, but trouble arose whenever WRA functions were being staged in the auditorium, such as the visit of the relocation team, induction of the Council, and other activities, where there were no ways in which to pay the high school boys out of WRA funds and individuals should not be called upon to pay this out of their own pockets.

The decision of the board was that Mr. Watson should assign to the education staff, one position from his personnel which would take care of the 10 students on a part time basis and hereafter, on occasions of official functions, the boys would handle the setting up and taking down of the chairs and receive pay from the WRA on a regular pay roll basis.

Mr. Watson will report completion of this plan at the next Board meeting.

Mr. Honderich reported that the signal whistle for warning, starting, and quitting work had been completed and Internal Security has agreed to attend to the blowing of the whistle on the schedule adopted.

Mr. Watson reported that the whistle is being placed on the top of the Internal Security field office at Red 11 and the schedule of signals will be started immediately. Mr. Watson was requested to prepare a story on the schedule to be used in the next issue of the "Topaz Times."

Mr. Watson brought up the matter of establishing toilet facilities in the warehouse areas. He requested authority of the board to erect four WPA toilet buildings, which are now in the center, at various points about the warehouse areas. The decision of the board was that Mr. Watson be authorized to erect these facilities as soon as they have been cleared by the sanitary inspector.

Original signed by
R. A. Bankson

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURE:

1. The appointive staff at Topaz will join the National Red Cross drive for funds, and \$5.00 per person has been established as a minimum contribution.
2. Panic bolts to be placed across each of the seven double sets of exit doors of the civic auditorium.
3. Erection of WPA toilet buildings in warehouse area.

Rosecoe E. Bell
Acting Project Director

MINUTES: PLANNING BOARD

MARCH 8, 1944
WEDNESDAY 11:30 AM

Mr. Bell presiding.

PRESENT: Mr. Barnhart, Mr. Potter, Mr. H. Watson, Mr. Noble, Dr. Hoffman, Mr. Sanford, Mr. Bankson, Capt. Farrington and Miss Dickinson.

ABSENT: Mr. Ernst.

CALLED IN: Mrs. Gonzales, Mr. Lafabregue and Mr. Honderich.

The first subject of discussion was introduced by Mrs. Gonzales, head of mails and files. She brought up the matter of routing mail and other materials passing through her office so that they will reach the persons concerned in proper order and with the least possible loss of time. This matter is of considerable importance in speeding up the number of communications and the discussion revolved around the matter of deciding who should receive material and in what order. It was decided that each of the division chiefs should secure from all of their section heads lists of materials which they desire to see and that these lists should be turned in to Mrs. Gonzales before next Wednesday, at which time she will bring them to the Planning Board for a decision on routing. In the meantime, Mr. Bell will make the request of all of the unit heads to get their lists in when the Cabinet meets on Saturday.

Mr. Bell announced that a communication had been received from the Mount Sinai Hospital in Chicago announcing that it would accept two nurses aides' from the relocation centers for training at the hospital. The communication was turned over to Mr. Sanford, who will take it up with the hospital and arrange for the selection of two girls from the Topaz Hospital to be recommended for this training course in Chicago. Mr. Sanford was asked to supply the Reports Division with a report when the two have been selected so that a story can be used in the Times.

The matter of reporting the time of Councilmen who are off of their regular job to attend to Council work was discussed. It was proposed that a slip be prepared by Masuji Fujii, office manager for the Council, reporting to department heads when and where Councilmen were occupied in Council work so that their time would be accounted for. It was left to Mr. Bell to discuss this with the Council representatives and get their approval of such a plan. He will report at the next meeting of the Board.

Mr. Potter mentioned the time keeping procedures which was on the agenda for discussion, but said that it had become the

responsibility of Operations Division to work out its own plan and that the main problem that they are concerned with was that of recording lost time of less than an hour. The matter was dropped from the Planning Board.

The matter of securing service pins for soldiers in the center who have been honorably discharged from the army was discussed and Capt. Farrington reported that he would be glad to request that Fort Douglas supply him with a number of these pins which honorably discharged soldiers are entitled to wear and which may be secured by showing their discharged papers. The Board directed that Mr. Carter work with Capt. Farrington in seeing that all honorably discharged soldiers who desire receive the pins. Mr. Carter will also give a story to the Topaz Times when the pins are available.

Mr. Watson discussed the janitorial service analysis which he had been requested to make. He said that while he had not carried forward the analysis as yet, he proposed that he would work out some system where the amount of space covered by a janitor was established so that it would be possible to learn the actual needs for a uniform janitorial service.

In this connection, Mr. Noble reported that he is reducing the number of janitorial workers from 43 to 30, and that the 13 to be dropped would be off the payroll by April 1. He said that an effort is being made to transfer each of these men to different divisions so that they will not be out of work. After some discussion, it was decided that an over-all survey would not be necessary but that each individual type of janitorial work would require special consideration and that the needs should be discussed with each individual section. Therefore, the plan for a survey was dropped and instead, it was decided that Mr. Watson, Mr. Noble, Mr. Nuttall and Mr. Thomas should meet and work out a plan whereby they could give a good description of just exactly what each janitorial job entailed in their particular sections and that these reports should be turned over to Personnel for an analysis before any effort is made to justify janitorial personnel.

Mr. Watson and Mr. Noble reported on the matter of setting up and taking down chairs in the civic auditorium. It had been previously agreed that Mr. Watson would assign one job position from M. and O. to the high school for this service. Mr. Noble said that this would not solve the problem as it was not a matter of assuming another job because the personnel payroll for the schools was top-heavy already but that it was a matter of finding a man who was on someone else's payroll who would come into the high school and assume this work. Since there was a difference of understanding, it was agreed that Mr. Watson and Mr. Noble should discuss the matter further and work out a plan and report at the next meeting.

Mr. Honderich reported that Fred Koba, head of the resident Red Cross organization in the center, was not yet ready to announce plans for the Topaz campaign and that the plan for the drive among the appointive staff is being worked out now and will be reported on later.

Mr. Honderich reported that a justification for the employment of an appointive person to serve as custodian of the civic auditorium is being prepared and will be forwarded to Washington. Mr. Sanford will report on this at the next meeting.

Mr. Lafabregue came to the meeting with a number of suggestions for writing a policy on staff housing. One point was that the preference for apartments should be given to those in the salary brackets from \$3800.00 up, but this met with opposition and another proposal was made that the preference be given to those who were section heads or higher rather than on a salary basis.

Another proposal was that the apartments be pro-rated among the various divisions and that they be assigned within the divisions on a seniority basis. These two proposals were not approved and were discarded. Another proposal was that all those assigned staff apartments were expected to cook their meals at home and not to use the dining hall. Still another proposal was that after the preferential assignments have been made for apartments that other assignments be made on the order of applying for apartments.

A final proposal was that no less than three single persons could occupy an inside apartment and no less than four single persons, an end apartment. It was also suggested that for those who must continue to reside in Block 2 that they be given their quarters rent free as long as they were in Block 2.

Out of the general discussion, it was decided that Mr. Lafabregue should draw up a policy covering all of the points to be taken into consideration in assigning apartments and that he present this policy at the next Board meeting for final consideration.

Mr. Lafabregue said that he had received a request from the resident YMCA to hold a party in the Administrative rec hall and asked the Board's opinion as to whether such a request should be granted. This brought on a discussion which emphasized the previous expressed desire that the Administrative rec hall be maintained free of any activities which would interfere with its use at any and all times by persons of the appointive staff. This was done on the basis that each block has its own rec hall and the appointive staff should also have one.

The fact that several classes and staff meetings have been held in the Ad. rec hall was criticized at the meeting on the grounds that wives of staff members have been unable to use the rec hall when they had gone there in the daytime to sew or relax. The previously stated policy of eliminating outside activities from this rec hall was endorsed.

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURE:

1. T

None.

Roscoe E. Bell
Acting Project Director

7/15
MINUTES: PLANNING BOARD

MARCH 15, 1944
WEDNESDAY 11:30 a.m.

Mr. Bell presiding.

PRESENT: Mr. Potter, Dr. Hoffman, Miss Dickinson, Mr. Barnhart, Mr. Sanford, Captain Farrington, Mr. Noble, Mr. Watson, and Mr. Banks.

ABSENT: Mr. Ernst.

Present to present topics, Mr. Lafabregue and Mrs. Gonzales.

Mrs. Gonzales made a full report on the routing of mail and records received at the Mail and Files Department.

Mr. Bell asked that all assistant directors check further with section and unit heads to obtain lists which will give Mrs. Gonzales an opportunity to work out satisfactory routing of all material. As the plan seemed to be well in hand, it was dropped as finished business.

