

ECONOMIC OPPORTUNITY ATLANTA, INC.  
101 MARIETTA STREET BLDG.  
ATLANTA, GEORGIA 30303



Miss Ann Ingram  
Economic Opportunity Atlanta, Inc.  
101 Marietta Street Building, N. W.  
Room 600  
Atlanta, Georgia 30303

OFFICE OF ECONOMIC  
**OPPORTUNITY**

EXECUTIVE OFFICE OF THE PRESIDENT  
WASHINGTON, D.C. 20506

July 11, 1968

Mr. Dan Sweat  
Director of Governmental Liaison  
City Hall  
Atlanta, Georgia 30303

Dear Dan:

Attached you will find a brochure which will give you some idea of the Job Corps art exhibition entitled "A Chance To Be Somebody". As I mentioned on the phone, the exhibition began January 18 in New York City at the Time-Life Building. After New York, the exhibition hit Chicago, Minneapolis, Omaha, St. Louis. And the schedule reflects that it will hit Atlanta around August 15. After Atlanta, it goes to Houston, Los Angeles (with a show in Los Angeles and one in the Watts section), Portland and Cleveland.

It is my understanding that Scripto is the Atlanta sponsor. And Mary Lou has the "scoop" on the whole thing. Of course, Scripto will decide how many they will invite to the opening but they invited 1500 in New York. It was a swinging affair.

You mentioned the poor being invited on the phone. We hope to in some way establish an ongoing program for all segments of the Atlanta population to view the exhibit while it is in the city. It will be there through Labor Day. The opening is one way that we can pull in the businessmen, civic leaders, art community, etc., so that they can possibly have ideas about bringing other people in after the opening.

I know that you will be contacted about this soon. And I hope you can do what you can to make this opening a success. I'll be down before too long and hope to see you then.

Best regards always,

  
Tom Cochran



Job Corps / the first 3 years

**program:**

a chance  
to be  
somebody

an exhibition of art by Job Corps men and women

## vocational skills

Job Corps vocational instruction is planned in steps so a Corps member can enter employment after each level of training. However, each member is urged to train in as many skill levels as possible to increase his employment potential. Here are vocational skills taught by Job Corps.

AUTOMOTIVE  
BUILDING SERVICES  
CLOTHING SERVICES  
COMPUTER OPERATIONS  
COSMETOLOGY  
CONSTRUCTION  
EDUCATION & SOCIAL SERVICES  
ELECTRICAL/ELECTRONICS  
FOOD SERVICES  
GRAPHIC ARTS  
HEALTH SERVICES  
HEAVY EQUIPMENT  
LANDSCAPE/NURSERY  
MACHINE TRADES  
OFFICE & CLERICAL  
OFFICE MACHINE REPAIR  
RETAIL SALES



## this is Job Corps

Job Corps is the Office of Economic Opportunity's voluntary program of human renewal and work readiness. To accomplish its purpose, Job Corps seeks to compensate youngsters for a childhood spent in social, economic, and educational deprivation.

Job Corps teaches basic reading and mathematics skills to youth who cannot read a simple sentence or solve a second-grade arithmetic problem.

Job Corps offers guidance to young men and women who generally have come from broken homes, with little in the way of adult supervision or control.

Job Corps offers medical and dental care for its members—the majority of whom have had no previous contact with a doctor or dentist.

Job Corps teaches vocational and employment skills to youth who not only have never held jobs, but who also lack the ability to find jobs.

Job Corps teaches the importance of respect and responsibility to youth who have become bitter and hostile as a result of their deprivation.

Job Corps shows young people that differences and problems are better resolved by democratic processes than by violence.

Job Corps provides the alternative of productive and responsible citizenship for thousands who might otherwise have known continued poverty, illiteracy, unemployment, and delinquency.

## program

1. Untitled/LARRY ANGEL/Honolulu, Hawaii/Vocation: Art
2. Hieroglyphics/ARTHUR ARNOLD/Pacific Grove, California  
Vocation: Forestry
3. Untitled/STUART ASHKANAZY/Miami, Florida  
Vocation: Office Machine Repair
4. Still Life/MYRA BARNETT/Pittsburgh, Pennsylvania  
Vocation: Key Punch Operation
5. Untitled/VINCENT CASCIO/Boston, Massachusetts  
Vocation: Clerical Skills

continued

Here are sample comments received from employers:

INLAND STEEL CO., East Chicago, Indiana: Job Corps graduates currently on our rolls have demonstrated good work abilities and habits. They are most cooperative and industrious, and reflect only credit on their training in the Job Corps.

TEXAS INSTRUMENTS, INC., Attleboro, Massachusetts: We have but one regret in hiring John—we wish we hired ten more like him. John is extremely well regarded and mixes very well with his associates.

STANDARD OIL COMPANY OF OHIO, Cleveland: If Miss P. is in any way indicative of your training and the type of student Job Corps can produce, you are to be commended. You are doing a very necessary and excellent job.

ST. MARGARET HOSPITAL, Kansas City, Kansas: J. is doing quite well. Her job knowledge is good, her relationship with co-workers excellent. She is neat and anxious to cooperate. If you have other trainees like J., I would like to hire them.

IBM, San Jose, California: We have employed 23 Job Corps graduates and in general are quite satisfied. We feel that Corpsmen make good employees and have a very good attitude toward their work and learning.

NATIONAL RESTAURANT ASSOCIATION, Chicago: The 16 boys we received from Job Corps have all been placed in food service positions in Chicago and suburban areas. All employers, as well as fellow workers, show complete satisfaction with the boys' ability and eagerness to learn.

UNI-ROYAL INC., Joliet, Illinois: Our experience in employing Job Corps graduates has been excellent. They have made steady progress and in some cases received promotions. They have impressed me with their cooperation and willingness to abide by company rules and policies, and their desire to succeed. They have intense loyalty to the Job Corps and show a determination to make good so the road might be easier for other graduates.

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Job Corps is a unique partnership of Federal, state, and local governments, of private enterprise, trade unions, universities, social agencies, and community groups. The 93 Job Corps conservation centers are operated on public lands by the U.S. Departments of Agriculture and Interior, and by four states. The 28 urban and 3 special centers, located generally at unused military bases or leased private facilities, are operated under contract by 18 large companies, seven universities, Alpha Kappa Alpha Sorority, The Texas Educational Foundation, Inc., and the Young Women's Christian Association. Job Corps trainees are helped to find jobs by the U. S. Department of Labor, and the state employment services. Two voluntary agencies, Women In Community Service (WICS) and Joint Action for Community Service (JACS), help trainees adjust to community life and stick with their jobs. WICS also recruits for Job Corps, as does the AFL-CIO.

## who comes to Job Corps?

Young men and women between the ages of 16 and 22, who are out of school, unable to find an adequate job, and in need of a change of environment to become useful and productive citizens—these are the young people who come to Job Corps.

Six of every 10 come from broken homes; 63 percent from homes where the head of the household was unemployed; 60 percent live in substandard housing; 64 percent have been asked to leave school; 80 percent have not seen a doctor or dentist in 10 years. Only about 60 percent ever held a job, full or part-time, and their average annual salary was \$639. More than half of the male recruits of draft age are unfit for military service for educational or health reasons.

A youngster entering Job Corps has a reading and math ability of about fifth grade, on the average, even though he or she has completed nine years of school. More than 30 percent of new enrollees cannot read or write.

Most enrollees have never slept between sheets, never shared a bedroom with only one other. Some have never had electric lights. Almost all have developed an acute resistance to conventional schooling.



## what happens in Job Corps?

Youngsters enter a residential, educational, and work-skill training program that is without parallel in American education. At the 124 Job Corps centers, the program includes: individual tutoring and counseling, both formal and informal; trained staff to supervise and help enrollees 24 hours a day and on weekends; special new self-instructional materials to help enrollees move along at their own speed; modern equipment, donated by business firms, to teach modern vocational skills.



For every 10 months spent in Job Corps, the average youngster gains one and one-half grade levels in reading, and almost two grade levels in mathematics. Similar gains are made in vocational training.

Job Corps members grow accustomed to early rising, to regular hours, to daily exercise and sports. They learn how to get along with all kinds of people—both in Job Corps, and outside. They develop good work habits and a new sense of responsibility. They find direction, a "way to go."

## where do they go from Job Corps?

In its first three years, Job Corps has touched the lives of 165,000 young people. Of the 124,000 who have gone through the program, 70 percent are making constructive use of the education and training they received in Job Corps. Over 69,000 have taken jobs, earning an average of \$1.70 an hour; 10,600 have gone back to school or on to college; and 8,800 are serving in the armed forces.

Among the present employers of Job Corps trainees are Campbell Soup, Western Electric, Chrysler, Ford, Avco, Lockheed, Sears, Honeywell, General Electric, Liberty Mutual, United Air Lines, DuPont, Cessna Aircraft, Continental Baking, Safeway, Burroughs, IBM, ITT, Consolidated Edison, AMPEX, General Motors, Uni-Royal.

## program

These paintings are by-products of what many consider the most significant function of Job Corps: setting free the individual's basic ability to learn. They are by Corps members from all over the country, young men and women training for many different kinds of jobs.

To become independent and responsible citizens in today's society, Corps members must first learn to understand and appreciate themselves and the world about them. In Job Corps they have this chance through a broad spectrum of learning experiences, including art. An elective activity, Job Corps' art program has helped develop bright new confidence in thousands of young people by giving them their first sense of accomplishment. This exhibition is tangible proof of what can happen when creative and learning capabilities are unlocked.

Sixteen of the private organizations which operate Job Corps centers under contract to OEO have made this exhibition possible. They are:

Alpha Kappa Alpha Sorority  
Avco Corporation  
Brunswick Corporation  
Burroughs Corporation  
Delta Education Corporation  
General Learning Corporation  
International Business Machines Corporation  
International Telephone & Telegraph Corporation  
Northern Natural Gas Company  
Packard Bell Electronics Corporation  
Philco-Ford Corporation  
Radio Corporation of America  
Training Corporation of America  
U. S. Industries, Inc.  
Westinghouse Electric Corporation  
Xerox Corporation

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Vocation: Office Machine Repair
4. Still Life/MYRA BARNETT/Pittsburgh, Pennsylvania  
Vocation: Key Punch Operation
5. Untitled/VINCENT CASCIO/Boston, Massachusetts  
Vocation: Clerical Skills

continued

## contributions to the nation

Even while training, Job Corpsmen are contributing to national betterment.

In improving the Nation's forests, parks, and grasslands, they have performed conservation work worth \$38,000,000 to the Nation. Corpsmen have built and maintained 4900 miles of roads, thousands of picnic tables, fireplaces and parking spaces. They have developed and improved 76 miles of fishing streams and 16,500 acres of fish and wildlife habitat. They have planted 15,900 acres of trees and shrubs, and improved and reforested 12,800 acres of timber.



Corps members paint ambulances and community recreation centers, construct wheelchair tables for paraplegics at veterans hospitals, build furniture for youngsters enrolled in Head Start, collect and repair toys for needy children.

All Job Corps centers contribute to such public causes as the March of Dimes, the American Red Cross, United Fund, the Muscular Dystrophy Association, United Cerebral Palsy, the Salvation Army.

*Forty-four young men at a Job Corps center near Oakland, Calif., all found jobs in the same company last week—as U.S. Army paratroopers. The 44, nearly all from poor families, volunteered as a unit, and have been assigned to a special platoon at Fort Lewis, Wash., for basic training. Probably because of their stint at the Job Corps center, they averaged several points higher than the norm on the induction test. Without that added education, said Recruiting Sergeant Darryl Adkins—himself a veteran paratrooper—only one out of four might have qualified for the airborne elite.*

—from TIME, November 3, 1967

## contribution to public education

What Job Corps has learned about educating the school dropout is being applied in public school systems across the Nation, with the aim of helping to keep troubled youngsters in school as long as possible.

In time of disaster and danger, Corpsmen have labored around the clock—fighting fires, restoring flood-damaged areas, assisting in tornado clean-up, and conducting search and rescue missions.

## service to local communities

Corpsmen and women also volunteer their leisure time and services in dozens of projects that benefit their host communities. They work with the handicapped, sponsor Little League baseball teams, donate evening time at homes for the aged. Some work with retarded youngsters, others shop for elderly people of the neighborhood. Several women's centers operate nursery schools for local children.

*I have visited over 25 Job Corps Centers and know the tremendous value this program is to the under-privileged youth of our country. I would like to personally help make this, their "last chance," a success.*

—Archie Moore, former boxing champion

The interchange of teaching methods and materials between Job Corps and the public schools began in the summer of 1966, when 21 teachers from Seattle, Simi Valley (a Los Angeles suburb), Detroit, and Washington, D.C., took up year-long posts as staff members in four Job Corps conservation centers. At year-end, the teachers returned to their school systems to introduce Job Corps methods and materials in local classrooms.

During the 1967-68 school year, 17 teachers from 11 urban school systems are teaching and learning in Job Corps centers.

## how to help a Job Corps trainee get a job

If you are interested in employing a young man or woman trained by Job Corps, or if you want to help one of these young people find a job and hold on to it—write or call one of the seven Job Corps Regional Offices:

Office of Economic Opportunity  
Great Lakes Region  
623 South Wabash Avenue  
Chicago, Illinois 60605  
Telephone: (312) 353-4775

Office of Economic Opportunity  
Southeast Region  
730 Peachtree Street, N.E.  
Atlanta, Georgia 30308  
Telephone: (404) 526-3178



## continued

6. Canyon/INEZ CLAY/Justice, West Virginia/Vocation: Retail Sales
7. Nature Print/NANCY CLAY/Justice, West Virginia/Vocation: Retail Sales
8. Purple Fish/JAMES CRAWFORD/Leavenworth, Kansas  
Vocation: Food Preparation and Service
9. Abstract/ALMA DANIELS/Seattle, Washington/Vocation: Data Processing
10. Landscape/ROBERT DAVIS/Baltimore, Maryland  
Vocation: Auto Mechanics
11. Daughter of the Sun/BARBARA DEAN/Newark, New Jersey  
Vocation: Clerical Skills
12. Landscape/RICHARD DUNBAR/Springfield, Ohio/Vocation: Clerical Skills
13. Girl with Long Hair / Maurice Dupont/Seattle, Washington
14. Untitled } Vocation: Photography
15. Abstract/RAUL ESTREMER/San Juan, Puerto Rico  
Vocation: Food Preparation and Service

16. Brothers/GEORGE FINK/Kirkland, Washington/Vocation: Art
17. Still Life/PAUL FLOYD/Decatur, Alabama/Vocation: Electronics
18. Nature Print / JOHNETTA FORREST/Baltimore, Maryland
19. Nature Print } Vocation: Secretarial
20. Free Form/RHONDA K. FRAME/Birch River, West Virginia  
Vocation: Retail Sales
21. Still Life/EDDY FRIZZELL/Kansas City, Missouri/Vocation: Auto Mechanics
22. Still Life/ROSS FRYE/Washington, D.C./Vocation: Data Processing
23. Abstract/MAX GARCIA/Colorado Springs, Colorado/Vocation: Surveying
24. Untitled/BETTY HALTON/Chicago, Illinois/Vocation: Offset Printing
25. Untitled/JAMES KENNEDY/Berkeley, California/Vocation: Clerical Skills
26. Abstract/LESLEY LAREAU/Haleiwa, Hawaii/Vocation: Clerical Skills
27. Guitar Player/ROBERT LINDSEY/Birmingham, Alabama  
Vocation: Auto Mechanics
28. Prehistoric Birds/PAUL McCASKILL/Perrine, Florida/Vocation: Art
29. Untitled/JAMES PARKS/Bluff City, Tennessee/Vocation: Electronics
30. Sand Casting/LOUISE PAUL/Williamsburg, Kentucky  
Vocation: Nursing Assistant



Office of Economic Opportunity  
Mid-Atlantic Region  
1832 M Street, N.W.  
Washington, D. C. 20506  
Telephone: (202) 382-1235

Office of Economic Opportunity  
Northeast Region  
72 West 45th Street  
New York, New York 10036  
Telephone: (212) 573-6388

Office of Economic Opportunity  
Southwest Region  
314 West Eleventh Street  
Austin, Texas 78701  
Telephone: (512) GR 6-6411, Ext. 6384

Office of Economic Opportunity  
North Central Region  
215 West Pershing Road  
Kansas City, Missouri 64108  
Telephone: (816) 374-3661

Office of Economic Opportunity  
Western Region  
100 McAllister Street  
San Francisco, California 94102  
Telephone: (415) 556-8844

*The Weber Basin and Clearfield Centers have expressed a willingness to be of assistance and to participate in community events. Last Thanksgiving there were more invitations to the boys than there were boys to accept.*

— President, Greater Ogden (Utah)  
Chamber of Commerce



*I could have my Ph.D., and it wouldn't mean as much to me as two months here.*

— Resident worker in a Job Corps Center

31. Abstract/VELMA POWELL/Detroit, Michigan/Vocation: Secretarial
32. Ink Print/PAULETTE PRENTICE/Pittsburgh, Pennsylvania  
Vocation: Data Processing
33. Christmas/BILLY ROBINSON/Little Rock, Arkansas/Vocation: Electronics
34. Slums/EDWARD SANTIAGO/New York, New York  
Vocation: Medical Assistant
35. Felt Design/JOE ANN SHORT/Phoenix, Arizona/Vocation: Cosmetology
36. Abstract/BILLY SMITH/Berkeley, California/Vocation: Clerical Skills
37. Pharaoh/RICARDO THOMAS/Philadelphia, Pennsylvania  
Vocation: Clerical Skills
38. Free Form/JEANETTE TODD/Atlanta, Georgia/Vocation: Clerical Skills
39. Untitled } CLIFFORD van MILLER/Wilmington, Delaware  
40. Untitled { Vocation: Art
41. Collage/JOHN WALULIK/Hollywood, California/Vocation: Auto Mechanics
42. Dolmens/JAMES WOOLFORK/New Brunswick, New Jersey  
Vocation: Clerical Skills
43. Untitled/CLASS PROJECT/Parks Job Corps Center  
Pleasanton, California



ECONOMIC OPPORTUNITY ATLANTA, INC.

