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MINUTES

The first supervising staff meeting of the Community Welfare Service Section was called to order by Mr. Lafabregue on September 24th at 4 P.M.

Mr. Lafabregue presented the matter of future plans regarding our division by explaining the proposed organizational chart which showed four major divisions and the individual units under each. Mr. S. Yamashita was appointed Administrative Assistant.

The following are the four major divisions and their respective supervising counselors:

- | | | |
|------------------------|---|-----------------------|
| (1) Family Counseling | — | { Miss Asako Sakai |
| (2) Youth Counseling | | { Miss Kay Yamashita |
| (3) Legal Counseling | | { Mr. Yoshio Katayama |
| (4) Medical Counseling | | { Miss Fumi Takemoto |

There are to be, at present, four Junior Counselors to work under each of the first two divisions. The remainder of the office staff is to consist of a Receptionist, Report Clerk, Stenographer-Clerks, Messengers, Procurement and Supplies.

Job Analyses covering general summary, specific duties and qualifications of the Administrative Assistant and the Legal Department were requested of Mr. Yamashita and Mr. Katayama, respectively.

Youthfulness of the counselors was discussed, but their accomplishments have been surprisingly great. Their services would, perhaps, be of great help to the welfare of the people in general.

It was brought up that since our problems were mainly of aid and preventive work, we must be so organized that we will be able to meet the situations as quickly and smoothly as possible and make use of our power of recommendation on valid requests.

Questions re clothing was also brought up.

Future meetings are to be held daily at 4 P.M. until further notice.

Respectfully submitted,

R. Kawamoto

Those present were:

Mr. Lafabregue
Mr. Yamashita
Mr. Katayama
Miss Kay Yamashita
Miss Aiko Sakai

WAR RELOCATION AUTHORITY

Central Utah Project

MINUTES

September 26, 1942

A.M.

The second supervising staff meeting of the Community Welfare Division was held on Saturday, September 26, 1942.

Mr. Lafabregue impressed upon the staff the fact that in our welfare work, we would always like to give a valid reason why we can or cannot do a thing, and that if we do not know, we can try to get the answers from Mr. Ernst or from San Francisco.

Two bulletins from the Administrative Staff re Bulletin Boards and Announcements were read and then given to Mr. Yamashita.

The problem of existing housing conditions and the connecting social problems were discussed and several recommendations were presented.

P.M.

The official office hours were established as follows:

Monday to Friday	8-12	1-5
Saturday	8-12	Closed in the afternoon

Accomplishments of the week were reviewed re personnel and selection. Our aim is to recommend people who are seriously and conscientiously interested in people, and who have loyalty to the department and the people we are serving.

Report on specific cases concerning Social Problems on Housing were requested from the Supervising Counselors.

Respectively submitted,

R. Kawamoto

ADMINISTRATIVE STAFF MEETING
of the
COMMUNITY WELFARE SECTION

11-11-42

The meeting was called to order by Mr. Lafabregue at 4:05 p.m.

Mr. Lafabregue introduced Mr. Ernest Iiyama of Housing to the staff members.

A public hearing is to be held tonight on the labor situation. Mr. Katayama and Mr. Bando are to represent the Welfare Section. The floor was open to suggestions and opinions which would aid the representatives in presenting the standpoint of the Community Welfare Section.

As statistics are necessary, Mr. Katayama had gone to the Employment department but was unable to secure any information. Mr. Lafabregue stated that approximately 4,000 people are employed either in the camp or on the outside. About 3,400 are working inside and about 700 are employed on the outside.

Mr. Lafabregue said that the decision should be to the benefit of the community.

Miss Ikeda asked what the other centers were doing about the matter, and Mr. Bando replied that Manzanar had accepted the Fund. They were not sure whether Tule Lake had accepted it or not.

Miss Yamashita asked what was to be done about the students' working. Mr. Bando read from his notes where provisions for that case were made. He said that students should be an exception. They should be encouraged to save to further their education. Mr. Bando asked for further suggestions to present at the hearing.

Mr. Iiyama stated that a specific recommendation should be given and not leave the Council in the air.

Discussion was held as to what the minimum and maximum amount to be deducted for each dependent to be placed in the Evacuee Trust Fund should be.

Mr. Lafabregue suggested that the Council should make a careful social analysis on a graduated scale pertaining to income and dependency. He also said that the way in which this Trust Fund is going to be used is very important.

Mr. Katayama, who is to represent the Youth Division, gave his views on the matter.

Mr. Lafabregue impressed upon all that everyone should attend this hearing. He also stated that all the travel passes should be initialed by the counselors for future reference.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Eiko Sasaki

Teruko Mitsuyasu

Lafabregue

SUPERVISING STAFF MEETING
COMMUNITY WELFARE SECTION

November 30, 1942

CALL TO ORDER: The regular weekly Supervising Staff Meeting was called to order by George Lafabregue at 4:40 p.m. The agenda was read, supplemented and approved.

LEAVES: A new policy on leaves has been completed. All leaves with the exception of transfers will be referred to Mr. Cornwall of the Placement Office.

PENDING LEAVES: All pending leaves will be forwarded to Mr. Cornwall with a report attached.

VISITOR'S AND DAY PASSES: Because various departments are issuing various passes, a meeting will be called to iron out the visitor's and day passes. The group was asked for suggestions and recommendations to carry to the meeting. The following suggestions were made:

1. That all passes be centralized in one department.
2. That Internal Security would be the logical choice to take over this function.
3. That we work more closely with the Disptach Service.

ASSIGNMENT OF PERSONNEL: A committee of 3 will be delegated to study the personnel that was recently added to the staff on a temporary basis and to assign each person to the best advantage. Assignments will be filled in on the organizational chart. A meeting of this committee was set for Tuesday afternoon at 2:30 p.m.

REC HALL #23: Rec Hall #23 has been assigned to Community Welfare. Winterization is now in progress. As soon as the sheet rocking is completed, we will move from Rec Hall #30 to #23 and winterize our present quarters.

PARTITIONING OF OFFICE: Partitions will be built in one end of Rec 23 to form a Waiting Room. Rec 23 was chosen as it is closer to the main section of the City and as the sun hits the entrance side of the building, allowing the mud to dry out during the day. Rec 30 will house Clothing, Housing and most of the Clerical force. Family Counseling, Medical, Youth and Business will occupy Rec 23.

TELEPHONE: One telephone will be installed in Rec 23 for the use of the Welfare Department.

NEW OFFICE IN ADMINISTRATION BLDG B: The new branch office at Adm Bldg B will be comprised of the following staff:

Ernest S. Iiyama will be the liaison agent to attend to matters in general pertaining to Welfare, Housing, etc. and to attend all meetings.

Nov 30 1942

Two men from Housing will attend to inducting men returning from outside work and to assign visitors.

One secretary will take care of all stenographic and clerical work.

CLOTHING (Altvater): The first cash grant for clothing will be ready for distribution by the middle of December.

Three-fourths of the basic clothing cards are now completed. Deductions will be calculated later for those who buy the government issued clothing.

Some families have not asked for the clothing allowance. Because of the possibility of their not having been approached, a second call will be made to these residents.

The meeting adjourned until 5:00 p.m. tomorrow.

Respectfully submitted,

Yuki Katayama
Yuki Katayama
Recording Secretary

cc: Lorne W. Bell
Charles F. Ernst
James F. Hughes

Mr Lafabregue

SUPERVISING STAFF MEETING
COMMUNITY WELFARE SECTION

December 8, 1942

The meeting was called to order at 4:40 p.m. by Mr. Lafabregue.

LEAVE OFFICER: Mr. Twohey is at present located in Mr. Cornwall's office in Administration A. Certain applications are still handled through the Welfare office, but the pass itself is issued by him. Leaves for longer than one day are issued there. Day travel passes are still to be handled by us.

DIET KITCHEN AND OLD AGE HOME: At the Supervising Staff Meeting held on December 8, 1942, at 4:00 p.m., opinion of the staff regarding the proposed plan of setting up a diet kitchen in certain blocks was asked.

Opinions expressed were:

1. A survey should be made among the sick and aged people who will be affected to find out how many would be willing to move.
2. Find out where the people needing special care are now living. Then ask residents of blocks affected if they would like to move to those districts.
3. Hold meetings in blocks affected to provide the residents an opportunity to express their opinions on the subject.
4. Start the project gradually by moving most urgent cases to a selected block. Then as the need arises, another block can be added.
5. Residents object to being separated from friends and neighbors and moving into strange surroundings. Their only security at the present time is in their friends. Move the whole block as one unit.
6. Have a publicity campaign on the subject.

ORGANIZATIONAL PLAN: Some changes have been made in the organizational plan. Mr. Lafabregue explained the new set-up and expressed the hope that on Monday everything will be ready to put the plan into effect.

Announcements were made concerning the approval of a new public voucher form 77b, recommendations for workers who wish to go out for private employment, distribution of Christmas boxes, and transfer cases.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Kimi Miyata
Kimi Miyata *9K*

cc: Lorne W. Bell
Chas F. Ernst
James F. Hughes

*7 minutes
file
Secretary Fujii*

SUPERVISING STAFF MEETING
COMMUNITY WELFARE SECTION

December 18, 1942

CALL TO ORDER: Meeting was called to order at 4:15 P.M. by Mr. Lafabregue.

ORGANIZATIONAL PLAN: Mr. Ernie Iiyama explained the organizational plan. As he did not have the complete plan, he explained as much as possible. There are 2 vacancies in Housing, 5 people in the Clothing are eligible for other departments, 20 social workers are needed in the Family Counseling group, and more clerical workers are needed.

NEW ADDITION: The new supervisor of Housing, Kenji Fujii, was introduced at this time.

FAMILY UNITS: The tentative block set-up was explained. Each unit will cover 7 blocks and will have a worker for each block eventually. These block workers will act in a liaison capacity. The purposes and responsibilities of Block Field Workers was read. There was no discussion on it.

STATEMENT OF SERVICES: Discussion was held on the proposed statement to be left on the initial visit. The Housing Section suggested that lists of rooms requiring partitioning be submitted as they come in instead of waiting until the complete list is compiled. The statement was approved and will be sent on to obtain administrative approval for mimeographing.

Home calls are scheduled to begin on December 28.

PERSONNEL: Discussion as to how to recruit more workers was held. It was decided that we would send in a requisition to the Employment Office and also staff members will recommend others.

