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Denver Meeting of Administrative Officers
and
Finance and Supply Representatives

Monday, January 8th

The conference was opened by comments by Mr. Malcolm Pitts, Assistant Director, in which he outlined the present status of WRA and the goal toward which we are working.

The purpose of the meeting was described as an outline of Administrative Management responsibilities in the liquidation of the centers. He discussed the background of the Army's action in opening the West Coast and outlined the method by which the Army prepared their three lists of names and the subsequent adjustments made thereto.

He outlined the liquidation program with the following statistics:

| | |
|---|--------|
| Estimated Population of all Centers as of March 1945 | 60,000 |
| Anticipated relocation March through June | 16,000 |
| Anticipated Relocation July through September | 12,000 |
| Balance to be relocated by December 31, 1945 | |

He reviewed briefly the post exclusion program as weighed out in the Administrative Notice 158 with brief references to the stopping of all construction for the time being, the closing of the schools, and the needed adjustments between centers of inventory balances.

In regard to personnel problems, he indicated that it was planned to allow the Project Director all possible flexibility in the movement of personnel. The personnel notice of December 23 was prepared with this thought in mind.

Under this memorandum practically all authority for personnel actions that had previously been vested in the Washington office has now been extended to the centers.

In regard to personnel ceilings, Mr. Pitts indicated that they have been unable to persuade the Bureau of Budgets to increase our ceiling to assist in liquidation of the centers so that for the time being, all liquidation program must be handled under our present ceiling with the possibility that adjustments between centers may be made where feasible.

During a subsequent discussion of personnel, it was indicated that centers could recruit up to their maximum ceiling and in the event they exceed that ceiling for a short period of time, temporary transfers of positions between centers would be made to cover any such excess.

Present indications were that there would be no immediate action by the Army to remove the Military Police contingents from the centers. This removal will be contingent upon the final segregation of the various detainees as listed by the Army.

At the time the Military Police are removed, it will be necessary for WRA to increase their Internal Security Staff for gate control and for protection of Government property.

Since the projects have authority to make mis-assignments for a period not to exceed 120 days, any such details must be reflected in the quarterly budget estimates by showing the individuals under the section under which they are payrolled with the notation that they are on detail duty to some other section. This mis-assignment privilege is to be used to take advantage of the personnel now on the project rather than terminate our present staff from one activity and attempt to recruit additional personnel for another.

In the event the person being detailed meets Civil Service requirements and a position is available in sections to which he is detailed, he should be transferred to that activity during the 120 day period.

In regard to Mess Management, several reports are being eliminated to streamline this activity and between now and June 30th steps should be taken to reduce the mess inventory to 15 days supply. Action should also be taken to see that slow-moving items now in stock are used wherever possible on the menus in order to clear the present inventory accounts.

Our Washington Ration Board Account has been frozen by the OPA for fats, oils and processed foods (the last day of the conference we were advised by Mr. Pitts that this freeze order had been lifted from our ration bank account and instructions were being forwarded to each center as to their present available ration points).

He further indicated that a procurement policy letter was being prepared and will be released to the field outlining this policy in the very near future. In connection with procurement, there should be no further purchase of equipment except in dire emergency or in event prior commitments have been made such as to the State Vocational Training Program.

An estimate should be made on the project of lumber requirements for packing and crating evacuee property and all present lumber now on hand should be examined as to the usability for this purpose.

If necessary, dimensional lumber should be ripped and split into usable sizes.

All inventories of operating supplies such as janitorial, maintenance and hospital should be cut to the barest possible minimum.

In regard to Evacuee Property, Washington estimated that there would be 8,000,000 pounds of baggage to be shipped from the centers. In order to handle this movement, the Evacuee Property Section must be strengthened and a close tie be maintained between the section and Motor Pool, Warehouse and a further tie-in between Evacuee Property and Welfare, Relocation, and Project Attorney.