Mr. Noble reported that the long discussed business of setting and removing chairs in the auditorium had been satisfactorily completed through the transfer to Education of a position from M & O, which means that a full time employee will be under the supervision of Education, his duty being in taking care of chairs in the auditorium at all times.

Mr. Sanford reported on developments in the Red Cross drive. He said that the resident drive will be from April 17 to 24 inclusive with Fred Koba as general chairman. This date has been set as conforming to the time of the drive a year ago. The Millard County drive will officially close at the end of March, but Mr. Koba had talked with the officials of the County drive and a later date was acceptable. In connection with the appointive staff drive, it was stated that rather than using the flat \$5.00 per family quota, which had been previously recommended, the quota should be 2% of one month's pay, or 2/3 of the day's pay for each employee. This will equalize the subscription so that those in all pay racks will pay according to their ability.

Mr. Boyce was requested to prepare a table showing what each person should give according to his salary. This together with a memorandum will be sent to each staff member through the Personnel Department, which will be in charge of the drive.

again
Mr. Sanford brought up the subject of the custodian

for the civic auditorium. He read a letter which had been sent to the Council asking for suggestions on the use of public buildings for public events. As yet, no report had come from the Council, and Mr. Sanford was asked to send a recommendation back to the Council for its approval. This again threw into discussion a need for an over-all point of responsibility for handling the auditorium and the possibility of securing an appointive staff member to act as general manager for the auditorium. Mr. Noble stated that he had prepared the justification for such an appointment but that it had not yet been forwarded to Washington.

Mr. Sanford and Mr. Lafabregue were requested to work out a justification and request for such an appointive staff member and to report at the next meeting.

Since there is a real need for immediate action in setting a policy for the handling of the auditorium and other public buildings, a temporary operative policy was adopted after considerable discussion. This policy will be effective only until a permanent policy is established, after it is known whether an appointive staff manager can be secured for the auditorium and other public buildings. The temporary policy is attached separately.

Mr. Sanford again discussed the problem of handling cars of visitors which are coming into the center without authority. It appeared that gate 11 at the warehouse area is the chief entrance for such cars, as there has been no guard on this gate. It was not desired to place a Military Police guard there, but a real need for either an appointive staff guard or an internal security resident guard was admitted.

It was agreed that as a result of cars coming in without authority, visitors were being served meals for which they were not charged. Mr. Sanford was asked to discuss this entire situation with Mr. Lewis of the Internal Security and to report again at a later meeting.

The question of a staff housing policy was brought up by Mr. Lafabregue, who presented suggestions to the Board. These were approved for submission to Mr. Ernst for final adoption or rejection. A copy of the proposed housing policy is attached.

Mr. Noble reported that an auto mechanics teacher has been secured for a course in vocational training and requested allocation of space for the holding of such classes. The warehouse area was suggested as a place where a class room should be secured and the matter was left to Mr. Watson to work out with Mr. Noble.

The question of holding a summer camp at Camp Antelope again this coming summer was discussed briefly. It was pointed out that to hold the camp would involve the use of gasoline for 5000 miles of motor travel, and the decision of the Board was that before any moves are made, a request be submitted in memorandum form to the county ration board to see whether it will be possible to obtain the necessary gasoline for continuing such a camp.

*Original signed by
R. A. Bankson*

Russell A. Bankson

Attachments

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURE:

NONE

Roscoe E. Bell
Acting Project Director

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

SUBJECT: Temporary Operating Policy for Handling The
Civic Auditorium

1. The auditorium will be made available for functions of project wide interest.
2. Allocation of the auditorium for functions will be approved by the joint committee which was previously set up for that purpose.
3. Any group holding a money making function in the auditorium must make provision for a complete accounting, to the joint committee, of the funds received and disbursed.
4. The administration of the auditorium will be the responsibility of the high school principal.
5. Until a definite policy for handling the auditorium is worked out, individual blocks will not be granted use of the auditorium for pay programs.
6. A thirty day appointment of a resident person to handle the auditorium in the capacity of manager on an emergency basis will be made. This manager will work under the direction of the executive committee and be responsible to the high school principal.
7. The seating capacity of the auditorium has been established at 1200. All events will be limited to that attendance and sponsors of events will be assigned this number of tickets to be distributed by the executive committee.

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
TOPAZ, UTAH

SUBJECT: Staff Housing Assignment Policy

For a long time we have felt that a definite policy should be established for the assignment of staff housing. The Personnel Section is suggesting the following for discussion for the Planning Board as a preliminary step in establishing a staff housing assignment policy:

SUGGESTED POLICY FOR STAFF HOUSING
ASSIGNMENTS

1. Members of the appointed staff who have a classification of section head or better will be eligible for an apartment.
2. Single individuals who come under the above rule will be given consideration for assignment in the staff apartments in the order in which they apply. Family assignments, however, will be given priority.
3. In the event single individuals are assigned to an apartment, it will be necessary that the apartment be shared by at least two persons in the center apartments and the end apartments shared by three. Before an apartment can be assigned to a Section Head, it will be necessary for them to select a roommate.
4. Persons assigned to Staff Housing will be expected to cook the majority of their meals in their homes. Very few meals should be taken at the dining hall. This is to assure that if staff housing is made available to an employee, it is expected that the facilities will be used to full advantage.
5. Other things being equal, the larger families will be given preference in staff housing assignments.

MINUTES: PLANNING BOARD

MARCH 22, 1944
WEDNESDAY 11:30 AM

Mr. Ernst presiding.

PRESENT: Mr. Ernst, Mr. Bell, Miss Robertson for Mr. Noble, Miss Dickinson, Dr. Hoffman, Mr. Honderich, Mr. Sanford and Mr. Bankson.

ABSENT: Mr. Barnhart and Mr. Noble.

INVITED IN: Mr. Carter and Mr. Lafabregue.

Mr. Ernst reported on indefinite leave forms which show the number of volunteers in the Army. He pointed out that this is not a true picture as it represents only those volunteers who leave directly from Topaz for the Army and does not take into consideration the greater number who were out on indefinite leave and entered the Army from their new station.

It was indicated that a number of wives of young men now located on the outside are planning to return to the center after their husbands are called for service. Mr. Ernst asked that a check be made to see whether any are actually returning yet and to adopt a policy in this matter if it is one that needs further attention.

Miss Wanda Robertson brought up the subject of a spring vacation for the Topaz public schools. She said that the question had been discussed among the school staff and that if it was the will of the Board that a vacation be held this year that it be during the week of April 10 - 15.

Mr. Ernst suggested that this would tie in nicely with a proposed clean-up of the center. He suggested that instead of a clean-up week that the month of April be devoted to a clean-up campaign. Mr. Bell said that the actual program for clean-up was being worked out and that equipment would be available to haul in gravel for three blocks over each week end so that during the month the center could be covered.

Miss Robertson pointed out that in connection with the proposed vacation, a number of appointive staff teachers are being called during that week for their pre-induction physical examinations and that the week would be disrupted anyway. It was the decision of the Board that a spring vacation be designated for the week of April 10 - 15.

Mr. Sanford reported briefly on the Red Cross drive plans, stating that the resident drive for the week of April 17 - 24

had been approved by the Millard County chapter. The appointed staff drive will be held during the present week.

Another subject which Mr. Sanford reported on briefly was a custodian for the auditorium. He said that it had been proposed that a person with the classification of a block manager at \$19.00 be assigned to the educational staff as auditorium building superintendent. Mr. Sanford said that he would report progress on this at the next Planning Board meeting.

Rearrangement of office space in Administration B was discussed briefly, but due to the fact that it takes into consideration the removal of the Internal Security office to a new gate house, which cannot be ready before mid-April or later, this was indefinitely postponed.

Mr. Sanford introduced the matter of field trips for certain groups to go away from the center on Saturdays and Sundays using WRA trucks. He said that these trips have been approved earlier but had been stopped by bad weather. They are the activities of CAS. He brought the matter into the Planning Board to determine what the regular policy should be in the center about such trips. This brought up the matter of other groups using government equipment for trips into Delta for banquets and any other use of such equipment for special purposes. Mr. Ernst felt that it was good for the morale of the people and would stimulate the desire to get away from Topaz if they could get out for special events. Since gasoline would be a problem, it was a question of whether the small groups would be as important as trips into town for various groups if it came to a question of eliminating the ~~one~~ one. Quite a general discussion was held on the advisability of opening up the matter of parties in town, principally because of the need for conserving gasoline. Mr. Ernst suggested that instead of going to the ration board requesting gas for special events like field trips and parties that a request for an allotment of gasoline for the use of WRA should be made and that WRA then could judge the best way to use it. Mr. Bell pointed out that the per capita use in Topaz is much lower than the per capita use of A card holders in the rest of the county and that the ration board should take this into consideration in allocating gasoline to the center. It was the belief of Mr. Bell that Topaz should be allocated its normal A card consumption of gasoline.

