

E2.79

67/14  
C



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, April 18, 1944 10:00 A.M.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. George F. Lafabregue
	Mr. Campton D. Gooding	Mr. William J. Campbell
	Mr. Richard O. Marstella	Mr. Walter W. Honderich
	Mr. Mervin A. Bosh	Mr. Brandon E. Watson
	Mr. Melvin H. Robins	Mr. Roy P. Stahl
	Mr. Jerold S. Bennett	Mr. William W. Hunter
	Mrs. Eralia V. Gonzales	Mr. William A. Roden

Not present: Mr. Gladstone V. Morris  
Mr. Vincent R. Gonzales  
Miss Chiyo Yoshii

The opening subject of the meeting was the Manual Release No. 61 and Handbook Release No. 90, dated March 17, 1944, on Project Employment (Evacuees), Vacation and Sick Leave, Maintenance of Evacuee Leave Records by Personnel Section, Employment of Evacuees by Appointed Personnel through Consumer Enterprises, and Work Clothing.

The new policy on work clothing is same as the previous policy even though in accordance with Administrative Notice No. 9 our comments in the issuance of work clothing recommended issuing to additional classes of workers. Teletype was sent to Washington on April 17 asking them if it is contemplated that revisions are to be made to the present policy covered in Release No. 61.

Since the release could not be discussed thoroughly at this meeting, it was agreed that personnel of the Finance and Personnel Management Sections to meet at 4:00 P.M., April 18, in the Assistant Director's office for further discussion before a general announcement is made to the residents.

It was felt that the plans as proposed by the Washington office for the employment of evacuees for appointed personnel through the Business Enterprises to be unsatisfactory for this center, as it has been tried before unsuccessfully. A suggestion was made that we should present to Washington a counterproposal to their plan.

Minutes for Section Meetings should be recorded and not necessarily lengthy in detail, but clearly and concisely put down,



in other words, a brief digest. The day and hour should be shown; also approximate length of time even though it may be very informal.

Section Heads were asked of their various Section Meetings and Mr. Lafabregue spoke of the Labor Council Committee which is contemplating to assume the duties of the Fair Practice Committee which, to date, is non-existent. Although the Fair Practice Committee is set forth in Washington instructions, the Personnel Management Section feels that the Labor Council Committee system is satisfactory. The outcome of whether a Fair Practice Committee should be established is still undecided.

The "labor crisis" has initiated the formulation of plans in "stream-lining" operations, such as, removing or amalgamating methods of work, do only essential services, also encourage sixty years of age ex-workers back into circulation.

Mr. B. Watson announced that the Food Committee would deal, more than in the past, with the Personnel Management Section on labor relations. The main problem for Mess Management is personal services of evacuees than food itself at the present time.

Mr. Boyce stated that co-operation from units in the Finance Section would help in making monthly meetings more successful than weekly meetings because of the many deadlines to meet. The last Saturday of each month was designated as meeting days.

Mr. Hunter said that no meetings have been held for three months, but their plan was to call meetings twice a month.

Mr. Niesse led the discussion on the submission of reports to the Washington office. This subject was discussed at the Denver Meeting, and it was stated that too many teletypes had to be sent out to various projects because of non-receipt of reports. Mr. Niesse suggested that we set up a control procedure in Office Services--if a particular report has not been sent out on time to so notify the respective section.

It was further suggested that since this was of interest to other Divisions as well as the Administrative Management Division that other Divisions and Sections be also requested to make listings of all reports they prepare, date of submission, and section of Manual which calls for such submission. These schedules should be worked on sometime this week.

Mr. Robins stated that the deadline for the physical inventory as of March 30, 1944, was April 15, but still not all of



them are received. He further stated that too many people feel that the physical inventory is too much responsibility on them and attempts to lay the work on Property Control. It was suggested that Mr. Robins make a summary of inventories not yet received.

Mr. Robins announced that one of the best physical inventories comes from the Block Managers and always on time. He reported that there are approximately \$266,000 worth of property down in the blocks.

Mr. Niesse announced that Mr. Ernst now feels that the Cabinet Meetings should reach down and include other members of the staff aside of Division, Section, and some Unit Heads. The presence of such members is not to be based on salary or position basis, but on the scope of connection one has with other Divisions.

A suggested list of personnel from the Administrative Management Division for attendance at the Saturday Afternoon Cabinet Meetings were read by Mr. Niesse.

Mr. Lafabregue reported that a Mr. Ralph E. Howard is scheduled to arrive Friday or Saturday of this week to assume duties as Personnel Technician in the Personnel Management Section. He called special attention to the reason as to why Mr. Howard was able to be assigned to this position although the Jerome freeze is on. His assignment now is attributed to the fact that he was processed for appointment prior to the freeze.

Mr. Honderich stated the need for two additional Assistant Stewards and hopes that the position will be filled in the near future.

As of April 13 there has been a change in the Administrative Management Division. The Deputy Project Director's office is to be called the Assistant Project Director's office in charge of Administrative Management. Also, at the same time, the Block Managers, which have been under the Deputy Project Director, will probably be transferred to the Operations Division inasmuch as most of the services requested by the Block Managers involves activities of the Operations Division.

Mr. Campbell inquired as to how long the Statistical Laboratory would be in existence at the Central Utah Project. At the start it was anticipated that sixty to ninety days would be needed to complete the work Miss Evelyn Rose had, but it is now way past the estimated period of time. A comment was



made that we might look forward to about thirty workers from the Laboratory to ease the "labor crisis" when the statistical work is finished.

Mr. Bennett reported that some old striped aprons would be available to the post office workers as soon as they are surveyed. It was requested that Mr. Bennett get immediate survey action on these aprons.

Meeting adjourned at 11:25 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, May 2, 1944

10:00 A.M.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. George F. Lafabregue
	Mr. Campton D. Gooding	Mr. Walter W. Honderich
	Mr. Richard O. Marstella	Mr. Brandon E. Watson
	Mr. Vincent R. Gonzales	Mr. Roy P. Stahl
	Mr. Jerold S. Bennett	Mr. Gladstone V. Morris
	Mrs. Eralia V. Gonzales	

Not present: Mr. William J. Campbell  
Mr. William W. Hunter  
Mr. Earl C. Murray  
Mr. Melvin H. Robins  
Miss Chiyo Yoshii

Mr. Niesse opened the meeting and requested Mr. Lafabregue to make a report on annual, sick, and compensatory leave regulations as set forth in Handbook Number 90 and Emergency Instruction dated March 14 and received April 20. Mr. Lafabregue reported that this instruction will be put into effect as soon as possible and until then questions of relocatees regarding their vacation leave, etc., will have to remain unanswered. Another meeting of the committee, of which Mr. Lafabregue is chairman, is scheduled for May 4 and any suggestions or questions will be welcomed.