Letters outlining Washington's recommendations on this set up are being released to the centers immediately.

Property Control and Warehousing Section must be strengthened in order that its inventory may reflect accurate figures and that the surplus property can be declared and started to move.

To assist in this function the Field Examiners of the Washington office are being detailed for a period from four to six weeks to the various center to work with the Assistant Project Directors in keeping the inventories and placing the property records in current condition.

The local Survey Boards must assume responsibility for determination of the actual facts and circumstances in cases of lost or damaged properties and where the information reflects a definite responsibility for loss, their recommendation should place that responsibility on the responsible individual and where necessary, recommend reimbursement to the Government.

The Washington Survey Board retained authority for the final determination on surveys. This was done to insure uniformity of decisions from the various projects and to relieve the Project Survey Boards of pressure that might be brought to bear on decisions where they recommend reimbursement.

It was further emphasized that since the Supply Officer's position is one that needs filling at this time. It was felt that the greatest need for a Supply Officer exists during this liquidation period.

It was further recommended that various sections be requested to start now on preparing the summary report of the activities of

their respective sections from the beginning of the project through the current time.

At the close of Mr. Pitts' remarks, the revised Finance Handbooks were distributed to the various individuals present and the next meeting was scheduled for 8:00 p.m. that night.

The meetings from Monday evening through Wednesday were concerned with detailed finance procedures. These procedures represent a distinct step forward in streamlining finance operations. Briefly the changes are -

1. One additional step involving the encumbrances of requisitions prior to processing by Procurement.
2. A decrease in the number of budgetary accounts maintained and a elimination of allotment ledger control registers. This will permit saving approximately two positions in the Finance Section.

In regard to Cost Accounting, the title of this unit was changed to Expenditure Analysis Unit and a complete revision has been made of the cost accounting procedures.

Detailed cost reports by activity and by production, and construction projects have been discontinued to a great extent. Expenditure Analysis Accounts are now to be maintained in summary form for most divisions. As an example, mess cost are now to be maintained on an overall basis rather than by individual mess halls. Detailed cost will still be maintained on construction projects.

In this connection, all office supplies are to be budgeted by Office Services and all issues from the Warehouse will be charged to this activity for expenditure purposes. All janitorial personal service would be maintained by the Engineering Section.

Since payrolls for residents are prepared by the Finance Section, the sick and annual leave records and illness compensation records would be transferred from the Personnel Section to the Finance Section. However, it was reiterated that the Personnel Section shall be responsible for compensation commission cases.

All replies to the General Accounting Offices are to be routed through the Washington Finance office.

A proposed Finance Section organization chart was presented and was accepted by the various centers. This chart is to be effective July 1, 1945. The Finance Section however can adjust the organization to this chart any time before that date.

The revised finance procedures as outlined in the handbook are to be placed in effect February 1, 1945.

Thursday, January 11th

Discussion was held on payrolls, supply and procurement. Considerable discussion was held on the register for maintenance of priority reports and several questions were raised as to the ratio extended by the Quartermaster on purchases for WRA. Mr. Seltzer was to advise the centers immediately upon his return to Washington as to the amount of priority assistance that could be extended during the third quarter.

It was emphasized that the Government Printing Office materials should be routed through the WRA Washington office as the GPO has been returning orders sent to them direct to WRA, Washington.

On Thursday afternoon, a representative from Treasury Procurement Division, Surplus Property Section, discussed their procedures in regard to the disposal of the project surpluses. He indicated at this time the centers that are ready to declare a reasonable amount of property surplus that they would be glad to have their representative visit the center to assist in inventorying and listing these items and to enable their representative to secure whatever additional description that may be required to enable them to properly advertise these surpluses for sale.

He further indicated that in most cases sales will be made to recognized dealers of the items being declared surplus. An outline of their program would be furnished to the centers.

Friday, January 12th

Discussion was held on detailed Property Control procedures outlined in the revised Property Handbook. This procedure was gone over carefully.