In this connection, it was suggested that occasionally persons with private cars might want to take resident guests into town for a party and they could make a reservation for small groups on the regular Topaz bus which goes into town Wednesday evenings for the show. In concluding the discussion, it was the desire of the Board that Mr. Bell work out a complete proposal for the handling of the whole matter of transporting groups off the project and report at the next Planning Board meeting.

Mr. Lafabregue was called in to present a proposed plan for allocating apartments in the staff housing area. He read his proposals, which were then discussed at great length by the Board members. The question of priority on staff housing was the chief point of contention. There was some favorable reaction to the suggestion that priority be given to those with the rating of section heads or better. Others suggested that it be not only on the basis of position, but given to those with the rating of CAF 11 or better. The matter of giving preference to persons on the basis of length of residence in Topaz, whether they are married with families and so forth was also discussed without decision.

The final proposal of the Board was that each division head prepare a list of personnel whom they thought rated apartments, this list to be turned over to Mr. Lafabregue, and that he report back to the Board with further proposals for a policy at the next Board meeting.

Mr. Ernst reported on the coming visit of National Director Dillon S. Myer, who will arrive from Salt Lake City, driving alone on Thursday evening and will remain over until Monday, when he will return to Salt Lake. A proposed schedule was discussed by Board members, who gave suggestions as to ways in which the time of the Director could be used to best advantage. This schedule will be offered to Mr. Myer upon his arrival by Mr. Ernst and if it meets with his approval, it will be carried out.

The schedule as suggested includes the following: Friday morning 11 - 12 o'clock meet with the relocation groups; 12 - 12:45 meet with the Selective Service committee, both in the Project Director's office; 2 - 3:30 PM devoted to the public schools, with a talk to the junior and senior high school students; 4 - 6 PM meet with the entire appointive staff at their quarterly meeting; Saturday 9 AM - 10:30 at a general meeting at the auditorium of all of the professional workers in the center, including resident teachers; 11 o'clock the Cabinet meeting in the Project Director's office; 2 PM with the Council at the Council chambers, the Council, if it desires, to invite in representatives of the Inter-Faith and other center organizations.

Russell A. Bapksen

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

1. The public schools of Topaz will be dismissed for spring vacation during the week of April 10 - 15.

CHARLES F. ERNST
PROJECT DIRECTOR

MINUTES: PLANNING BOARD

MARCH 29, 1944
WEDNESDAY 11:30 AM

Mr. Ernst presiding.

PRESENT: Mr. Ernst, Mr. Bell, Mr. Sanford, Mr. Wonderich, Miss Dickinson, Dr. Hoffman, Miss Robertson for Mr. Noble and Mr. Bankson.

ABSENT: Mr. Barnhart at Minidoka, Mr. Noble in Washington, D. C. and Captain Farrington.

ATTENDING TO PRESENT SUBJECTS: Mr. Lafabregue.

The first subject discussed was brought up by Mr. Sanford and pertained to outing privileges for Boy Scouts. He had formulated a set of regulations which were read and, after some discussion and a few changes, were approved by the Board. These regulations are attached to these minutes.

Mr. Bell brought up the subject of handling the transportation of groups of residents who wish to go off the project, especially to Delta in the evening for entertainment. He gave a progress report, saying that some proposal was being drawn up for presentation at the next Planning Board meeting. In the meantime approval was given to the previous suggestion that appointive staff members might take two residents as their personal guests on the Wednesday evening bus to attend shows or for other entertainment.

Mr. Lafabregue discussed the use of dining hall #2 for center purposes. He said that the Co-op had asked for the use of this dining hall for six nights a week to present regular commercial moving pictures as they had been dispossessed from one of the rec halls previously used. This request was voted down by the Board, the members feeling that the Block #2 dining hall, as long as Block #2 is partially occupied as residences by staff members, should not be turned into a public hall. Mr. Wonderich was requested by the Board to work out a set of recommendations for the use of the Block #2 dining hall and report at the next Board meeting.

Mr. Lafabregue gave a progress report on a policy for staff housing, which he has been working on for several weeks, and will report further at the next meeting.

Mr. Lafabregue also discussed the Washington plan of sending an auditing staff to the various centers to assist appointive staff members in getting their procedures of operation into line with instructions. Mr. Ernst pointed out that it was important

that we do this whether anyone was coming from Washington or not. It was decided that the Community Management should organize a local team for auditing the various section and units in the center for practicing and to see that we are well in line on our procedures. Mr. Honderich was requested to work out the details himself, or delegate someone in his division to do this, with a report at the next meeting.

Mr. Sanford asked for instructions on the sale of products of organized groups within the center to buy more materials. This would include classes in flower making, basket weaving and other arts and crafts. He said that it was his suggestion that such organized groups or classes be authorized to do this. Mr. Ernst asked that decision be held over until after Mr. Sanford had had a chance to talk this over with Mr. Noble, who is at an educational meeting in Washington where this very thing was on the agenda.

The discussion brought up the need for an overall policy or plan for the disposal of arts and crafts or any other by-products within the center. It was pointed out that residents are going everyday to areas around the project to dig shells, which they make into decorative souvenirs. This could become a considerable business if permitted to go unabated. Mr. Sanford was asked to have the Internal Security observe for a few days how many people are going outside for this purpose and in this way determine just how much effort is being given to getting shells. Mr. Sanford will make a report at the next meeting.

Mr. Bell brought up again the matter of delegating responsibility for the assignment and rearrangement of office space in the various Administrative buildings. He said that the way things stand now, if someone wants to make a change he doesn't know who to approach with the request. The Board felt that responsibility should be in the Administrative Management division and that the head of that division could delegate it to someone else. Since an overall policy is needed it was agreed that Mr. Honderich should work out some sort of a proposed policy which may take some time but to report progress at the next meeting. This whole matter entails also the proposition of locating as many of the Administrative departments which deal altogether with the residents down in the center and the business of proper communications between such offices so that time would not be wasted.

Mr. Lafabregue reported briefly that \$690.00 of the \$700.00 quota for the Red Cross drive among the appointive staff had been turned in. He will make a final report at the next Cabinet meeting on Saturday.

Mr. Sanford asked for instructions upon a request of the Co-op to send its laundry truck in between the buildings. Mr.

Ernst said that this should come before the Council Safety committee for approval before coming into the Board and Mr. Sanford will follow this procedure.

Mr. Sanford also asked about the Board's policy on granting compensatory overtime. The case at hand was that of Mr. Evans, dramatic coach at the high school who is requesting four hours each night to rehearse a play. The attitude of the Board was that this is a part of his job and he is not entitled to overtime for doing regular work, whether it is in the daytime or in the evening. Also this procedure is specifically set forth in the Administrative Manual so that there could be no reason for the Board passing on it.

Mr. Bell brought up again the suggestion that a plan be worked out for vacations for residents. Mr. Ernst pointed out that this goes into the whole matter of the work problem in the center and should be carefully considered from all angles before any general plan is adopted. He asked Mr. Lafabregue to work out some sort of a policy which would be passed, on the premises that no one has to work but if they accept work they must sign a card, upon which they agree to work their full 44 hours or on a half day work card, 22 hours. The whole plan will be presented by Mr. Lafabregue at a later time not yet specified.

Mr. Ernst announced that he is leaving Thursday for the Coast for a speaking date and to attend other special business and during the week he is absent, Mr. Bell will be acting director.

Mr. Bell called attention to the fact that the personnel rating committee is now ready to function to establish the civil service ratings for the appointive staff. He asked that each assistant director prepare a list of exactly who will rate who, and turn these lists over to him by Saturday morning.

Mr. Sanford announced that progress is being made on plans for a big center-wide spring festival to be held early in May. He said that a suggestion has been made which is being followed of naming a center-wide committee from both the appointive staff and the residents, which will include representatives of various groups such as the Council, the Block Managers and other organizations. He will give a report of progress at the next meeting.

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

1. Regulations for outing privileges for Boy Scouts adopted.
2. Block #2 dining hall will not be used as a public hall while Block #2 is occupied as residents by staff members.

