

February 24, 1967

TO: Mr. Irving Kaler  
Chairman

FROM: Eliza Paschall  
Executive Director

RE: Bank Account, Budget, Personnel Policies

1. Bank Account:

It is necessary for the Commission to pass a resolution designating a bank and designating those who will be authorized to sign checks.

The Executive Committee, acting upon the recommendation of the City Comptroller, Mr. Davis, recommends that the Secretary, Mrs. Patterson, and the Director be authorized to sign checks and that the books be kept in accordance with the recommendations of the Comptroller's office.

For the sake of convenience and to demonstrate the Commission's interest in lack of discrimination on the basis of sex, I recommend the Capital Area Citizens & Southern Bank, whose manager is Mrs. Celeste Dupree.

2. Budget:

In view of the fact that it is not yet clear whether the staff of the Commission will be eligible for certain group benefits of city employees, and that we hope to obtain some office equipment on a gift or long term loan basis, I recommend that the Commission adopt the attached tentative budget which lists broad categories only and that final action on a 1967 budget be taken at the next meeting.

3. Personnel Policies:

We have secured information about personnel policies and practices from the U. S. Civil Service Commission, the Atlanta Urban League, the Community Council and the Southern Regional Council. I recommend that decisions about leave, benefits, etc., be deferred until next month, to give Mr. Pileher time to ascertain if the Commission staff is eligible for city benefits, and that the policies adopted in March be retroactive to the time of employment.

Mrs. Minnie Hill Thomas has been employed as secretary for a month to give us time to work out these policies and to follow the procedure of receiving applications for the job of secretary once these matters have been finalized. Mrs. Thomas is a graduate of Morris Brown College Secretarial Science program and was recommended to us by Miss Carrie Clements, Director of Placement at Morris Brown College