LEAVE POLICY: Applications for short-term leaves will be taken by the Leave Officer but they may need data which we will give as findings and recommendations before leave is issued.

VISITOR'S PASSES: Beginning Monday morning, December 21, visitor's passes will be handled by Internal Security. The only types of passes we will handle are request for travel passes for residents who are not working in Topaz.

DISCUSSION GROUPS: Mrs. Iijima suggested that discussion groups be held on the reading material that is being distributed. The date and time for such meetings will be decided by those concerned.

WEDNESDAY MORNING MEETINGS: We will start holding these meetings regularly from the first Wednesday of the New Year. It was decided to invite Mr. Ernst to speak to us on his pet subject. At the second meeting we plan to invite Mr. Hughes to speak to us on the organization of the Project.

EMPLOYMENT FILE: We will receive copies of all work assignments and terminations to aid us in determining whether a travel pass request is justified.

ANNOUNCEMENTS: The Clothing Department will voucher public assistance grants for us. We will continue to fill out the applications.

As of December 15, the Regional Office ceased to exist. Correspondence will be addressed to Washington, D. C.

Each Unit Supervisor was requested to fill out a Weekly Report. In order to get the Section report in on time, the Unit reports are requested to be in by Tuesday night.

Mail will be routed to Ruby first for recording. Then it will be routed to Mr. Yamashita or Mrs. Iijima for further routing.

Plans are to partition Recreation Hall 30 on both ends. One end will be used for a conference room and the other will be for the Youth Counsellors.

When information is needed from the Statistical Division, the memo will be signed by Mr. Yamashita only.

Miss Kitano, of the Clothing Section, requested the help of a few interviewers to notify the persons whose clothing applications were rejected.

Miss Kawamoto requested that a daily report be made by each unit as to services rendered that day.

As the hour was growing late, the meeting was adjourned at 6:00 P.M.

Respectfully submitted,

Kimi Miyata
Kimi Miyata

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COMMUNITY WELFARE SECTION

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Respectfully submitted,

Kimi Miyata
Kimi Miyata

SUPERVISING STAFF MEETING
COMMUNITY WELFARE SECTION

January 5 1943

✓ Lafabregue
✓ Fernie
Kazu
File

Place: 2-4-B

CALL TO ORDER: A Supervising Staff Meeting of the Welfare Section was called to order by George Lafabregue at 8:30 p.m.

ATTENDANCE: Those present were:

Housing

Kenji Fuji
Michi Tao
Matsuko Kawasaki

Clothing

Adrian Altvater
George Hoshide

Welfare

George Lafabregue
Harry Q. Johnson
Ernest S. Iiyama
Sus Yamashita
Kazu Iijima
Chizu Kitano
Shizu Hikoyeda
Asako Sakai
Kay Yamashita
Fumi Hayakawa
Hiro Bando
Mike Kudo
Sadae Hamada
Tosh Nabeta
Ruby Kawamoto
Yuki Katayama

Absent:

Joe Shimomura
Fumi Takemoto
Faith Terasawa

INTRODUCTIONS: Mr. and Mrs. Harry Q. Johnson and Mr. Tom Cummins were introduced. Mr. Johnson is the newly appointed Sr. Counselor, while Mr. Cummins is a visitor in the Project.

BRIEF HISTORY OF WELFARE SECTION AND PURPOSE OF MEETING: (Lafabregue)
On September 20, 1942 the Welfare Section opened officially for service. At that time there were only a half dozen people working. Then, the office was moved to Rec Hall 30 with an increased staff. As winter approached we expanded again, taking over Rec Hall 23 in addition to 30, after winterization had taken place. In the meantime, we had acquired the Housing and Clothing Departments. As we begin the new year, we feel that considerable progress has been made since that first September day.

The meeting is to start off with a general discussion of what has taken place in the first three months of our existence and an airing of any "gripes", comments or suggestions from all of the different divisions within the Welfare Section.

"GRIPES": (Lafabregue) Many people in the community and in the office are criticizing the fact that young people are counseling older persons. The older people are disturbed by this situation. However, Mr. Lafabregue is of the opinion that as time goes on, this problem will dissipate itself and the adequacy of the services rendered proves the fallacy of this contention, but since we are apt to have more and more young people come into our department, any objections should be brought up at this time. None were forthcoming.

(Housing) Mr. Fujii would like to see the Welfare Section working a little more closely with Housing as Housing has felt rather neglected in the past. There should be more referrals between the two divisions. Housing assignments and adjustments should be called to the attention of the Block Field Workers. Some adjustments were made which later turned out to be mistakes. Assignments are made on the basis of need rather than in order of application.

Housing feels neglected because it has been refused material for partitioning, etc. The requests have been in for over three months and Housing is constantly harassed by residents coming in to inquire about the partitions.

According to the latest development, an architect is now covering the City studying the needs of the camp. The partitioning plan will be submitted to him and after his recommendation is made, action is expected.

(Fujii) The people are not interested in any fancy designs but want the material as they are willing to build the partitions themselves. However, Mr. Lafabregue pointed out that since the architect is already at work, we will use this service and see it through.

(Tao) More rooms must be made available for assignments. Housing has gotten to the point where there is only one room available in the whole City. They can accommodate approximately 50 single men but could not care for a family.

Housing is notified of all persons leaving camp, but this does not necessarily free apartments as part of the family usually stays behind. There are a few vacant apartments which contain belongings of the persons who have left. If space could be made available for storage in one of the warehouses, these apartments could be used for assignments. At the present time, there is no definite procedure for the caring of belongings left behind by residents going out for work. Block managers have been handling some of the details. Something definite will be worked out regarding these apartments.

(Iiyama) It might be a good idea for the Block Workers to clear with families leaving the Project to clear up any Social Problems. When a person is leaving, he should contact the Block Worker, get his clearance, having belongings stored (if any are left behind) and when the resident departs, we should have the apartment cleaned for the next occupant. Vacancies are checked weekly with the list from the Block Managers' count.

Since there are only 3 or 4 rooms filled with belongings a memorandum will be sent to Mr. Cornwall asking when he is expecting these people back.

(Lafabregue) It might be well to have the Block Field Workers determine how many families have partitioned their rooms already and which are still in need of this service. They should also note any unsatisfactory housing arrangements.

(Fujii) Worker should make mental note only and not discuss it openly with the residents. Later, Housing could make an analysis of the situation after all the reports are collected.

The original plans for dividing certain apartments in Blocks 33, 34, 40 and 41 will have to be abandoned as it comes under construction costing over \$200.00.

(Iiyama) Housing should apply more social thinking in making future adjustments. Up to now, they have been accepting the word of the residents when they asked for adjustments. From now on we should have a social worker investigate each case.

(Clothing--Hoshide) Main gripe is from the resident who has been rejected for clothing allowance. Apparently, the residents are unsatisfied with the explanation given to them by Nisei. Approximately 200 rejections have been made.

(Altvater) Miss Altvater's main gripe is that everyone in Topaz, apparently has some version of the clothing allowance and more misinformation is carried to the Clothing Division for clarification. Future aspects are bright, although people are bound to get disturbed over the fact that future issuances will not be on the same basis as the first. Many more people will be ineligible--some will be receiving Unemployment Benefits, others will be entitled to P.A. grants.

(Lafabregue) Everyone eligible for Unemployment Benefits should be given the opportunity to apply. The only way to get the Benefits is to make application in person. However, payments will be made retroactive as of October 1, 1943. An announcement should be made in the Topaz Times. Kazu Iijima is now preparing an article clarifying this point.

(Altvater) Since Placement knows who are eligible, they should be given the job of notifying the residents of their eligibility.

(Hoshide) Biggest worry to the Clothing Department is the deduction for Government Issued Clothing. Work clothing orders come in daily and it will be months before adjustments are made.

(Youth Division--Yamashita): Apparently, somebody in the Administration Building who handles telegrams, discusses them before the Youth Division receives a copy.

(Altvater) One explanation might be that wires are phoned in from Delta at the convenience of the Station Agent. Residents often see copies of telegrams at the depot before they are phoned in, thus bringing in the message by word of mouth before it officially reaches the Project by phone. The teletype is also too readily accessible to any one who pokes his head inside the telephone operator's booth.

(Yamashita) Stenographers are overworked. However, two additional typewriters came in today which should alleviate the situation to some extent.

Mail is being held up somewhere. Also, instruct Mails not to number the letters from colleges as the originals are retained.

(Lafabregue) We should supply the Mail Department with a list of all correspondence which should be directed to our Department.

(Office Manager--Nabeta) Supplies are disappearing too quickly. Since office supplies are limited, everyone should ask the office manager instead of indiscriminately helping themselves from the shelves.

(Ruby Kawamoto) Between the paper shortage and the re-writing of letters quite a problem is being created in the stenographic department. If rough drafts could be prepared, especially by the new workers, on obsolete forms, both time and paper could be conserved. A sheet of do's and don't's for letterwriting would help.

How could a record of confidential matters be kept at Rec 23 when all the correspondence is filed at the Administrative Branch Office.

CLOTHING ALLOWANCES: (Altvater) The first Clothing Allowances are virtually completed with the exception of about 6 cases where the family heads are outside working and from whom financial statements are unobtainable. Attempts have been made but so far no results have been obtained.

(Lafabregue) Financial statements should be obtained from every returning worker.

(Altvater) Have Social Worker check financial status of family after man returns as they have already signed a statement that they are in need of the allowance.

(Lafabregue) What would happen if we vouchered only the members of the ~~family~~ in camp
family

(Altvater) Most of the men are out working, saving their money, planning to send for their families later.

(Hoshide) Get a signed statement from the family promising that they will permit us to withhold future payments should the head of the family return with substantial earnings.

(Bando) Some confusion is apt to arise in the procedure to follow should a man be injured on the Project. He could collect money through Unemployment Benefits, Federal Unemployment or PA Grant.

DECISION: (Lafabregue) When a person leaves, attempting to establish himself on the outside, the family remaining behind should be paid the regular clothing allowance. An accounting would have to take place after the head returns.

INITIATION OF HOME VISITS: (Iijima) It has been embarrassing to have to report each week that the home visit plan is going to be initiated "next week." However, the first calls were finally made today. Block Workers are studying Administrative Instructions and the Basic Family Cards to get a picture of the family background. The five Field Workers who have been out came back with encouraging reports. The people were grateful to them for coming to the home to tell them of the services available. The Japanese translation of the information sheet will be ready to stencil tomorrow.