### ROUTING SLIP

TO — NAME AND/OR DIVISION		BUILDING, ROOM, ETC.	
1.	<i>DAN SWEAT</i>		
2.			
3.			
4.			
5.			
<input type="checkbox"/> YOUR INFORMATION	<input type="checkbox"/> HANDLE DIRECT	<input type="checkbox"/> READ AND DESTROY	
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> IMMEDIATE ACTION	<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> AS REQUESTED	<input type="checkbox"/> INITIALS	<input type="checkbox"/> SEE ME	
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> NECESSARY ACTION	<input type="checkbox"/> SIGNATURE	
<input type="checkbox"/> CORRECTION	<input type="checkbox"/> NOTE AND RETURN	<input type="checkbox"/> YOUR COMMENT	
<input type="checkbox"/> FILING	<input type="checkbox"/> PER OUR CONVERSATION	<input type="checkbox"/>	
<input type="checkbox"/> FULL REPORT	<input type="checkbox"/> PER TELEPHONE CONVERSATION	<input type="checkbox"/>	
<input type="checkbox"/> ANSWER OR ACKNOWLEDGE ON OR BEFORE _____			
<input type="checkbox"/> PREPARE REPLY FOR THE SIGNATURE OF _____			
REMARKS			
<i>For your <u>PERSONAL</u> INFORMATION</i>			
<i>PETE</i>			
FROM — NAME AND/OR DIVISION		BUILDING, ROOM, ETC.	
		TELEPHONE	DATE



EOA FINANCE STATEMENT  
FOR YEAR 1968  
STATUS AS OF NOVEMBER 30, 1968

PROGRAM	GRANT NO.	PERIOD	BUDGETED			EXPENDED TO 11/30/68			FEDERAL UNEXPENDED
			FEDERAL	LOCAL	TOTAL	FEDERAL	LOCAL	TOTAL	
<b>COMMUNITY ACTION</b>									
Program Direction	306/C	1/68-12/68	486,681	62,794	549,475	433,738	2,232	435,970	52,943
<b>MANAGEMENT IMPROVEMENT</b>									
Management Improvement	306/C 16	6/68-5/69	55,000	-0-	55,000	18,000	-0-	18,000	37,000
TOTAL GRANT			541,681	62,794	604,475	451,738	2,232	453,970	89,943
<b>NEIGHBORHOOD SERVICE CENTERS</b>									
West End	306/C	1/68-12/68	120,747	16,840	137,587	109,126	17,498	126,624	11,621
Nash-Washington	"	"	146,317	32,910	179,227	127,519	29,994	157,513	18,798
Price	"	"	159,778	6,868	166,646	126,137	14,178	140,315	33,641
South Fulton	"	"	145,014	23,979	168,993	110,128	34,232	144,360	34,886
Central City	"	"	187,889	31,603	219,492	164,514	31,867	196,381	23,375
East Central	"	"	72,191	31,187	103,378	120,305	38,149	158,454	(48,114)
N. W. Perry	"	"	144,463	18,511	162,974	121,922	14,539	136,461	22,541
West Central	"	"	133,609	18,042	151,651	124,359	33,545	157,904	9,250
Sum-Mec	"	"	155,502	24,540	180,042	134,190	22,749	156,939	21,312
Edgewood	"	"	148,199	8,653	156,852	120,906	4,533	125,439	27,293
Pittsburgh	"	"	137,598	27,000	164,598	120,685	24,708	145,393	16,913
North Fulton	"	"	61,675	12,440	74,115	51,557	17,064	68,621	10,118
Rockdale	"	"	50,799	10,819	61,618	36,929	12,227	49,156	13,870
Gwinnett	"	"	51,182	9,144	60,326	41,911	11,433	53,344	9,271
SUB-TOTAL			1,714,963	272,536	1,987,499	1,510,188	306,716	1,816,904	204,775
TOTAL GRANT			1,714,963	385,877	2,100,840				
<b>CHILD DEVELOPMENT</b>									
Administration	"	"	-0-	(1)18,801	18,801	34,241	18,801	53,042	(34,241)
"	"	"	-0-	200	200	-0-	3,764	3,764	-0-
Antioch	"	"	40,432	11,300	51,732	34,342	6,545	40,887	6,090
St. Paul	"	"	40,299	13,739	54,038	36,741	9,069	45,810	3,558
College Park	"	"	37,477	10,539	48,016	31,380	6,093	37,473	6,097
East Point	"	"	21,225	8,341	29,566	17,619	7,725	25,344	3,606
Fort Street	"	"	75,476	22,000	97,476	57,720	6,003	63,723	17,756
Grady Homes	"	"	65,256	25,213	90,469	59,307	10,710	70,017	5,949
Bowen Homes	"	"	76,290	41,337	117,627	69,619	30,304	99,923	6,671
Southside	"	"	115,041	23,270	138,311	98,466	4,238	102,704	16,575
Tabernacle	"	"	88,401	31,881	120,282	77,588	23,724	101,312	10,813
Vine City	"	"	45,307	14,425	59,732	30,313	7,176	37,489	14,994
SUB-TOTAL			605,204	221,046	826,250	547,336	134,152	681,488	57,866
TOTAL GRANT			605,204	202,945	808,149				
<b>NSC SUPPORT</b>									
Program For Aged	"	"	102,866	120,430	223,296	95,038	91,030	186,068	7,828
Planned Parenthood	"	"	120,892	38,325	159,217	108,467	18,901	127,368	12,425
Vocational Rehabilitation	"	"	11,852	-0-	11,852	5,870	-0-	5,870	5,982
Employment Security Agency	"	"	30,240	-0-	30,240	23,737	-0-	23,737	6,503
West End Child Development	"	"	49,775	13,662	63,437	37,666	1,683	39,349	12,109
SUB TOTAL			315,625	172,417	488,042	270,778	111,614	382,392	44,847
TOTAL GRANT			315,625	170,417	486,042				
<b>MISCELLANEOUS PROGRAMS</b>									
Foster Grandparents	"	"	88,731	24,105	112,836	82,498	13,329	95,827	6,233
Legal Assistance	"	"	271,939	54,756	326,695	247,927	22,085	270,012	24,012
Summer Recreation (1968)	"	5/68-12/68	620,000	487,690	1,107,690	600,201	807,697	1,407,898	19,799
Summer Headstart (1968)	"	"	516,649	180,894	697,543	498,772	174,190	672,962	17,877
SUB-TOTAL			1,497,319	747,445	2,244,764	1,429,398	1,017,301	2,446,699	67,921
TOTAL GRANT			1,497,319	747,445	2,244,764				
GRAND TOTAL: 306/C GRANT - 1968			4,674,792	1,569,478	6,244,270		1,572,015		
<b>OTHER CAP PROGRAMS</b>									
Full Year Rec. (1967 Carry-Over)	306/B & C	"	62,166	-0-	62,166	62,166	-0-	62,166	-0-
Parent-Child Center	8100 A/1	9/67-3/68	185,000	46,250	231,250	75,301	-0-	75,301	109,699
Evaluation Center	669920	1/1-4/68	230,065	-0-	230,065	230,065	-0-	230,065	-0-
Comprehensive Health - EOA	8933 B/1	8/67-10/69	31,556	-0-	31,556	9,856	-0-	9,856	21,700
Comprehensive Health - Fulton	"	"	117,798	-0-	117,798	52,520	-0-	52,520	65,278
Comprehensive Health - Emory	"	"	4,105,152	-0-	4,105,152	796,968	-0-	796,968	3,308,184
SUB -TOTAL			4,731,737	46,250	4,777,987	1,226,876	-0-	1,226,876	3,504,861
TOTAL GRANT			4,731,737	46,250	4,777,987				
GRAND TOTAL OEO GRANTS 1968, 1967 CARRY-OVER & DAY CARE FEES			9,406,529	1,615,728	11,022,257				
<b>CONTRACTS WITH EOA</b>									
ACEP Programs	CEP 67-15	6/67-9/68	3,980,531	334,942	4,315,473	2,648,611	240,271	2,888,882	1,331,920
NYC - 1967-68	R3-8097-11	10/67-10/68	1,210,830	136,270	1,347,100	1,168,634	98,139	1,266,773	42,196
NYC - Summer			124,052	-0-	124,052	124,052	-0-	124,052	-0-
Job Corps Recruitment	OEO-2885	1/68-12/68	71,071	-0-	71,071	63,274	-0-	63,274	7,797
Job Corps Gate House	B-89-4621	6/68-6/69	45,960	-0-	45,960	13,466	-0-	13,466	32,494
TOTAL DPL			5,432,444	471,212	5,903,656	4,018,037	338,410	4,356,447	1,414,407
<b>ARTS &amp; HUMANITIES</b>									
All Arts Program		6/68-8/68	21,763	36,982	58,745	21,763	22,082	43,845	-0-
GRANT TOTAL ALL PROGRAMS			14,860,736	2,030,682	16,891,418	9,476,114	1,932,507	11,408,621	5,384,622

NOTE: (1) Authorized use of Local Costs 1967-68 from Day Care Fees.

## WHAT DOES THE DEPARTMENT OF FINANCE DO?

Funds for EOA in 1968 amounted to \$14,897,150 in Federal plus approximately \$200,000 available in Local Cash. Of the Federal Cash, \$21,763 came from the National Council on Arts and Humanities, \$5,315,411 from the Department of Labor and \$9,559,976 from OEO. EOA will have done the detailed payrolling, purchasing and accounting for sixty-eight projects and will have funded forty-four Delegate Agency Projects during 1968.

EOA Finance does the payrolling, purchase of supplies, detail accounting and other financial operations involving \$7,266,925. Finance funded through Delegate Agencies EOA programs totalling \$7,630,225. Finance payroll the personnel in Headquarters--fourteen Neighborhood Service Centers--seven Day Care Centers --the Parent-Child Center and West End Child Center. This involves 513 employees paid from CAP funds -- 14 staff and 267 enrollees from NYC funds -- 99 staff and 73 enrollees from ACEP funds. During the summer months, Finance payrolled around 810 employees in the Summer Recreation Program and 98 employees in Summer Headstart. There are occasions when our payroll staff are called upon to do the impossible, for example: During July and August, we were instructed to payroll an additional 500 NYC enrollees. We did it. When you think of a Payroll Operation, you think only of a "pay check". The pay check is only the "end-product". Think again -- time sheets are fed into Payroll from around 200 locations. Each name, time-earned, leave taken, etc. must be fed into a computer. Deductions for Federal and State Income Tax -- FICA -- Retirement --Group Insurance -- Charity, etc. must be deducted. Look at your pay-check stub and visualize all the calculated detail. Multiply your "pay-stub" detail by 626 bi-weekly pay checks and 340 weekly pay checks for year round operations and you get a better picture. During the summer, add another 1,400 pay checks each week. Get the idea. Now -- payroll work isn't

finished. Quarterly, we make payments of your FIT and SIT deductions to Uncle Sam and the State and then pay to Uncle Sam your FICA along with EOA's contribution by listing each employee, his name, Social Security number, your earnings, etc. At the end of the year, we prepare your W-2's for your Income Tax Returns and simultaneously report to Uncle Sam and the State. Also, think what happens in Payroll when you are hired: A file maintenance has to be completed on each individual - name and address, date employed, location, sex, marital status, date of birth, Social Security number, Budget Account, Base Code, rate of pay, pension and number of withhold exemptions. Every Personnel Action Salary Increase, Name Change, Change of Address, Termination, etc. causes a change reaction in payrolling.

Also when you take a day's leave or work an hour overtime or on Compensatory Time, this causes individual actions in payroll. Our payroll girls do a tremendous job, with almost no complaint. Most important, pay checks are always ready on payday. Errors are nil. Payrolling is one of many Finance operations.

Finance issues around 60,000 checks a year. Each check is the result of: Payroll; Travel; Rent; Purchase; Telephone Bill; etc. Before a check is issued, there must be a voucher with supporting documentation which must be thoroughly audited so as to be certain that it is calculated correctly, coded against a Budget Line Item, and is proper in all respects.

Finances' Purchasing Department will have this year issued 1,600 Purchase Orders -- 440 Service Orders and -- 400 orders to GSA, which will involve around 17,000 line items. Purchasing gets the requisition; establishes the method of procurement; gets bids from suppliers where appropriate; and then issues the procuring document. Later Purchasing starts hounding you for the receiving report and the vendor for the invoice. When

received, Purchasing verifies these documents and then passes on to Fiscal for payment. Frequently in the process, Purchasing "haggles" with the Supplier to expedite what you want and then later the Supplier "haggles" Purchasing for payment. At that point, Purchasing starts "haggling" you, The receiver, for your Receiving Report. Along with this, Purchasing distributes internal mail; sends things through postal mail or arranges for your shipments. It does a big business of xerox, off-set reproduction and collation; It stocks and issues your office supplies; and keeps track of about 6,500 items of capital equipment. It arranges your lease, moves you -- gets building renovations done -- gets building insurance liability -- insures your official vehicle after having leased it -- gets your typewriter repaired -- arranges for your telephone and utilities and arranges many, many other things with which you have facility to do your job of operations such as pest control -- janitorial service -- and that city bus to take VIP's on an inspection tour. Yes, Purchasing has a terrific job of servicing you and we in Finance are proud of the job it does.

Finance does the accounting for EOA. Our Accounting Division gets the money in "hunks" and puts it in the bank. Accounting then proceeds to account for the "out-go" penny by penny, Accounts must exercise controls. When a requisition is received, Accounts determines that there is money to pay for the purchase and when purchased it must have record of the obligation. Each receipt, obligation and expenditure must be recorded. During 1968, we had 2,160 Distribution Ledger Accounts with corresponding accounts in six General Ledgers. Can you imagine the volume of detail in entering into the Distribution Ledger Accounts, the budgets, obligations, expenditures and resulting unobligated balances for each and every transaction and requiring absolute accuracy in the process. Also entered in detail is every "crumb" of In-Kind or Local Support. EOA uses a minimum of a "Double-Entry" Accounting System, which means that every entry in the Distribution Ledger is also

entered in General Ledger and the two ledgers must balance. So lets in-  
vision some 12,000 entries each month in the "Distribution Ledger" that  
must match up in dollar value to corresponding entries in the "General  
Ledger". Get the picture for accuracy perfection? Yes, we have all sorts  
of checks and balances. For example, it is essential that our bank accounts  
have accumulative deposits and withdrawals which agree with our records of  
expenditures. At the end of each month, our Accountants must come-up with  
Financial and Budget Reports to show management -- and you -- how we stand  
moneywise. There are 107 sheets in the Budget Report which involve about  
3,638 line items. OEO and the Department of Labor, our auditors and a few  
others are interested too and Finance must produce reports which agree with  
their figures. You get copies of some of these monthly reports. Try and  
visualize the many recorded transactions which are entailed in the compilation  
of these reports. You really can't -- but try. To compound this a little,  
we should let you know that Finance must use a different Accounting System  
to satisfy CAP, NYC and ACEP and that OEO, NYC and ACEP periodically change  
their systems, and then -- we must change ours.