CHARLES F. ERNST
PROJECT DIRECTOR

TOPAZ SCOUT HEADQUARTERS
Rec. Hall 42

March 15, 1944

OVERNIGHT OUTING REGULATIONS FOR BOY SCOUTS

1. Request for permit must be applied for at the Community Activities office at Rec. 3 at least one week in advance on the proper form which will provide spaces for the names, addresses of each members of the group together with the location of the camp site, the time of departure and return, (which will not infringe in any way upon the school program) and a space for recording the hour of the appointment for final inspection at the Scout Lodge, Rec. 42, of the group by a senior leader.
 - a. Each scout must furnish written consent by a parent or guardian and also a doctor's statement of good health bearing a reasonably recent date.
2. A minimum of five scouts, exclusive of the leaders, is required for an outing. The leader, chosen by the group, must be above the rank of JASW, the minimum age which is 17 years and approved by the director of the center-wide scout organization.
3. No fire is to be allowed on the outing except the regular one for cooking unless the fire is properly guarded to the satisfaction of the leader.
4. The camp site must be kept clean.
5. At least one first aid kit must be taken by the group.
6. An adequate supply of water, food and utensils for cooking must be provided by each scout.
7. Each scout is to provide himself with the minimum bedding and clothing suggested by the leader.
8. No cars, trucks, or hitchhiking are to be used in connection with overnight outings.
9. Swimming in the irrigation ditches is to be prohibited.
10. In case the chosen leader is not available, the group must make arrangements with the Scout Director for proper leadership.

11. The outing may commence only after the permit has been signed by the senior leader following his final inspection at the Scout Lodge, Rec. 42.
12. Any scout who violates the above regulations may have his overnight outing privileges suspended or denied.

Keigo Inouye
Director of Scouting and
Chairman of Camping Comm.

Approved:

L. G. Noble
Superintendent of Education

Henry Watson
Senior Engineer

Raymond P. Sanford
Assistant Project Director

Community Activities

MINUTES: PLANNING BOARD

MAY 3, 1944
WEDNESDAY 10:00 AM

Mr. Niesse presiding.

PRESENT: Mr. Barnhart, Mr. Noble, Miss Dickinson, Lt. Woodmansee, Mr. Niesse, Mr. Bankson and Mr. Bell.

ABSENT: Mr. Ernst, Dr. Hoffman and Mr. Sanford.

CALLED IN TO REPORT: Mr. Roof, Mr. Honderich and Dr. Pressman.

The first hour of the meeting was devoted to a study of the new gate pass procedures, as provided in the manual release from Washington. The request was made that these changes be effective by June 1. They will require the closing of some gates around the center and the placing of gate clerks to be stationed at the other gates at all times when they are open. Strict records will be maintained of persons entering or leaving the center for statistical purposes. The use of badges will be put into effect, with persons leaving their passes at the gate and taking a red badge when they are to stay within the project area or a blue badge when they are to go off the area. This will include hikers and all persons who are employed on the project area (outside of the center itself.) The Board recommended that the new procedures be adopted and that they be placed into effect as soon as possible.

In this connection, Lt. Woodmansee announced that the two military gates, the one at the south edge of the military reserve and the one at the east edge, will be permanently closed from this date on to check what has become heavy traffic through the military area. Hereafter, all traffic wishing to reach the military area will have to use the regular gates.

In working out details of the new gate pass procedures, it was agreed by the Board that gates would be maintained at the southeast, at the southwest, at the warehouse area and the main gate, with other changes to be discussed. Before the new procedures become effective, the manual requirements will be presented to discuss with the Community Council and the Block Managers so that their full cooperation will be had in carrying out the desired regulations.

Lt. Woodmansee requested the Board to call upon the Project Director to notify all members of the appointive staff that it is against military regulations for any person to have any firearms in their possession within the center and

to ask any who do have firearms to check them with the military, where they may be withdrawn at any time that persons wish to use them for hunting or target practice off the area. In other words, the military will serve as a repository place for firearms. The Project Director will prepare such a memorandum to the staff.

Dr. Pressman reported that while the establishing of a diet kitchen in Block 2 had been approved there had been no action and he asked the Board to request the proper department head to proceed at once with the renovation of the Block 2 dining hall for this purpose. Mr. Bell, as head of Operations, assumed the responsibility for seeing that this work was carried out.

Dr. Pressman asked the Board for an interpretation of the authority of the Food Committee of the Council. He stated that there seemed to be some conflict between this Committee and the Administration of the hospital in the matter of outlining the supplies that would be used in the hospital kitchen and the diet kitchen. This brought up the discussion of the actual operating authority on various Council committees. The Board agreed that the Council committees serve only in an advisory capacity and the actual administration must continue to be assumed by the WRA staff. This matter will be discussed by the Project Director with the chairman of the Council to straighten out the procedures.

The matter of change in office space, which had been previously approved, was brought up when it was learned by Mr. Noble that the changes were to be made this week. He said that he preferred to move Education directly to the west wing of the auditorium rather than to move temporarily into the place which is to be vacated by the Statistics department. This was approved and the moving of the Education Section will be delayed until the wing of the auditorium can be properly arranged, which should be within a week or so. In the meantime the Project Attorney will move into the Internal Security office and Internal Security will move into the field office in Rec. 11.

Mr. Honderich presented the plan for abandoning the dining halls in Blocks 8 and 41. This had previously been approved but no action had been taken. He reported on the population of these two half blocks and pointed out that they could be taken care of by the dining halls in adjoining blocks. The decision of the Board was that these dining halls will be closed on May 15 for economy and efficient operation reasons, chief of which is the fact that every worker who is available must be used where essential operation can be carried on.

In connection with this move, it was pointed out that where this becomes an inconvenience to residents of these two half blocks, there are now 48 vacancies in other blocks to which they may move so that eventually the two blocks can be emptied entirely. Plans were discussed briefly for the closing of an additional block as soon as there are available vacancies in other blocks and this will be taken up with Welfare to determine which block may be most likely to have the largest number of persons relocated.

Mr. Honderich discussed briefly the matter of having a representative of the Block Managers on the Safety Committee. He pointed out that there is considerable trouble in the center with cars and trucks going through the blocks between the buildings. This matter will be taken up by Mr. Bell with the Block Managers in the hope that the Safety Committee can work out a plan of eliminating this trouble.

Mr. Bell reported that the pipe line situation in the center is becoming very serious and that breaks are causing water stops while there is no help to repair them. He said that the matter is being discussed with the Council and it is hoped that soon a positive plan can be worked out whereby the necessary crews can be recruited to take care of this.

Mr. Noble reported on the school janitorial situation in the school blocks. He said that so far there had been no cut in the number of janitors but that it was proposed to use instead of 24 full-time workers 48 half-time workers. After discussion the Board decided however that it should not be handled on this basis alone but that the schools should work out a way in which it will best accomplish results, using some full-time janitors and for older persons a number of part-time janitors. This arrangement will become effective on June 1.

Russell A. Bankson

AS A RESULT OF THE DISCUSSION, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

1. New procedures on gate passes approved and to be put into effect as soon as possible.
2. Dining halls 8 and 41 will be closed on May 15 and the residents of those blocks will be divided as follows: Block 8 to use the dining halls in Block 1 and 9. The residents of Block 41 will use the dining hall in Blocks 33, 34 and 40.
3. The school janitorial staff will be cut to 24 full-time janitors or the equivalent in part-time workers on June 1.

CHARLES F. ERNST
PROJECT DIRECTOR

H
MINUTES: PLANNING BOARD

MAY 17, 1944
WEDNESDAY 10:00 AM

Mr. Ernst presiding.

PRESENT: Mr. Ernst, Miss Dickenson, Lt. Woodmansee, Mr. Bell,
Mr. Niesse, Mr. Bankson, Mr. Noble and Dr. Hoffman.

ABSENT: Mr. Sanford, sick; Mr. Barnhart at Minidoka.

CALLED IN FOR DISCUSSIONS: Mrs. Eudora Reed, Cleo Bishop, Mr.
Roof, Mr. Lafabregue, Mr. Honderich and Dr. Pressman.

The first topic was presented by Mr. Honderich and had to do with the regulations on domestic service for staff members. Under the instructions from Washington, the private hiring of evacuees for use in the homes of staff members must cease on June 1. Mr. Honderich reported that a survey of the entire staff showed that there are about 25 persons now being employed anywhere from two hours a day to full-time.

He read the teletype from Washington to the Co-op, saying that it was the responsibility of the Co-op to provide employees for domestic work who would be paid the \$16.00 rate but that the staff member engaging the services must pay the Co-op the going wage for domestic workers in the community of comparable size to Topaz. He pointed out that while the private individuals are now paying \$40.00 a month for domestic help, the wage would be advanced to \$50.00 or \$60.00 as a minimum. All of this would be turned in to the Co-op for distribution, except the \$16.00 to the worker.