(Altvater) Field Workers are not sure of themselves. They feel keenly the situation where they have to advise and counsel older people. Have they been instructed as to what they should do when they go out?

(Iijima) Two meetings have been held at which time the floor was open to questions and opinions. However, the whole thing is such a new experience to them that until they go into the field and actually do some interviewing they will not know what problems will arise. They are also handicapped by the lack of manuals.

(Altvater) Has any machinery been set up to train these social workers?

(Iijima) Would like suggestions on what approach and technique to use on first visit. Blunders are bound to be made by untrained workers but at the same time we would be compensated by the fact that we would discover the many social problems which must present in many homes and need immediate attention. be

(Lafabregue) It is true that we will have to make some adjustments before we are entirely satisfied with the system, but these Field Workers will get a tremendous amount of experience in having to go out on their own, away from constant supervision.

One of the visitors was reported as having opened his interview with the question: "Have you a problem?" Needless to say, the resident was rather startled. However, instructions have already been given to the visitors to make the first call a purely introductory one.

The Field Workers are hard at work making a study of the family from the Basic Family Cards before making the home visit. Many of them are anxiously awaiting the Japanese translation of the information sheet.

A close and friendly relationship with the residents is the aim of the Field Work.

(Kudo) The Block Managers could be asked to introduce the worker to the families in his block as he is familiar with all of them.

(Kitano) Workers who went into the field today, reported that they were very well received by the Block Managers. Some of them even referred some problems to the workers.

(Kudo) Worker should acquire a thorough knowledge of the family status and economic set-up. Frequent calls would be purposeless if no pertinent data could be ascertained at the same time.

A Resource Manual should be prepared for the use of the Field Workers.

(Johnson) The interviewer should avoid sitting and visiting with a pencil and notebook in hand, jotting down notes. This is sure to frighten the resident and would prevent her from making any further commitments. However, notes should be made immediately after so that the proper notation may be made in the case history of the results of the visit.

Mr. Ernst is scheduled to address the Welfare Section tomorrow morning. After his talk, the Field Work Supervisors will get together for a conference.

A nurse is available in each block. We have already been assured by the hospital that we will have their complete cooperation.

(Bando) Favorable reports have come in from his worker. Block Managers were glad to pass on the problems of the residents which were formerly referred to them.

Calls will be made on a monthly basis. Where it is obvious that the visitor is not welcome, it should be up to the worker to terminate the call as quickly as possible. It will be easy enough to determine which families are really in need of some service.

Some of the workers left notes stating that they would call again on such and such a date when the resident was found to be out.

(Kudo) The confidential nature of the work cannot be overemphasized. Discussion of cases even among the workers should be discouraged. In such a closely knit community, it is especially important that case histories not be discussed outside of the Division that is handling the case.

IN SERVICE TRAINING FOR SOCIAL WORKERS: Two plans are being formulated for the training of social workers. Everyone needs sound training in basic social and case work. Mr. Johnson will take over the training of the rank and file workers, while Mr. Lafabregue will train the supervisors. A manual is now being compiled and also a personnel chart.

PUBLIC ASSISTANCE GRANTS: Mr. Niesse's office has announced that PA grants are ready for distribution two days after applications are submitted.

CONCLUSION: Mr. Lafabregue commended everyone for making such a marvelous adjustment to the difficult circumstances under which everyone had to work. Many times workers have felt that they had to blow off some steam and get something off their chest. A meeting should be held occasionally to discuss the things that are bothering the workers in order for our department to function more effectively.

Workers in the field should do their best to educate the families to assume a more optimistic attitude by emphasizing the future. Now that everyone is settled in their homes, stoves installed and winterization completed, many families have reached the point where they feel frustrated. If the workers will make it a point to try to change the attitudes of these people, they can contribute a great deal toward raising the morale of the community.

ADJOURNMENT: The meeting adjourned at 11:15 p.m.

respectfully submitted,

Yuki Katayama
Yuki Katayama
Recording Secretary

Miss Fumi Takemoto

SUPERVISING STAFF MEETING
of the
COMMUNITY WELFARE SECTION

January 8, 1943

CALL TO ORDER

The meeting was called to order by Mr. Lafabregue at 4:25 P.M.

THOSE PRESENT

Mr. Harry Q. Johnson
Miss Adrian Altvater
Mr. Ernest Iiyama
Mr. Motoki Kudo
Mr. Kenji Fujii
Mr. Sadao Hamada
Miss Hayakawa
Miss Ruby Kawamoto
Miss Chizu Kitano
Miss Asako Sakai

Mr. George Lafabregue
Mr. Susumu Yamashita
Mr. Toshiro Nabeta
Mr. Joe Hoshida
Mr. Hiro Bando
Miss Shizu Hikoyeda
Miss Michi Tao
Miss Fumi Takemoto
Mrs. Kazu Iijima
Miss Kay Yamashita

PUBLIC ASSISTANCE GRANTS AND UNEMPLOYMENT COMPENSATION

Discussion was held in regard to various possible situations the Public Assistance Grants could cover. They were:

1. Family heads may be interned.
2. Nobody in the family may be working.
3. Single people may be hospitalized.
4. No relations in this center.
5. School children on graduation may need new clothes.
6. On birth of child may need a baby layette.
7. In case of death other expenses besides funeral expenses may be involved.
8. Children at school outside may request additional funds that are sorely needed that parents cannot supply.
9. Retroactive cases.
10. Insurance premiums which come due and loss of policy may result.
11. Fire or disaster which may have destroyed clothing, furniture, etc., which must be replaced.
12. Family may be quarantined and the members of the family cannot go to work.

Mr. Lafabregue asked Mr. Yamashita to notify the general staff about the Unemployment Compensation.

Mr. Yamashita said that the Block Managers' group wanted Mr. Lafabregue to go out to their meeting once more to explain about the initial clothing allowance. The Block Managers' group will sent an official request when they want him to go. Suggestions were made that Mr. Lafabregue should also mention about the home calls which are being made now and also the Public Assistance Grants and Unemployment Compensation.

Mr. Lafabregue stated that in December only seven received Public Assistance Grants and in October and November no one received any Public Assistance Grants.]

Mr. Lafabregue continued that these grants are based on the size of the family and income. There may be some particular needs that Public Assistance may meet. For instance, when there is a birth or death in the family Public Assistance may be needed.

Kay Yamashita asked whether it was possible to get a travel grant for students who were going to a school where they were offered scholarships but have no funds to get to the school. Mr. Lafabregue said to try it if there was such a case and that it might be done in special cases.

Mrs. Iijima asked about the fifteen-day sick leave. Discussion was held on that matter. She also brought up the subject of eye glasses. She wanted to know whether the WRA would pay for them if she broke them while working. Fumi Takemoto said that they would but that the person breaking the glasses had to have witnesses to prove that she did break them at work.

Public Assistance and Clothing Grant vouchers were discussed at length. Mrs. Iijima suggested that we go on with other business.

Mr. Lafabregue asked that each supervisor report to Mr. Johnson when he is going to a meeting representing the Community Welfare Section.

Mr. Lafabregue ran through the list of different meetings which concern this section. Monday morning general staff meetings to be conducted by Mr. Yamashita. Wednesday morning general staff meetings with different department chiefs as speakers. Friday afternoon supervising staff meetings to be conducted in the future by Mr. Johnson. Mr. Lafabregue also said that each unit should have meetings regularly. He also stated that a training course on case work and one on supervising work for the supervisors will begin soon.

Discussion was held about face sheets. It was decided that information for these face sheets could be compiled from the individual record cards.

Mrs. Iijima announced the weekly narrative reports are due by Tuesday evening and the outline form on Office Letter No. 4 should be used.

Home visits were discussed.

Mr. Lafabregue asked that these people get information on the functions of the following:

Mrs. Iijima--Block visitors
Fumi Takemoto--Block Nurse

Susumu Yamashita--Block Manager
Assistant Block Manager
Toshiro Nabeta--Block maintenance man
Ernest Iiyama--Voluntary captains
Internal Security Warden
District Councilman
Chizu Kitano--Fire Warden
Hiro Bando--Two congressmen

These reports to be handed in to Mr. Johnson before 10 A.M. tomorrow.

Discussion was held on whether this Section should take the responsibility of giving leaves. The decision was that we should.

Meeting was adjourned at 6:15 P.M.

Respectfully submitted,

Teruko Mitsuyasu

Meeting

File

SUPERVISING STAFF MEETING
of the
COMMUNITY WELFARE SECTION

January 15, 1943

CALL TO ORDER

The meeting was called to order by Mr. Johnson at 9:55 a.m.

LEAVES

The first business brought up was by Mr. Johnson on the matter of leaves. He mentioned that all the transfers are to go through this section and not through the Leave officer. It is preferable to have the Block workers take care of them as they would any other kind of service.

TELETYPE

Mr. Lafabregue stated that at times, it is necessary to have fast service for cases such as death, serious illness, emergencies, etc., when wire should be used. However, if communication is for the purpose of visiting from one center to another for friendly reasons, or for requesting information, it should be done by writing letters. It is a matter of using discretion in sending messages either by teletype or letters.

LETTER WRITING

In writing letters for Mr. Ernst, workers must realize they should be in terms of how he would write them. Mr. Johnson stressed that the use of certain pet phrases such as "we thank you kindly" and others which the workers are accustomed to using should be avoided in order that Mr. Ernst could sign the letters without any "qualms."

MEDICAL DEPARTMENT

Mr. Lafabregue stated that he had received a memorandum letter from Mr. Bell, mentioning about a plan for a city-wide T. B. testing campaign. Mr. Bell feels that the Welfare Section should confer with Dr. Ramsey so that this section would not be stepping out of our jurisdiction; also to find out what the Welfare section is to do, and what the Hospital staff is to do. However, Mr. Lafabregue stated that instead of seeking Dr. Ramsey, the workers should consult Miss Margaret Fujita who is the medical social worker at the hospital. He stressed that all workers should always consult Miss Fujita at any time instead of Dr. Ramsey.

REPORTS OF ACCIDENTS

This business was taken care of by just Mr. Bando, who had received a communication from Dr. Ramsey concerning an accident case on someone who was hurt off the project while he was working.