Our Internal Audit reconciles all accounts and for one thing they have  
to look at those 60,000 checks which were issued and be sure none were  
"hiked", that they were endorsed and several other things. When you lose  
your check, Finance has to put a "stop order" at the bank before we can  
issue you a replacement check and then -- to make certain someone doesn't  
find and collect on the check you lost. Audit must review the "In-Kind" you  
report and then be sure it is credited to your project. In the process, Audit  
has been known to prod you a little to get your In-Kind "in". Audit also  
takes a look at Delegate Agencies' accounts just to make sure they are living  
right. Audit rides herd on Petty Cash, Emergency Assistance and other escrow  
funds that are made available to units outside Finance. We have about 43 of  
such accounts. Each must be carefully analyzed and reimbursed each month by

Internal Audit. This year Audit is supervising the Employees Credit Union, reconciles our bank accounts to the General Ledger, monitors the Retirement Fund and handles Clearances for indebtedness for final pay settlement to departing employees.

The Fiscal Officer does the paying of all the bills. Here, all the vouchers are carefully examined and checks drawn for payment. Most payments are run through Data Processing but a large number of checks are handdrawn. Most checks are run through the check signing machine. Fiscal maintains a careful vigilance on blank checks and the check signing machine to guarantee against fraud and embezzlement. Did you know that in the history of EOA there has been only one instance of fraud (a long time ago) which involved around \$400.00 and that amount was immediately recovered. Even an attempt to fraud would require the conspiracy of four key people and in Finance, that is 100% unlikely. Even if it should happen, such fraud would be immediately discovered under our system of checks and balances. Fiscal will voucher and pay around 7,000 bills this year for such items as supplies, services, Travel Vouchers, rent, telephone, utilities, equipment, etc. Fiscal also assists in preparation of budgets for Programming. Our Budget Control is being refined and we will soon have capability of more assurance to Management that obligations and expenditures are as provided by budgets as approved and modified by Management. Fiscal also controls the Key Punch operations for Data Processing. Our Fiscal Operation assures the Director of Finance and EOA Management that every nickel of disbursement in its day to day operation is proper in all respects and we can all sleep well every night in this knowledge.

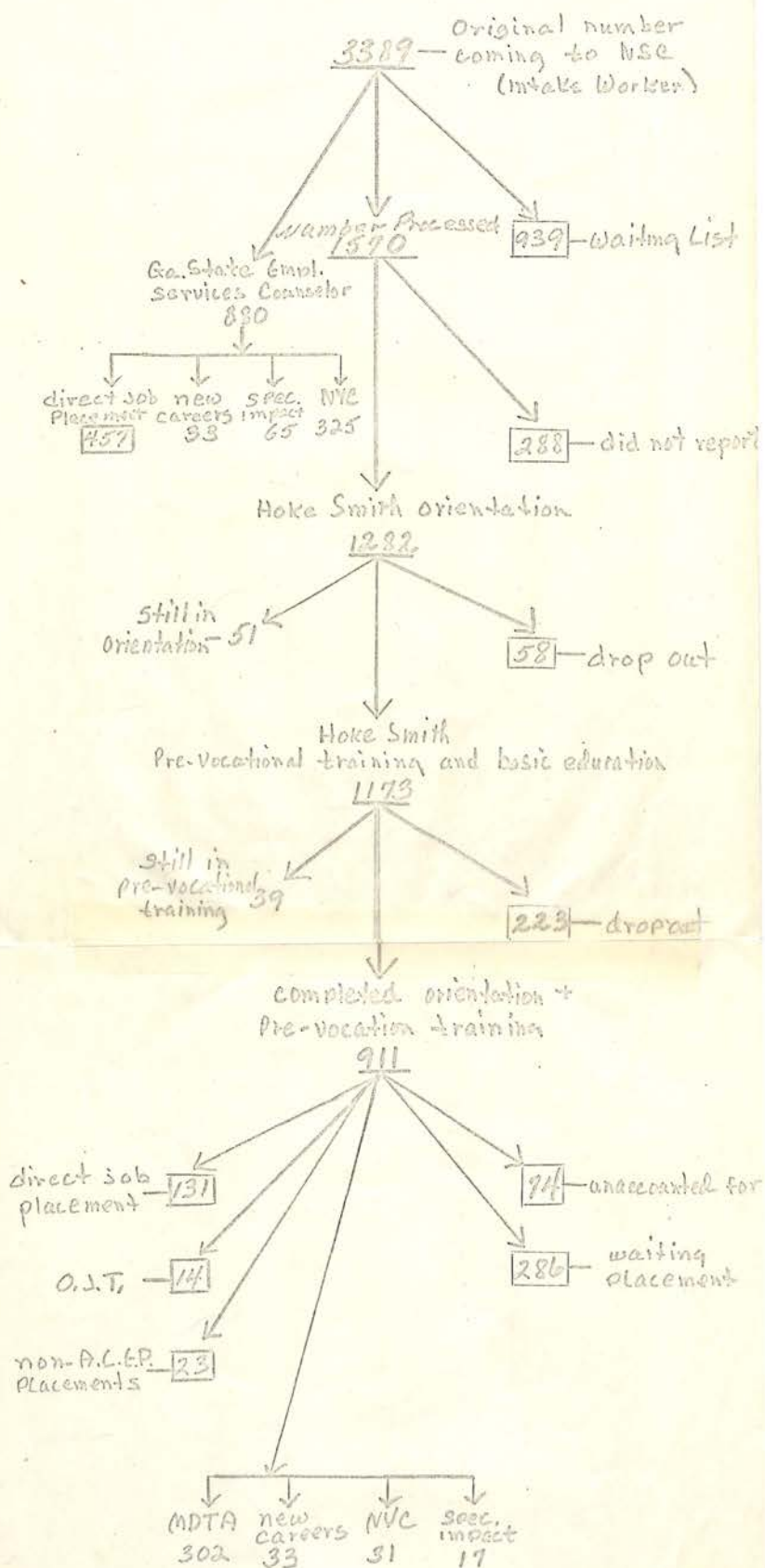
Finance is now handling all Insurance and Employee Retirement. We inherited this in September, 1968. Since that time EOA employees have enjoyed a much increased Group Insurance and Hospital Benefit Plan. Records have been brought up-to-date and you are assured of coverage. New booklets

of your coverage are now being made available to you. All claims received are being processed on the date received. The Retirement Fund has been audited for the first time -- Retirement records are current and up-to-date. Many old accounts have been settled. The evaluations for each six-months period have been established for the periods since 1965 through 6/30/68 and we expect to have made the 12/31/68 evaluation prior to 1/31/69. Each employee has an up-to-date card record which shows the employee contribution, EOA contribution, number of units credited and the value of such units. We also handle Workmen's Compensation claims for employees and enrollees totalling from 1,000 to 2,500 persons.

The foregoing gives you a "ball-park" view of what Finance does.

What does the Director of Finance do? Well, he attends a lot of meetings -- has a lot of visitors -- writes a lot of reports (such as this one) -- and must keep closely knowledgeable of all those things going on in Finance and in EOA as they relate to Finance. His main concern is effort to see that people in Finance get deserving recognition for the terrific job they do for EOA and for the people who work in EOA. This report, which is lacking in much detail in the way of a complete reflection of all those things done by Finance, is written in appreciation and commendation of the Department of Finance Staff.

November 26, 1968



Summary:

original no: 3389  
 still in training 296

2493 100% bottle neck 1868 Job Placement 625  
 or lost 75% 25%



MACHEALTH  
Minutes

The December 11, 1969 meeting of MACHealth was held in the Planned Parenthood Board Room, 1st Floor, Glenn Building, after last-minute cancellation of Room 619.

Those present:

<u>Members</u>	<u>Alternates</u>	<u>Staff</u>
Mr. Linwood Beck	Mr. Flay W. Sellers	Dr. Raphael B. Levine
Hon Wm. H. Breen, Jr.	Mr. Bill Thompson	Mr. A. F. Branton
Rev. E. B. Broughton	Mr. A. B. Padgett	Mrs. Harriet Bush
Mr. Jack Cofer	Mrs. Merle Lott, R. N.	Miss Rebecca Dinkel
Mr. Gary Cutini	Mr. Henry Montfort	Mr. Frank A. Smith
Mr. Drew Fuller		Mrs. Gayle Matson
Mr. James Gardner		Mrs. Lou Ashton
Mrs. Henry Mae Glenn		
Mrs. Mandy Griggs		
Dr. Quillian Hamby		
Miss Sue Jockers		
Mrs. Linden Johnson		
Mrs. Evangeline Lane		
Mrs. Gladys Lovett		
Mr. William Pinkston, Jr.		
Mrs. Ruth Robinson		
Mr. Nelson Severinghaus		
Dr. Luther Vinton		
Mr. Lyndon A. Wade		
Dr. Robert E. Wells		
Dr. Luther Fortson		

Mrs. Harriet Bush passed out questionnaires pertaining to Public Health and asked that they be filled in and returned to her.

Mr. A. B. Padgett reported results of site team visit of December 2. He said that there had been a rather lengthy visit with the site team, 9:00 A. M. - 1:00 P. M. The team had many questions. Mr. Padgett said that friends had reported that the team seemed favorably impressed with the answers to questions they raised and there was no apparent reason why they would not go ahead with their recommendations for funding at the January 26 meeting. This, of course, means that there will be no funding January 1 as was hoped and it will necessitate shifting some items on the timetable. Mr. Padgett called on Dr. Levine for an explanation of what this means.

Dr. Levine added that the site team did not at any time appear antagonistic. They had legitimate questions and wanted answers and were determined to probe until they got the answers. He said that he thought the group was satisfied that MACHealth was the right kind of organization in regard to MACLOG and CCAA. Dr. Levine said he felt that they were convinced that the systems approach was an excellent way for the council to have more information, therefore, decisions would be somewhat easier to arrive at in this way rather than using the current standard techniques of attacking one problem at a time

and ignoring the interrelationships of the problems.

Mr. Padgett added that people on the council will have an opportunity to have explained to them any questions that they may have regarding the systems approach which they do not understand clearly.

Dr. Levine discussed the impact of the delay in funding. He pointed out the fact that there were a number of things which needed attention now and there was no money with which to engage additional staff and this would necessitate going ahead with inadequate manpower in many instances until April 1 at which time MACHealth should become an agency on its own. At the recommendation of the Regional Health Advisory Committee, MACHealth applied for an extension grant to continue in the organizational phase for an additional three to six months. Under this grant, urgent items can be done. Dr. Levine mentioned the need for bringing a facilities review committee into existence by February.

Dr. Levine introduced the new organization liaison planner, Miss Rebecca Dinkel, and reported that she was doing an excellent job.

Dr. Levine also reported the illness of Mrs. Loretta Barnes, Secretary pro tem, and told the group that Mrs. Barnes expected to leave the hospital about December 12.

Dr. Levine asked the Nominating Committee and the Council to begin thinking of logical candidates for the permanent offices: president, 5 vice presidents, and secretary. He pointed out the need for a slate to be presented before the end of December. He also said there could be nominations from the floor at the meeting in January. He said the nominating committee would be glad to hear from any individual on MACHealth who might have a logical nominee in mind for one or more of the offices.

Mr. Padgett stated that the Community Council has been looked to by State Department of Public Health as a review agency for requests for federal funding and federal approval. He said that the Board of Directors of the Community Council agreed to turn this responsibility over to MACHealth as soon as we are ready. Nelson Severinghaus moved that MACHealth accept that responsibility as soon as possible. The motion passed unanimously. Dr. Levine added that any person who would like to be on this committee should mention it to the Chairman pro tem. He also pointed out that a mental health committee needs to be set up quite soon. He urged members to participate diligently in committee work.

Dr. Levine brought the group up to date on the matter of Cobb County, the misunderstanding through the press, etc. He stated that MACHealth is the official agency for review of all health projects involving federal government and it would redound to Cobb County's benefit to be a member in good standing of MACHealth. The council will be giving a good deal of technical assistance which will be made available to participating members, but cannot be made available to non-participating members.

Cobb County's holding out, said Dr. Levine, will probably mean about a 10% cut in the budget, with some reduction in staff. Dr. Levine says that he feels sure that Cobb will come in eventually. He said that there is a commitment in the budget for 1970 from all counties except Cobb. \$149,000 must be raised locally to match federal funds. Counties have committed just under \$100,000. It is hoped that \$37,000 can be raised from private sources such as foundations, and \$112,000 from counties. Dr. Levine said that even if Cobb decides not to come in, it is expected that participation from other Cobb County agencies will prevent Cobb from being left out of the budgetary picture altogether.

Mr. Severinghaus asked if the City of Atlanta was included in the budget; Dr. Levine answered that so far no way had been devised to get city money contributions into the picture. Counties are asked to contribute on a per-capita basis, which includes cities within the county. He said that there is no a priori reason why the cities should not be involved. They have an impact on health and receive benefits from health, too.

Dr. Levine reported that the MACLOG incorporation was ratified in November.

Miss Rebecca Dinkel reported her efforts to get through to Cobb County through the Chamber of Commerce. She said that Messrs. Gilbert and Graham had suggested a "cooling off" period, then beginning a new education campaign in Cobb County about MACHealth.

Dr. Levine briefed the group about the work that the emergency health services task force has been doing. He said that an application for a study is almost ready to be submitted by Georgia Tech. He said that the application must be submitted by December 20 and that the project was very closely coordinated through a task force of MACHealth. The question of local matching money and whose responsibility it will be to raise it was brought up. Dr. Levine reported that several members of the task force had ideas of where the money would come from and prospects for raising the money look good. Mr. Pinkston suggested that the board take no official action on this matter until more is known about funding, etc.

Dr. Levine asked if there would be any objections to stating in the application that the group expects to stay within the framework of the MACHealth guidelines.

Mr. Padgett suggested that the application state that the task force is working hand in glove with MACHealth. There were no objections to this statement. Gary Cutini urged that caution be used in endorsing projects in order to avoid duplication and fragmentation. Mr. Padgett agreed that MACHealth's main objective was coordination.

There being no further business, the meeting adjourned at 1:30 P. M.

Respectfully submitted,



For Loretta Barnes, Secretary pro tem

OFFICE OF ECONOMIC  
**OPPORTUNITY**

EXECUTIVE OFFICE OF THE PRESIDENT  
WASHINGTON, D.C. 20506

January 10, 1967

Mr. Al Kuettner  
675 Sherwood Road, N.E.  
Atlanta, Georgia 30324

Dear Mr. Kuettner:

Thank you very much for your letter of December 16, 1966. Although it is true that the Office of Economic Opportunity has some money available for research and demonstration programs in housing, none of it has been earmarked for any specific cities. The work done by the National Committee against Discrimination in Housing was undertaken some time ago, before there was any clear idea of what our appropriation for this fiscal year would be. When our appropriation was reduced, it was impossible to fund all programs which had been considered, and no further action was possible on the one you mention.

With its limited funds for housing demonstrations, our office has concentrated on the development of city-wide and neighborhood corporations as an experiment in new delivery mechanisms for low-cost housing. We have also encouraged a wide variety of housing services programs through community action agencies. We would, of course, be happy to discuss any proposal you might have, either on an informal basis or on the basis of a formal submission. May I suggest that you contact your local community action agency or other housing groups to see what your next step might be.

Thank you for your interest in our program.

Sincerely,



Richard S. Granat  
Director  
Housing Programs

# CITY OF ATLANTA



January 13, 1967

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. Al Kuettner  
675 Sherwood Road, N. E.  
Atlanta, Georgia 30324

Dear Al:

Mayor Allen has asked me to answer your letter of January 4 regarding grants which have been made to the City which would be of concern to the Community Relations Commission. I have been out of town and I am sorry that your letter has not been answered sooner.

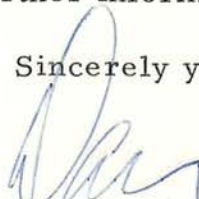
The only current grant that I know of which might be of interest to you would be the \$23,000 grant from the Stern Family Fund. Attached is a copy of the announcement put out by the Stern Family Fund which I think explains the intent of the grant.

We have employed Johnny Robinson to direct this demonstration project and Johnny is now located in Room 1204 in City Hall.

We are in the process of completing a comprehensive outline of the project from the execution standpoint and I will make this available to you in the next few days.

Please call me if you need any further information.

Sincerely yours,



Dan Sweat

DS:fy

*Don't forget  
This should be our  
Guide!*

GRANTEE: City of Atlanta (Georgia)

AMOUNT: \$23,000

PURPOSE: To assist the Mayor of Atlanta to staff and organize the office of the Mayor better to develop a strategy and action to mobilize the city's forces to attack the problems of the slums and improve the condition of the people now resident there.