He explained that the matter had been presented to the Co-op and that they were unable to find any persons who would take employment on this basis. There was considerable discussion as to how the difficulty might be overcome. A news story from the Gila Center was read, showing that they had given up the effort to make it work at Gila and were simply announcing that the staff must discontinue this practice immediately.

Dr. Hoffman, just back from a conference of Community Management heads at Denver, said that the matter of domestic service was discussed at some length and that no one had the answer. Some had apparently met the problem in some manner, as a letter from Washington indicated this to be a fact. Mr. Ernst will prepare a teletype to Washington, asking which centers are meeting with success in solving this problem and

how they have accomplished it. The matter was left with the naming of a sub-committee from the Planning Board to delve into the whole matter and attempt to prepare a plan which can be presented at the next meeting of the Board. This committee will include Mr. Niesse, Mr. Lafabregue, Mr. Honderich and Dr. Hoffman.

The second subject discussed was that of the new gate pass procedures. Mrs. Eudora Reed was present, as was Mr. Bishop, to sit in on this meeting. The new manual on this procedure from Washington has been studied and a digest made of it, Mr. Niesse reported. The plan is put into effect as a safety measure at the various centers to keep track of persons who are away from the center during the season when there are a lot of hikers going out for some distance on the desert.

Under the new procedure there will be gate clerks at the various gates, who will issue red badges to all persons who are going to hike on the project area and blue badges for those who are going off the project or into town. For those to whom blue badges are issued, written passes will be prepared and for those to whom red badges are issued, only their identification cards will be needed.

Either the pass or the identification card will be picked up by the clerks when the badge is issued. When that person returns, the pass or card will be substituted for the badge. If, at the end of the day when the gates are closed, any badges still remain on the board, it will be assumed that these persons have failed to return and the Internal Security will be notified and a check up made. One of the points which was decided was that instead of CAS handling passes for hikes and those going on educational trips, these passes would be prepared by the Internal Security hereafter and Mr. Roof and CAS are to work out the details.

Another point which caused some discussion and which was not settled was the idea of issuing blue badges to those going on a hike west of the project and who might, because of their blue badge, hook a ride into town where they are not authorized to go without a written pass. Mr. Niesse was asked to work out a plan for handling this and present it at the next meeting.

This brought up the question of whether the two outer gates could be manned. Lt. Woodmansee stated that with his present personnel it would be impossible to station military police at these entrance points on a full-time basis and that the way he was handling it now was to patrol the roads by car. It was left to Mr. Bell and Lt. Woodmansee to work out and present at

the next meeting of the Board some plan to control the entrances into the area.

Dr. Pressman was called in to report on the hospital situation. He stated that the Block 2 dining hall would be opened on May 22 as a diet and formula kitchen, which would entail additional help and that as a matter of fact the health situation at the hospital had reached such a crisis that it will be impossible to carry on all of the functions of the hospital unless more help is procured.

The particularly urgent need right now is nurses' aides, which are down to 30 full-time and ten part-time, with 14 of these terminating on June 1. He said that it is necessary to have 60 nurses' aides to operate efficiently at the present level. Another proposal he made was that the visiting days be reduced from every day to two or three times a week, but that even that would not solve the problem. He asked permission to go into the blocks and recruit two nurses' aides from each block.

Mr. Ernst however felt that the problem at the hospital is similar to that in practically every section of the center and that this should be thrown into the general over-all plan of assigning members to the paramount need for the center.

Mr. Ernst is to speak before the Council on Thursday afternoon and he will include the hospital needs along with the need for pipeline workers, agricultural workers and others. It is his proposal that he will take it up with the Council to assume the responsibility for providing workers for the essential needs.

If nurses' aides are not secured, Dr. Pressman said that it will be necessary to begin closing down certain of the less essential portions of the hospital, just as has been necessary on the outside. A prospectus is to be prepared by the hospital to be distributed among prospective workers.

The matter of working on private cars in the vocational educational class in auto repair was thrown into the Board meeting by Mr. Noble. Mr. Ernst however felt that it should be ascertained from Washington whether such a thing is permissible before it is brought up to the Planning Board to decide whether it should be done. Mr. Niesse was asked to write a letter to Washington to find this out.

Another matter which Mr. Ernst brought up was that of private enterprise in the center, with special reference to a fish business which is being operated in Block 26. It came to his

attention that an individual was taking orders for fish and delivering them when they arrived from the outside. This is a direct contradiction of instructions on private enterprises operating in the center where the Co-op has given the franchise. Mr. Honderich and Mr. Noble were asked to investigate and report back to Mr. Ernst.

Russell A. Bankson

AS A RESULT OF THE DISCUSSIONS, AGREEMENTS, AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

None

CHARLES F. ERNST
PROJECT DIRECTOR

MINUTES: PLANNING BOARD

102.1

May 24, 1944
WEDNESDAY 10:45 AM
PROJECT DIRECTOR'S OFFICE

The topics discussed during the planning board meeting on this date included further report on domestic help situation under the new administrative instructions which will not be put in effect until a report on the plan used in Poston is received.

Physical changes in the administrative office was also reported. These have been authorized previously. Mr. Niesse brought up the matter of relocating the mimeograph department in either Dining Hall 8 or 41. No decision was reached and these matters will be discussed further.

Mr. Niesse reported that a plan for orientation of the new Appointive Staff members have been worked out by the personnel and will be approved by the Denver meeting.

Procedures for the new pass system at the gates were discussed in detail. These are now ready to be put into effect.

Russell A. Bankson

MINUTES: PLANNING BOARD

MAY 31, 1944
WEDNESDAY 10:00 AM

Mr. Bell presiding.

PRESENT: Mr. Bell, Dr. Bane for Mr. Noble and Mr. Sanford, Dr. Hoffman, Miss Dickinson, Mr. Barnhart, Mr. Niesse and Lt. Woodmansee.

ABSENT: Mr. Sanford and Mr. Noble.

CALLED IN: Mrs. Reed, Mr. Bishop, Miss Rose and Mr. Honderich.

Mr. Honderich opened the meeting by presenting more information on the domestic service plan which is being worked out for Topaz. He said that a special committee has been appointed from the Co-op to discuss this whole matter with the Administration. He repeated that the Co-op has expressed a willingness of handling the registration of domestic help for appointive staff members but was afraid that it would be difficult to get anyone to accept employment at \$16.00 a month while the staff person would be paying the Co-op \$40.00 a month. The new policy on domestic help is effective as of June 1, but an additional two weeks leeway has been requested of Washington and it is expected that it will be granted. This will give the Co-op committee a chance to meet with Mr. Bell, Mr. Honderich and Mr. Niesse. In the meantime the requested report from Poston on details on how the plan has been made effective there is expected to arrive and may serve as a guide in setting up the procedures here.

Mr. Niesse reviewed proposed office changes, which had been previously discussed and adopted. He said that over the week-end it is hoped that they will be able to clear rooms A and B in barrack 12 of Block 2, now occupied by Co-op, and that the Relocation Offices can be moved into all of barrack 11 and rooms A and B of barrack 12. At the same time Personnel, now occupying barrack 11, will move into the present relocation building in the Administration area, occupying all of this except the space now occupied by the Evacuee Property office, who will remain in this building.

Dr. Bane brought into the discussion the summarized reports of mistreatment and theft of government property, which had been requested of various section heads previously. He read these summarized statements, in which it was made clear that there has been many instances of recklessness and disregard for government property. It was found that there has

been a considerable loss of property, especially such items as tools which are almost irreplaceable. Great quantities of lumber are missing, according to these reports. How to cope with this situation became the subject of a long discussion. It was pointed out that in the high school there has developed a lawless minority of boys who have actually destroyed the latrine in the high school block to the extent that the building cannot be used until extensive repairs are made, and that now similar damage is being done to adjacent blocks which are being used by the high school. Dr. Bane asked that some steps be taken in a positive way to check this sort of damage to government property.

Mr. Barnhart pointed out that all of the machinery of the law is available to the high school or to any other department or individual in the center to curb any sort of misconduct in the way of thievery or damage, and that all the person need do is report to Internal Security or to the Judicial Commission what damage has been done or what articles have been stolen and to furnish evidence that will stand up in court as to who the guilty parties may be. Prosecution may be carried out by the Judicial Commission or the county or state officials may be called in to cope with this situation. The first procedure is to report the loss of property or the misconduct and this should also be reported to Property Control so that the records will be clear and the section heads will not be held responsible for missing or damaged property.