Mr. Johnson stated that each department head should report these cases directly. Mr. Lafabregue added that they should be cleared through Mr. Bell and Mr. Hughes. The workers should not be required to prepare the findings of these cases.

NARRATIVE REPORTS

All weekly reports should be in through the hands of the supervisors by each Tuesday, 2:00 o'clock so that they will be on either Mrs. Iijima's or Mr. Lafabregue's desk by Wednesday morning. Ruby Kawamoto was asked to look after them and to see that the stenographers would consider the time also.

There was a prolonged discussion as to the disadvantages and advantages of handing in the weekly reports. The points mentioned by the various people present are as follows:

A. Disadvantages

1. Housing Division - Mr. Ken Fujii

Difficult to hand in reports every week as this division hasn't been accomplishing so much each week due to the frequent changes of the personnel heads. Some cases would be mentioned repeatedly in the reports.

2. Family Division

Another difficulty is that the workers are busy attending meetings which take up quite a bit of their time.

3. Youth Division - Miss Kay Yamashita

As so many students come in, giving up their own time, it is difficult to hold them off, which gives this section very little time to write the reports.

B. Advantages

Mr. Lafabregue stated that progress is made by these reports and especially by the repetition of the subjects mentioned. Repetition would bring to the attention of the proper authorities the necessity of the certain matters discussed, which would then be brought up at the board and planning meetings. The procedure being, that Mr. Bell and Mr. Hughes who compile the reports, upon noticing the repetitions, would make special notations of them for Mr. Ernst to consider.

Then, a discussion of handing in reports every other week or semi-monthly was held. The answers were mostly in negative for the semi-monthly plan, and the reasons mentioned are as follows:

1. Some problems would become "cold" if left alone for some time.
2. Small matters would be forgotten.
3. Weekly reports are necessary to include notes and minutes of weekly unit meetings which are to be inaugurated next week.

It was decided that the supervisors would still be required to hand in their reports every week. In the meantime, they were to think of all the points mentioned at this meeting.

PERSONNEL

When the matter of the personnel was brought up, the general opinion was that this section needs about three messenger boys. Mr. Lafabregue stated that one boy has been hired already yesterday.

Miss Kawamoto mentioned that as the stenographers have a good deal of work to do, there ought to be someone who would write down only the minutes. She suggested also that as some people here are not able to write reports due to their language handicap, it might be of convenience to them if someone was hired to write for them.

CLOTHING SECTION

When asked about her section, Miss Altvater reported that the work there is progressing and is on schedule.

She and Miss Kawamoto have made an agreement on the use of the typewriters.

REPORT ON FINDINGS

Miss Kitano announced that she would like to have the supervisors check on each case and see that report on findings are written for all of them. Otherwise, the cases are often lost for the reason that they have no report on findings written out.

OFFICE FILE

Mr. Johnson stated that case records should never be taken out of the office under any circumstances unless they're to be taken to Administration B where Mr. Lafabregue is. As all cases are considered to be of strictly confidential matter, they would have to be kept away from public view.

We should have an extra copy of each documentation that goes out. When the copies for our file are returned approved (with stamped signature), the extra copies could be discarded.

Miss Altvater expressed her wish that no one would take the cards out of her division without first consulting one of the authorized heads or Helen Ikeda there.

UNEMPLOYMENT BENEFITS

Reported by Mrs. Iijima that people eligible for the benefits are those who applied for work and whose names are on the employment register for fifteen days. They are not eligible if they have found eligible employment. If one is ill, he is eligible for P. A. grant. A person discharged because of a cause is not eligible for the benefits. People with this benefit are also eligible for clothing. From the standpoint of clothing, they are to notify Mr. Cornwall.

Mr. Shimomura mentioned that this should be published in the Japanese language paper, and ask that each person file claims for back payments for the month of October so that they can claim their clothing allowance for that period.

Miss Altvater mentioned about a circular she had received from Mr. Jennings about the date when people were eligible for the unemployment benefits, but that it isn't clear enough. For that reason, she is going to inquire about it.

Mr. Kudo reported about the Social Security Insurance. He mentioned that people in the centers are eligible, and that they should be advised to apply for them, which could be done through the Project Attorney, or by writing to the U.S.E.S., or the officials at Provo or Salt Lake City.

He also stated that there will be a hearing on this matter, probably at Provo. Mr. Lafabregue asked Mr. Kudo to make a report on the person who is receiving the unemployment compensation here at Topaz.

It was mentioned that at Cody, Wyoming (Heart Mountain), unemployment applications are accepted. Mr. Lafabregue stated that they were not available at first, but now that people are able to go out for outside employment, they are available.

PUBLIC ASSISTANCE GRANTS

This was reported by Mr. Bando. There is a new classification with two different grants, which are regular and special.

Regular:

1. Issued month to month.
2. Re-certified upon re-investigation by the social worker month to month. This involves a regular scale.
3. If the head of the family is not working, clothing as well as regular cash P. A. grant should be requested for. There is a scale for both.

Special:

1. Based on absolute immediate needs.
2. Next best thing is to produce justification of the grant.

List on this the legitimate needs of each separate member of the family according to the prices listed in the Montgomery Ward and Sears Roebuck catalogues, or the Co-operative. This would be sent to Mr. Lafabregue to justify the grant requested.

3. For reasons which should be mentioned.
 - a. No one in the family working.
 - b. If the head of the family is interned, it should not be mentioned, as it may be prejudicial to the applicant.
 - c. Illness - mention whether chronic or temporary. Why the applicant could not work, and the nature of the illness, to have some idea whether the illness would last a long time or not.
4. Regarding the form of the P. A. grant.
 - a. Difference between resource and income.
Resource does not actually count as far as giving out the grant is concerned. Should be listed but with the idea that it would not be used against the person.
 - b. Income
Should include initial clothing grant as well as any other income, also original clothing grant.
 - c. Report
Some statement of the family status should be made.
 1. Why no one is working, or only one person is working.
 2. Why there is no income. If there is some one working, why the income is inadequate.
 - d. Applicant's needs
 1. Clothing if it doesn't come automatically. Cash allowances and clothing allowance for each member of the family.
 2. State the month. If some one is ill, a justification to the fact should be attached.

MEDICAL DIVISION

Mr. Johnson requested that when the Field workers go out, they would ask for blood donors.

CONTRIBUTIONS FROM FRIENDS OUTSIDE

Miss Sakai announced that the center had received some books, clothes, and a globe map of the world from friends outside.

FAMILY DIVISION

Miss Terasawa requested that the workers would find out the approximate number of high chairs that are needed in each block.

The ages of children who need them would range from three to nine months up to three years.

Also, Miss Terasawa would like the workers to find out the number of stools for children to use when they wash their hands or to drink water.

WELFARE CABINET

Mr. Lafabregue stated that he is planning to organize a cabinet which would meet once a week first thing in the morning or in the latter part of the afternoon. This group would include Messrs. Yamashita, Johnson, Iyama, Hoshida, Shimomura, Fujii, Mrs. Iijima, Misses Hikoyeda, Kitano, Altvater, and Tao.

This cabinet would be a smaller unit where everyone would participate in the discussions, and the purpose would be to bring co-ordination between the two units, the meetings of the supervising staff and the general staff. In this way a great deal of the time will not be wasted in discussions.

Mr. Johnson stated that he would like to hold the meetings of the supervisors on Friday mornings, so that he could take care of the business which are brought up in the afternoon.

PERSONNEL

As it seems that the supervisors are very busy, it was decided to have new workers come in on Monday mornings when they could be trained and be prepared for the rest of the week. A manual on the procedures and new policies would be issued then also. Everyone agreed that there should be a worker for each block, so more people are to be taken in as yet for service.

A suggestion was made that new workers should be advised to study certain instructions, especially on unemployment and Social Security.

ADJOURNMENT

The meeting was adjourned at 12:15 a.m.

Respectfully submitted,

Ruby Kawamoto and Mitsu Nakayama

Mr. Lafabregue

SUPERVISING STAFF MEETING
of the
COMMUNITY WELFARE SECTION

FILE

February 12, 1943

CALL TO ORDER

The meeting was called to order by Mr. Lafabregue at 2:45 p.m.

PROGRESS REPORT IN TENTATIVE OUTLINE OF SCOPE OF YOUTH
GUIDANCE UNIT---Mr. George Takeda

Mr. Takeda reported that he had a discussion on this matter with Mr. Johnson. Regarding the Juvenile Delinquency, this section isn't so very active at the present moment on account of the weather. However, Mr. Takeda expects a busy time soon in spring, so a preventative program has been planned in preparation for that.

One of the problems of this center as reported by Mr. Lafabregue is that of disagreement between the Issei and Nissei regarding repatriation, the desire of the children being to remain in this country while their parents wish to go back to Japan. This is found to be difficult to handle as it's a family problem.

ASSIGNMENT FOR NEXT WEEK'S MEETING OF A SIMILAR REPORT FROM
THE ADULT PROBATION AND SPECIAL SERVICE UNITS

Mr. Lafabregue requested Mr. Hamada to go to the Administration Building to meet with Mr. Lewis, Chief of the Internal Security, and discuss about the plan for Adult Probation.

REVIEW OF SUPERVISORIAL RESPONSIBILITIES

a) Office hours for each worker

Each supervisor to give a worker about half an hour of conference every week to give criticism of his work, advice, and so forth.

b) Establishment of persistent policy for compensatory over-time

If the workers work over-time, they should go to the person who takes care of the personnel file and have a record of it made. When leaving, they should ask to be checked off. The workers should be at work by 9:00 a.m.

c) Courtesy

One of the supervisors mentioned that certain courtesies which the older people are accustomed to should be observed by the workers, also more courtesy than before should be given to the clients who come in.

REVIEW OF CLERICAL DEPARTMENT

- a) At the present time, this department is taken care of by Mr. Toshio Nabeta during the absence of Miss Kawamoto.

The three new girls who came in will immediately be attached to the unit supervisors Monday morning.

Mr. Nabeta was requested by Mr. Lafabregue to get a sheet-rock for the protection of the maps hanging on the wall in Rec. #30 and a request for partition.

b) Morale

Mr. Nabeta reported that there were no complaints among the clerks this week.