Foundation funds will be used to pay the salary of a special assistant to the Mayor experienced in urban affairs, capable, with the Mayor's political leadership, of meshing the resources and energies of the disparate elements of the community in concerted action, and knowledgeable about securing outside resources to help with the task.

This will be an experiment and demonstration of the value of such a staff and function in the Mayor's office of a southern city with a "weak mayor" system. If the demonstration warrants such action the Mayor will attempt to establish the staff and function as a permanent feature of his office. The U.S. Conference of Mayors will observe the experience and report on it to other cities in similar situations.

BACKGROUND  
AND

RATIONALE In coping with the crisis problems of cities and, even more important, developing and implementing policy and strategy for healthy urban development that will obviate the crises, the mayor's office is the key command post. Only the mayor has comprehensive responsibility. Other functionaries have restricted concerns for education, housing, welfare, public safety, etc. Elected representatives have comprehensive concern, but are limited to policy formation through legislation. Only the mayor is concerned with policy formation and execution.

Without strong and capable leadership from the mayor's office and the mobilization of internal and external resources by him the inexorable forces tending to break down the economic and social order of the city are not likely to give way.

What this means is that the modern mayor must be a "system analyst" and operator. He must view the city as a system made up of interacting sub-systems and impinged upon by regional and national systems. The trick for the mayor is to mesh these systems so that their own "rules-of-the-game" and self-serving objectives are to the greatest degree possible induced to serve the purposes of the general welfare and development of the community. How can the mortgage banking system better produce low cost housing?

How can the customs, leadership patterns and aspirations of the low income Negro community best be mobilized to push constructively for upward mobility? How can the needs of industry for skilled personnel be made a force to speed up the training of unskilled people? How can the resources of federal agencies and foundations be marshalled to support orderly and equitable development? Most cities now exploit only a fraction of the outside resources potentially available to them because they don't know how to go after them or to use them efficiently.

All of this takes know-how. To be deployed most effectively that know-how must be in, or close to, or at the beck and call of the mayor's office.

Atlanta is one of the bellwether cities of the south with outstanding leadership in the Mayor's office. The general climate in the city is such that well reasoned and executed policies and programs have a favorable environment in which to confront the complex problems of today's cities.

These circumstances make it an opportune time and place to try to improve the capacity of the Mayor's office to perform the dynamic role it should and for the experience to be visible and hopefully influential elsewhere.

The plans for the project were developed jointly by the U.S. Conference of Mayors, the Southern Regional Council, and the Mayor of Atlanta.

COMMUNITY RELATIONS COMMISSION  
REPORT OF PROGRAM COMMITTEE

Helen Bullard, Chairman

PREFACE

The Program Committee would like to list the premises on which the program is based, since in our opinion it was not possible to suggest program in a vacuum but rather to suggest program in terms of the implementation; in other words, when we suggested the following program we considered whether or not in our opinion it was feasible within the framework of limited staff, budget, and other facilities.

We propose the following as a summary of the philosophy of the Program Committee of the Commission:

1. That the Commission make accessibility one of its prime objectives.
2. That as far as possible the work of the Commission be in the area of prevention.
3. That the Commission avoid duplicating any function that is already the province of an established agency or group and that its efforts be channeled in the areas of implementing rather than duplication.
4. That the program of the Commission remain flexible and within the capabilities of the Commission.
5. That the Commission recognize the responsibility of a creative approach to solving problems of our Community and its responsibility to encourage the involvement of the citizens of the entire City.



6. That the Commission's program include for consideration and possible implementation the suggestions from the citizens themselves. That the Commission then becomes, with the approval of the Mayor and the Board of Aldermen, the spokesman for the City of Atlanta.

#### PROGRAM I

The Program Committee proposes the following areas for immediate action (these areas were included in the ad hoc committee's report as being the most obvious areas for survey of services and facilities):

- a. Blue Heaven (Location: Decatur Street - Atlanta DeKalb area)
- b. Cabbage Town (Location: Fulton Bag and Cotton Mill)
- c. Mechanicsville
- d. Summer Hill (Location: Off Georgia Avenue, behind the Capitol)
- e. Vine City (Location: Vine Street and Magnolia)
- f. Lighting
- g. Scotts Crossing
- (other suggestions)
- h.
- i.
- j.

and such other areas as may be determined by the Commission or requested by the neighborhood organizations or individuals. The purpose of this investigation is to make recommendations to the Mayor and the Board of Aldermen regarding the furnishing of necessary services and facilities within the control

of the City of Atlanta which shall standardize the services furnished in the above mentioned areas with all the other areas of the City of Atlanta.

As a basis for such information and recommendations, the Program Committee urges that this program be given first priority; that the information be obtained by holding public hearings in the suggested areas to which the public, neighborhood organizations and other interested individuals will be invited. We suggest that this be a simultaneous project and that the Commission be set up in teams and assigned to specific areas and that each team designate one member as a secretary for the purpose of filing a joint report to the entire Commission. In areas where there is not unanimous agreement within the team, we suggest a minority report also be filed.

## PROGRAM II

For purposes of gaining information we suggest that the following people who are concerned with the community relations in the various areas and disciplines be invited to appear before the entire Commission for the following purposes:

- a. To outline for the community their present method of operation.
- b. To project plans for the future.
- c. To analyze what they consider their greatest problems, and
- d. To make whatever recommendations they care to to the Community Relations Commission.

We suggest the following areas of concern:

1. A meeting of all agencies dealing with community problems.

2. EDUCATION - Dr. John Letson, Superintendent of Atlanta Schools
3. EQUAL OPPORTUNITIES - Mr. Charles O. Emmerich - Director of the E. O. A. Program
4. JOB OPPORTUNITIES within the City Government - Col. Carl Sutherland, Director of Personnel, City of Atlanta
5. RECREATION - Mr. Jack Delius - Director of Parks Department, City of Atlanta
6. HOUSING -
  - a. Atlanta Housing Authority, Mr. M. B. Satterfield
  - b. Mayor's Committee on Housing, Dr. Sanford Atwood and Dr. Benjamin Mayes
7. LAW ENFORCEMENT - Chief Herbert Jenkins, Atlanta Police Department
8. WELFARE - Mr. Welborn Ellis - Director of Fulton County Welfare Department
9. HEALTH - Fulton County Public Health Department, Dr. James F. Hackney
10. In addition to the above official agencies, we would like to recommend that the Committee that is assigned to work with ministers be asked to select from the churches the significant churches in terms of community program. We think it would be helpful to have such programs explained so that other churches might be encouraged to similar or other community programs. (We are thinking partly in terms of clinics, counseling services, etc.)

## TIME TABLE

1. Public hearing of concerned citizens from various neighborhoods throughout the City. Place: City Hall - February 16, 7:30 p. m. - Committee room #2. Purpose: to begin to pinpoint problems of the City.
  
2. Meeting with agencies who are concerned with community relations. Purpose: to ask each agency to define their areas of operations and program, and to get their ideas as to the problems of the Atlanta Community. Suggest that the agencies be asked to file a brief with the Commission in addition to their verbal reports. Time: Thursday, February 23, 7:30 p. m. - City Hall.
  
3. Public meeting in areas suggested by ad hoc committee (committees of not more than three persons to each area) be appointed by the Chairman of the Commission and such meetings begin the first week in March, with area meetings being held simultaneously; that the entire Commission be called into extra session for reports and to formulate recommendations.
  
4. That the heads of agencies suggested in Program II be contacted as to their earliest availabilities for meeting with the Commission.

## ADDITIONAL PROGRAMS

(FOR DISCUSSION)

1. Compiling of a simplified directory of community services - Check with C. P. C. as to the status of their directory.
2. Project involving newcomers into Atlanta - See what C. P. C. has done on this.
3. Establishing Speakers' Bureau.
4. Forming of an Advisory or Auxiliary Committee, for the Commission, names to be selected from proposed names for the Commission itself or by other means.
5. Internship program for students either in the field of social work, education, health, etc.
6. Program to involve more groups and individuals for working with problems involving the entire City.

June 8, 1970

Mr. Robert E. Scott, Chairman  
Mr. Michael Banks, Representative  
Central Youth Council  
Economic Opportunity Atlanta, Inc.  
101 Marietta Street Building  
Atlanta, Georgia 30303

Gentlemen:

This is to acknowledge your letter requesting representation for the Central Youth Council on the Community Relations Commission. The Board of Aldermen at its next meeting will consider an ordinance to amend the City Charter to provide for the addition of two student members on the Community Relations Commission.

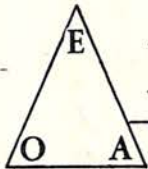
We hope that the Aldermen will provide these positions to be filled by young citizens of Atlanta. I will certainly consider your request if and when I am called upon to make these appointments.

Sincerely,

Sam Massell

SM:sdm

cc: Rev. Sam Williams



# Economic Opportunity Atlanta, Inc.

101 Marietta Street Bldg. • Atlanta, Georgia 30303 •

William W. Allison  
Executive Administrator

May 28, 1970

The Honorable Sam Massell  
Mayor of the City of Atlanta  
Atlanta City Hall  
68 Mitchell Street, S. W.  
Atlanta, Georgia 30303

Dear Mayor Massell:

This letter is in regards to having representation of the Central Youth Council (CYC) on the Community Relations Commission.

We, the representatives (Robert Scott and Michael Banks) of the Central Youth Council would like to know as soon as possible how we would go about getting an established position on the Community Relations Commission, if at all possible.

Time is of the utmost importance.

Yours truly,

Robert E. Scott  
Chairman of the CYC

Michael Banks  
Central Youth Council, Representative

RS/MB:dt

cc: Reverend Sam Williams

CRC

The Atlanta Community Relations Commission held a town hall meeting for the residents in the Peachtree-Tenth Street area in an effort to begin some kind of dialogue between the young people, long-time residents, and property owners and to determine whether the city services and resources are adequate for that area.

The areas of concern seemed to be as follows:

- Priority Number 1: Jobs
- Priority Number 2: Housing
- Priority Number 3: Drug traffic and drug hazards
- Priority Number 4: The need for a community house that would also house health facilities and provide for counseling.
- Priority Number 5: The need to make plans for a projected influx of vacation Hippies from other cities
- Priority Number 6: The need for police patrolling the district without harassment of the residents
- Priority Number 7: Neighborhood cleanup facilities  
(Need for more street garbage cans)
- Priority Number 8: The need for a center to cope with the problems of runaway people

The Community Relations Commission is concerned with the Tenth Street area in the same way that it has concerned itself with other neighborhood areas in the city. However, we realize that the problems in this area are made more complex by the presence of drugs and the conflict between the life styles of the long-time residents and the younger residents. The Commission applauds the efforts by the young people in handling the drug problem and for using their own pressures to rid the neighborhood of drug pushers and to keep new drug pushers from coming into the area.

Obviously Atlanta has no desire or inclination to make the city into a police city by prohibiting anyone from choosing to come to Atlanta to live or to exist. However, the Commission does urge that whatever means are available be used to get information to Hippies in other areas as to the lack of job opportunities that exist all over Atlanta as well as the lack of housing for the existing population. We urge that this information be disseminated as well as the information that the city government intends to use every resource it has and even to using whatever outside agencies are available in a tough crackdown policy on the sale of narcotics throughout the city. The Commission believes that there should be no misunderstanding as to the climate of



opinion in regard to the implementation of the city government itself, its police department and all other agencies in policing of the overall city. We think it is only fair to tell young people what to expect if they arrive in Atlanta without a job and without visible means of support.

Up until now coexistence in the area has been made possible by concerned citizens, by churches, by individual members of the medical profession, which includes psychiatrists. We are grateful for the concerned people and organizations. As individuals and as a city commission we will continue to work with the community in attempting to further a peaceful, creative community. We in no way subscribe to the theory for this community or any community in America that if you ignore problems they will go away. The grim lesson of other cities which subscribe to this philosophy has been heeded. We intend to return to the Tenth Street area on June 2<sup>nd</sup> to make a report, to make suggestions, and to listen to the residents. In the meantime, there are certain recommendations which we would like to make now and which we believe would be supported by the majority of the people in the community.

LAW OFFICES

**KALER, KARESH & RUBIN**

1820 FULTON NATIONAL BANK BUILDING

ATLANTA, GEORGIA 30303

IRVING K. KALER  
SANFORD R. KARESH  
MARTIN H. RUBIN  
PAUL M. McLARTY, JR.  
C. LAWRENCE JEWETT, JR.

CABLE ADDRESS:  
"KKATTY" ATLANTA

TELEPHONE:  
AREA CODE 404  
525-6886

December 23, 1966

*file*

*ans?*

Hon. Ivan Allen, Jr.  
Mayor, City of Atlanta  
City Hall  
Atlanta, Georgia

Dear Mayor Allen:

I know you have received the letter from Mr. Lucien Oliver resigning from the Community Relations Commission. I recommend that you appoint an outstanding businessman to succeed Mr. Oliver. There are a number of successful and prominent businessmen who I am convinced will add great strength and balance to this program.

Yours very sincerely,

*Irving K. Kaler*

Irving K. Kaler, Chairman  
Community Relations Commission

IKK/sf

cc: Hon. Sam Massell, Jr.  
Vice-Mayor, City of Atlanta

OFFICE OF CLERK OF BOARD OF ALDERMEN  
CITY OF ATLANTA, GEORGIA

AN ORDINANCE TO AMEND THE CHARTER

BY: SAM MASSELL, JR., CHAIRMAN ALDERMANIC HUMAN RELATIONS COMMITTEE

AN ORDINANCE TO AMEND THE CHARTER OF THE CITY OF ATLANTA TO CREATE A COMMUNITY RELATIONS COMMISSION FOR THE CITY OF ATLANTA, GEORGIA, PROVIDE FOR MEMBERSHIP, DEFINE THE PURPOSES AND DUTIES OF THE COMMISSION AND OBJECTIVES SOUGHT TO BE ACCOMPLISHED, PROVIDE FOR THE ORGANIZATION AND OPERATIONS OF THE COMMISSION.

BE AND IT IS HEREBY ENACTED BY THE MAYOR AND BOARD OF ALDERMEN OF THE CITY OF ATLANTA AS FOLLOWS:

Section 1. There is hereby created a Community Relations Commission for the City of Atlanta, Georgia, to be known as the Community Relations Commission. The Commission shall be composed of twenty members, serving without compensation, all bonafide adult residents and representatives of all segments of the City of Atlanta, Georgia, to be appointed by the Mayor with approval of the Board of Aldermen, one of whom shall be designated by the Mayor as its chairman at the organizational meeting and at each annual meeting thereafter. Seven members of said Commission shall constitute a quorum for the transaction of business. Of the twenty members first appointed, six shall be appointed for one year, seven for two years and seven for three years; thereafter all appointments to the Commission shall be for a term of three years. Any member may be removed by the Mayor for failure to attend meetings or inattention to duties. In the event of death, resignation or removal of any member, his successor shall be appointed by the Mayor to serve for the unexpired period of the time for which such member has been appointed provided, however, that all members shall continue in office until their successors shall have been appointed.

SECTION 2. The Commission, at its organizational meeting and each annual meeting thereafter, shall elect from its membership a vice-chairman; a second vice-chairman; and a secretary. The chairman, vice-chairman, second vice-chairman, and secretary shall have and perform such duties as are commonly associated with their respective titles. The officers of the Commission shall be and constitute the executive committee of the Commission which shall exercise such powers of the Commission between its regular meetings as may be authorized by the Commission. The Commission shall be further authorized to appoint and fix the membership of such number of standing and temporary committees as it may find expedient for the performance of its duties.

SECTION 3. The Community Relations Commission shall meet at least once

each month at such time and place as shall be fixed by the Commission by its standing rules. Special meetings shall be called by the chairman, or in his absence by the ranking vice-chairman, or on the written request of any two members of the executive committee, or upon the written request of a majority (ten members) of said Commission. All such requests shall state the purpose or purposes for which such special meeting is to be called, and shall be filed with the secretary at least twenty-four hours before the time of the special meeting so-called and authorized. Such request and call for a special meeting shall be read at the meeting and entered in the minutes, and no business shall be transacted except that stated in the request for such special meeting. The Commission shall prepare its own agenda for all meetings and establish its own rules of order or adopt Robert's Rule of Order for the conduct of their meetings.