Mr. Watson discussed the new Handbook No. 85 on Supply. He voiced criticism on some of the suggestions made, stating that while they were theoretically ideal, they were impractical for project use. He discussed, in addition, the establishment of farm kitchens for feeding the Agricultural crews. He reported that Dr. Lawson, on detail from Gila for 45 days was establishing a diet program for those patients at the hospital needing special diets. Mr. Watson's report of the transfer of the Tofu and Bean Sprout Industries to Mess Management brought discussion as to payrolling and timekeeping of the crews. It was finally decided that they should be transferred to this Division as of May 1.

Mr. Honderich, as Chairman of the Safety Committee, reported briefly on the current Safety Program. The present Safety Committee is composed of Messrs. Murray, Miller, Roof, George Morishita, H. Watson, and Dr. Pressman. Meetings are being



held once a week on Thursday at 10:00 A.M. Mr. Roof reports on traffic and road hazards, and Mr. Miller reports on safety conditions in connection with his fire inspection. Mr. George Morishita reports to Mr. Miller on all automotive equipment, repair shops, and Agriculture. Reports from each of these people will be reviewed at the next meeting to determine if there is complete coverage of the whole project. Section Heads will be contacted by Mr. Morishita to determine if they have the proper accident report forms and also if they know how to use them. Mr. Murray is still handling all reports and records for the Compensation Commission and for Washington.

Mr. Niesse discussed the pending visit of the "Washington Examination Staff." The Granada paper reported their presence at Granada for possibly one month, from whence, Mr. Niesse believes, they may come here possibly sometime in June. Not more than ten days advance notice will be given the Projects of their arrival and Mr. Niesse suggested that we review all pertinent instructions since no advance information has been received as to the scope of their examinations. Mr. Boyce quoted Mr. Nichols as having said that the examination would probably include a detailed fiscal audit.

Mr. Lafabregue reported the result of the Bond Pledges. The results are slow but gratifying. It is hoped that every appointed employee will contribute 15% of his salary toward bond purchases. Those now buying 15% but who wish to buy more are entirely welcome to do so, according to Mr. Lafabregue.

The forthcoming meeting from May 29 to June 3 of Personnel and Transaction Officers will be aided materially by suggestions and questions submitted by the appointed personnel. Mr. Lafabregue invited all to submit their resident and appointed personnel problems and possible solutions by May 3 so that they may be submitted to Washington for inclusion in the agenda.

Mr. Gonzales then brought up the subject of accountability of property. Shall evacuees who are relocating be cleared of all responsibility immediately prior to their departure, leaving little or no time for survey action on tools reported lost or stolen? This question brought forth other questions on this subject as to whether the Section Head is responsible after the resident leaves, since survey action is impossible before his departure.

The proposal was then made that Washington be requested to establish a definite policy in this regard giving the Property Control Unit a basis to work on as to losses of property and whether an evacuee so charged should be allowed to leave the



Project without a complete and satisfactory property clearance. It was brought out in the discussion that Section Heads are not fully aware of their joint responsibility for the property in spite of several informative letters, conferences, verbal instructions, etc., that have been furnished on the subject. Mr. Niesse delegated Mr. Gonzales to give a five minutes discussion on the subject at the next staff meeting. Mr. Gonzales stated that perhaps it would be wiser to wait until the Washington instructions arrived before discussing the subject publicly since heretofore all reports have been of a positive nature. However, it was decided that the meetings were mainly to discuss problems and this was certainly a problem which would undoubtedly bring forth a "healthy" discussion. Mr. Gonzales accepted the assignment.

The old question of the practicality of the present routine system was revived. It was stated that Mr. Hughes had finally consented to its continuation until the present supply of code sheets was used up. Mr. Niesse suggested that we try another routing method in one section only as a test. The matter was left at a standstill until Mr. Niesse can review the file on this subject built up during the previous discussions.

Scheduling of hours for resident workers was the closing subject on the agenda. Mr. Gooding's office will contact Section Heads for work schedules of residents working other than regular hours.

Meeting adjourned at 12:00 M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, May 9, 1944

10:00 A.M.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. Jerold S. Bennett
	Mr. Campton D. Gooding	Mr. George H. Lafabregue
	Mr. Richard O. Marstella	Mr. William J. Campbell
	Mr. Earl C. Murray	Mr. Walter W. Honderich
	Mr. Vincent R. Gonzales	Mr. Brandon E. Watson
	Mr. Melvin H. Robins	Mr. William W. Hunter

Not present: Mrs. Eralia V. Gonzales  
Mr. Gladstone V. Morris  
Mr. Roy P. Stahl  
Miss Chiyo Yoshii

The subject of Vocational Training opened the meeting and it was announced that the Administrative Management Division was requested to give a report Friday morning at eight o'clock in the Project Director's Office as to the accomplishments for specific in-service training program and also the plans of the trainee program (which is \$12) for the next three months.

Mr. Niesse asked the Section Heads to attend this meeting and give a report of their respective section's Vocational Training activities which talk could be about five to ten minutes long. In the case of Mess Management, Mr. Watson as well as Mr. Honderich should attend the meeting which will enable Supply Section to give a comprehensive report.

It was suggested that some written material should be had which could be turned over to the Committee. In connection with this report, the Vocational Training Committee would like to know the number of trainees to be used during the summer months, those in training now who might eventually be assigned, and trainees who would be only for the summer months.

It was announced that the Washington Examination Staff's pending visit should be kept alive and the importance of their work realized. The full purpose of their work is not known; however, we should be prepared to report on any of our activities. It is hoped that they will be doing constructive work more than a matter of simple audit.

Property Control is still experiencing property difficulties although the situation has improved immensely within the last few months. It was stated that something should be developed



as to what we should do until the time the Examination Staff arrives. It was remarked that any assistance wanted by Sections in keeping property accountability cleared should be rendered by Property Control, but Mr. Gonzales said that Property Control does not want to do all the work because they do not know for certain whether all the property is there or not just by going through records.

It was stated that Granada's inventory was very intensively taken (e.g., closing warehouses for three days on non-issuance status) and that we should follow their method to get a complete inventory which we desire. Some objections were raised in particular about using this method for Mess Management inasmuch as during the summer months the food would spoil. Mr. Watson stated that at any rate the food as soon as it is delivered to the kitchens is considered expendable; therefore, the need for such a procedure does not seem practical to the Mess Management Unit.

The complete accountability of property was mentioned as being somewhat of an impossibility, but the position of Jerome was brought up as an example to stress the point that some day we must have accountability for everything.