FINAL REPORT OF STANDARDIZING LAYETTE GRANTS

Mr. Lafabregue reported that the total of the grants would be about \$27.00 each, and that he will order about 100 cribs and bassinets.

Miss Terasawa made a request that longer time be allowed for the baby layettes as the expectant mothers are quite nervous. Mr. Lafabregue stated that up to four weeks could be allowed.

REACTION AND COMMENTS ON SECOND SESSION OF TRAINING COURSE

There were no special comments this week. The next meeting will be held on coming Thursday.

REMARKS

Mr. Yamashita requested that all the papers on repatriation be brought back from the people with whom the workers had left.

There was a short discussion on the term of repatriation whether it's for just during the war or permanently. Mr. Lafabregue stated that it's for the purpose of exchanging people here and those in Japan. Also, he would like to have any people who come in here to inquire about this matter, referred to him so that he could do the explaining.

CLOTHING ALLOWANCE

The question if clothing allowance could be issued to the children of the Christian ministers was brought up. (The salaries of these ministers being paid by the church boards) Mr. Lafabregue thinks this could be done and requested Mr. Yamashita to send a memorandum regarding this question. If the answer is in affirmative, he would like to have it cleared.

A short discussion on the matter of October clothing allowance was held, and a plan for the deduction for workers was mentioned.

RECOMMENDATIONS TO OFFICE MANAGER

1. Try to get desks for the typewriters, however, Mr. Nabeta stated that due to the shortage of the desks, they may have to be made.
2. Have the nails on the stools fixed.
3. Have the janitor-ladies come in about half an hour earlier to start the fire as the office is quite cold at the opening time.

REPORT OF UNIT SUPERVISORS

Request for wheel chairs was put in by Mr. Lafabregue. He also reported that there will be a plan set up in regard to the shoes.

Mr. Lafabregue reported that with the help of Miss Takemoto he found that there are 250 names of people who need glasses listed. The total of the bill involves about \$551.73. They are checking to see if all of these people are still in the center.

It was found that these people are justifiable and eligible for the glasses, and the Welfare Section is going to automatically voucher for them. The hospital will prepare the vouchers, and the welfare workers will bring them out to be signed, which will be done by the heads of the families.

Request for 2,000 more vouchers was put in by Mr. Nabeta.

On the P. A. application forms, Mr. Lafabregue stated that he would like to have the statements written so that both front and back sides would agree.

There was a question regarding a 72 year old man who had stopped working as a janitor at the high school, whether or not he would be eligible for the P. A. grant. Mr. Lafabregue requested Miss Sakai to take care of this and fill out the forms for this aged party concerned.

Another report by Mr. Lafabregue was in regard to the memorandum sent to him by Mr. Bell, stating that a WRA photographer is coming to take pictures of the different activities in the center. They would like to have some suggestions of the ideas for the subjects.

ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Doris Nakayama

Mr. Lafabregue

Adm. Sec.

SUPERVISING STAFF MEETING
of the
COMMUNITY WELFARE SECTION

Minutes

March 12, 1943

CALL TO ORDER

The meeting was called to order by Mr. Johnson at 9:30 a.m.

PERSONNEL

Mr. Johnson announced that if the supervisors would like to have any changes made, such as having more girls, or even change of supervisors, he would be glad to help if they would let him know.

LETTERS FOR MR. LAFABREGUE'S SIGNATURE

Mr. Lafabregue would like to have some suggestions regarding the signatures for the letters and a list of the letters and forms he or Mr. Ernst would sign.

Miss Yamashita of the Student Relocation Division mentioned that letters to students who make inquiries, if signed by the student counselor, are more informal and suitable than when signed by Mr. Lafabregue. It was suggested that for that purpose, the letters to the students would be written and signed by the student counselor for Mr. Lafabregue.

PROGRESS ON DISTRIBUTING CLOTHING ALLOWANCE SLIPS BY WORKERS

A discussion on the complications involved in this matter was held, as to how they could be controlled, the procedure, and the mechanics. Also, the question brought up was, "Shall the welfare workers continue being 'messenger boys' for this?"

One suggestion was that block managers try to handle it again, but it seems there would be objections to that also.

As there were no definite decisions, it was decided that this would be brought up at the cabinet meeting.

DISTRIBUTION OF P. A. GRANTS

The present method of handing them out not enclosed in envelopes and in some cases, in dining halls, was found to be rather embarrassing to the people involved, so a discussion was held to decide what could be done to avoid that. The decision reached was to give notices to the residents to go to the Administration or the Fiscal office for their grants. Mr. Yamashita was requested to write a memorandum concerning this.

PROGRESS REPORT ON UNIT FILES - Miss Ruby Kawamoto

Many folders, approximately 100, are missing for the reason that narratives haven't been handed in. In order to keep the files up-to-date, narratives should be written as soon as letters are written. Charge-out system is arranged now to keep track of the folders taken out. No one is allowed to take them out of the office unless to Mr. Lafabregue's in Administration B. The supervisors were requested to check up for the missing cases and to see that the workers keep up on their works.

Case records should be written more completely and a little more attention should be given to grammar.

In reply to the statement that there are some objections to having the cases written out, it was mentioned that they are used as tools to work with to help the clients and not against them at any time.

Mr. Johnson was requested to stress the fact to the stenographers that the work they do is to be considered very confidential.

Matters about repatriation will not be written for case reports, but will be filed separately in Mr. Hughes' office.

WORKERS INITIAL ON ALL CARBON COPIES OF WORK

Every piece of work, including passes and anything else, are to be initialed on carbon copies to identify the workers.

A memorandum on the number of copies needed for each form will be passed to the workers in the near future.

MARRIAGE REGISTRATION BUREAU

Miss Terasawa was requested to write to Mr. Bell regarding this.

After a short discussion, the decision reached was to suggest the receptionist in Mr. Lafabregue's office should be the official registrar for the people who get married. These lists would be sent at the end of each day to the offices of all departments concerned.

SUMMARY REPORT ON REPATRIATION

This report will be given next week as information will be more complete then.

A problem concerning a young boy, age 17, who declined repatriation without his father's knowledge was brought up at this time. Possibility of a conflict between the parents and the

Welfare Section was mentioned. Mr. Johnson stated that he will check up on this, although he was confident that parents' consent wasn't necessary.

SUGGESTION FOR PHOTOGRAPHS

The supervisors were asked to consider this.

Except for the Child Welfare and Student Relocation Divisions, it was felt that the nature of the work of the family unit precluded appropriate materials for photographs.

MEMORANDUM ON P.A. GRANTS

Mr. Johnson would like to have the workers show him the completed work sheets before having the formal application forms typed. This would save extra work in case of rejection made at the outset. Each supervisor was told to keep a file of all applications that they had rejected themselves.

Miss Kitano announced that the numbering of the application forms will be changed, the method being, the number of the month would be added before each P. A. case number.

The deadline of the work sheets will be on the 24th of each month. These sheets will be returned to us by the 26th. They must then be completed, approved, and sent back to the Clothing Division by the 30th. Otherwise, they will automatically be changed to the following months.

People hospitalized are eligible for either cash grants or clothing allowance. It was suggested that for needs such as night gowns, special grants would be made for them.

REMARKS AND ANNOUNCEMENTS - Mr. Yamashita

In the matter of distribution of clothing allowance some people are saying that we are already five months behind. When such is mentioned to the workers or within their hearings, Mr. Lafabregue would like to have them explain how things stand, and that the division working on them is, in reality, only one month behind.

The issuing of the ration books for shoes will start Monday, March 15.

REMARKS AND ANNOUNCEMENTS - Miss Kitano

The supervisors are to keep track of the number of P. A. grants made out.

On the desk at the front, there will be various slips such as tracer cards and referral slips, the latter to be used for change of addresses.

ADJOURNMENT

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Doris Nakayama

Minutes

COMMUNITY WELFARE SECTION
Supervising Staff Meeting

March 27, 1943

THOSE PRESENT

Mr. George Lafabregue
Mr. Harry Q. Johnson
Miss Fumi Takemoto
Miss Chizu Kitano
Mr. Ernest Iiyama
Mrs. Kazu Iijima
Miss Marrii Kyogoku
Miss Faith Terasawa
Miss Ruby Kawamoto
Miss Kay Yamashita
Mrs. Goodman
Hr. Hoshide

Miss Shizu Hikoyeda
Miss Michi Tao
Mr. Susumu Yamashita
Miss Asako Sakai
Mr. Motoki Kudo
Mr. George Takeda
Miss Adrian Altvater
Mr. Hiro Bando
Mr. Sadae Hamada
Miss Hayakawa
Mr. Kenji Fujii

CALL TO ORDER

The meeting was called to order at 9:15 a.m.

DELINEATION OF RESPONSIBILITIES BETWEEN FAMILY SECTION AND
CHILD WELFARE UNIT

Miss Takemoto stated that the old applications for P.A. for eyeglasses are just about completed and the new application will be handled from now on by the Family Section. Mr. Lafabregue said that voucher is being drawn up which will be signed by the applicant and will be forwarded to the Medical outfit in Salt Lake City. Miss Takemoto asked if the postage was included in the voucher. Mr. Lafabregue said that it was not and need not be. Mr. Lafabregue stated that the P.A. Grants will be paid by check from now on. This will take about ten days to pay out. Anything that has to do with baby layettes will be handled by the Child Welfare unit.

CHANGE OF CASE HEAD

The desire for a change in head should not be a purely economic factor. Miss Kitano asked Miss Altavater what happens when the head of the families dies...does the responsibility of head fall on the eldest son or the wife automatically? Miss Altvater said that they have been calling in persons to ask them about their change of heads. It is not automatic. Mr. Lafabregue stated that when the head leaves the center for employment then his oldest son or his wife will assume the responsibility pending his return. From now on the form for change of case head will be made out in triplicate and one copy will be given to Miss Altvater.

PURPOSE OF SEGREGATION AND CARE OF MENTAL CASES

Miss Terasawa stated that she is afraid that there will be an increase in mental cases in the future and she felt that definite steps should be taken to segregate them as some of them go about destroying other people's property in the wash rooms, etc. Mr. Lafabregue stated that to have to segregate them within this center would be a pretty sad state of affairs. He went on to say that a psychiatric social worker will be assigned half time to this project and half time at Tule Lake. This matter should be discussed further at that time.