SECTION 4. The functions, duties and powers of the Commission shall be:

- (a) To foster mutual understanding, tolerance, and respect among all economic, social, religious, and ethnic groups in the City.
- (b) To help make it possible for each citizen, regardless of race, color, creed, religion, national origin or ancestry, to develop his talents and abilities without limitation.
- (c) To aid in permitting the City of Atlanta to benefit from the fullest realization of its human resources.
- (d) To investigate, discourage and seek to prevent discriminatory practices against any individual because of race, color, creed, religion, national origin or ancestry.
- (e) To attempt to act as conciliator in controversies involving human relations.
- (f) To cooperate with the Federal, State, and City agencies in developing harmonious human relations.
- (g) To cooperate in the development of educational programs dedicated to the improvement of human relations with, and to enlist the support of, civic leaders; civic, religious, veterans, labor, industrial, commercial and eleemosynary groups; and private agencies engaged in the inculcation of ideals of tolerance, mutual respect and understanding.

- (h) To make studies, and to have studies made, in the field of human relations, and to prepare and disseminate reports of such studies.
- (i) To recommend to the Mayor and Board of Aldermen such ordinances as will aid in carrying out the purposes of this ordinance.
- (j) To submit an annual report to the Mayor and Board of Aldermen.
- (k) To accept grants and donations on behalf of the City from foundations and others for the purpose of carrying out the above listed functions, subject to the approval of the Mayor and Board of Aldermen.

SECTION 5. Pursuant to the named functions and duties of the Community Relations Commission, it is empowered to hold hearings and take the testimony of any person under oath. The Commission, after the completion of any hearing, shall make a report in writing to the Mayor setting forth the facts found by it and its recommendations. At any hearing before the Commission a witness shall have the right to be advised by Counsel present during such hearings.

SECTION 6. The Commission shall, with the approval of the Mayor and Board of Aldermen, employ an executive director, and the Mayor and Board of Aldermen shall fix his compensation. The executive director shall be a person with training and experience in inter-group and inter-racial relations. The executive director shall coordinate the activities of the Commission and its staff. He may, with the Mayor's approval and within the limits of the budget of the Commission, employ such staff as he needs, and the executive director shall fix the compensation of such staff, subject to the approval of the Personnel Board of the City.

SECTION 7. The Commission shall prepare annually a budget for the ensuing fiscal year, and shall submit such budget to the Mayor and Board of Aldermen of their approval. Except for the initial year, the Commission shall prepare and submit each budget no later than September 30 of each year. All Budgetary expenditures shall be authorized by the Commission.

SECTION 8. In the event that private funds are made available for special projects, surveys, and educational programs, the Mayor is authorized, upon recommendation of the Commission, to enter into such contract or contracts with

private individuals, associations, or groups desiring to promote the purpose of said Commission by furnishing funds for said purposes.

SECTION 9. The services of all other departments of The City of Atlanta shall be made available to the Commission upon its request for such services subject to the ability and capacity of said Department to render same. Information in the possession of any department, board, or agency of the City of Atlanta shall be furnished to the Commission upon its request, and to the extent permitted by law, subject to the ability and capacity of the department to furnish it. Upon the refusal by any director or head of any department, board, or agency of the City to furnish any information which has been requested by the Commission, the matter shall be referred to the Mayor who shall determine whether such information shall be furnished to the Commission, and the decision of the Mayor shall be final.

SECTION 10. The Mayor is authorized to allocate adequate office space and to provide the necessary facilities in the City Hall for said Commission if the office space and facilities are available. If office space and facilities are not available in the City Hall, then the Mayor is authorized to secure adequate office space and to provide the necessary facilities as convenient to the City Hall as possible.

SECTION 11. If any section of this ordinance be held to be unconstitutional or otherwise invalid by any Court of competent jurisdiction, then such section shall be considered separately and apart from the remaining provision of this ordinance, said section to be completely separable from the remaining provisions of this ordinance and the remaining provisions of this ordinance shall remain in full force and effect.

SECTION 12. The provisions of this ordinance shall be included and incorporated in the Charter and Related Laws of the City of Atlanta, as an addition thereto.

SECTION 13. That a copy of this proposed amendment to the Charter and Related Laws of the City of Atlanta shall be filed in the Office of the Clerk of the Mayor and Board of Aldermen and in the Office of the Clerk of the Superior Court of Fulton County and that the "Notice of Proposed Amendment to the Charter and Related Laws of the City of Atlanta", attached hereto, marked "Exhibit A" and made a part of this ordinance, be published once a week for three weeks in a newspaper of general circulation in the City of Atlanta or the official organ of Fulton County and that a copy of said advertisement be attached to this ordinance prior to its

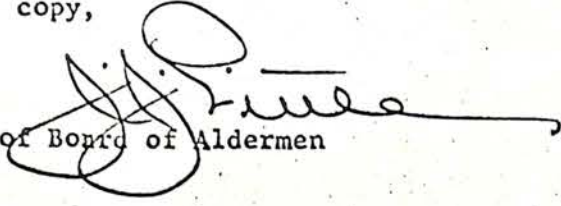
final adoption by the Mayor and Board of Aldermen.

SECTION 14. That all ordinances and parts of ordinances in conflict herewith are hereby repealed.

ADOPTED By Board of Aldermen November 7, 1966

APPROVED November 8, 1966.

A true copy,

  
Clerk of Board of Aldermen

NOTICE OF PROPOSED AMENDMENT TO  
CHARTER OF THE CITY OF ATLANTA

NOTICE is hereby given that an ordinance has been introduced to amend the Charter and Related Laws of the City of Atlanta to create a Community Relations Commission for the City of Atlanta, Georgia, provide for membership, define the purposes and duties of the Commission and objectives sought to be accomplished, provide for the organization and operations of the Commission.

A copy of the proposed amendment to the Charter is on file in the Office of the City Clerk of Atlanta and the Office of the Clerk of the Superior Court of Fulton and DeKalb Counties, Georgia, for the purpose of examination and inspection by the public.

This \_\_\_\_\_ day of \_\_\_\_\_, 1966.

\_\_\_\_\_  
J. J. Little, City Clerk  
City of Atlanta



October 14, 1966

To: Alderman Rodney Cook  
Mr. Bennie T. Smith  
Mrs. Dorothy B. Thompson  
Rev. Samuel W. Williams

From: Eliza Paschall

A meeting of the sub-committee formed to submit recommendations concerning membership of the Community Relations Commission has been scheduled for Thursday, October 20, at 3:30 p.m.

This meeting will be held in the offices of the Greater Atlanta Council on Human Relations at 4 Forsyth Street in Room 207.

Please make every effort to be present at this important meeting.

EP:fy

cc: Mr. Sam Massell, Jr.

MINUTES

HUMAN RELATIONS COMMITTEE  
SEPTEMBER 29, 1966

Members of the Human Relations Committee met at City Hall on Thursday, September 29, 1966, at 11:00 a.m. with the following members present:

Alderman Rodney Cook  
Alderman Richard Freeman  
Mr. Charles Hart  
Alderman Charles Leftwich  
Vice Mayor Sam Massell, Jr., Acting Chairman  
Alderman Everett Millican  
Mrs. Eliza Paschall  
Mr. Bennie T. Smith  
Rev. Samuel W. Williams

Also present were:

Mr. Dan E. Sweat  
Director of Governmental Liaison

Mr. Jim Pilcher  
City Attorney's Office

The meeting was called to order by Mr. Massell and the first order of business was the election of officers for the Committee. Upon motions duly made, seconded and passed, the following officers were elected:

Mr. Sam Massell, Jr., Chairman  
Rev. Samuel W. Williams, Vice Chairman

The Committee then reviewed the draft ordinance for the establishment of a human relations commission and the following actions were taken:

Section 1: Upon motion duly made, seconded and passed, it was agreed the commission should be called the Community Relations Commission.

Upon motion duly made, seconded and passed, it was agreed that seven (7) members of the total of twenty (20) members should constitute a quorum rather than ten (10) members as called for in the draft.

It was agreed that the phrase "membership shall include representation of all segments of the City" be included in this section.

Page Two

Section 2: Approved as submitted.

Section 3: Approved as submitted.

Section 4: Upon motion duly made, seconded and unanimously passed, sub-section (d) was amended to read as follows: "To investigate, discourage and seek to prevent discriminatory practices against any individual because of race, color, creed, religion, national origin or ancestry."

Section 5: The first sentence was amended to read as follows: "The commission shall, with the approval of the Mayor and Board of Aldermen, employ an executive director, and the Mayor and Board of Aldermen shall fix his compensation."

The last sentence was amended to read as follows: "He may, with the Mayor's approval and within the limits of the budget of the commission, employ such staff as he needs, and the executive director shall fix the compensation of such staff subject to the approval of the Personnel Board of the City of Atlanta."

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Section 8: The first sentence was amended to read as follows: "The services of all other departments of the City of Atlanta shall be made available to the commission upon its request for such services subject to the extent of the personnel that they have."

The second sentence was amended to read as follows: "Information in the possession of any department, board, or agency of the City of Atlanta shall be furnished to the commission upon its request, and to the extent permitted by law and based on the ability of the department, board or agency to provide such information."

Section 9: This section was amended to read as follows: "The Mayor is authorized to allocate adequate office space and to provide the necessary facilities in the City Hall for said commission if the office space and facilities are available or to secure space as convenient to the City Hall as possible."

Section 10: Approved as submitted.

Section 11: Approved as submitted.

Upon motion duly made, seconded and passed, it was agreed to add a separate section (Section 12) to the ordinance to provide subpoena power for investigative purposes. The wording of this section will be left to the City Attorney's Office.

There being no further discussion on this matter, it was agreed that the ordinance, as amended, be submitted to the Board of Aldermen at their regular meeting on Monday, October 3. In order for this commission to be a charter commission, it will be necessary for the ordinance to be submitted to the Board of Aldermen three times.

The Resolution establishing the Human Relations Committee called for the Committee to submit recommendations concerning membership of the Commission. Mr. Massell appointed the following committee to submit such recommendations to the Human Relations Committee for consideration:

Mrs. Eliza Paschall, Chairman  
Alderman Rodney Cook  
Mr. Bennie T. Smith  
Mrs. Dorothy B. Thompson  
Rev. Samuel W. Williams

Concerning the matter of the budget of the Commission, Alderman Millican suggested this not be set until the permanent Commission is appointed so that it can consider the budgetary requirements. Alderman Leftwich and Alderman Millican were appointed as a committee of two to bring the matter to the attention of the Comptroller and the Finance Committee of the Board of Aldermen that at a future date a request for funds for this Commission will be forthcoming.

In reviewing the minutes of the previous meeting, it was noted that Aldermen Cook, Freeman and Millican and Mr. Bennie Smith should be added to the list of members present. It was asked that the minutes be corrected to include these names.

Mr. Hart inquired if this committee could make recommendations to the department heads and, if so, suggested the Board of Education be asked to work with Economic Opportunity Atlanta, Inc. to establish a program to

Page Four

keep the school libraries open in the evenings. This was discussed but it was felt this could be more effectively handled under the direction of the permanent Commission.

There being no further business, the meeting was adjourned. The next meeting will be scheduled after Mrs. Paschall's committee completes its recommendations.

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9/30

*Office of the Mayor*

ATLANTA, GEORGIA

ROUTE SLIP

TO: Mr. Sam Massell

FROM: Dan E. Sweat, Jr.

- For your information
- Please refer to the attached correspondence and make the necessary reply.
- Advise me the status of the attached.

---

Attached is a copy of a draft of the

---

minutes of the last meeting of the

---

Human Relations Committee for your

---

approval. After you have had an

---

opportunity to review the minutes, let

---

me know if you would like for my office

---

to make copies of the minutes and send

---

them out.

---

Dan Sweat

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October 4, 1966

Mr. Raphael B. Levine  
President of the Board of Trustees  
Unitarian Universalist Congregation of Atlanta  
1911 Cliff Valley Way, N. E.  
Atlanta, Georgia 30329

Dear Mr. Levine:

Thank you for your letter of September 15 recommending the establishment of a Mayor's Aldermanic Council on Human Relations.

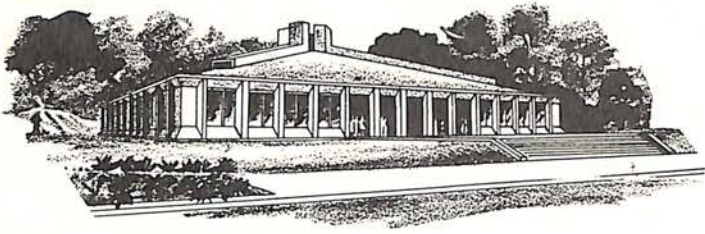
The establishment of such a Council has been recommended to the Board of Aldermen and passed first reading by the full Aldermanic Board on Monday afternoon.

I am sure that such a Council can be very useful in helping to resolve many of the crucial problems facing Atlanta.

Sincerely yours,

Ivan Allen, Jr.  
Mayor

IAJr:fy



## UNITARIAN UNIVERSALIST CONGREGATION OF ATLANTA

EUGENE PICKETT, MINISTER

September 15, 1966

The Mayor of the City of Atlanta  
City Hall  
Atlanta, Georgia

My dear Mr. Mayor:

I wish to express, on behalf of the Board of Trustees, Unitarian-Universalist Congregation of Atlanta, our concern over the recent events which have seriously disturbed the interracial climate in Atlanta. We feel that the time is due, and past due, for some really constructive action to be taken in this area--action which only the City Government is in a position to implement.

At the same time, we want to commend the obvious solicitude with which you and other leaders in Atlanta have grappled with the immediate problems raised by the shooting incident, the personal bravery shown by yourself and the police force, and the rapidity with which the murder suspects were apprehended.

It is becoming daily more apparent that meaningful and constant communication among the various factions involved in our city's dilemma is a crucial ingredient to its solution. We believe that the most useful single action which could be taken at this time is the establishment of a Mayor's Aldermanic Council on Human Relations, which would be empowered to call to its meetings not only concerned citizens in the various private organizations, but also ranking officers in all branches of the City Government. Such a council should have quasi-official status, and should have the ear of the Mayor and the Aldermanic Board at all times. Of the essence in the usefulness of such a Council would be the fact that its recommendations would be taken seriously.



Members of this Congregation, and of our Denomination generally, have worked unceasingly since our beginnings in the field of civil rights and of human wellbeing generally. We have accepted both hard work and danger--as in the case of James Reeb in Selma. We are especially concerned, therefore, that outbreaks of violence and intransigence on both sides of the issues might jeopardize much that has been won in the cause of better understanding and equality of opportunity. We urge, with all vigor and earnestness, that a major step such as the Mayor's Council suggested, be established immediately, and that leaders of all factions give it their unqualified support.

Very truly yours,

*Raphael B. Levine*

Raphael B. Levine  
President

c/c Samuel Williams  
Samuel Massell  
Atlanta Constitution

MINUTES

HUMAN RELATIONS COMMITTEE  
SEPTEMBER 22, 1966

Members of the Human Relations Committee met at City Hall on Thursday, September 22, 1966, at 2:00 p. m. with the following members present:

Mr. Charles Hart  
Alderman Charles Leftwich  
Vice Mayor Sam Massell, Jr.  
Acting Chairman  
Mrs. Eliza Paschall  
Mr. L. D. Simon  
Mrs. Dorothy Bolder Thompson

Mr. Dan E. Sweat, Director of Governmental Liaison for the City of Atlanta, was also present.

Since a quorum was not present at this meeting, it was decided to again postpone business of the Committee until the next meeting.

Mr. Massell requested the City Attorney to prepare a draft ordinance for the establishment of a Human Relations Commission. Copies of this draft were distributed to the members along with copies of information prepared by Mrs. Paschall on Human Relations Commissions of other cities comparable to Atlanta. Mr. Massell stressed the importance of reviewing the ordinance before the next meeting and agreed to mail copies to those members not present.

The meeting was adjourned at 2:30 p. m. with the next meeting scheduled for Thursday, September 29, 1966, at 11:00 a. m.

## MINUTES

### HUMAN RELATIONS COMMITTEE SEPTEMBER 9, 1966

Members of the Human Relations Committee met at City Hall on Friday, September 9, 1966, at 2:30 p. m. with the following members present:

Alderman Milton Farris  
Mr. Charles Hart  
Vice Mayor Sam Massell, Jr., Acting Chairman  
Alderman G. Everett Millican  
Mrs. Eliza Paschall  
Mrs. Dorothy Bolder Thompson  
Rev. Samuel Williams

Mr. Dan E. Sweat, Director of Governmental Liaison for the City of Atlanta, was also present.