Mr. Watson stated that he would like to take Mr. Laurence Jones down to the kitchens thereby giving him a clear picture of the operations in Mess Management. A teletype was received this morning from Washington approving Mr. Barlow's transfer from Property Control to Mess Management, but Mr. Gonzales said that Mr. Barlow will have to be deferred a while since Mr. Jones' transfer will leave Property Control only one man.

Mr. Gonzales stated that at the Property Control and Warehousing Meeting they came to the agreement that since the Delta Warehouse is now practically all dead storage, Mr. Skidmore's services should be utilized here on the Project. If they could have a car from the Motor Pool, the Delta Warehouse could be closed half a day. Mr. Gonzales said that they are ready to complete this new arrangement immediately if they could get the approval.

Mr. Skidmore reported to Mr. Gonzales that the two Delta Warehouse Guards are not on their duty as they should. In order to get the necessary guard service, Mr. Honderich suggested that a watch-clock system should be installed. He stated that a good justification would insure our request for watch clocks from Jerome. This idea was met unanimously by all.

A question was raised as to why we should keep so much lumber on hand. It was explained that some were reserved for personnel apartments instead of utilizing it for the school buildings.



Manual Release No. 63 states that not more than ninety days' supply of lumber shall be kept according to the WPB regulations.

Mr. Gonzales announced that contrary to the report the Deltans told Mr. Skidmore of a truck load of lumber having been seen leaving the warehouse area, a thorough check revealed that no boards of lumber were "unofficially" missing. The pilfering of lumber boards by residents is very acute, and the setting up of fence with V-mesh was decided upon since barb wires do not provide apt protection.

Mr. Lafabregue was asked to give his comments on the Evacuee Leave Regulations. He said that he hopes by the end of this week that they will be able to say that the thing is in action. The same interpretation to every worker is being stressed and the regulations being worked into simple language so that the average worker will understand it. A strong committee of resident and appointed staff should be initiated and hoped that reciprocal agreements will result to all concerned. Mr. Lafabregue further stated that the delay is regretted, but it is presumed that it will be presented to Mr. Ernst upon his return for final approval.

Mr. Honderich asked why the evacuee timekeeping could not be audited semi-monthly instead of daily. This point was discussed bringing in view the impossibility of even the appointed personnel who failed to keep accurate daily recordings which are audited semi-monthly. Mr. Boyce stated that although the daily timekeeping system should not be changed, the merits of streamlining certain activities should be looked into as the Examination Unit itself is going to lose seven out of ten workers within the next week leaving for seasonal work. Mr. Boyce further stated that he feels there should be one Central Timekeeping Unit instead of part of the work being done in Examination and the other in Cost Unit. Although it sounds practical, it was reminded that whatever is handled in the Cost Unit must be audited by the Examination Unit.

Mr. Lafabregue suggested that a memorandum be sent to all sections under Mr. Ernst's signature asking them to put in writing what their minimum need for personnel is. He mentioned that the Mess Management is doing it now. Since everyone is desperately in need of personnel and there are none, this definite commitment from everyone in order to have some medium to control personnel would be very helpful.

Mr. Niesse suggested that a plan should be established reducing the hours of service from the warehouse, except for Com-



missary, for better efficiency. Designating certain hours when warehouses would be open, such as, from 8:00 A.M. to 10:00 A.M. and from 1:15 P.M. to 3:15 P.M. would permit the streamlining of the warehouse organization. It was requested that the Finance Section give some serious consideration to the possibilities of maintaining warehouse service for four-five hours each day and that some recommendations be submitted. It was suggested that this matter be handled cautiously in order that a rumor will not be started to the effect that the warehouse workers are being reduced.

Mr. Niesse stated that we should dispense with the retail clothing store at the warehouse inasmuch as the sales are somewhat negligible. Mr. Myer, during his last visit, gave his verbal approval in our abolishing this service. It was suggested that perhaps the Co-operative Enterprises might be interested in buying the clothes if the cost were cut down. Mr. Honderich said that they have already been asked and they refused to buy it. Mr. Honderich stated that the residents are too style conscious to buy these articles. It is contemplated that the present stock of clothing, some of which is still stored in the original containers in the Delta Warehouse, will be declared surplus to our needs.

Mr. Campbell stated that there are surplus workers in the Statistical Laboratory and that they set a bad example to the other workers, especially in Block 2, by coming to work late and leaving early. When leaving work early many of them do not return directly home, but go visiting friends working in various parts of the center. He further stated that they certainly could be utilized more effectively in other sections.

Mr. Honderich was asked to report on the Safety Committee activities. He announced that a meeting is scheduled for this afternoon to set up a safety program of inspection duties which, at the present time, are not too adequate. Mr. Honderich also explained that the inspectors get discouraged at times when their report on a "hole in the wall" is not fixed after several months time.

Observance of Declaration Day (May 30) by the appointed personnel was questioned. Since it is the policy of the WRA not to observe holidays during the War Emergency, except for one day at Christmas, Declaration Day will be considered a work day. Perhaps some local plans of functions for the residents may be made which will be taken, as usual, out of their overtime.



Mr. Niesse stated that the form to be used in scheduling hours of work differing from the 8:00 A.M. to 12:00 M. and 1:15 P.M. to 5:15 P.M. has been developed, and the form was shown to the staff. This form should be prepared at the beginning of each week by each Section. It was remarked that in reviewing some of the recent time reports, it is evident that Section and Unit Heads are certifying hours of work that differ from the actual starting and quitting times. A specific case is that of the night tractor crew which begins work somewhere around four or five in the evenings, but time records show from eight to five.

The Washington Office was informed by us that the liquidation of 20,000 hours of compensatory overtime would be effected in May and June. It was remarked that we have not even started to do this and we should make good some of our promise. A suggestion was made that Section Heads be notified formally of this matter.

It was announced that one Section Head had started a rumor to the effect that cash payments would be paid for compensatory overtime. Mr. Boyce said he is sure that no one in the Administrative Management started this rumor.

Mr. Watson professed that he does not like to sign any compensatory overtime at all even though he is getting short-handed. It was mentioned that the method of liquidating overtime is a sectional problem and we must give serious thinking to this matter.

Mr. Honderich said that a central whistle is the only thing which will keep uniformity in mess hours since the clocks in the mess halls could be changed. A steam whistle at the Motor Pool could be utilized for mess hall hours and work hours which should be beneficial to all.

Closing the meeting was the discussion on the fifty cars which is going to be stored in the Delta Warehouse. These cars will remain there until such time as a Treasury Department sells it.