RESIDENCE PERMIT PROCEDURES

The main issue was, should the people returning from indefinite leaves have to go through the regular residence permit procedure? Mr. Lafabregue thought they should not have to go through all that. Miss Yamashita said that a student had written and said that he had been told by one of the employment people on the outside that they weren't helping any people on the outside. Mr. Lafabregue stated that that would be remedied. He then asked Mr. Johnson to write a memo to Mr. Bell to clarify the point of residence permits and ask him to write to Internal Security and also have a clarification printed in a future issue of the Topaz Times. Also he said that people returning to the center from indefinite leaves or on a visit here from other centers do not have to pay for room and board. Miss Yamashita stated that every effort has been made by the Student Relocation unit to discourage students from returning to the center on a long summer vacation. They have been encouraged to go out during the summer and secure jobs.

LEAVE RECOMMENDATION PROCEDURE

Mr. Lafabregue said that the Welfare recommendations are valued by the administration. Mr. Johnson stated that the report on findings should be more complete. Hereafter, the employment status will be indicated by E. or U. for each member.

REPORT ON STATUS OF INTERNMENT FAMILIES

Mr. Yamashita said that the Japanese translation of the letter from Dillon Myer was quite good except for the statement that children are being prohibited from going to the special intern-camp with their mothers. He stated that they are not prohibited but are being discouraged. He went on to say that a special camp is being built now in Texas. Mr. Iiyama was asked how many applications were received to join an interned member in a special internment camp. Miss Kyogoku answered and said that about 89 applications were received but something like 70 were sent in. Miss Kyogoku went on to say that evacuees from South American are in Texas already.

BLIND AID STATUS

Miss Takemoto stated that in all there are 26 cases of blind, crippled and deaf people in the Project. Mr. Wilson had gone about asking the different blind people if they would like to learn Braille or learn to play different game such as chess, etc., and no one was interested in those things but would rather talk with other folks. Miss Takemoto went on to say that as long as blind people are in Topaz they cannot be accepted in blind homes. Mr. Lafabregue asked that she get a brief on each of the blind persons, crippled persons, and deaf persons. He also said that people under eighteen will be taken care of by the Child Welfare unit and those above this age by the Family Division--this of course, pertaining to blind, crippled and deaf persons.

STATUS OF UNIT FILES AND FACE SHEETS

Miss Kawamoto reported that in the matter of filling out face sheets nearly all the residents have been completed with the exception of Block One. Some of the information necessary will have to be obtained from the Individual Survey forms. She also stated that many cases do not have CWS numbers as narratives have not been written for them. She asked the cooperation of the workers in this matter. Miss Kawamoto also said that it was hard to get supplies such as check-out cards. Work is progressing in organizing the unit files.

Mr. Lafabregue said that he is writing a memo to Mr. Ernst who is going to Washington to talk with Dillon Myer asking if the clothing, P.A., etc. cannot be paid in one lump sum for the whole family. He stated that he had been planning a survey using the members of the Welfare Section to see just how they spend the money they get. In other words ask them to keep a budget of all their spendings. This survey was indefinitely postponed.

SOAP PROBLEM

Mr. Lafabregue said that Mr. Ernst's cabinet has met and taken up the matter of soap twice. He went on to say that the reason why the soap was being discontinued was that the WRA was only given the funds for soap for only the first month. Secondly, the question of why soap couldn't be made in the center was discussed and it turned out that the fats which were left over in the kitchens in the center were turned over to the government for the purpose of making explosives.

PERSONNEL EVALUATIONS

Mr. Lafabregue asked that by April 15 the supervisors would be able to evaluate the personnel.

REPATRIATION SURVEY

Mr. Lafabregue asked that

The figures and percentages on the repatriation survey was reported by Miss Kyogoku.

CANTEEN HOURS

Mr. Lafabregue said that Mr. Bell had gotten a memo from Mr. Honderick pertaining to the canteen being open in the evenings and the noon hour. The memo stated that this could not be done as it would mean that it would involve more expenses.

HOSPITAL REFERRALS

Mr. Lafabregue said that all hospital referrals would have to come to our office signed by either Miss Fujita or Dr. Boardman.

STUDENT HELP

The matter of student help or learners was discussed and it was decided that at the present we would have hardly any need for them as our business was too confidential. However each unit head would consider student help in relation to his particular work.

SUPPLEMENT 6 to the ADMINISTRATIVE INSTRUCTION #27

The supplement was discussed as to how to interpret it in certain places. It was decided it would be retroactive and it would be three months from actual date of illness.

PROJECT CLEARANCE REPORT

Mr. Lafabregue asked that everyone read carefully the memo he passed out and study it carefully. After being approval, it would be mimeographed.

REGISTRATION

Mr. Kudo asked about the status of those who had put "No", "No", for questions No. 27 and 28 on the registration forms. He said that he had heard of many people being discharged who had done so. Mr. Lafabregue said that these people were still eligible for any of the benefits to P.A., U.C. and they could still go out to Delta and also could transfer to other centers.

FAREWELL

Mr. Lafabregue asked the supervisors to thank everyone for the party which was held in his honor last night and also gave his address from where his mail will be forwarded.

Respectfully submitted,

Teruko Mitsuya su

File

COMMUNITY WELFARE SECTION
SUPERVISING STAFF MEETING
April 3, 1943

CALL TO ORDER

The meeting was called to order by Mr. Yamashita at 9:05 a.m.

He mentioned that Mr. Lafabregue is coming back to us in about a week.

INTRODUCTION

Mr. James I. Lamb, Acting Head Counselor, was introduced to each member of the supervising staff individually.

REMARKS FROM MR. LAMB

Mr. Lamb mentioned about how fortunate the Community Welfare Section was in having the staff it does. He said that in the Recreation Halls out of seventeen people they had five left in a week's time. He went on to say that it will grow worse as time goes on and that certain jobs will have to be given priority. Other jobs that can really be done without, such as the Community Activities, will be dispersed. There will be job analysis made and the Community Welfare Section is fortunate in that they have their analysis under way already.

Mr. Lamb said that this section was fortunate in having Mr. Lafabregue come back to us and that he did not know who is to replace Mr. Johnson.

SOCIAL SECURITY

Mr. Yamashita mentioned that Mr. Hamada heard that a man in charge of Social Security will work in the Welfare Section. He wanted to know if it was true. Mr. Lamb said that as far as he knew it was not, as he had heard nothing about it. He believes the Social Security Board had to have its own worker in charge of all Social Security matters and not a resident worker.

MEDICAL SOCIAL WORKER

Mr. Lamb mentioned that a Miss Godfrey is coming from Washington on the fifteenth of this month to help us. She is the Medical Social worker. She is going to work here for three weeks and at Tule Lake for three weeks. She is a psychiatrist and she will have a training program on practical things for anyone in the department who is interested in taking advantage

of it. She may even take over three or four actual cases and handle them.

FUNERAL CASES

Mr. Yamashita read the memo that Mr. Yoshida had prepared in regard to funeral cases here at Topaz. He said that there have been twenty-six cases of death so far and out of the twenty-six, sixteen were males. The oldest person who dies was seventy-nine years old and the average age was fifty-six years for male with forty-seven years for female. The youngest was twenty-one. Eighty per cent died from chronic illness and the rest from pneumonia and still-birth.

Mr. Lamb asked what the birth mortality was and Mr. Yamashita said that three babies had died so far and the majority were premature cases.

CASH GRANTS FOR HOSPITALIZED INDIVIDUALS

Miss Teraxawa said that Miss Margaret Fujita had asked her about whether cash grants were given to people who were hospitalized for buying miscellaneous things which they need. Miss Altvater said that no such allowances were made. Mr. Lamb suggested that this be taken up when Mr. Lafabregue is back with us again.

ADJOURNMENT

The meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Teruko Mitsuyasu

Adrian Telle

COMMUNITY WELFARE SECTION
SUPERVISING STAFF MEETING

April 24, 1943

CALL TO ORDER

The meeting was called to order by Mr. Lafabregue at 9:30 a.m.

DISCUSSION OF PAYROLL AND TIMEKEEPING PROCEDURES

Mr. Lafabregue said that time should be kept from the time a person is actually on the job. He asked if the people who work at night report to the timekeeper the next morning the number of hours they worked overtime in order to get credit for compensatory time. Mr. Lafabregue also suggested that a procedure be written up so that everybody would know how to go about it. Miss Kawamoto brought up the point that the compensatory time does not have to be taken within the month. Also, if a person transfers to another position, he loses the compensatory time he has accumulated in his former work.

STATE UNEMPLOYMENT COMPENSATION

Mr. Lafabregue explained the efforts of the Social Security Board in behalf of the Japanese evacuees to obtain unemployment compensation benefits for them from the various Pacific Coast states. The Social Security Board had taken over the United States Employment Service but had not as yet federalized administration unemployment compensation. Mr. Bando explained that he had received a copy of a teletype sent by the WRA attorney, Mr. L. A. Sigler, Washington office, which advised that the California Employment Commission had voted to deny unemployment insurance to all evacuees. Further, an appeal was allowed any applicant within ten days after the rendering of an adverse decision to the evacuees. Mr. Sigler advised Mr. Barnhart of the local project attorney's office that evacuees could preserve their appellant's rights in the event that someone should bring judicial proceedings in which the commission is reversed. It was pointed out that this was of no immediate practical value and was the preservation of the theoretical right inasmuch as application for unemployment compensation benefits must be made within one year of the loss of the job. It was decided that for the purposes of the Welfare Section the social workers would be advised to preserve these theoretical rights for the resident clients providing that such a request was made. However, with the passing of almost a year since the original date of evacuation and since the residents when relocated would only relocate when they were sure of outside jobs, it was doubted whether anything positive could be done for the residents who may consider themselves eligible for unemployment compensation benefits.

PROJECT UNEMPLOYMENT COMPENSATION

The project unemployment compensation is not retroactive.

MARRIAGE BUREAU

Mr. Lafabregue said that on February 10 the Community Welfare Section recommended that we should have a marriage bureau and recommendations were made to the cabinet which agreed that one should be set up. On March 17 the marriage bureau was approved by Mr. Ernst and was sent back to the Welfare. On February 24, Mr. Lafabregue said that he passed it on to one of his associates but this worker has now gone outside, and the marriage bureau is still not established.