Mr. Barnhart was requested to work out a procedure for searching property of persons who are relocating if there is sufficient amount of evidence that such persons may have government property in their possession.

Dr. Bane was asked to obtain further reports from section heads and bring them into the next meeting of the Board.

Mr. Bell called attention to the fact that the electric light bill for Topaz is steadily increasing instead of decreasing as the summer advances. He reported that during the drive to reduce use of electricity, it had been decreased so that the monthly bill was under \$5,000 but that it has now gone up to \$7,000 and \$8,000 per month. It was suggested that a program be worked out for center-wide conservation of electric power and Mr. Bell will present this subject again at the next Board meeting.

Mr. Bell suggested that there be a general staff meeting in the Administrative recreation hall on Saturday afternoon to meet and welcome the new project director, Luther Hoffman,

to Topaz if word is received that he will be here by that time. It was also suggested that a social gathering for the staff be held Saturday evening to give Mr. Hoffman a further welcome.

Gate procedures were brought into the meeting by Mr. Niesse, who had called in Miss Evelyn Rose, Mr. Bishop and Mrs. Reed who will be working on the new procedures when they are made effective. The discussion brought out a suggestion from Miss Rose that the purpose of the more rigid gate control was to bring into effect in all centers a uniform system of operation. There is no alternative to making these regulations effective but there is some discrimination as to just exactly what procedure will be used to set up the new badge system. Mr. Niesse stated that it was planned to make the badge system effective on June 1 but that it would now be impossible to do that because gate houses were not set up and because some of the procedures have not been worked out. Washington has been asked to permit a delay of ten days while it is determined whether an exception may be made at Topaz with relation to persons going off the project toward the west without being forced to use the main gate where blue badges are issued. He said that three gate clerks have now been allowed for the appointive personnel. Two have been on the job for several days and the third has been engaged. Rigid control will be maintained over the main gate and warehouse gate #11, where blue badges are to be issued. Further details of plans being discussed for handling hikers and picnickers will be reported after the CAS program has been worked into the new gate procedure process. Mr. Niesse said that they are still working on an office letter which will cover all phases of the new pass procedure and that this will be ready for section heads by Friday of this week. After they have looked it over and after members of the Community Council and the Block Managers have made suggestions for effective operation of the procedures, the office letter will be mimeographed in both English and Japanese for center-wide distribution.

The matter of just where the main gate house should be placed brought a definite suggestion from Lt. Woodmansee that it should not be too close to the military gate house and that it should not be in a position where vehicles stopping at the pass gate would, in any way, block the entrance to the center. Details on placing this gate house will be worked out by Mr. Niesse, with assistance of the military. A full report will be presented at the next meeting of the Board.

Russell A. Bankson

MINUTES: PLANNING BOARD

JUNE 14, 1944
WEDNESDAY 10:00 AM

Mr. Hoffman presiding.

PRESENT: Mr. Hoffman, Mr. Barnhart, Mr. Sanford, Miss Dickinson,
Mr. Bankson, Dr. Hoffman and Mr. Bell.

Mr. Sanford opened the meeting by reporting on progress which has been made in working out a policy for curbing the loss and damage of government property. He said that Dr. Bane was called on to summarize a plan which can be presented to the Board at a later date.

This ties in strongly with the juvenile problem within the center and Mr. Hoffman brought up the question of using the services of Andrew W. Kasius, assistant Internal Security chief, who has recently joined the Topaz staff. He served for many years as a juvenile officer on the Washington, D. C. police force and Mr. Hoffman felt strongly that his knowledge of juvenile problems should be used in Topaz. It was reported that because of a shortage of staff in Internal Security, he is now being used in regular Internal Security work. Mr. Sanford was asked to look into the matter of rearranging the Internal Security work so that Mr. Kasius can be detailed to the juvenile work and through this perhaps assist in solving the problem of damage and theft of government property.

Mr. Bell reported on the conservation of electric power. He said that he had discussed the turning off of the center lights around the center and that the Military Police had delayed the turning on of these lights until after 10:00 PM and that the record showed the peak load had been reduced by 15 per cent as a result. This is an unusually high figure and will tend to cut down the monthly bill for electric power by a considerable sum. The Military Police are to be asked by Mr. Bell to eliminate the center lights around the center altogether and if possible to eliminate all lights, including the corner lights.

As noted in the minutes of the previous meeting of the Board, Lt. Woodmansee of the Military Police had requested the privilege of a private meeting with Mr. Hoffman to discuss certain relations between the center and the Military Police. Mr. Hoffman reported that this meeting was held and that they discussed the functions of the Military Police, with a special reference to the use of a detail of 15 men who are now stationed in Topaz.

Lt. Woodmansee stated that 12 of these men were detailed to guard duty but that he preferred to use them as he feels they will serve best, regardless of whether they are all actually doing guard duty at a gate.

Mr. Hoffman said that the Lieutenant also proposed that farmers living in the vicinity of the center be called upon to report any group of persons seen entering the area. Mr. Hoffman told the Lieutenant that this would be a poor procedure inasmuch as any violations of possible suspicious characters should be reported to the proper law enforcement officials and the Project Director so notified--that it was not a responsibility of the MPs. The Lieutenant agreed not to request such assistance from near-by residents.

Mr. Barnhart reported on a discussion which he and Mr. Hoffman had had with Lt. Woodmansee on gate procedures. He stated that the Lieutenant was willing to pass anyone through the gates who had the proper approval of the WRA. He said that he also discussed the possession of firearms by staff members. He said that he finds nothing in the WRA manual prohibiting staff members from having firearms in the center or any responsibility on the part of WRA to see that no firearms are brought in.

Mr. Hoffman believed, however, that there is an element of safety in controlling the admission of firearms to the center by staff members and that it was his opinion that no firearms should be within the center. He said that Internal Security had been prevented from using or having in its possession any firearms and that there was a danger in permitting staff members this privilege.

This raises something of a problem and Mr. Barnhart stated that he had reported the situation to Washington. He expects an opinion soon.

Mr. Niesse reported on progress being made toward putting the new gate procedures into effect. The final details are now being smoothed out and he believes it will be possible to start the actual checking soon. It was stressed again that the new procedures are not a restriction on travel in and out of the center but purely for the purpose of keeping accurate records by the Statistical Department.

Dr. Hoffman reported that residents believe that the new gate procedures are a restriction in their movements and that this feeling must be overcome before the procedures can be made to work out with all cooperation of the residents. Members of the Board expressed the feeling that there is a negative attitude on the part of center residents against the procedures.

It is believed that with the actual operation of the new procedures, it will be seen that there is no restriction for those who are properly authorized to leave.

Only one difficult spot seems to be still active. This has to do with passes for farm workers. They are objecting to being checked in and out each morning and evening and having to be given red badges to carry on their regular work. Several plans were proposed that might overcome this. The one which seemed most favorable was to ask the foreman of each crew or the driver of the truck to jot down the names of the workers on his truck, and as the truck rolls past the gate, simply hand the list to the gate clerk. Returning trucks would be checked in the same manner when the list of names of persons on the truck was handed to the gate clerk.

This is a little different from the instructions from Washington, which requires the issuance of a badge, and Mr. Hoffman, who has other matters to discuss with Washington over the telephone today, was requested by the Board to put this modification up to Washington for approval if possible.

There is a strong feeling that the Military Police should be stationed at the two outer gates as the chief control for traffic in and out of the center can be most effectively checked at these outer gates. This is something that the Military Police commander here has not seemed to desire to do. Mr. Hoffman agreed to take this matter up, also, during his conversation with Washington and see whether an order cannot be secured from Military Police headquarters establishing gate control at the outer limits of the area.

Miss Dickinson, relocation program officer, reported that the seasonal leave business now is growing by leaps and bounds. She said that there is such a rush at the present that she would like permission to use the annex to the Administrative buildings as a work room for signing up seasonal workers. This permission was granted by the Board.

Mr. Niesse reported progress on working out the domestic service for staff members. He said that he had met during the week with the committee from the Cooperative and that the committee had approved a base rate of \$40.00 per month for full-time employment. He said that the committee proposes paying domestic help \$19.00 of the \$40.00, plus clothing allowance. The committee believes that if this rate is used instead of the \$16.00 proposed, the Cooperative will be able to get domestic help. The Board agreed that the Co-op should be permitted to

pay \$19.00 providing the total number of those employed at \$19.00 does not exceed the center-wide percentage for \$19.00 workers. He said that a notice was being prepared to staff members who employ help, asking them to meet next week so that the whole matter of domestic employment can be discussed with them.