The meeting was called for the purpose of formal organization of the committee. However, due to the fact that a quorum was not present, it was agreed to postpone this for a future meeting. The group then discussed the role of the committee and possible activities and programs to be accomplished.

Some of the suggested programs or improvements included:

- (1) Alderman Farris suggested an ordinance by the Board of Aldermen prohibiting building of houses on unpaved streets.
- (2) The group discussed a demonstration project whereby a small area (perhaps a city block) in disadvantaged neighborhoods could be completely cleared and inexpensive but substantial single family dwellings built back as rental property or as purchase property. As one area is completed the program would then move to another area rather than taking in the large sections as under the present urban renewal programs.
- (3) Mr. Massell suggested that a listing of problems and a schedule of priority of needs be compiled and suggested the Atlanta Chapter of the National Association for Inter-Group Relations Officials be contacted to obtain their recommendations.

- (4) The group discussed the value of a survey of the residents of the disadvantaged areas to determine what they feel are their greatest needs and problems. There were many suggestions as to how to conduct such a survey including:
  - a. A professional survey
  - b. A survey carried out by amateurs (such as the EOA Neighborhood Aides) as the people might discuss their problems more freely with this group than with professional persons
  - c. Community meetings with members of the Board of Aldermen
  
- (5) It was suggested that a fulltime staff and budget be recommended as part of a permanent Human Relations Commission. It was agreed that the City should have one person responsible for all needs and activity in this field.

Since most of the discussion centered around the problems of housing, it was suggested that Federal authorities from the Department of Housing and Urban Development be asked to attend the next meeting to explain their programs and the services this department can render in solving this problem.

Mrs. Paschall agreed to review the material and information obtained from the U. S. Conference of Mayors and the Civil Rights Commission on Human Relations Commissions of other cities and prepare a brief summary for the members of the committee.

The meeting was adjourned at 3:40 p. m. with the next meeting scheduled for Thursday, September 22, 1966, at 2:00 p. m.

Mayor Ivan Allen Jr.

ITINERARY

Briefing and Bus Tour  
Special Committee to Survey  
Services to Slum Areas

Wednesday, August 10, 1966  
2:00 P.M.  
Committee Room No. 4  
City Hall  
Atlanta, Georgia

2:00 P.M.

- I Call to Order - Mayor Ivan Allen
- II Explanation of Resolution - Mayor Allen
- III Introduction of Committee Members - Mayor Allen

(Aldermanic Members)

Milton Farris, Chairman, Finance Committee  
Charles Leftwich, Chairman, Parks Committee  
Richard Freeman, Chairman, Police Committee  
Jack Summers, Chairman, Public Works No. 1 Committee  
G. Everett Millican, Chairman, Public Works No. II Committee  
Rodney Cook, Chairman, Urban Renewal Policy Committee  
John Flanigen, Chairman, Zoning Committee

(Summit Members)

Mrs. Dorothy Bolder Thompson, ~~152 Gray Street (mu-8-2422)~~  
~~1485 Northcliff Valley Way NE~~  
*643 Delbridge St. N.W.*  
Mr. L. D. Simon, *23 Manly Avenue, S.E., Atl.*  
Mr. Benny T. Smith, *209 Archcrest Drive, Napeville, Georgia*  
Mr. Charles Hart, *807 Commodore St. (799-1003)*  
Mrs. Eliza Pascall, *Greater Atl. Council on Human Relations, 5 Forsyth St. 30303*  
Rev. Sam Williams, *Friendship Baptist Church, 437 Mitchell St. S.W.*

- IV Introduction of Earl Landers, Administrative Asst. - Mayor Allen
- V Department Heads or designated representatives each to give 5-minute briefing on nature and extent of services provided by their department. Earl Landers to introduce departmental spokesmen.

(1) Jerry Coffel, Planning Department:

Mr. Coffel will locate areas of immediate concern on map and explain the Department's progress on preparation of survey and planning applications. He will also explain handout materials describing each area, along with individual maps.

- (2) Ray Nixon, Construction Department
- (3) Bill Wofford, Inspections Department
- (4) Jack Delius, Parks Department
- (5) Bob Speer, Sanitary Department
- (6) Karl Bevins, Traffic Engineering Department
- (7) Capt. Morris Redding, Police Department

VI Mr. Landers introduce Earl Metzger, who will not speak but who will make the tour to answer questions on Urban Renewal and Public Housing.

VII 2:45 p.m. Board bus in front of City Hall.

VIII 2:45 - 4:30 p.m. Tour of following areas:

Vine City	Cooper-Glenn	Summerhill
Blue Heaven	Cabbage Town	

Mayor Allen will handle mike and answer questions or call on appropriate department representative for answer.

Jerry Coffel will direct driver along tour route and assist Mayor Allen by pointing out locations, city parks, playlots and other points of importance.

Helen Meyers of the Planning Department will record suggestions and recommendations during the course of the tour.

4:30 p.m. - Tour ends at City Hall.

September 13, 1966

Mr. Sam Massell, Jr.  
President of the Board of Aldermen  
40 Pryor Street, S. W.  
Atlanta, Georgia 30303

Dear Sam:

Attached is a draft letter to go to members of the Human Relations Committee who were not present at the last meeting.

There is also a draft to be sent to those who were in attendance along with a copy of the minutes of the last meeting.

If you will make any corrections or additions to the proposed letters and minutes and have someone return them to my office, we will get them out to the Committee members immediately.

Sincerely yours,

Dan Sweat

DS:fy

Enclosures (3)

September 13, 1966

DRAFT

Members Not Present At Meeting

Dear \_\_\_\_\_:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9.

Due to an insufficient number of members to constitute a quorum, formal organization of the Committee was postponed until the next regularly scheduled meeting. This meeting has been called for Thursday, September 22, 1966, at 2:30 p. m. at City Hall in Committee Room # 2.

A copy of the minutes of <sup>the last</sup> Friday's meeting is attached.

Sincerely yours,

Sam Massell, Jr.



September 13, 1966

DRAFT

Members Present

Dear \_\_\_\_\_:

Attached is a copy of a draft of minutes of the September 9, 1966 meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:30 p. m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.

## HUMAN RELATIONS COMMITTEE

Members of the Human Relations Committee met at City Hall on Friday, September 9, 1966, at 2:30 p. m. with the following members present:

Alderman Milton Farris  
Mr. Charles Hart  
Vice Mayor Sam Massell, Jr., Acting Chairman  
Alderman G. Everett Millican  
Mrs. Eliza Paschall  
Mrs. Dorothy Bolder Thompson  
Rev. Samuel Williams

Mr. Dan E. Sweat, Director of Governmental Liaison for the City of Atlanta, was also present.

The meeting was called for the purpose of organization of the committee. However, due to the fact that a quorum was not present, it was agreed to postpone this for a future meeting. The group then discussed the role of the committee and possible activities and programs to be accomplished.

Some of the suggested programs or improvements included:

- (1) Alderman Farris suggested an ordinance by the Board of Aldermen prohibiting building of houses on unpaved streets.
- (2) The group discussed a demonstration project whereby a small area (perhaps a city block) in the disadvantaged neighborhoods could be completely cleared and inexpensive but substantial single family dwellings built back as rental property or as purchase

property. As one area is completed the program would then move to another area rather than taking in the large sections as under the present urban renewal programs.

(3) Mr. Massell suggested that a listing of problems and a schedule of priority of needs be compiled and suggested the Atlanta Chapter of the National Association for Inter-Group Relations Officials be contacted to obtain their recommendations.

(4) The group discussed the value of a survey of the residents of the disadvantaged areas to determine what they feel are their greatest needs and problems. There were many suggestions as to how to conduct such a survey including:

- a) A professional survey
- b) A survey carried out by amateurs (such as the EOA Neighborhood Aides) as the people might discuss their problems more freely with this group than with professional persons
- c) Community meetings with members of the Board of Aldermen

(5) It was suggested that a fulltime staff and budget be recommended as part of a permanent Human Relations Commission. It was agreed that the City should have one person responsible for all needs and activity in this field. The people of these communities

would then know where to go with their problems and have confidence that their needs will be handled by this office.

Since most of the discussion centered around the problems of housing, it was suggested that Federal authorities from the Department of Housing and Urban Development be asked to attend the next meeting to explain their programs and the services this department can render in solving this problem.

Mrs. Paschall agreed to review the material and information obtained from the U. S. Conference of Mayors and the Civil Rights Commission on the Human Relations Commissions of other cities and prepare a brief summary for the members of the committee.

The meeting was adjourned at 3:40 p. m. with the next meeting scheduled for Thursday, September 22, 1966, at 2:30 p. m.

# CITY OF ATLANTA



August 29, 1966

**CITY HALL ATLANTA, GA. 30303**

Tel. 522-4463 Area Code 404

**IVAN ALLEN, JR., MAYOR**

R. EARL LANDERS, Administrative Assistant

MRS. ANN M. MOSES, Executive Secretary

DAN E. SWEAT, JR., Director of Governmental Liaison

To: Alderman Rodney Cook  
Alderman Milton Farris  
Alderman John Flanigen  
Alderman Richard Freeman  
Mr. Charles Hart  
Alderman Charles Leftwich  
Alderman G. Everett Millican  
Mrs. Eliza Pascall  
Mr. L. D. Simon  
Mr. Benny T. Smith  
Alderman Jack Summers  
Mrs. Dorothy Bolder Thompson  
Rev. Samuel Williams

The committee of Aldermen and citizens to evaluate services in Atlanta slum areas will hold its second meeting on Friday, September 9, at 2:30 p.m. in Committee Room # 2 in City Hall.

At this time a report of the results of the summer improvement program in three target neighborhoods will be presented to the committee.

I hope that you will make your plans to attend.

Sincerely yours,

Ivan Allen, Jr.  
Mayor

IAJr:fy

# CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

August 29, 1966

To: All Persons Responsible for  
Summer Slum Program

From: Ivan Allen, Jr.

Our summer Neighborhood Improvement Program in four of the City's major slum areas has certainly produced significant results.

It is important that we evaluate the success of this program to determine future courses of action. Would you please compile the results of the summer program in your particular department or agency for the period through August 31 and forward it to my office as soon after the 31st as possible?

Thanks again for the cooperation and good work.

IAJr:fy

# CITY OF ATLANTA



CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant

MRS. ANN M. MOSES, Executive Secretary


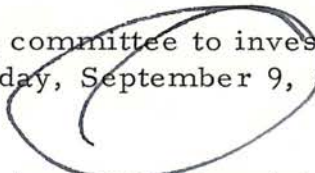
DAN E. SWEAT, JR., Director of Governmental Liaison

August 26, 1966

## MEMORANDUM

To: Mayor Ivan Allen, Jr.

From: Dan Sweat 

 A meeting is being set for the committee to investigate services to slum areas on Friday, September 9, at 2:30 p. m. 

I would recommend that we analyze and attempt to evaluate our summer slum program effective August 31 and present a report to this committee at their meeting and ask them to make recommendations or suggestions for continuation and expansion of the program into other areas on a year-round basis.

DS:fy

 I will seat by  
here



*Telefax*

# WESTERN UNION

*Telefax*



1057A EST AUG 1 66 AM110

A PLK3 PD 10 EXTRA ATLANTA GA 1 1015A EST

HONORABLE IVAN ALLEN MAYOR

ATLA

THE EXECUTIVE COMMITTEE OF CENTRAL CITY NEIGHBORHOOD SERVICE CENTER WOULD LIKE TO RECOMMEND THAT A HUMAN RELATIONS COMMISSION WITH POWER, A PAID STAFF AND GRASS ROOTS REPRESENTATION BE APPOINTED FOR THE PURPOSE OF ACTING UPON MATTERS WHICH NEED ATTENTION IN THE NEIGHBORHOODS

MRS N B COAN CHAIRMAN CENTRAL CITY CITIZENS NEIGHBORHOOD ADVISORY COUNCIL MRS BERTHA JACKSON MRS ETHEL COX AND D A COOLEY ECONOMIC OPPORTUNITY OF ATLANTA

(RR)

*110/42*



CLASS OF SERVICE

This is a fast message unless its deferred character is indicated by the proper symbol.

# WESTERN UNION TELEGRAM

W. P. MARSHALL  
CHAIRMAN OF THE BOARD

R. W. MCFALL  
PRESIDENT

SYMBOLS

DL = Day Letter
NL = Night Letter
LT = International Letter Telegram

The filing time shown in the date line on domestic telegrams is LOCAL TIME at point of origin. Time of receipt is LOCAL TIME at point of destination.

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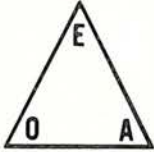
MAYOR IVAN ALLEN

CITY HALL ATLA

THIS IS TO ADVISE THAT THE NEIGHBORHOOD ADVISORY COMMITTEE OF THE WEST END NEIGHBORHOOD SERVICE CENTER, OF ECONOMIC OPPORTUNITY ATLANTA, IS IN ACCORD WITH THE PROPOSAL FOR YOU AND THE ALDERMANIC BOARD TO APPOINT A HUMAN RELATIONSHIP COMMISSION FOR THE PURPOSE OF ACTING UPON MATTERS WHICH NEED ATTENTION IN NEIGHBORHOODS

FRANCES MCKEE CHAIRMAN

(20).



C. O. EMMERICH  
ADMINISTRATOR

ECONOMIC OPPORTUNITY ATLANTA, INC.

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~  
~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~  
~~XXXXXXXXXX~~

PRICE NEIGHBORHOOD SERVICE CENTER  
1127 CAPITOL AVENUE, S. E.

---

July 28, 1966

The Honorable Ivan Allen, Jr.  
Mayor, City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Mayor Allen:

The Price Citizens Neighborhood Advisory Council would like for you to use the power and influence of your office in urging the approval of the recent proposal submitted by a citizens group. This proposal would permit the Mayor and Board of Aldermen to appoint a Human Relations Commission, with power and a paid staff, for the purpose of acting upon matters which need attention in the various neighborhoods and that "grass roots" representation be included in the appointments.

The Price Citizens Neighborhood Advisory Council is composed of twenty-four members, representing approximately twenty-one thousand "grass roots" residents of the South Atlanta area.

We sincerely believe that the above mentioned commission would be another milestone in the great "Forward Atlanta Movement".

Sincerely yours,

*Mrs. Louise Watley*  
(Mrs.) Louise Watley,  
Chairman

LW/a

THE FOLLOWING RESOLUTION WAS PASSED UNANIMOUSLY BY THE NASH-WASHINGTON  
E.O.A. CITIZENS NEIGHBORHOOD ADVISORY COUNCIL (CNAC) ON JULY 28, 1966:

R E S O L U T I O N

"Be it resolved by the NASH-Washington CNAC that the Atlanta Mayor and Board of Aldermen be urged to appoint a Human Relations Commission, with power and a paid staff, for the purpose of acting upon matters which need attention in the neighborhoods:

Be it further resolved that 'grassroots' representation be included in the appointments."


Signed:

Erwin Stevens, Chairman  
Abe Wheeler  
Mrs. Maudie Wheeler  
Mrs. Beatrice S. Moore  
Mrs. Alice Kinsey  
Mr. J. E. Owens  
Mrs. Mill Mabry  
Mrs. Eunice Ivey  
Mrs. Laconia Lane  
Mrs. Mary B. Thomas  
Mrs. Yancy Green  
Mrs. M. L. Moody  
Mrs. Alvenia Davis  
Mrs. Georgia Morrison  
Mrs. R. L. Pye  
Mrs. Marguerite Johnson  
Mrs. Elizabeth Barker  
Mrs. Pariale Faulkner

The Technical Advisory Committee of the NASH-Washington Center which met on the same date, adopted a similar resolution.

Signed:

Malcolm Dean, Chairman  
T. J. Crittenden  
W. N. Harper  
Sims G. Gordon

  
\_\_\_\_\_  
NASH-Washington Director

Sum-Mec Neighborhood Service Center  
65 Georgia Avenue, S. E.  
Atlanta, Georgia 30315

August 1, 1966

The Honorable Ivan Allen, Jr.  
Mayor of the City of Atlanta  
Atlanta, Georgia

Dear Sir:

We, the members of the Citizens Neighborhood Advisory Council of the Summerhill-Mechanicsville area, are deeply concerned about the recent demonstrations reflecting the need for more recreational facilities. We believe that the recommendations proposed by the citizens group convened by Mr. Bennie Smith on Thursday, the 27th of July would be effective steps toward removing the causes of an unrest.

