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August 15, 1969

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Mr. Dan Sweat
Chief Administrative Officer
City of Atlanta
City Hall
Atlanta, Georgia

Re: Atlanta Children and Youth Services Council

Dear Dan:

I appreciate the time which you and George Berry took to sit down and discuss the activities of the Youth Council. I want you to have a summary of the conclusions as a result of the meeting and which I will convey to Lewis Penkins, the Acting Director of the Council, as well as to the permanent Director of the Council when he is named.

First, I concluded that the supervision of the Executive Director, the initiation of Council activities, and the approval of policies and programs suggested by the Director would continue to come from the Board of Directors of the Council.

Second, I concluded that the Executive Director of the Council should be also subject to the direction and supervision of the Mayor's Chief of Staff and should attend staff meetings of Mayor Office personnel and keep the Chief Administrator in the Mayor's Office apprised of what the Council is doing as well as being available and subject to the supervision and direction of that person to do special tasks assigned by him in the area of children and youth.

I am not clear how this will be shown on the organization charts, but I do know that working relationships are more important than organizational lines of responsibility. I would hope that the result would be that you would gain a valuable assistant and the Council would gain a valuable affiliation. Please let me know if you object to my instructing Lewis Penkins or his successor on the basis of these conclusions.

Sincerely,



cc: George Berry