Meeting adjourned at 11:50 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, May 16, 1944

10:00 A.M.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. George H. Lafabregue
	Mr. Campton D. Gooding	Mr. William J. Campbell
	Mr. Earl C. Murray	Mr. Walter W. Honderich
	Mr. Vincent R. Gonzales	Mr. William W. Hunter
	Mr. Melvin H. Robins	Mr. Brandon E. Watson
	Mr. Jerold S. Bennett	Mr. Roy P. Stahl
	Mr. Cleo D. Bishop	Mr. Laurence R. Jones
	Mrs. Eudora M. Reed <i>ER</i>	Mrs. Eralia V. Gonzales
	Mr. Gladstone V. Morris	

Not present: Mr. Richard O. Marstella  
Miss Chiyo Yoshii

The ever-important subject of Personnel opened the meeting by informing the staff to further utilize the list of names of available employees that Personnel Section passes around. It was also stated that names of any individual we feel might be interested in getting jobs here should be submitted to Mr. Lafabregue. A possible source for prospective employees may be the National Parks and also the Reclamation Bureau. Several employees of the Central Administrative Services are also being terminated.

Mr. Niesse announced that Mr. Lafabregue and Mr. Rantala are leaving tomorrow for Salt Lake City to recruit personnel. A week after their return, they will leave for Denver, Colorado, to attend the Personnel Meeting from May 29 to June 3. The agenda has been summarized and will be passed out to Section Heads and it was requested that some serious thinkings be given for comments. There will be ten days in which to send comments to Mr. Lafabregue.

Mr. Niesse stated that a list of twelve employees, terminated subsequent to March, will be sent to Section Heads to make supplementary efficiency ratings. He emphasized that the underscorings apply to the position and that if a copy of underscored ratings for the job is not on hand to get one from Personnel Section. These must be submitted to the Personnel Section by the 19th.

Mr. Niesse announced that the Personnel Section has summarized the bond drive. In the Administrative Management Division,



there are seven employees not yet buying their 15%; and Section Heads should contact the individuals personally. This list will be sent around today. It was commented that the Administrative Management Division has always made a good showing and we should continue this. Some of these bond purchases are quite high--as high as 34%.

Mr. Niesse stated that a teletype from the Washington Office advised us that we would have to prepare our First Quarter 1945 Fiscal Year budget. This budget estimate is to start this week. It was explained that even though we do not know our budget allotments for the 1945 Fiscal Year, we must go through all motions. Mr. Boyce will send out the usual memorandum establishing the figure for the sections. It was suggested that the Fourth Quarter Budget be used as a guide for form as well as the 1945 Fiscal Year Budget, which is in detail and which, also, was commented by the Washington Office as very good.

Some definite attempts have been made to streamline work, and a good example of this is the contemplated reduction in the number of hours of service at the Warehouse. It was suggested that by further streamlining of work, the number of persons needed in various Sections could be determined here instead of by the Washington Office.

It was proposed that the Delta Warehouse be closed with twenty-four hours a day guard service and the storekeeper assigned to the Project inasmuch as there are very few issuances of property. Due to the storing of fifty pieces of old equipment at the Delta Warehouse, which will be kept there until such time as Treasury Department sells it, it is essential that guard protection be furnished twenty-four hours a day.

Mr. Honderich announced that five men have been appointed from the Community Council to the Safety Committee with Mr. Kichizo Kanzaki as chairman. Mr. Honderich has a Safety Committee Meeting once every week, but the Councilmen do not want to meet with them regularly. He further stated that the reporting of accidents is not being made promptly, in fact, cases three months old have been brought to light recently. Mr. Niesse mentioned that the Compensation Commission has a time limit for reporting accidents. All accidents should be reported to Mr. George Morishita, phone No. 25, Fire Station.

It was stated that the Washington Office has not developed anything for a Safety Program, but the Center is getting



experienced in this field. Transportation methods were discussed as to the overloading of passengers and the lack of end-gates for passenger-carrying trucks. It was thought that perhaps cables might work instead if end-gates are unavailable.

Mr. Robins inquired whether a new Survey Board had been set up yet to which Mr. Boyce replied that the Committee composed of Messrs. Clifford L. Purcell, Chairman; Wayne Sutton; and Mervin A. Bosh had been selected with Messrs. Robert W. Roof, George L. McColm, and William J. Campbell as alternates. It was suggested that Mr. Robins attend the Survey Board Meetings in an advisory capacity, and Mr. Boyce will put this in writing. It was decided that property to be surveyed should be "cleared" up each week. Whenever property that is charged to the individual is lost, survey action should be taken immediately after the loss is known. Survey actions of lost property should not be deferred until the employee is ready to leave the Center.

In line with this subject, Mr. B. Watson stated that the Mess Management Survey Board was working out very well. A question was raised by Mr. Gonzales as to why the Project Survey Board could not take care of everything. Mr. Watson stated that if the group will meet regularly (e.g., every Saturday afternoon after the Staff Meetings), this would probably work out satisfactorily, too. It was concluded that if the Project Survey Board functions properly, the Mess Management Survey Board may be discontinued. Mr. Robins will work on this matter.

May 13 issue of the Topaz Times announced the closing of Blocks No. 8 and 41, but the Block Managers are very opposed to it. The closing of these two blocks have been in the planning for at least six months, but nothing was done concretely. It is easily seen that as population in the blocks decreases, the center reaches a certain point of economical operation. It was pointed out that although the block people may be self-sufficient, the large percentage of workers concentrated in one block does not alleviate the labor shortage, which is becoming uncomfortably acute.

Mr. Campbell narrated an interesting story about a resident in Block No. 8 who decided to move to her mother's block because of the undesirability of eating in another mess hall. Arrangements were made to the young wife's satisfaction, but when the husband learned that the block apartments were going to be closed as well as the mess hall, he refused to move stating he did not want to be the first one to oblige the Government.



Mr. Niesse stated that the Project Director's recent letter regarding the term "Planning Board" is well worth reading. This letter will be circulated to the Section Heads.

Mr. Niesse announced that two weeks ago we received a new procedure on control of entry and exit of residents. This simple plan will record each person leaving the Center Area by any of the five gates through the use of red and blue badges. This plan will go into effect by June 1 unless we want to tell Washington of some changes. Mrs. Eudora Reed is our first Gate Clerk and will operate mainly at the Main Gate. This new Gate Control procedure will be the responsibility of the Statistical Section.

It was announced that the Washington Office had asked Projects to show the amounts of cash advances to aliens and citizens for a ten months' period. It becomes necessary to go through every voucher card for every payment whether the person is on the center or not. It was suggested to Mr. Campbell that it would be well to signify on the assignment card when being assigned whether one is a "C" or an "A" in the event that more of this type of questions are asked. Mr. Campbell stated that he has recordings of this classification which Mr. Boyce could easily use. The compilation of this report will take a lot of manpower.

Meeting adjourned at 11:00 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, May 23, 1944

10:00 A.M.

Mr. Niesse presiding.