We, therefore, go on record in support of the following:

- I. That the Mayor and Board of Aldermen be urged to appoint a Human Relations Commission, with power and a paid staff, for the purpose of acting upon matters which need attention in neighborhoods and that "grass roots" representation be included in the appointments.
- II. That all leaders be asked to use their influence to suspend demonstrations until the Mayor and Board of Aldermen could act on the recommendation, Monday, August 1, 1966.

Very truly yours,

*Lewis Peters (ldw)*

Mr. Lewis Peters, Chairman  
Citizens Neighborhood Advisory  
Council

Mrs. A L Benton  
Mrs. Rosa Burney  
Mrs. Annie B Byrd  
Mrs. Myrtle L Crew  
Mr. Henry Cantrell  
Mrs. Bennie Farley  
Rev Ike G Powell  
Mr. Andrew Jackson

Mrs. Leila Hancock  
Mr. Robert Hewell  
Mrs. Ann L Childs  
Mrs. Ruby Yancey  
Mrs. Sarah Houston  
Mr E D James  
Mrs. Sarah Baker

Mrs. Doris Jennings  
Mrs. Gussie Lewis  
Mrs. Lillian Love  
Mr. J A Manus  
Mr. Edward Moody  
Mr. Willie Richie  
Miss Elizabeth Bibb

Sum-Mec Neighborhood Service Center  
65 Georgia Avenue, S. E.  
Atlanta, Georgia 30315

August 1, 1966

The Honorable Ivan Allen, Jr.  
Mayor of the City of Atlanta  
Atlanta, Georgia

Dear Sir:

We take this opportunity to express our support for the recommendations made by the citizens group convened by Mr. Bennie Smith on Thursday, July 27th. Our members have been polled and we are authorized to attach our names to the following recommendations:

- I. That the Mayor and Board of Aldermen be urged to appoint a Human Relations Commission, with power and a paid staff, for the purpose of acting upon matters which need attention in neighborhoods and that "grass roots" representation be included in the appointments.
- II. That all leaders be asked to use their influence to suspend demonstrations until the Mayor and Board of Aldermen could act on the recommendation, Monday, August 1, 1966.

We believe that such a Human Relations Commission would offer a permanent channel of communication through which solutions to problems could be sort and that crisis situations prevented. We sincerely hope that the Mayor and Board of Aldermen give these recommendations favorable consideration.

Very truly yours,

*Doris Alexander (ldw)*

Miss Doris Alexander, Convenor  
Technical Neighborhood Advisory  
Committee

Rev. B B Bowens  
Mr. Harry Chance  
Rev C D Colbert  
Mr. William Dunn  
Mr. C G Ezzard  
Rev. Edgar Grider  
Mrs. M Y Greene

Mrs. Betty James  
Rev B J Johnson  
Mrs. Eva Lindsay  
Mr. Ralph Mitchell  
Rev W J Rowe  
Mr. Reubin Stafford

Rev L M Terrill  
Mr Victor Franco  
Mrs. Sara Kelley  
Mrs. A J Lacy

FREDERICK D. BROWNE, *President*  
R. J. MARTIN, *Chairman, Board of Trustees*



JAMES A. HAWES, JR., *Vice President*  
SYLVESTER ASHFORD, *Treasurer*

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Robert F. Jackson  
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James C. Reese

201 Ashby Street, N.W.  
Atlanta, Georgia 30314  
522-7512

H. E. Tate, *Executive Secretary*

August 1, 1966

**TRUSTEES**

Harry S. King  
Earl H. Thurmond  
Napoleon Williams

Honorable Ivan Allen  
Mayor City of Atlanta  
68 Mitchell Street, S. W.  
Atlanta, Georgia

Dear Mayor Allen:

On July 21, 1966, a meeting of community leaders was held at the Price High School Community Center that had as its major objective that of discussing problems that are prevailing in the City of Atlanta. Another major objective of this meeting was to determine if problems prevalent in the Atlanta community could be resolved without unnecessary hardships being placed on citizens of this community.

After a lengthy discussion of prevailing problems and subsequent suggestions for solutions to the problems, the group assembled decided that a resolution should be passed which would request the Mayor and Aldermanic Board to establish a human relations office with direct responsibilities to aid in resolving problems that are prevailing in our city.

It is the sincere desire of many citizens of the Atlanta area that such a director and such an office be commissioned as early as possible so that this office can begin work on preventing burdensome problems from occurring. I am therefore sending this letter at this time to remind you to bring this matter before the Aldermanic Board.

*“Invest in a Child and Make a Man”*

Honorable Ivan Allen

August 1, 1966

Page 2

This letter comes from me simply because Mr. Bennie Smith, who called the meeting, asked me to serve as chairman of the group. I wish to thank you for your cooperation and for your efforts in seeing that this request gets to the Aldermanic Board.

On the enclosed sheet will be found a copy of the resolution. Names of the persons who attended the meeting and who voted for the resolution are stipulated at the end of the resolution.

With kindest personal and professional regards, I am

Sincerely yours,

A handwritten signature in blue ink that reads "H. E. Tate". The signature is written in a cursive style with a horizontal line under the name.

H. E. Tate  
Executive Secretary

HET:dc

Enclosure

RESOLVED, that a full-time director with a staff be established in the City of Atlanta with full responsibilities to establish and maintain rapport in the human relations areas for citizens of Atlanta and for the Atlanta community. The undersigned group urges the passage of the necessary city legislation to implement the human relations office with the necessary responsibilities and authority to completely implement the objectives of such an office.

Mr. Bennie T. Smith,  
Dr. H. E. Tate, Presiding Officer  
Vice Mayor Sam Massell, Jr.  
Alderman Q. V. Williams  
Alderman Richard C. Freeman  
Alderman George Cotsakes  
Alderman Jack Summers  
Alderman Rodney Cook  
Alderman Charlie Leftwich  
State Representative A. D. Grier, Jr.  
Chief Herbert Jenkins  
Helen Howard  
Edward Moody  
Rev. W. A. Hines  
James Howard  
Elmore Keith  
LeRoy Aldridge  
Pauline Kindell  
Mrs. Martha Weems  
Rev. H. F. Green  
Mrs. Sarah F. Baker  
Theodore Ward  
Sen Horace T. Ward  
J. H. Calhoun  
Capt. M. G. Redding  
Clinton Chafin  
G. A. Heard  
James E. Dean

Rep. Charlie L. Carnes  
Rep. Tom Dillan  
Dr. C. Clayton Powell  
Mrs. Dorothy Bolden  
Rev. C. D. Colbert  
Rev. E. J. Jones  
Dr. Gerald Reed  
William Merritt  
John Hood  
Joel M. McGuire  
Rosa L. Burney



OFFICE OF CLERK OF BOARD OF ALDERMEN  
CITY OF ATLANTA  
GEORGIA

A RESOLUTION

BY: ALDERMEN WILLIAMSON, COOK, COTSAKIS, FREEMAN,  
LEFTWICH AND SUMMERS

WHEREAS, investigation and survey of various areas of the City of Atlanta show that many of said areas are sub-standard and lacking in certain essential facilities, many of which are provided and furnished by the City of Atlanta, and

WHEREAS, it is the desire and goal of the City of Atlanta to see that all areas of the City are furnished standard service and facilities which are under the supervision and control of the City of Atlanta,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Atlanta, as follows:

1. That the President of the Board of Aldermen appoint a committee of the members of the Board of Aldermen to be composed of the chairmen of the following committees:

Finance, Parks, Police, Public Works I, Public Works II, Urban Renewal Policy and Zoning

to work in cooperation with a committee to be selected and designated by the Atlanta Summit Conference.

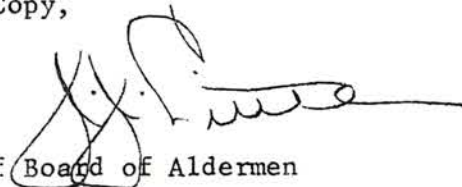
2. That said committee shall visit and survey the services and facilities which are furnished in the areas of the City known as Blue Heaven, Vine City, Mechanicsville, Summer Hill, Cabbage Town and such other areas as may be determined by the committee and to make recommendations to the Mayor and Board of Aldermen for the furnishing of necessary services and facilities within the control of the City of Atlanta which will standardize the services furnished in the above-mentioned areas with all other areas of the City of Atlanta.

3. That said committee further be authorized to formulate and present recommendations to the Board of Aldermen for the membership and formation of a Human Relations Commission for the City of Atlanta together with an estimated financial statement as to the required sum of money to commence the operation of a Human Relations Commission for the City of Atlanta as soon as funds can be made available, but not later than January 1, 1967.

ADOPTED BY BOARD OF ALDERMEN August 1, 1966

APPROVED August 3, 1966

A True Copy,

A handwritten signature in black ink, appearing to be "W. H. ...", written over a circular stamp or seal.

Clerk of Board of Aldermen

June 2, 1969

Mr. Eugene T. Branch, Chairman  
The Community Council of the Atlanta Area, Inc.  
c/o Jones, Bird and Howell  
Fourth Floor Haas-Howell Building  
Atlanta, Georgia 30303

Dear Gene:

Thank you for giving me the latest status report on Volunteers Unlimited. This is a service long needed in the city.

The proper utilization of volunteer citizens is a very difficult task to handle. Matching these volunteers with community needs in the most efficient and constructive manner is something that just doesn't take place without a lot of organization and constant attention. We have found in City Hall that on many occasions we have had to turn down offers of assistance from highly motivated volunteers because of a lack of proper machinery to coordinate the volunteer efforts.

It looks as if the timing on Volunteers Unlimited is just about right and I am sure that we are going to be very thankful that you and the organizations took the initiative to establish this effort now that the National Administration has kicked off the Volunteer Action Program in the Department of Housing and Urban Development. I hope that you will make our Model Cities people aware of what you have to offer as well as other City departments and agencies.

Thanks again on behalf of the City for your fine work.

Sincerely yours,

Ivan Allen, Jr.  
Mayor

IAJr:fy

ROBERT T. JONES, JR.  
FRANCIS M. BIRD  
ARTHUR HOWELL  
EUGENE T. BRANCH  
EDWARD R. KANE  
ROBERT L. FOREMAN, JR.  
LYMAN H. HILLIARD  
FRAZER DURRETT, JR.  
EARLE B. MAY, JR.  
TRAMMELL E. VICKERY  
RALPH WILLIAMS, JR.  
J. DONALLY SMITH  
WILLIAM B. WASSON  
C. DALE HARMAN  
PEGRAM HARRISON  
CHARLES W. SMITH  
CHASE VAN VALKENBURG  
RICHARD A. ALLISON  
F. M. BIRD, JR.  
PEYTON S. HAWES, JR.  
RAWSON FOREMAN  
MARY ANN E. SEARS  
ARTHUR HOWELL III  
VANCE O. RANKIN III  
CYRUS E. HORNSBY III  
RICHARD M. ASBILL

LAW OFFICES  
**JONES, BIRD & HOWELL**  
FOURTH FLOOR HAAS-HOWELL BUILDING  
ATLANTA, GEORGIA 30303

May 28, 1969

ROBERT P. JONES  
1879-1956  
RALPH WILLIAMS  
1903-1960

TELEPHONE 522-2508  
AREA CODE 404

Honorable Ivan Allen  
Mayor, City of Atlanta  
68 Mitchell Street, S. W.  
Atlanta, Georgia 30303

Re: Volunteers Unlimited

Dear Mayor Allen:

This is to bring you up to date on the present status of our project to recruit, train and place individual and group volunteers in the metropolitan Atlanta area. Volunteers Unlimited is the name given to the project which is now being sponsored by the Atlanta Chamber of Commerce, EOA, the Junior League of Atlanta, the Community Chest, and the Community Council.

I enclose a copy of a letter from me to Secretary Romney, together with a copy of the Memorandum enclosed with my letter. The Letter and Memorandum are self-explanatory. I attended a meeting in Washington last Thursday and Friday, May 22 and 23, of executive directors and presidents of councils in cities having a population of one million or over. It was well attended. About twenty-five cities were represented.

At the meeting with Secretary Romney and Mr. Max Fisher, our group first obtained assurance that the Voluntary Action Program as envisioned by the National Administration is not intended to be a substitute for federal or state funds or programs - but is intended to be a supplement to these programs. We emphasized the fact that the nature of the problems in the cities is such that more federal and state money is required - not less.

Hon. Ivan Allen  
May 28, 1969  
Page Two

At the Friday meeting it was pretty obvious that Secretary Romney would like to have gotten into a discussion of the Model City Program. As I am sure you know, the Nixon Administration plans to spread the "Model City" money over areas in the city beyond the boundaries of the neighborhoods now designated. We didn't get into a lengthy discussion but he did mention one thing which would be of interest to you and the people involved in the program in Atlanta. He said that preference in Model City Programs would be given to cities making maximum use of voluntary agencies and volunteers in the total community. It may be helpful to you and those involved in the Model City Program to point out that we have a project for the recruitment and placing of volunteers which is jointly sponsored by strong organizations and has the support of your office.

We had a number of outstanding applicants for the job of Executive Director of Volunteers Unlimited. We finally selected Mr. Jack T. Mallory, Jr., who is twenty-eight years old and has had considerable experience with the YMCA and community organization. His employment is effective June 1. The Massell Companies are permitting us to use, without charge, a building on Gordon Street about one-half block from Ashby. This is a building formerly used by the Bank of Georgia. It is directly across the street from a branch of the Atlanta Library and a branch of the Atlanta Federal Savings and Loan Association. We think it is an ideal location and facility.

During the next two months most of our time will be devoted to the organization of committees which will be responsible for recruiting, training and placing volunteers. One large committee will begin working with agencies in the accumulation of job descriptions for volunteers. We still need some help in a number of areas. We have to do some painting and remodeling of the building. We have to provide office equipment and supplies for our Headquarters. We do not have at this time sufficient funds

Hon. Ivan Allen  
May 28, 1969  
Page Three

to employ two neighborhood aides which we need in connection with the project. If you or Dan Sweat know of any large corporations which would loan us a young executive for a couple of months, this would be most helpful.

We are basically funded for the first year. The next year we are going to have to take care of on the basis of our performance during the first year. However, we are determined to make this project a success. We are most encouraged by the enthusiastic support of the Junior League. As you know, these gals are real movers.

We appreciated very much your letter of support and it has been helpful to us. We'll keep you posted. In the meantime, if you have any questions or suggestions, please let me know.

Yours very truly,



Eugene T. Branch

ETB:js  
Enclosures

cc: Mr. Dan Sweat w/Encls.

ROBERT T. JONES, JR.  
FRANCIS M. BIRD  
ARTHUR HOWELL  
EUGENE T. BRANCH  
EDWARD R. KANE  
ROBERT L. FOREMAN, JR.  
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May 28, 1969

ROBERT P. JONES  
1879-1956  
RALPH WILLIAMS  
1903-1960

TELEPHONE 522-2508  
AREA CODE 404

Honorable George W. Romney  
Chairman, Cabinet Committee on Voluntary Action  
c/o Department of Housing and Urban Development  
451 Seventh Street, S. W.  
Washington, D. C. 20024

Dear Secretary Romney:

I am Chairman of The Community Council of the Atlanta Area, Inc. and was among those present at the meeting held in your department on last Friday, May 23. We appreciated very much the opportunity of meeting with you and Mr. Fisher and some of the members of the staff which has been formed to move forward with the Voluntary Action Program. The proposal and the meeting could not have been more timely from our standpoint. Our Council and other organizations in the Atlanta area have been working for fourteen months on the organization of a facility to effectively and efficiently recruit, train and place volunteers. We enthusiastically support the idea proposed by the President as we understand it.

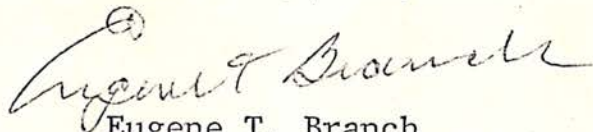
I enclose a Memorandum which sets out the procedure which we followed in organizing and funding an agency designed to use individual volunteers and groups to expand, supplement and enrich programs of existing public and private voluntary agencies and to stimulate the development of new and innovative projects or programs to solve specific problems in specific areas. As stated in the Memorandum, we begin our operation on June 1.

Again, let me say how much we appreciated the opportunity of meeting with you. I am today writing to Mr. Roger Feldman and will send him a copy of this Memorandum. We look forward to

Hon. George W. Romney  
May 28, 1969  
Page Two

working with your committee.

Yours very truly,

A handwritten signature in cursive script, appearing to read "Eugene T. Branch". The signature is written in dark ink and is positioned above the typed name.

Eugene T. Branch  
Chairman, The Community Council  
of the Atlanta Area, Inc.