During the property discussion, it was pointed out that the hospital warehouses shall continue under the direction of the Property and Warehousing Unit. This has been discussed by the Washington personnel with Dr. Pressman and he has agreed that this method of handling is the best for our organization.

Saturday Morning, January 13th

After summing up of the accomplishments of the conference, a discussion was held as to the various requirements, such as having the Evacuee Property Officer contact those individuals who have already relocated to determine what disposition they desire made of their property now on the project.

A further discussion was held as to transportation problems in regard to relocating residents during this year. The Washington office has contacted the national officials of the American Association of Railroads and through this organization contacts are being made with the various railroad companies. However, it is recommended that contacts also be made through the local freight agents and a detailed procedure be worked out with them.

We were reminded that now is the time to start thinking about efficiency ratings which are to be released April 1. It was emphasized that since these ratings would probably be the basis upon which transfers from WRA would be made, care should be taken to see that they are fair and adequate.

The meeting adjourned at 12:30 p.m.

MINUTES: PLANNING BOARD

BZN

MAY 31, 1944
WEDNESDAY 10:00 AM

Mr. Bell presiding.

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

ABSENT: Mr. Sanford and Mr. Noble.

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

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

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

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

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

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

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

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

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

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

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

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

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

Russell A. Bankson

MINUTES OF THE STAFF HOUSING COUNCIL MEETING

August 14, 1944

THOSE PRESENT:

Dr. O. F. Hoffman
Mr. R. O. Marstella
Mr. V. Gonzales
Miss Ann Sundwall
Miss Leah Dickinson
Mrs. Martha Chastain
Mrs. Clarence Ostlund
Mrs. E. D. Evans

Mrs. Claude A. Tyrrell
Mr. Ralph Carl
Mr. Grant Bowen
Mrs. Helen Fry
Mr. Ralph Howard
Mr. Doren B. Boyce
Mr. George Lafabregue
Mr. Roscoe E. Bell

Mr. Roscoe E. Bell presented the problem of transportation of the appointed staff to Delta. He hopes that eventually services might be established from Topaz to Delta by The Salt Lake Delta Freight Line. If this service is instituted, two trips a week are contemplated. The Staff Housing was asked to make recommendations as to the number of trips necessary.

Mr. Bell suggested that sign up sheet be placed near the Mails and Files, where persons going to Delta could indicate the time that they were going and the number of passengers that they could take. Space will be provided for persons to sign up. When leaving the driver of the car could drop by the Administration Building and pick up his passengers. The plan was unanimously adopted by the committee.

Mr. Bell advised the council that Mr. Purcell would make a follow up appeal to the Salt Lake Ration Board Office for additional gas for the appointed staff.

The council was advised that transportation for appointed staff children to Delta would probably be provided by the Delta school district. Tentative plans are for the Abraham school bus to pick up the children and then transfer them to the Delta bus. A committee with Mrs. Ostlund, chairman, Mrs. Marstella and Mrs. Tyrrell was appointed to work with Dr. Noble on this problem.

Mr. Bell reported that Mrs. Sanford and Mrs. Bell were attending a meeting of the Red Cross Chapter in Delta. It was agreed that before any action is taken to organize Red Cross activities for the staff a report would be obtained from Mrs. Sanford at the next meeting.

A cedar chest has been repaired and is available at the Cabinet shop to whom-so-ever it belongs. The representatives were asked to check in their building to see if they could find the lost owner.

The council was asked to be sure that unofficial transfer of furniture does not take place. Unofficial transfers have

created confusion as well as deprived new members of the staff of needed items.

It was reported that Mrs. Anderson had found the watch in the laundry room.

The question of covering the garbage cans was discussed at length. It was unanimously agreed to ask Mr. Henry Watson to act as chairman of the committee. He would plan the type of cover most adequate, and to supervise the group who would build the covers. The Staff Housing council will provide the manpower.