It was pointed out that the record of marriages was needed in particular by the Clothing, Housing, and Family Units. Many members of the cabinet thought that there wasn't a need for the information. Mr. Bando was asked by Mr. Lafabregue to consult with the people who had been concerned with this matter in the first place.

REQUEST FROM HOUSING

Mr. Fujii of Housing requested that persons receiving residence permits should report immediately to Housing for proper induction.

It was pointed out that people returning from seasonal group work leaves do not require a residence permit. Also people coming in from other centers and desiring to live here do not need a permit.

Mr. Lafabregue stated that a record of a person going out on seasonal group work leave or on indefinite leave should be kept in the case files by the social workers.

HOSPITAL REFERRAL SLIPS

Mr. Lafabregue read a memo from Dr. Boardman regarding hospital referral slips, saying that if the client does not have a clinic record, the hospital will send back one copy of the referral slip. Mr. Lafabregue suggested that rather than their sending back only one slip it was better to have them send back both slips to us saying that the person's hospital record is inactive. He turned the matter of referral to Miss Kyogoku for clarification of procedure.

USE OF CAR NUMBER 24

Mr. Lafabregue asked if there were any reasons why we needed the car on Saturday afternoons and all day Sunday. The point was brought up that Mr. Yoshida would need it in case of funerals and that Housing would need it for inductions.

LITERATURE AVAILABLE

Mr. Lafabregue read a memo sent to him by Mr. Ball regarding three books on case work which are available for those interested.

PAYMENT OF MEDICAL BILLS INCURRED DURING 1942

Mr. Lafabregue said that the WRA would take care of those medical bills incurred by people on furlough in 1942 but not for those incurred in the future.

RECAPITULATION OF FORM FOR WEEKLY NARRATIVE REPORT

Miss Kyogoku said that the weekly narrative report should be turned in by 2 o'clock Tuesday afternoon. She also asked the unit heads to follow the WRA report outline form to make it easier for her to compile the weekly report.

PERSONAL EVALUATION

Briefs of the work that the various social workers are performing were given to Mr. Bando to be corrected and revised.

STUDENT SCHOLARSHIP

Miss Yamashita discussed the plan of raising money to give scholarships to students who lack funds to attend universities, and asked all of the Welfare Section to support this drive. She also said that a resident board will be chosen whereby those students eligible for the scholarship will be rated. All contributions would be made on a voluntary basis and no door-to-door campaign would be conducted.

ADJOURNMENT

The meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Teruko Mitsuyasu

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT
Topaz, Utah

CHP

Cabinet Meeting of Supervisors
of the Community Welfare Section

Office - 2-9-A
Time - 3:30 PM
Friday, June 2, 1944

Present: Mr. Pratt, Miss Sundwall, Miss Terasawa, Miss Tawa,
Miss Hedani, Miss Shinoda, Miss Mack, Miss Hikoyeda,
Mr. Sugiyama, Mr. Urano.

Miss Shizu Hikoyeda summarized recent Manual Releases related to the Welfare Section. The summary included the functions of the Welfare Section, Relocation, Public Assistance Grants, and Repatriation and Expatriation.

Miss Sundwall briefly reviewed the development in the organization of a community child welfare committee to consider the needs of children and youth and to promote the establishment of necessary services and facilities. When the organization is completed, the committee will have representatives from health, education, welfare, community activities (including the group work organization), church groups, the community council and the block managers. The staff was asked to recommend capable and interested persons for membership in the committee.

The monthly reporting procedure was discussed. The narrative report duplicates much of the statistical information included in the monthly statistical report (WRA-243), and since it is made in advance, the total counts of persons and families do not always agree. It seemed desirable to eliminate much of the statistical data from the narrative, reporting trends and unit activities instead. The monthly statistical report should contain a count of families and individuals served rather than a count of the services given. The present procedure is to count one family three times if the family received services from three different units.

The question of being understaffed was introduced but due to limited time, it was held over until the next cabinet meeting.

Tom

ADMINISTRATIVE STAFF MEETING
of the
COMMUNITY WELFARE SECTION

11-11-42

The meeting was called to order by Mr. Lafabregue at 4:05 p.m.

Mr. Lafabregue introduced Mr. Ernest Iiyama of Housing to the staff members.

A public hearing is to be held tonight on the labor situation. Mr. Katayama and Mr. Bando are to represent the Welfare Section. The floor was open to suggestions and opinions which would aid the representatives in presenting the standpoint of the Community Welfare Section.

As statistics are necessary, Mr. Katayama had gone to the Employment department but was unable to secure any information. Mr. Lafabregue stated that approximately 4,000 people are employed either in the camp or on the outside. About 3,400 are working inside and about 700 are employed on the outside.

Mr. Lafabregue said that the decision should be to the benefit of the community.

Miss Ikeda asked what the other centers were doing about the matter, and Mr. Bando replied that Manzanar had accepted the Fund. They were not sure whether Tule Lake had accepted it or not.

Miss Yamashita asked what was to be done about the students' working. Mr. Bando read from his notes where provisions for that case were made. He said that students should be an exception. They should be encouraged to save to further their education. Mr. Bando asked for further suggestions to present at the hearing.

Mr. Iiyama stated that a specific recommendation should be given and not leave the Council in the air.

Discussion was held as to what the minimum and maximum amount to be deducted for each dependent to be placed in the Evacuee Trust Fund should be.

Mr. Lafabregue suggested that the Council should make a careful social analysis on a graduated scale pertaining to income and dependency. He also said that the way in which this Trust Fund is going to be used is very important.

Mr. Katayama, who is to represent the Youth Division, gave his views on the matter.

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Mr. Lafabregue impressed upon all that everyone should attend this hearing. He also stated that all the travel passes should be initialed by the counselors for future reference.

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Eiko Sasaki

Teruko Mitsuyasu

ADMINISTRATIVE STAFF MEETING
COMMUNITY WELFARE SECTION

January 23, 1943

Place: Geo. Lafabregue's
Block 2-4-B

*Lafabregue
Cabinet
minutes*
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Feb*

CALL TO ORDER: George Lafabregue called the first Administrative Staff Meeting to order at 9:30 a.m.

AGENDA: The agenda was read, augmented and approved.

ATTENDANCE: Those present were as follows:

George Lafabregue	Kazu Iijima
Harry Q. Johnson	Shizu Hikoyeda
Adrian Altvater	Chizu Kitano
Ernest Iiyama	Michi Tao
Sus Yamashita	Yuki Katayama
Kenji Fujii	

PURPOSE OF MEETING: As our department has been growing, we have been watching the developments of our community. We have expanded since our early days until now we have the following appointive personnel in charge of the Welfare Section, responsible to the Administration: Family Counseling under Harry Q. Johnson, Clothing under Adrian H. Altvater, someone as yet unnamed will head Housing and over all is George Lafabregue, Head Counselor. The resident staff comes under their guidance and direction. By setting up our Administrative Office we have been able to maintain a good line of administrative responsibility. This administrative, or cabinet, meeting, which will begin promptly every Saturday morning at 9:00 a.m. will be held and the group will act as the coordinating and planning committee of the welfare Section. The different department heads will go back to their respective divisions for further concentrated work on various problems and policies.

MEETINGS OF WELFARE SECTION: We now have the following schedule of regular weekly meetings attended by members of the Welfare Staff:

Monday, a.m.	General Staff Meeting Unit staff meeting immediately following.
Tuesday, a.m.	Divisional staff meeting, attended by the Supervising Staff
Wednesday, a.m.	Guest speakers from other Divisions
Wednesday, p.m.	Intra-Divisional Committee Meeting.
Friday, a.m.	Supervising Staff Meeting
Saturday, a.m.	Administrative or Cabinet Meeting

NOTE: Clothing Section combines general staff and Supervising Staff meetings on Friday mornings.

Because of the limited personnel in the Clothing division and because of the amount of work involved, Miss Altvater will arrange a schedule whereby the two resident staff members who are supposed to attend the Cabinet Meeting will alternate. It was decided, however, that due to the importance of continuity in attendance, only one will be designated to attend.

AGENDAS: The Monday, Friday and Saturday meetings should have agendas prepared. Beneath each item a brief statement giving the gist of the purpose of the discussion should appear. This is to give those attending a chance to prepare something to contribute to the meeting. The agendas must be forwarded to Mr. Lafabregue prior to the meeting.

INTERPRETATION OF POLICIES: Hereafter interpretation of policies will be delegated only as follows: Mr. Johnson, Mr. Yamashita and Miss Kitano for policies pertaining to the Family Division, Miss Altvater for Clothing and Mr. Fujii and Miss Tao for housing.

CHANGES IN FAMILY HEADS: If there is going to be a change in the family head the worker should not contact the Clothing Division directly but should report it through the supervisor who in turn will notify Clothing. The signature of the new head must be obtained.

(Altvater) It would be better still if the new head came in for a personal interview.

Mr. Johnson suggested a referral slip from the Welfare Section to Clothing. Mr. Johnson would review these changes, the Family Counselor would prepare statement showing reasons for change and the new and old heads should sign.

WEDNESDAY MORNING GUEST SPEAKERS: Considerable difficulty is being encountered in recording the speeches of the Wednesday morning guest speaker verbatim. As a result, Mrs. Yuki Katayama and Miss Kimi Miyata will try recording them on alternate Wednesdays beginning January 27. A short discussion period was suggested by Mr. Lafabregue to follow immediately afterwards. However, it was finally decided that a discussion would be held depending upon the circumstances.

WEDNESDAY AFTERNOON INTRA-DIVISIONAL COMMITTEE MEETINGS:

Johnson, Kay	Yamashita	- Youth
Lafabregue,	Kitano	- Family
Altvater		- Statistics
Iiyama		- Personnel

WORK BEING DONE AT ADM BRANCH: (Iijima) Kazu Iijima reported that she is not able to do the work she wants as emergency cases arise constantly, sometimes necessitating a whole day's work. Job analysis awaits only a report from Housing and Clothing to be completed. As soon as they are received, the whole report will be mimeographed and distributed. Work on the condensation of Administrative Instructions has just begun.

(Iiyama) Ernest S. Iiyama reported that he is handling the organization of the personnel. However, special cases also prevent him from concentrating his efforts toward this job. The past week was spent

largely in interpreting and interviewing. Mr. Iiyama also attends all the meetings. In order to complete the Organizational Chart, Mr. Iiyama must have an analysis from Housing and the Family Division.