Mr. Niesse brought up, also, the subject of the weekly and the monthly staff meetings. After a considerable discussion, it was decided by the Board upon the suggestion of Mr. Hoffman that the weekly Saturday afternoon staff meetings be enlarged to include every member of the appointive staff as well as a representative from the Community Council and that an effort be made to prepare a program for the meeting which would feature some particular phase of work connected with the center as presented by the person in charge of that phase. This would then be followed with reports from the various section and units so that the entire staff may be kept abreast of what is going on in the center. It was decided by the Board that Mr. Bankson should assume the responsibility for arranging the agenda for each Saturday meeting and for procuring a featured speaker. All division heads were requested to obtain from their section and unit heads subject for the agenda and supply these to Mr. Bankson by Saturday morning of each week.

Russell A. Bankson

AS A RESULT OF THE DISCUSSIONS, AGREEMENTS AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

The weekly staff meeting will include the entire appointed staff and will feature some speaker on a center subject each week.

L.T. Hoffman
Project Director

minutes

MINUTES: PLANNING BOARD

gfb

JUNE 21, 1944
WEDNESDAY 8:15 AM

Mr. Hoffman presiding.

PRESENT: Mr. Hoffman, Mr. Bell, Mr. Sanford, Mr. Niesse, Miss Dickinson, Mr. Barnhart and Mr. Bankson.

For this meeting, the Planning Board took the place of the regular Project Director's morning meeting with his division chiefs. The first subject brought up for discussion was that of domestic service for members of the appointive staff. Mr. Niesse said that a meeting was held last evening with the members of the Co-op committee and the various staff members who are now employing domestic help.

Problems facing the staff members in conducting their home work while at the same time working full time as a WRA employee were discussed and the procedure by which help may be procured hereafter was outlined. It was agreed by the Co-op that it would assume responsibility for engaging domestic help and that the rates should be \$40 per month for full-time work and \$20 for half-time to be paid by the staff members to the Co-op. Out of this, the Co-op agrees to pay the worker \$19 salary, with clothing allowances in addition, making a total of \$22.75.

Mr. Niesse will prepare an office memo summarizing the agreement which will be circulated among the staff members while the Co-op will prepare the procedures in both English and Japanese. Staff members who have been engaging the services of individuals will be permitted to call upon the Co-op to assign these same persons to them for work.

The matter of paying additional money to domestic help was brought up in connection with the question of private enterprises and this was discussed briefly. This entails also the matter of patronizing beauticians who are not working under the direction of the Co-op or engaging persons to do private laundry and etc. Mr. Sanford was asked to continue his study as to how such "black market" services can be consolidated with the Co-op plan of center-wide employment for various types of services to individuals.

Mr. Niesse brought up the question of defraying the expense of \$98.22 which was incurred by the selective service committee in entertaining Sgt. Ben Kuroki, during his visit at Topaz. He

said that the committee had presented detail statement of these expenses and that \$48.38 could be legitimately paid by WRA which leaves approximately \$40 unpaid. It seems that the only way this can be handled is for the staff to take up a collection or in some way work out a means of getting the money through the staff social fund. It was decided to take up this matter of balancing the expense account at the Friday evening staff party to determine whether the money could be taken from the social fund or whether staff members would prefer to contribute individually.

Miss Dickinson reported that the staff party for Friday night had been turned over to her as chairman, on very short notice, and she was in great need of cooperation on the part of staff members to work out the details for the party this week. She will call a meeting for this afternoon to develop detail plans on this.

Mr. Bell discussed briefly the matter of representation on the Community Council committees when the new Council is reorganized. This had to do with the addition of representatives of other organizations within the center and community leader to build up a better understanding of community problems as a whole. Mr. Hoffman felt that the administration should encourage such outside participation on council committees although it cannot urge this too strongly as the make-up of committee personnel must remain with the Council itself.

A long discussion was had on the crises which is developing at the Topaz Hospital, centering just now around the anticipated walk out of 9 ambulance drivers. The chief medical officer originally felt that the ambulance driving crew should be cut to 5, but compromised on 7 as being ample. The drivers, however, are standing firmly on their demand that there be no cut made from the present 9. This whole situation has a much deeper significance than just a walk-out of the drivers, it was brought out. There are many other matters which are in the whole situation that seem to be pointing toward a possible major crises in the operation of the hospital.

Dr. Thompson, Chief Medical Officer of the WRA, is due in Topaz today and the entire situation is to be discussed with him by the Project Director and the head of community management.

Mr. Niesse reported that the new gate procedures are now completely worked out and will be put into effect Friday.

Russell A. Bankson

AS A RESULT OF THE DISCUSSIONS, AGREEMENTS AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

None.

L. T. Hoffman
Project Director

MINUTES: PLANNING BOARD

JUNE 28, 1944
WEDNESDAY 10:00 AM

Mr. Bell presiding.

PRESENT: Mr. Bell, Mr. Sanford, Mr. Niesse, Dr. O. Hoffman,
Miss Dickinson, Mr. Bankson.

ABSENT: Mr. L. T. Hoffman, Mr. Barnhart.

Mr. Bell reported on a telephone conversation he had just completed with Mr. Hoffman, who had arrived in Washington and was in conference with Mr. Myer. He discussed with Mr. Hoffman, certain charges of Dr. Lawson concerning destruction of food and other matters connected with the Hospital and her request that the matter be turned over to the FBI for investigation. Mr. Hoffman approved this move as a preliminary to determining whether there is anything to substantiate Dr. Lawson's charges. In this connection, Mr. Bell then asked that Dr. Collier make a full written report on statements which Dr. Lawson is alleged to have made at Poston and to forward these statements by airmail to Mr. Hoffman in Washington.

Mr. Bell reported that a proposal had been made in Washington that a colored dietician be sent to Topaz. This will be discussed further by Mr. Hoffman for a decision as to whether approval should be given such an appointment.

Mr. Sanford reported that Mr. Featherstone, sanitary engineer, has asked to transfer to Poston. Mr. Langford who worked with Dr. Collier at Jerome is available and Mr. Sanford says that Dr. Collier would like very much to have Mr. Langford.

Mr. Bell read a letter from Mrs. June Shiraki, who with her daughter, has relocated in California. The letter was filled with enthusiasm for her new home on the Coast. She said that there has been no adverse attention given to her whatever, and that she is exceedingly pleased that she is able to resume her residence in California.

Mr. Bell was also in receipt of a long letter from Saiki Muneno, former chairman of the Community Council, who is now teaching in University of Michigan.

With regard to the letter from Mrs. Shiraki, it was reported that many persons in Topaz are now inquiring about ways in which they can apply for return to California. It was pointed out that all

should obtain the proper application form from the Welfare department.

Mr. Niesse reported that Office Letters 1 and 27 on preparation and routing of mail within and from the center, are being revised and that a full report will be made by Mrs. Gonzales at the staff meeting on Saturday, and a new office letter sent out to all personnel.

Mr. Sanford reported that plans were being made for the visit here of a wounded Nisei veteran from Italy on his way to the Coast. He will be here on July 3 and tentative plans are to ask the USO to honor him with a banquet that evening followed with a massmeeting at the auditorium for the entire center with loudspeakers outside for any overflow audience. It was proposed to have a talent program in addition.

July 4 will be a regular work day.

Mr. Niesse distributed copies of Office Letter No. 45, covering the regulations for domestic service. This letter will be distributed in both English and Japanese to the residents of the center and to the appointive staff.

*Original signed by
R. A. Bankson*

Russell A. Bankson

AS A RESULT OF THE DISCUSSIONS, AGREEMENTS AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

None.

Roscoe E. Bell
Acting Project Director

MINUTES: PLANNING BOARD

JULY 5, 1944
WEDNESDAY 8:15 AM

Mr. Bell presiding.

PRESENT: Mr. Bell, Dr. O. Hoffman, Mr. Barnhart, Mr. Sanford, Mr. Niesse,
Miss Dickinson and Mr. Bankson.

ABSENT: Mr. L. T. Hoffman

CALLED IN: Mr. Lafabregue

Dr. Oscar Hoffman made a report on the make-up of the new Community Council and the significance of some of the combinations in the membership. He reported that there are only 5 Nisei now on the Council which is the smallest number yet elected. He has found some dissention and dissatisfaction developing among new councilmen and a threat that a number of them may resign because of a belief that the Council is concerning itself with too many trivial things. He stated that some very fine residents who could take leadership, from among parolees from internment camps, are refusing to become candidates for the Council because they do not wish to become involved in politics.