The Co-op has six workers available for assignment to those in need of domestic help.

It was unanimously agreed to obtain a gift for Mr. Wood in appreciation for his fine efforts in constructing the playground. Mr. Boyce will get in touch with Mr. Purcell who shall invite Mr. Wood to the party.

A key is being ordered for each Staff Housing council representatives for the Administrative Rec Hall and Warehouse. Records will be kept of the persons requesting the keys. They will be asked to assume the responsibility for the premises.

The parents are to be asked to encourage the children to stay out of the washroom and persons performing their washing should also request children to remain outside of the washroom. This was felt necessary as one of the children almost suffered an electric shock from one of the electric outlet.

Copies of the Staff Housing council minutes will be sent to each member of the council. Pertinent points of the meetings will be taken up with the members in their apartment buildings. It was felt advisable for this information to be taken back orally rather than through official memorandums.

The chairman is to send a letter to Mr. Henry Watson requesting that the holes that still exist due to pipe line breakage be filled or fenced off. They are a hazard to the smaller children.

Mr. Purcell is to be asked to see if his truck drivers can avoid driving among the building creating an additional hazard for the children.

The Recreation committee is to look into the possibility of obtaining a Juke Box.

The following officers were elected for the coming term:

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|---------------|---------------------|
| Vice Chairman | Miss Leah Dickinson |
| Secretary | Mrs. Helen Fry |

Finance Committee Chairman
Recreation Chairman
Playground Chairman
Dining Hall Committee Chairman
Members of this committee are:

Mr. Vincent Gonzales
Mrs. E. Chastain
Mrs. C. A. Tyrrell
Mr. Ralph Howard

Mr. Andrew Kacsius
Miss Helen Jenkins
Miss Stockbrand
Mr. R. O. Marstella

The chairman of the Finance, Recreation, and Playground committees will appoint two to four members to their committee in consultation with the chairman for the council by August 21.

The matter of selecting a Personnel Committee was postponed to the next meeting.

Mrs. Evans reported that more help was needed to complete the playground. A windbreaker and roof over the sand box are still to be completed.

The council unanimously expressed its thanks to the outgoing chairman, Mr. Boyce.

The meeting was adjourned at 11:15 P.M.

Original signed by
George H. Lafabregue
Secretary Pro-ten

cc: Mrs. Sanford
Mr. L. T. Hoffman
Mr. Gilbert L. Nieasa
Mr. Raymond P. Sanford
Mr. W. J. Campbell
Mr. Glen Seal

MANPOWER COMMISSION MEETING

August 22, 1944

file

Presiding: Mr. Bell

Mr. Sanford
Mr. Boyce
Mr. Watson
Mr. Hirano
Mr. Honderich

Mr. Campbell
Mr. Niesse
Mr. Suwada
Mr. Bower ✓

Mr. Carmichael
Miss Dickenson
Mr. Narahara
Mr. Adams

The subject of the second quarter budget was discussed. Mr. Bell stated that we were planning to request not more than 2,500 positions with school starting and many workers out on seasonal leave it is questionable if that many workers will be available.

The diet kitchen is ready to open as soon as workers are available. Mr. Hirano stated that residents physically able to work who are now receiving a special diet will be asked to transfer to that unit. About twenty workers will be needed.

A report on the Gila River Project in respect to manpower was read.

What channels should be used to request seasonal workers returning to the center to participate in Center Employment was discussed.

Mr. Bell inquired if any suggestions were presented at the Saturday afternoon meeting of resident workers and Mr. Narahara stated that it was the general opinion of the workers that it would be impossible for them to participate in the Manpower Commission until the Administration had taken action on the payment of the 1943 "C" time. This led into a discussion on evacuation, payment of wages in comparison to outside employment, more consideration should be given to a loyal residents by the government, and improved living conditions.

Mr. Narahara stated that most of the problems in the Center are of a minor nature and can be solved if information is carried down to the resident workers.