Presiding:	Mr. Doren B. Boyce	Mr. Brandon E. Watson
	Mr. Campton D. Gooding	Mr. Roy P. Stahl
	Mr. Earl C. Murray	Mr. Laurence R. Jones
	Mr. George H. Lafabregue	Mr. Cleo Bishop
	Mr. William J. Campbell	Mrs. Eudora M. Reed
	Mr. Walter W. Honderich	Mr. George L. Stewart
	Mr. William W. Hunter	Miss Chiyo Yoshii

Not present:

Mr. Jerold S. Bennett
Mrs. Eralia V. Gonzales
Mr. Vincent R. Gonzales
Mr. Richard O. Marstella
Mr. Gladstone V. Morris
Mr. Melvin H. Robins

The first subject opening the meeting was the discussion on the 1945 First Quarter Budget. The estimated average population of 6350 will be used as a basis for the overall program. It was suggested that Section Heads view realistically the shortage of labor when estimating personal services.

Mr. Niesse announced that the annual and sick leave regulations for the residents were thought to be retroactive to January 1 according to the Emergency Instruction of March 14, 1944, but a teletype received May 20 stated that it will not be retroactive to January 1. The overtime performed subsequent to January which is not liquidated within the ninety days will be paid at rates specified. We are also faced with paying overtime that was performed in January and February.

Mr. Gooding reported that Office Services, Motor Pool, and the Fire Department have submitted their Schedule of Work Hours, and other Sections, such as, Mess Management, Agriculture, Health, Engineering, etc., have not yet submitted their outline. It was stated that there are approximately ten Sections which work hours other than the 8:00 A.M. to 12:00 M. and 1:15 P.M. to 5:15 P.M. schedule.

Mr. Lafabregue announced that the agenda for the Personnel Conference has been received and that it looks very technical. He stated that he is circulating the agenda to the Section Heads and asked for comments to be given him for ideas. Mr. Lafabregue also stated that the issuance of work clothing would be discussed.



Mr. Niesse announced that effective June 1 there will be no hiring of workers for domestic services other than through the Co-operative Enterprises. A memorandum is being issued to this effect to the appointed personnel, and the Co-op will also announce this change to the residents. So long as the Co-op is able to get workers and the charges for domestic services are not too high, it may work satisfactorily. The Co-op will probably have hourly and monthly rates established at a nominal cost. Mr. Honderich stated that Dr. Hoffman requested Mr. Province in Washington to change the word "comparable" to "reasonable" thereby making the phrase to read "rates will be reasonable [to other communities of this size]."

Mr. Niesse stated that two weeks will be the limit for annual leave for summer vacations. It was stated that a schedule should be set up which would show any person's contemplated absence in order that no department will be left without an appointed personnel. This schedule should be maintained at least during the summer months.

Mr. B. Watson inquired whether Mr. Barlow could be transferred to the Mess Management Unit, but the definite transfer date is not yet decided. A storekeeper is being transferred here from the Jerome Center around June 10 after the Center is closed.

Mr. Honderich stated that OEM and WRA forms should be anticipated well in advance and a requisition submitted to the Procurement Unit in proper style. It was complained that intelligent plannings were not being made for many items purchased during the quarterly period. It was suggested that the Procurement Unit issue a memorandum announcing definite operating plans on a ninety days program in line with the quarterly budgets.

Mr. Honderich stated that an inspection through the Delta Warehouse showed a large amount of surplus items and further stated that the Project should try to dispose of it.

Another item that is surplus to our needs is the clothing being sold at Warehouse 121. These will be declared surplus to the Washington Office after June 1.

It was announced that the Council Safety Committee was meeting with the Project Safety Committee and Gate Clerks this morning to clarify the new Gate Control Procedure. Requests for passes will be submitted in the same manner and the main changes being the use of new forms and the issuance of blue and red badges when residents leave the Center Area.



Mr. Murray inquired about the "docking of time" for the Finance workers, who are posting their own time daily on a honor system, and workers in other Sections arriving late and leaving early still receiving full credit while his workers are penalized. It was pointed out that this was an old problem which yet needs to be solved; therefore, the new plan is being tried on an experimental basis in the Finance Section.

Meeting adjourned at 11:20 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, June 6, 1944

10:00 A.M.

g.R.  
g.S.  
g.H.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. William J. Campbell
	Mr. Campton D. Gooding	Mr. Walter W. Honderich
	Mr. Richard O. Marstella	Mr. William W. Hunter
	Mr. Earl C. Murray	Mr. Brandon E. Watson
	Mr. Vincent R. Gonzales	Mr. Roy P. Stahl
	Mr. Melvin H. Robins	Mr. Laurence R. Jones
	Mr. Jerold S. Bennett	Mr. Shelton T. Barlow
	Mr. Cleo D. Bishop	Mrs. Eralia V. Gonzales
	Mrs. Eudora M. Reed	Miss Chiyo Yoshii
	Mr. Jesse C. Holt	

Called in: Mr. W. Wendell Palmer

Not present: Mr. George H. Lafabregue  
Mr. Gladstone V. Morris

The opening subject of the meeting was the announcement that perhaps the Paint Maintenance Shop would be established temporarily in couple of rooms down in Block No. 2 inasmuch as the fire this morning at Warehouse 103, which was stored with paints, etc., destroyed that part of the building beyond immediate use. The section used for the office of Maintenance and Operations was only slightly damaged.

Inquiry was made of Mr. Campbell as to how soon the Personnel Section could get ready for the contemplated moving to the Relocation Building and the Relocation Staff doing a reverse move. Mr. Campbell stated that the Personnel Section can move at any time.

Contemplated purchases for materials, supplies, and equipment for the balance of this month, if not already done so, should be submitted to the Procurement Unit as early as possible. If Divisions and Sections have forwarded their requisitions, it would help the Procurement Unit to be so advised in order that transactions can be effected. Community Management Division will give us a memorandum of their status, and Mr. Honderich stated that the Education Section is about through with their listings.

Mr. Palmer stated that he believed the Agriculture's contemplated purchases were all right. He further stated that most



of the money was allocated to Account 08 for cattle purchases, which buying is starting about the 10th of June.

Mr. Gonzales asked how many desks were requested from the Jerome list, and Mr. Honderich replied that approximately sixty desks were ordered for the school and not very many besides this special request. In line with this subject of the Jerome list, Mr. Bennett stated that the condition of the equipment were mostly "D" and "E"; therefore, Agriculture and Motor Transport Sections definitely did not want anything from the catalog. Mr. Niesse stated that we should notify the Washington Office so that they will know we do not desire equipment for these two Sections.