There is some feeling developing among residents that politics are playing a stronger part in the Council than ever before with different factions seeking control. He said that there is talk that the Co-op is behind the election of many Councilmen; also that the Block Managers are involved. Other councilmen believe that the Council should keep its hand out of the Co-op, the Credit Union and other partisan issues within the center. The CAS set-up also has significance, in that the Council is interested in center-wide phases of activities which the CAS can develop.

He has further evidence that there may be an attempt to reorganize the Community Council and to reduce its membership to 7 or 9 persons. He says that different elements seem favorable to a proposal of this kind. Under plans which he has heard discussed among residents and council members, Block Managers would serve as a House of Representative with a reduced Council serving as a sort of Senate.

Mr. Bell stated that Mas Narahara, who has been elected temporary chairman of the new Council, has discussed Council matters with him and is anxious to develop a good sound relationship between the Council and the administration.

With the exception of the report by Dr. Hoffman, the entire morning was given over to a thorough discussion of the recommendations developed at the conference of personnel heads at Denver. Copies of these recommendations had been distributed to the members of the Planning Board by Mr. Lafabregue, who on this occasion, read each recommendation and opened it to discussion as requested by the personnel division at Washington, which has asked that if any changes in recommendations are to be made, they be sent to Washington by

July 8. Each section of the recommendation came in for a lengthy general discussion.

No mention will be made here of those sections which were finally approved by the Planning Board even though there was discussion for and against some of these. Sections in which recommendations were made by the Board that will change the present recommendations were as follows:

1. It was the belief of the board that the same quota of employment should be set for Co-op organizations in the centers and the same ratio of \$19 workers allowed as other project employment.
2. The recommendation in the health section should be reworded and stated objectively to recommend a liberal interpretation of use of the center hospitals for emergency cases among staff members. Also the Washington offices should consider overall agency plans for health group insurance and hospitalization.
3. A recommendation should be included for basic equipment as a part of the staff housing set up for children of staff members, to maintain the highest possible morale.
4. A recommendation should be made that each member of the Washington staff who is to make a visit to a center apprise the center of his anticipated visit and the purpose of such a visit, and that in consultation with the center administration, should determine the length of stay at the center to care for the work which the visitor may want to do and which the center wishes done by the visitor, and that all visits should be long enough to accomplish the purpose intended.
5. A recommendation should be made that regular civil service rating be given to all evacuee workers who are planning to get into civil service after leaving a center so that a record may be established for them on the strength of their center work.
6. The work clothing policy should be liberalized at the project level to include situations of an unusual nature and where variations are approved by Washington, all centers should have the privilege of automatically using such privileges. In this connection, it should be recommended that a study be made of plans to approve uniforms for center Internal Security resident staffs, for consideration in the 1946 fiscal budget.

Mr. Lafabregue will prepare a complete statement of the proposed changes in recommendations to be forwarded immediately to Washington.

Original
R. A. Bankson

Russell A. Bankson
Secretary

AS A RESULT OF THE DISCUSSIONS, AGREEMENTS AND DECISIONS INDICATED ABOVE, THE FOLLOWING BECOME MATTERS OF PROJECT POLICY AND PROCEDURES:

None.

Roscoe E. Bell
Acting Project Director

MINUTES: PLANNING BOARD

JULY 19, 1944
WEDNESDAY 8:15 AM

Mr. Hoffman presiding.

PRESENT: Mr. Hoffman, Mr. Bell, Mr. Sanford, Mr. Niesse, Miss Dickinson,
Mr. Barnhart, Dr. Hoffman.

ABSENT: Mr. Bankson.

Mr. Hoffman brought up the question of the function of the Planning Board being correlated with a regular meeting of the Relocation Committee, which takes place later in the morning, or possibly having the Wednesday morning meeting as the Relocation Planning Board. The new Council Committee on Relocation should be different, according to statements of the Council representatives for relocation. Heretofore the Council members have never taken a positive stand for relocation, although there is a decided need of an active committee of evacuees to function as a Relocation Planning Board and present to the administration the views of the residents. A meeting is scheduled for this morning at 11:00 AM with the new Council Relocation Committee, the Council Chairman, and the Staff Relocation Committee. Miss Dickinson expressed a desire for a weekly staff council on Relocation and suggested that Dr. Noble and Mr. Pratt of Welfare be included. Mr. Niesse recommended Mr. Lafabregue, and Miss Dickinson suggested that Mr. Morris of Evacuee Property also be included on special occasions. Dr. Hoffman will be a member too. For the present it was felt that, until the Council Committee is ready to take a definite part in the meetings, it would be a better to go slowly on a combined group of evacuees and staff. The Relocation staff meeting will begin at 9:00 AM, Wednesday, with the Council Committee at 10:30 AM.

A meeting with the War Manpower Commission is scheduled for Friday morning at 10:00 AM. The Council had not yet decided on representatives for this meeting, so Mr. Hoffman asked them to have a committee to discuss War Manpower problems. Dr. Hoffman reported a meeting with the Labor Committee of the Council, and this committee will meet with the War Manpower Committee on Friday morning.

Mr. Hoffman mentioned a letter from the Director addressed to former members of the Jerome Center, commending them on their splendid work in closing that Center. Personnel will make copies of this letter for distribution to the people concerned.

Mr. Hoffman brought up the matter of special transportation to Delta for teachers. Dr. Noble had asked for a statement from the teachers concerning this. It is possible to work out a more effective "share the ride" plan by a more thorough check of people going out the gate. Mr. Barnhart brought out the point that this does not exactly answer the problem, and

that people without cars hesitate to be dependent on those who do have cars. Steps should be taken to see about getting a common carrier. A general discussion of possible ways and means of sharing transportation followed. It was suggested that a list of those going out might be placed in Mail and Files, so that others interested might have an opportunity to sign up. Mr. Bell questioned whether the local ration board would grant a few more B cards. The question of government approval for weekly trips to town was also raised. Mr. Hoffman doubted that this could be obtained, as definite government instructions have been issued, and it would take an act of Congress to change them. The possibility of subsidizing a common carrier was brought up, and the matter was turned over to Mr. Bell, Mr. Niesse, and Mr. Lafabregue.

Mr. Sanford reported that on Monday there were 16 citations, yesterday only 6, one of which was an appointive staff member, a new man. He also reported that three boys took a water tank truck for a joy ride on Sunday. His suggestion for the same process of checking on the main gate as that used at gate 11 was given as a means of checking on the number of the car, number of passengers, etc. The WRA sticker was mentioned as being too big for the windshields, but it does show that the car has been registered with Personnel. Mr. Niesse will address a memorandum to appointive staff to list the make, model, and license number of their cars, and will maintain a check at the main gate of personnel and car going in and out.

Mr. Barnhart reported on the matter of the irrigation companies in which WRA owns stock being involved in litigation. It seems that the decisions, which were thought to be favorable, are turning out unfavorable. This will be discussed with Dudley Crafts. A discussion of the storage rights involved followed. It is necessary to keep the Washington office informed of what is happening. Mr. Barnhart will meet with Mr. Watson and Mr. Reed this week.

Mr. Bell brought up the matter of citations. Internal Security has been investigating and marking case closed, without taking any definite steps. It seems to be necessary to have some clear understanding with Internal Security as to what should be brought up for action, and what should be closed. The Judicial Commission has been complaining that citations are given and nothing is done about it. The Project Director will take action in the case of appointive staff members, the Judicial Commission in the case of residents. Mr. Sanford, Mr. Roof, and Mr. Barnhart mentioned the matter of thefts. People have a tendency to call up and say so and so stole something. Internal Security is expected to run this down and find clues, on very indefinite information. Mr. Niesse said that when the warehouses are involved, a detailed letter on what is missing is given.

Going back to the matter of citations, Mr. Hoffman felt that the Judicial Commission has the right to know that action is being taken, but that a detailed report is not necessary.

Mr. Niesse said that a letter had been received yesterday stating that the Examiner will not be here. He continued on the matter of allocation of funds to the evacuee positions for this quarter. The employment figure for this last week has been gone over. In order to handle this quickly a suggested reduction will be turned over to Division Heads shortly after lunch. Funds for ~~2,800~~ 2,600 are allocated, and we have 2,600 employed, so we are slightly below the figure. The breakdown by units and sections is determined, or based on, the allocation of funds. The privilege of transferring funds within the division and section is given. The books will be closed by the 25th.

Mr. Niesse also reported that the quarterly requisitions for division and section purchases for July, August and September is due by the 15th of the month.

Mr. Bell said that he would like to have Mr. Honderich talk on supplies tomorrow.

Mr. Hoffman mentioned that vacation plans should be worked on by everybody and sent in through divisions.

(SIGNED)

Helen Fry
Secretary