(Hikoyeda) Miss Hikoyeda handles all evacuee travel between Centers. She has been having trouble getting the correct rates for bus and train fare, different prices having been quoted to the Cashier Agent and to our Department.

WRA CAR #24: The work which was formerly done entirely at Rec Hall 23 has followed to the Adm Building. Hereafter all services with the exception of a few cases will be referred to Rec 23.

TRAVEL PASS REQUEST: No more travel pass requests will be issued at the Administration Building. Also, the new arrangement for shopping in Delta will be clarified at the next meeting. Mr. Johnson is authorized to sign travel pass requests.

TRAINING COURSES: There will be a training course on policies and procedures beginning the first of February. Meetings will be held weekly on Thursday mornings as follows:

1. A study will be made of a policy.
2. Discussion of a typical case.
3. Proper approach to the problem in question.

A different procedure will be discussed each week. The training period should not last more than 1½ hours.

PERSONNEL - TRANSFERS TO OTHER DEPARTMENTS: Personnel is now at a premium. Transfers can be expected if residents are not doing the work for which they are trained. Anyone being transferred to the Welfare Section will be interviewed by Mr. Lafabregue for final action. A suggestion was made that we have evaluation of workers.

Mr. Lafabregue would like each Division Head to look over their personnel and make recommendations where changes or transfers should be made.

HOUSING: The chart crew is still waiting for sheet rock to complete their work. Housing would like to set up 2 or 3 apartments to house people coming in late at night. They could be housed for the night and be assigned to permanent quarters the following morning.

It was reported that Mr. Hughes stated that Mr. Cornwall is working on a clearance for which will have to be completed before a resident leaves the Center. The following form was suggested for the Housing Section to use:

Mr. _____, address _____ has cleared
with the Housing Division in regard to his apartment.

(signed)
Kenji Fujii
Housing Section

These forms to be ready for those granted indefinite leaves. The Clothing Division would also like a copy.

FUNERALS: Mr. George Aso and Mr. Albert M. Yoshida are the two workers who will work exclusively on funeral arrangements.

YOUTH DIVISION: The Youth Division is organizing their Youth Counseling Unit and will be asked to present a plan at the next Saturday meeting.

MEDICAL DIVISION: Clarification of the duties and responsibilities of our Medical Division and the Social Service at the Hospital will be made.

REFERRALS ON SHORT-TERM LEAVES: Hereafter, Mr. Johnson will sign referrals for short-term leaves. A copy will be sent to Mr. Lafabregue, Head Counselor.

UNEMPLOYMENT COMPENSATION: Workers are eligible for Unemployment Compensation after 15 days of sick leave. On the 16th day, he can apply for the benefits (60% of wages for an indefinite period). It should be kept in mind that those injured may be entitled to Accident Benefits which are handled in Washington. An investigation of PA grant cases who might be eligible for Unemployment Compensation will be made. A question was raised as to whether a person would be eligible for compensation twice in one year.

PUBLIC ASSISTANCE GRANTS: Regular Public Assistance Grants are given only to those who have no source of income whatever. If there is a question as to the availability of one of the members of the family for employment, a doctor's certificate would be necessary. Special grants are made for special needs only, not to increase the income.

ADJOURNMENT: Meeting adjourned at 11:30 a.m.

Respectfully submitted,

Yuki Katayama
Yuki Katayama
Recording Secretary

M I N U T E S

MINUTES OF A MEETING of the Welfare Section with the Welfare Committee of the Council, held Wednesday, April 18, 1945, at 3 o'clock P.M. in the office of Raymond P. Sanford, Chief of Community Management.

PRESENT: Mr. Pratt, Miss Dickinson, Mr. Narahara, Mr. I. Ichiyasu (13-8-D) S. Hideshima (31-10-CD) P. Matsuki (42-5-E) and S. Nakamura (12-12-C).

Mr. Pratt explained that he had intended to get this committee together about two weeks earlier as they had received new material and instructions from the Washington office regarding the resettlement assistance program.

Mr. Pratt explained that assistance is available to evacuees at the point of relocation or at the point of need, as the case may be, which will enable the evacuees to meet many expenses they may be faced with in relocating, such as meeting living costs until pay checks are received, supplementing wage-earner's earnings so they will be adequate for his family needs; meeting transportation costs, etc. For example, he cited that a family may relocate to one place and find themselves unable to make a living and that they can then request assistance for transportation to another place; that they may also request assistance for transportation back to the center in case of sickness or death in the family should they find themselves without funds for that purpose.

Mr. Pratt explained that the funds are disbursed through the county welfare departments; that the WRA appropriates one-half and the Social Security Agency one-half of the funds available for these purposes. He suggested that if there were any questions regarding how to apply for such assistance, the evacuees should inquire of the relocation offices and where there are no relocation offices set up, they should make application directly to county welfare offices. He said the States, and particularly California are fully informed about this program and he said this program is much more flexible than the original program and is based on individual needs.

Mr. Pratt then talked about individual needs of relocatees, explaining that some persons may have been in the Center for a long period of time; that they may need furniture and that necessary, obtainable items would be supplied; that they may go to a winter climate and need warm clothing and that necessary clothing needs would be met.

Mr. Matsuki wanted to know if this was the same kind of assistance talked about in a previous meeting and how long it would last.

Mr. Pratt said it would run thru 1946 at least, that beyond that time they did not know what was planned.

Miss Dickinson explained the flexibility of the program and the liberal interpretation of the document. She said where counties wanted to be liberal, they could.

Mr. Hideshima inquired whether there was a maximum amount set for assistance available.

Mr. Pratt said no limit had been set, that the funds would be disbursed on an individual need basis, some persons requiring very little and some persons a great deal of assistance.

Mr. Nakamura asked if this new program was in answer to the recommendations made at the all center conference.

Mr. Pratt said it was not, but it was sufficiently flexible that the residents could go out without fear of finding themselves in want.

Miss Dickinson stressed that the matter of presentation would be a determining factor, and said applications should be honestly and convincingly made.

Mr. Pratt explained that monies or assistance received under this program would not have to be repaid, and asked if there were any further questions.

Mr. Makamura asked about families with sons in the service. Mr. Pratt explained to them about applying for dependency allotments, etc.

Mr. Narahara said this was the information the residents have been waiting for.

Mr. Narahara then suggested that the Relocation Division give this information to people who relocate. He added that the residents have received a number of reports which inform them that WRA is not assisting the returnees as they should and that the evacuees should have this information in printed form so that they would know how to apply to assistance.

Miss Dickinson said Mr. Conrad was endeavoring to have a digest of the information prepared, both in English and in Japanese that would be distributed to everyone in the center.

Mr. Pratt explained that he had met with some of the welfare agencies and knows that they have knowledge of the whole program and added that California probably knows more about it than the eastern states.

Mr. Narahara said they have been receiving reports to the effect that the relocation offices are not doing the jobs they are supposed to do, especially on the west coast.

The matter of setting up an information bureau in the center, independent of the relocation office, where people would feel free to ask questions and receive advice, probably an information center operated in the center by evacuees themselves, was discussed at some length, and Mr. Narahara said he would bring the matter up before the Council.

It was decided that the committee should meet again on Tuesday, April 24, 1945 when Miss McCord from the Washington office would be in Topaz.

The meeting adjourned at 5 P. M.

Mrs. Hunter

WAR RELOCATION AUTHORITY
CENTRAL UTAH PROJECT

3

March 15
1943

COMMUNITY SERVICES DIVISION FINANCE COMMITTEE MEETING
10:30 AM:

March 12, 1943

THOSE PRESENT:

Mr. George Reed	Mr. N. Shimura
Mr. James Lamb	Mr. Bill Fujita
Dr. Bane	Mr. Maggiora
Mr. Joseph Aoki	Miss Altvater

FINANCIAL POSSIBILITIES OF THE COMMUNITY ACTIVITIES:

Administrative Instructions #73 should be followed by the Community Activities Section as these instructions are directives.

REPRESENTATIVE FROM CITY COUNCIL:

It was agreed that a person from the City Council should be asked to serve as a member on the Finance Committee.

In the event that any amount of money was to be raised that the Community Council should designate a person to the collecting in certain areas.

ACCOUNTANT FOR COMMUNITY SERVICES DIVISION:
FUNCTION OF FINANCE COMMITTEE:

The Accountant's office is to be located in Block 8 near the Adult Education Office (8-7-F) and other Section offices of the Community Services Division. The duties of the Accountant are as follows:

1. Approve purchase orders.
2. Writing of checks -- disbursements
3. Handling entire fiscal program for the Community Services Division.

The function of the committee is the guidance of finances of the Community Activities and Adult Education in collaboration with Community Activities for financing of various sub-activities -- in those categories and the control of all finances. The committee will take recommendations for financing community wide enterprises.

Mr. Maggiora, representing the High School, was wondering how the High School was going to tie into this system of a centralized fiscal program as an accounting system is already

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CENTRAL UTAH PROJECT

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set up just within the High School

It was recommended that the City Council should set-up laws stating that money cannot be raised unless it is sanctioned by the City government.

COMMUNITY CHEST:

The possibilities of setting up a Community Chest in Topaz, initiating from the Community Services and such procedure approved by the Community Council, were discussed. The Community Services Division should make a survey to see the needs of such an organization here. The details to be discussed at the next meeting.

It was suggested that written recommendations, which when compiled will form the administrative instruction in regard to the establishment of a central fiscal program, be submitted by each member of the committee at the next meeting.

BONDING OF ACCOUNTANT:

The question whether to bond the accountant or not was raised.

The question whether the WRA should assume responsibility or not was also raised.

It was recommended that the matter of bonding the individual be discussed with Mr. Lorne Bell.

Since Mr. Maggiora was to be in Delta on Saturday, March 13, he was asked to investigate the matter of bonding the accountant at the bank in Delta.

The meeting was adjourned until Friday, March 19, at 10:30.

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The question whether to bond the accountant or not was raised.

The question whether the WRA should assume responsibility or not was also raised.

It was recommended that the matter of bonding the individual be discussed with Mr. Lorne Bell.

Since Mr. Maggiora was to be in Delta on Saturday, March 13, he was asked to investigate the matter of bonding the accountant at the bank in Delta.

The meeting was adjourned until Friday, March 19, at 10:30.