Mr. Palmer was requested to attend our meeting this morning to discuss the new Gate Control procedure as it affects his Section. Mr. Purcell, although requested, was unable at this time to attend the meeting to present his problems as the new procedure will affect the egress and ingress of his motor equipment and drivers. Mr. Palmer's main concern is over the fact that this procedure of exchanging a work pass for a badge (and vice versa when returning to center) will considerably delay the expediting of groups of workers to the farm. It is understood by the staff that the morale of the farm workers is attributed greatly to the fact that not much "fuss and ado" is experienced as they leave the Center Area; therefore, Mr. Palmer requested that consideration be given to the speedy handling of the badge system.

Various suggestions were made during this discussion, some of which led away from the control system itself. It was explained that the delay of setting forth this new procedure was for our benefit so that when in operation, it will go smoothly. It was also stated that the full co-operation of the Section Heads must be had for the Gate Control to be successful.

A teletype was sent to Washington on May 30 regarding foot hikers asking whether the back gates could be used for departures from the Project Area instead of only the Main Gate. If approval is granted, the hikers will be allowed a quicker and easier access for areas south of the Project.

Another item discussed was the overtime which has been accumulated by resident workers in January and February and which is not compensated by time-off within the ninety day period. This overtime will be paid to residents on approval by the Project Director. It was also stated that a teletype from the



Washington Office said that overtime performed prior to January 1, 1944, cannot be paid in cash; but in order to assist us in liquidating this overtime to give workers time off, we are permitted to employ additional replacement workers during this period to take care of fifty percent of the accumulated overtime. The other fifty per cent is to be liquidated through established procedure, by allowing workers time off from duty.

Mr. Niesse brought up the subject of the semiannual report which will cover the period, January 1 to June 30. He stated that he plans, as far as the Administrative Management Division is concerned, to have the Section Heads report on activities within their Sections. Mr. Niesse further stated that in preparation for this, a discussion would be held at the Planning Board meeting tomorrow.

It was announced that Mr. Barlow was transferred over to the Mess Management Unit from the Property Control and Warehousing Unit, but on a part-time basis for the present time to relieve the shortage of storekeepers at the Warehouse.

Mr. B. Watson is leaving for a few weeks and during his absence, Mr. Roy Stahl will be in charge.

Mr. Gonzales brought up the oft discussed subject of the honor system of timekeeping. He stated that he did not believe the honor system should be tried on an experimental basis in the Finance Section inasmuch as the Finance workers are about the most hardest working groups in the Project. It was felt that this system is not working, that is, no matter how early or late they arrive to work, the time, 8:00 A.M., was always put down. Mr. Gooding said that as far as the amount of work done is concerned in his Cost Unit, it is good if not better although the exact arrival time is not accurately recorded by the workers. Mr. Gonzales strongly stated that the Property Control staff believes that this honor system is not working and that they do not like it.

Mr. Boyce further stated that many workers when looking for work do not consider the Finance Section a likable place to be employed because of the Finance workers staying until 5:15 P.M. and not leaving earlier. As an example, many resident workers, going after friends working at the Finance Building before the 5:15 quitting time, are requested every two-three months to refrain from calling them from their work before actual quitting time.

Meeting adjourned at 11:45 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 4, 1944

10:00 A.M.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. Vincent R. Gonzales
	Mr. Campton D. Gooding	Mr. Melvin H. Robins
	Mr. Earl C. Murray	Mr. Jerold S. Bennett
	Mr. David E. Davis	Mr. Walter W. Honderich
	Mr. Cleo D. Bishop	Mr. William W. Hunter
	Mr. George H. Lafabregue	Mr. Roy P. Stahl
	Mrs. Eralia V. Gonzales	

Not present:	Mr. Shelton T. Barlow	Mrs. Eudora M. Reed
	Mr. William J. Campbell	Mr. George L. Stewart
	Mr. Laurence R. Jones	Mr. Brandon E. Watson
	Mr. Gladstone V. Morris	Miss Chiyo Yoshii

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

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

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

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

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



Personnel Office in Block No. 2 to be a handicap in prompt handling of vacation leave.

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

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

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

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

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

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

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



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

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

Meeting adjourned 11:45 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 11, 1944

10:00 A.M.

*file*

Mr. Niesse presiding.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

Meeting adjourned 11:50 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 18, 1944

10:00 A.M.

*file*

Mr. Niesse presiding.

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

Not present: Mr. William J. Campbell  
Mr. Gladstone V. Morris

Mr. Edward W. Matthews, who was formerly with the General Accounting Office, was introduced to the staff as the new Assistant Cost Accountant.

The breakdown of resident personnel positions was discussed with the emphasis being placed on the idea of "elimination, curtailment, and consolidation" for determining job positions. Washington allotted 2,700 positions and since they are not broken down to activities, we will have to do it. Mr. Lafabregue has worked out a schedule showing the total number of positions requested, number presently occupied, and a figure to be estimated and determined. Personnel Management Section will estimate the positions required in various activities rather than wait until all estimates are submitted by the Sections. This estimate should be done by the 24th of July. As allotted in the budget, \$138,000 will be distributed accordingly to the number of positions.

All quarterly requisitions, exclusive of Mess Management, should have been in by the 15th of July. Mr. Hunter reported that none have been submitted to date. Mr. Honderich stated that Education started their daily dribble of requisitions, but Mr. Noble was requested to submit a quarterly requisition inasmuch as their supplies are not needed until September. Mr. Niesse stated that he will discuss this subject at the Director's Meeting tomorrow morning.



It was stated that in line with the planned cut-down of the Delta Warehouse for use only as a dead end surplus storage space, additional guard position is necessary to provide day and night watch service. If this request is approved by the Washington Office, Mr. Skidmore, Storekeeper, will be transferred to the Project.

The advisability of the Supply and Finance Officer working together on surplus items was discussed. With regard to this subject, our surplus clothing was reported to Washington Office as available to the Oswego Refugee Camp in reply to their inquiry.

Mr. Niesse announced that within the next few days a list of personnel within the Administrative Management Division on a spread sheet will be sent to the Section Heads for each member of the staff to list their preferred dates for vacations from now until December 31. This will be a tentative schedule. Personnel Management Section will have control for entire Project and confer with other Divisions. Vacations in excess of two weeks must have a justification, but we should try to abide by the Director's order of not exceeding twelve continuous leave days.

Signing of official correspondence will be by the Project Director with exception of Relocation and Legal Division. Transmittal of reports will be signed by Assistant Directors on a by-line instead of Unit or Section Heads. It will be the responsibility of the Assistant Directors to bring to the Project Director's attention any necessary reports. Office Letter No. 27 will be revised accordingly.

The Field Examiners are expected very soon as we are already holding mail which has been forwarded here for the examiners. All phases of project operation will be examined, and this will be a "physical" examination as well as a fiscal check-up. Stay will presumably average four to six weeks and four to five in a crew. Their visit has been mentioned repeatedly in the past months so that we will be prepared and can spend sometime with them.

(Letter received from S. Cahn, Chief of Field Examination, Washington Office, on July 18, 1944, P.M., stating that although Mr. Edwin E. Hitzemann, Field Examiner, was expected to arrive shortly, circumstances necessitated a change in plans.)



Lately favorable comments have been expressed of the Food Advisory Committee; therefore, Mr. B. Watson was requested to explain to the staff their program. The Committee is composed of members of the Community Council, key workers in Agriculture, Block Managers, key foremen in Commissary, appointed staff stewards, and chefs from the village. Mr. Watson gave an interesting brief on his Committee.

Mr. Niesse announced that there is considerable talk within the Division regarding the manpower commission, but we have to move ahead quickly. At least by the 22nd of this month, comments should be submitted by Sections on this subject. Mr. Lafabregue stated that there is a meeting this Friday at 10:00 A.M. with the Project Director; the three Assistant Project Directors; Personnel Officer; Supply Officer; Project Steward; Reports Officer; Chief, Agriculture Section; Chief, Engineering Section; Medical Officer; Vocational Training Supervisor; Council; and other representative groups.

The Supply Officer has been selected to give summary report as to mess workers--analyzation of the number of workers and population. It is planned to select two-three committees composed of both appointed staff and residents to work out problems of this commission. After the initial Friday meeting, directives will be forthcoming regarding plans. The Administrative Management Division is requested to have factual comments ready by Thursday.

Meeting adjourned 11:35 A.M.



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, July 26, 1964 10:00 A.M.

Mr. Biesse presiding.

Presents:	Mr. Doran B. Boyce	Mr. George E. Lafabregue
	Mr. Compton B. Gooding	Mr. William J. Campbell
	Mr. Vincent B. Gonzalez	Mr. Walter W. Honderich
	Mr. Roland H. Young	Mr. Brandon E. Watson
	Mr. David E. Davis	Mr. Roy P. Stahl
	Mr. Marvin A. Beah	Mr. Laurence E. Jones
	Mr. Cleo E. Bishop	Mr. Shelton T. Barlow
	Mr. Edward W. Matthews	Mr. Gladstone T. Morris
	Mrs. Maryne E. Finlinson	Mr. Grant E. Brown

Not present: Mr. Marvin P. Palos  
Mr. Jerold S. Bennett  
Mrs. Kralia V. Gonzalez  
Mr. William H. Hunter  
Mr. Edwin E. Robins

Manpower Commission

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

Compensatory Overtime

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



### Domestic Services

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

### Bonding Employees

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

### Supply Program

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

### Seizure Property

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

### Spanish Consular Visit

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



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

#### Personnel Recruiting

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

#### Washington Instructions

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

#### Use of Government Equipment

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

#### Jerome Supplies

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

#### Post Office

Mr. Henderich reported that the doors of the Post Office are closed at nights around 5:15 and the only inconvenience is when people want to mail their letters at nights. To correct this, slot holes will be made on the outer walls to permit mailing directly from the outside.



### Daily Work Pass

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

### Ice Deliveries

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

### Gate Control

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

### Driver's License

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

### Staff Party

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

### Work Schedule

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

Meeting adjourned at 11:45 A.M.

cc: Mr. L. T. Hoffman  
Mr. R. F. Holl  
Mr. R. P. Sanford  
Mr. R. A. Ranken



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Tuesday, August 1, 1944

10:00 A.M.

*gdp*  
*file*

Mr. Niesse presiding.

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

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

Called in: Miss Leah K. Dickinson

Observatory Member: Mr. Perry Carmichael

New Staff Member

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

Relocation

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

Spanish Consular

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



### New Instructions

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

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

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

### M.P. Buildings

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

### Manpower Commission

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

### Vocational Training

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



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

Coal

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

Office Services

Three bicycles have been received for Office Services.

Meeting adjourned 11:45 A.M.

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



1 - ~~E. Gonzales~~ *YRB*  
2 - ~~J. P. Bowen~~

*file*  
*YRB*

ADMINISTRATIVE MANAGEMENT DIVISION STAFF MEETING

NOVEMBER 14, 1944  
11:00 A. M.

PRESENT:

Mr. Niesse	Mr. Stahl	Mr. Barlow
Mr. Boyce	Mr. Hunter	Mr. Campbell
Mr. Morris	Mr. Howard	Mr. Gonzales
Mr. Wenderich	Mr. Bennett	Mrs. Gonzales
Mr. Lafabregue	Mr. Young	Mr. Kimball
Mr. Rosen	Mr. Jones	Mr. Egan
	Mr. Robins	Mr. Davis

1. Mr. Niesse reported that Mr. Stahl had been designated as Acting Chief Project Steward concurrent with the resignation of Brandon Watson. Any cooperation that might be given Mr. Stahl in this position would be very much appreciated.
2. It was reported that a meeting would be held on Thursday, November 16th at 2:00 p.m. in the Adm. Rec. Hall for the purpose of reviewing Section 20.9.1 - 11, of the manual covering procedure for keeping manuals and handbooks correctly filed and up to date. In those cases where an individual other than the section or unit head is maintaining the manual and handbooks, it will be desirable for that person to be in attendance. It was requested that each section head indicate to the Office Services Section the names of those individuals from his section who will attend the meeting; also, that each person bring with them the handbooks and manual from the office they represent.
3. Mr. Niesse said that Dr. Paul Popenoe, Head of the Institute on Family Relations, from Los Angeles, California would speak in Delta tonight at 8:00 p.m. on "The Changing Family in the Changing World". The Willard County School District has arranged for a bus to pick up members of the appointed staff and residents from Topaz who wish to hear this address from Dr. Popenoe.
4. Mr. Lafabregue reported on the Sixth War Loan Drive, which will get underway Friday of this week. He said that Division Chiefs will delegate the responsibility to their Section Heads and they in turn will handle the drive in their sections. The goal for the WRA has been set at 35% of each individuals gross payroll, with emphasis being placed on increased payroll savings. It was, therefore, requested that all employees put their efforts to help reach this goal.
5. Mr. Kimball reported that the change in timekeeping procedure is progressing according to schedule.



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

Meeting adjourned 12:30 Noon



LKB

ADMINISTRATIVE MANAGEMENT DIVISION MEETING

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

Mr. Niesse presiding.

Present:	Mr. Doren E. Boyce	Mr. Walter W. Honderich
	Mr. Vincent R. Gonzales	Mr. William W. Hunter
	Mr. Ben B. Baca	Mr. Roy P. Stahl
	Mr. George H. Lafabregue	Mr. Shelton T. Barlow
	Mr. William J. Campbell	Mr. Melvin H. Robins
	Mr. Ralph E. Howard	Mr. Jerold S. Bennett
	Mrs. Eralia V. Gonzales	Mr. Gladstone V. Morris

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



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

Meeting adjourned 5:40 P.M.

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



ADMINISTRATIVE MANAGEMENT DIVISION MEETING

Wednesday, January 3, 1945 4:00 P.M.

Mr. Niesse presiding.

Present:	Mr. Doren B. Boyce	Mr. William W. Hunter
	Mr. Herman C. Kimball	Mr. Roy P. Stahl
	Mr. Roland E. Young	Mr. Laurence R. Jones
	Mr. Ben B. Baca	Mr. Shelton T. Barlow
	Mr. George H. Lafabregue	Mr. Melvin H. Robins
	Mr. William J. Campbell	Mr. Jerold S. Bennett
	Mr. Grant R. Bowen ✓	

Mr. Niesse discussed the proposed Denver Meeting of January 8 to 13 and reminded the staff that comments with regard to the new revised Priorities Handbook 20.7 and the revised Property Handbook should be forwarded to him before Friday evening. Also any other problems, suggestions, or recommendations from various Sections may be submitted to be discussed at the Denver Meeting.

This was the first meeting of the Administrative Management Division held since the revocation of the Exclusion Orders. Mr. Niesse inquired of the staff as to some of their experiences in regard to the feelings of the resident workers. A general discussion followed on this subject by all members.

Mr. Bowen gave a brief report on the new Gate Procedure which will utilize the services of the Military Police, Internal Security, and the Statistical Gate Clerks as a combined force in the new Gatehouse.

WRA Field Records, as presented in Administrative Notice No. 199, was discussed and explained by Mr. Boyce. This survey must be completed by the end of this month and initial action will be taken immediately to permit an orderly survey. It is felt that unnecessary papers should be salvaged for the paper scrap drive and other papers which should not be brought to the attention of the general public be burned.

Mr. Boyce reported that as of January 2 there are only nine overtime checks to be distributed. It is thought that this old business will be cleared up quite soon.

Meeting adjourned at 5:45 P.M.



STAFF RELOCATION COMMITTEE MEETING

Project Director's Office  
July 4, 1945  
Wednesday, 9:00 A.M.

MEMBERS: Mr. L. T. Hoffman                      Mr. J. G. Atkinson  
          Mr. Raymond P. Sanford                Mrs. Mary Lue Cochran  
          Mr. Roscoe E. Bell                    Miss Eleanor Gerard  
          Mr. Gilbert L. Niesse                 Mr. Perry Carmichael  
          Mr. E. W. Conrad                     Dr. LeGrand Noble  
          Mr. Grant R. Bowen                    Dr. Oscar F. Hoffman  
          Mr. Claude Pratt                     Mr. Lloyd Buchanan  
          Mr. Sekerak                          Miss Leah K. Dickinson

PRESENT: Mr. Hoffman, Mr. Niesse, Mr. Conrad, Mr. Kimball,  
          Mr. Bowen, Dr. Carmichael, Mr. Buchanan, Mrs. Cochran,  
          Dr. Hoffman, Miss Gerard, Mr. Pratt, Mr. Atkinson,  
          Mr. Sekerak, Mr. Dingley, Miss Mack, Mrs. Jenkins,  
          Mr. Rex Lee, Chief Relocation Division Washington,  
          Mr. Haight of Salt Lake City and Miss Dickinson.

Miss Dickinson announced that Mr. Atkinson arrived last week to enter upon the duties of Acting Evacuee Property Officer. His first heavy assignment will be to get the evacuee property now stored at the project warehouses in order and under control. We hope soon to learn the extent of this problem. Mr. Lee commented that the real deadline on the moving of property stored on the project is the final closing date of the center. It does not seem to be good sense to insist on the evacuees taking their goods if they do not have permanent housing but we should continue to push those who are really in a position to move their goods.

Mr. Pratt reported on resettlement assistance. We have received applications from 17 families to date. With average grants from \$34.00 to \$257.00 we have allocated about 5% of our total amount allotted for this purpose. We are still uncertain as to the handling of insurance and will wait until Mrs. Lane's visit to settle this question. Mr. Pratt said that many field offices seem not to be adhering to the eligibility requirements. They send very sketchy information and we have to send back for fuller information. Mr. Lee promised to study some of those cases and correspond with the field offices on this matter. On the question of cases of dependency which would not be accepted by a state of which the applicant was not a resident, Mr. Lee advised that such cases be sent to Washington for negotiation.



There was some discussion of the closure of Topaz schools. A letter is being sent to all families in the center to assure them of the fact that there will be no school facilities in Topaz in the Fall. Mr. Hoffman reiterated that a statement from Director Myer on this subject would be helpful.

There was a discussion of the visiting procedure which the relocation staff is finding a genuine nuisance. It is far too time-consuming. We are ready to recommend that all visitors pay and there be no limitation on these visits for this is what is causing most of the difficulties. We have to recommend on all cases which will exceed the visit of 30 days prescribed by procedure and in almost all cases these extensions are justified by reason for relocation plans. We are willing to continue investigating all unexplained over-stayed visits and for cases requiring non-paying status. However, the justifiable exception is rapidly becoming the rule. Mr. Lee agree to take this matter under consideration.

Mr. Hoffman initiated a discussion of center closing date. He said that evacuees with whom he has discussed this matter have not seemed to be disturbed about the prospect of an earlier closing date. We have felt that there should be a closing period rather than a closing date. This period probably should be from November 1 to December 1. Relocation would be voluntary up to November 1, and would be scheduled movements from November 1 until December 1. He emphasized that all efforts should be made to persuade people to come in to see if we can solve their problems of relocation before November 1. WRA will accept the responsibility for only those cases in which we cannot work out a solution.

Mr. Haight spoke briefly on the Buddhist conference recently held in Salt Lake City. He felt that this had been a very successful event and the group were very serious in their effort to solve the problems of relocation Buddhists. They appreciated very much the efforts made by the Project Director of Central Utah Project in their behalf. They have decided to move their headquarters to San Francisco during the next 60 days. They are preparing to accept through the Board of Trustees of the Buddhist Church of America the responsibility of arranging for transportation and storing a goods presently stored in the Buddhist Temple in San Francisco.

Mr. Dingley demonstrated the use of block maps as they are kept up to date and coded by district workers. This is a visual device whereby the worker can measure progress in becoming acquainted with the problems in his district.

Mrs. Cochran brought up the question of institutional cases now at the Provo State Hospital. The WRA contract for payment for the care of such cases expired July, Mr. Lee explained that this



deadline referred primarily to California in passing the responsibility for such cases to the state and county. He advised that the State Hospital at Provo should start negotiating with the State of California for the payment for or transfer of such cases.

Leah K. Dickinson  
Executive Secretary