ETB:js  
Enclosures



M E M O R A N D U M

May 28, 1969

TO: Honorable George W. Romney  
Chairman, Cabinet Committee on Voluntary Action

FROM: Eugene T. Branch  
Chairman, The Community Council of  
the Atlanta Area, Inc.

This is to review briefly the background and present status of a planned volunteer citizens service project in the metropolitan Atlanta area. This area encompasses five counties in the metropolitan Atlanta area. The project is being sponsored by the Atlanta Chamber of Commerce, Economic Opportunity Atlanta, the Atlanta Junior League, the Community Chest, and the Community Council of the Atlanta Area, Inc. It also has the strong backing of the Office of the Mayor of the City of Atlanta. The Community Council convened the meetings of the organizations which lead to the formation of the project and the Council now serves as the umbrella organization under which the project is operated.

1. Background. The proposed project for the training and placement of volunteers arose from the realization that in the Atlanta urban area we are not likely to be able to expand services as rapidly as needed unless we effectively tap some presently untapped resources. If we undertook to expand the existing services of public and private agencies in the traditional way, it would be years before we would have sufficient funds and trained personnel to make any serious impact on our problems.

The largest untapped resource appears to be individuals and organizations which would like to make a contribution. Efficiently and effectively channeling this resource is not an easy task but it has been done in a number of cities and it was believed Atlanta has a unique opportunity to demonstrate an effective use of volunteers.

In the late spring of 1968, we had a meeting of organizations which were being flooded with calls from citizens and groups which wanted "to do something." We met with representatives from EOA, the Mayor's Office, the Atlanta Junior League, and the Atlanta Chamber of Commerce. From this early meeting, it was decided that we should sponsor a luncheon meeting of organizations which might be helpful in either using or recruiting volunteers. This larger meeting included representation from about seventeen organizations. At that meeting a Steering Committee was formed and has been functioning ever since.

2. Steering Committee Recommendations. The Steering Committee consists of representatives from the Atlanta Junior League, the Atlanta Chamber of Commerce, EOA, Community Chest, and the Community Council of Atlanta. From time to time we have also had present representatives from the Women's Chamber of Commerce.

The Steering Committee after a number of meetings reached the conclusion that the most desirable procedure was to sponsor a demonstration project to extend over a two, maybe three-year period. The project would be jointly sponsored by the Junior League, the Atlanta Chamber of Commerce, Community

Chest, EOA, and the Community Council. Other interested groups would be "members." Funds for the support of the project would flow through the Community Council and be specifically designated for the Volunteer Service project. I enclose a copy of a document entitled "A Coordinating Agency For Volunteers" and this sets out the general procedure which will be followed. This was simply an outline document from which we worked and does not purport to be a blueprint for organizing an agency for placing volunteers. In essence, the purpose of the organization is as follows:

- (a) Recruit and register volunteers and volunteer groups.
- (b) Screen such individuals and groups for placement.
- (c) Provide training for volunteers. This would consist of some classroom activity and some on-the-job training.
- (d) Provide leadership on the effective use of volunteers and work with agencies and programs in which they would be used. The experience which we have had, and that of volunteer programs in most other cities, illustrates that the most difficult part of the job is training agencies to use volunteers effectively.
- (e) Evaluation. We would provide a procedure by which we would periodically evaluate the using agency and the volunteers.

The Steering Committee was divided up into various task forces. One committee reviewed applications for the job of Executive Director. One committee, with the Atlanta Chamber of Commerce, sought a suitable location for the operation. The Junior League, in conjunction with a subcommittee, undertook to recruit the Chairman of the committees which will be responsible for the various functions of the agency. It is contemplated that the project itself will be staffed almost entirely by volunteers.

One of the most encouraging developments is the expressed desire of the Junior League representatives to support the project not only with money but with a considerable amount of volunteer time by its members.

3.        Funding The Project. The enclosed outline of the project has been revised from time to time. Of course, EOA has been added as a sponsor. Also, we have reached the conclusion that the first, and possibly second, year of the project could be adequately supported by \$40,000.00 a year.

The Atlanta Junior League has voted to support the project by a contribution of \$15,000.00 during the first year and \$10,000.00 during the second year. The Atlanta Chamber of Commerce has voted to provide \$10,000.00 during the first year. The contribution towards the second year operation has been left open. The Community Chest is contributing \$5,000.00 for the first year's operation. Local foundations are providing the balance of the funds.

The Community Council has provided some staff assistance and will continue to do so. EOA has also provided staff and consultant support and has pledged to continue to do so. I enclose a copy of a letter from Jim Parham dated March 12, 1969 indicating the willingness of EOA to be one of the sponsors of the project.

I also enclose a copy of a letter from Mayor Allen dated April 10, 1969 expressing the City's interest in the project. We have communicated frequently with Mr. Dan Sweat in the Mayor's Office, and I am confident that we will be able from

time to time to obtain assistance from the City. Mr. Sweat's office has been flooded with people and organizations calling to find out what sort of project or program they could work on and they have not been able to respond as they would wish.

4. Present Status of the Project. The project has been named "Volunteers Unlimited." We have had donated to us until September of 1970 a building which fits the description set out in the document entitled "A Coordinating Agency For Volunteers." The building has adequate adjacent parking, is just off an expressway, is near the complex of predominately Negro universities in Atlanta, and is easily located. We have employed an Executive Director who is now working on a voluntary basis but goes on our payroll on June 1. The Chairmen of the committees charged with the different responsibilities of the agency have been named and are enlisting their committee members.

We will spend about two months educating our committees on their functions and getting our building in shape for operation. When we are equipped to recruit, train and place volunteers effectively, we will have a concentrated program designed to give full publicity to the purposes of the agency. The agency will be run by a Board which will encompass representation from every segment of our population.

## A COORDINATING AGENCY FOR VOLUNTEERS

### Purpose:

To provide a central point where volunteer activities could be coordinated, developed and organized so that the vast reservoir of man and woman power who are looking for ways to make constructive, significant contributions to the community can be utilized. This would be more than the traditional volunteer bureau. It would not only work with existing programs but also develop new areas of service for individuals and groups and be innovative in its approaches. For the most part it would be organized, administered and operated by volunteers and its functions would vary according to the group or organization it was working with.

### Function:

1. It would be a place where agencies can register their needs for individual volunteers and group projects.
2. It would be a place where individuals or groups can register and become known to an agency or program where his capabilities and interests can be used to best advantage.
3. It would conduct an initial screening of volunteers to protect the agency from clearly unsuitable applicants, while the agency retains its right to select its own volunteers.
4. It would offer leadership on the effective use of volunteers.
5. It would provide a framework for communication among civic organizations regarding their own areas of community participation.
6. It would conduct regular programs to educate the public about projects and problems in the fields of health, welfare and enrichment.
7. It would develop challenging opportunities for volunteer commitment.

### Sponsors:

Possible sponsors could be the following as well as other interested organizations:

- |  |                                |
|--|--------------------------------|
| 1. Atlanta Junior League                       | 4. Women's Chamber of Commerce |
| 2. Chamber of Commerce                         | 5. United Fund                 |
| 3. Community Council of the Atlanta Area, Inc. |                                |

Membership:

Members would be solicited from organizations and agencies that are possible providers and users of volunteers.

Location:

The physical facilities should include the following:

1. Office space for a minimum of seven people (four staff and three full time volunteers).
2. Adequate parking nearby for a minimum of fifty cars.
3. Be in an area that is well lighted, and where staff and volunteers would feel comfortable when attending meetings at night.
4. A large meeting room in the building or nearby that could be utilized for training sessions or conference meetings.

How It May Be Financed:

There are various ways in which the volunteer project can be financed and services provided. A few of these are listed as follows:

1. Community Council of the Atlanta Area Inc. - Technical assistance and assistance in training of neighborhood aides.
2. Junior League - Financial support, and volunteers to staff the office and assist project director
3. Chamber of Commerce and Women's Chamber - Financial assistance and publicity.
4. Foundations - Financial grants
5. Business - Office and meeting spaces, equipment, financial donations
6. United Fund - Financial assistance
7. News media - Publicity. Perhaps a daily column on needs of and services provided by volunteers, radio announcements.
8. EOA, VISTA, Member agencies - Staff to teach training courses, and perhaps funds to train volunteers for them.

<u>Personnel</u>	<u>Cost</u>	<u>Cost</u>	
Project Director	\$ 12,500		
Executive Secretary	5,000		Minimum staff
Neighborhood Aides 2 @ \$4,000	8,000		
Fringe benefits	2,100	\$ 27,600	
<u>Trainees</u>			
Subsistence (\$1.00 per day x 12 x 300 trainees)	\$ 3,600		
Travel (\$.50 per day x 12 days x 300 trainees)	1,800	\$ 5,400	meals, refreshments and travel necessary to train 300 volunteers
<u>Permanent equipment</u>			
6 desks, executive @ \$150	\$ 900		
6 chairs, executive @ 90	540		
1 desk, secretarial	150		
1 chair, secretarial	80		could be donated
7 side chairs @ 30	210		
1 electric typewriter	550		
3 manual typewriters @ 220	660		
4 file cabinets, 5 drawer @ 100	400		
equipment maintenance	500	\$ 3,990	
<u>Consumable supplies</u>			
Office supplies and postage	\$ 1,150		minimum necessary to
Educational materials	1,200	\$ 2,350	train 300 volunteers
<u>Travel</u>			
Local 15,400 miles @ \$.10 per mile	\$ 1,540		to reimburse 6 people for travel necessary and public relations
1 out of town trip	300	\$ 1,840	
<u>Miscellaneous expenses</u>			
Rent - 1,200 sq. ft. @ \$3.00 per sq. ft. per year	\$ 3,600		could be donated
Telephone	900		
Insurance and bonds	150		
Promotion and publicity	1,000		could be donated
Auditing	600		could be donated
Organization dues	250		
Publications	75		
Meeting space for training classes and Board meetings. 80 days @ \$30 per day	2,400	\$ 8,975	could be donated



Overhead costs. 34.5 % of \$50,155

\$17,303

only necessary if  
housed in ongoing  
agency - not needed  
if organization is  
separate

Total Costs

\$67,458

Total possible donation

\$28,893

Total of minimum funds  
necessary if separate  
agency and all listed  
donations received

\$38,565

Paid Staff Organization:

1. Project Director

The Project Director will be responsible to the Board of Directors.

a. Duties and Responsibilities

- (1) Administration of the program. Guidance and supervision of all staff engaged in the project.
- (2) Promote the Volunteer Project in all necessary areas particularly public and voluntary agencies, and to the general public. Interpretation of the goals of the Volunteer Project.
- (3) Responsible for all publicity of the program. Review all assignments for speaking engagements.
- (4) Supervisor of volunteers who will organize, plan and develop all training classes.
- (5) Select and work with volunteers and agencies in developing curriculum for classes. Edit training manual and select all materials used in course.
- (6) Work with Board of Directors of the Volunteer Project and sub-committees in operation of program.
- (7) Work with volunteers to develop contracts with agencies and organizations for training programs for other volunteers.
- (8) Program planning and development for future expansion of the Volunteer Project.

b. Qualifications

- (1) Executive ability necessary for the administration, promotion and implementation of the Volunteer Project.
- (2) Ability to relate to individuals and groups both professionals and volunteers. Good judgement in selection of staff, faculty and trainees.

- (3) Experience and skill in community organization. A thorough knowledge of the health, welfare and education resources of the community.
- (4) Understanding of the needs of lower income people in order to plan training programs that will equip volunteers to make significant contributions toward meeting some of these needs.
- (5) Background and academic degree in Education, psychology, social work or a related field.
- (6) Administration experience.

## 2. Neighborhood Aides

The Neighborhood Aides will be responsible to the Project Director.

### a. Duties and Responsibilities

- (1) Responsible for volunteer recruitment of residents from low income groups.
- (2) Assist with interviewing and screening of trainees from low income areas.
- (3) Maintain contact with neighborhood organizations and community leaders. These will include P.T.A., church, civic, service social tenant associations, and other groups.
- (4) Attend meetings of community organizations to inform people of program. Make speeches and public appearances to interpret the Volunteer Project in low income areas.
- (5) Develop records of recruitment resources within these groups. Initiate follow up procedures for recruitment.
- (6) Organize house meetings to publicize Volunteer Projects in small communities.
- (7) Work with volunteers from target areas to develop additional recruitment resources.
- (8) Develop special publicity materials, flyers, posters, brochures for use in low income areas.
- (9) Work with Project Director to gain first hand information on volunteer placements needed.
- (10) Act as liason between Project Director and volunteer staff, and residents of low income areas.

b. Qualifications

- (1) Ability to communicate effectively with residents of low income areas both low and middle income groups.
- (2) A good grasp of the problems in low income areas and receptiveness to new ways of doing things.
- (3) Knowledge of community organizations, church, civic, P.T.A., service and other groups in low income areas.
- (4) Ability to discern the qualities that make a good volunteer and assist in interviewing and screening candidates for training.

3. Secretary

The secretary of the Volunteer Project shall be responsible to the Director of the Volunteer Project.

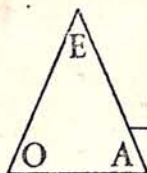
a. Duties and Responsibilities

- (1) Personal secretary to the Project Director, i.e. appointments, telephone calls, personal files, etc.
- (2) Supervision of all office clerical work. Should be capable of properly coordinating all work, insure proper distribution of workload and relieve the Director of tasks which come with supervision of clerical work.
- (3) Personally responsible for all documentary typing, program development, evaluation, proposals, budgets, etc.
- (4) All dictation and transcription for entire department.
- (5) All typing for recruitment and publicity.
- (6) Record all sessions in connection with evaluation and in regular training sessions when necessary.
- (7) Minutes of all meetings requiring the use of shorthand.
- (8) Direct supervision of all filing procedures. See that all records are filed regularly and properly.
- (9) Keep complete records of all supplies and postage charged to the Volunteer Project.

b. Qualifications

- (1) Good typing speed.

- (2) Excellent shorthand speed to enable her to take verbatim notes at all conferences and teaching sessions where necessary.
- (3) Good overall understanding of office procedures and policies.
- (4) Ability to work well with people, with initiative to to a job on her own without involved instructions.  
Ability to supervise additional clerical staff.



# Economic Opportunity Atlanta, Inc.

101 Marietta Street Bldg. • Atlanta, Georgia 30303 •

T. M. Parham  
Executive Administrator

March 12, 1969

Mr. Eugene T. Branch  
Chairman of the Board of Directors  
Community Council of the Atlanta Area, Inc.  
1000 Glenn Building  
120 Marietta Street, N.W.  
Atlanta, Georgia 30303

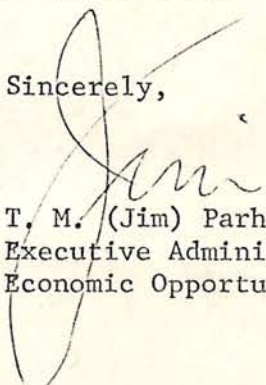
Dear Mr. Branch,

Economic Opportunity Atlanta will take pleasure in being one of the sponsors of the Volunteer Bureau. I understand you plan to be in operation by June 1, 1969. The need for this type of city-wide bureau is obvious as the Economic Opportunity Atlanta volunteer staff receives daily calls from various organizations and agencies requesting volunteer help.

We will be glad to give you staff and consultant support.

With every good wish for the success of the Volunteer Bureau.

Sincerely,

  
T. M. (Jim) Parham  
Executive Administrator  
Economic Opportunity Atlanta

# CITY OF ATLANTA



April 10, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

Mr. Eugene T. Branch  
Chairman of the Board of Directors  
Community Council of the Atlanta Area, Inc.  
c/o Jones, Bird and Howell  
Haas-Howell Building  
Atlanta, Georgia 30303

Dear Mr. Branch:

The City of Atlanta has been fortunate in having many citizens and groups volunteer their time and services to help resolve important needs in our community.

As the City has grown and the interest and concern of our citizens has increased, it has become more and more difficult to effectively and efficiently utilize volunteers in meeting the needs of the city. It is extremely encouraging to see the efforts being put forth by the Community Council, the Chamber of Commerce, the Community Chest and the Atlanta Junior League in developing a vehicle for providing orderly assignment and utilization of volunteer manpower.

It is essential that there be a central point whereby community needs can be catalogued and consolidated and volunteers enlisted and trained to help fulfill these needs. I believe only through such a coordinated effort can the talents and skills of Atlanta's volunteer citizens be marshalled and utilized to the best advantage of all the people of the city.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Ivan Allen, Jr.", written in dark ink.

Ivan Allen, Jr.  
Mayor

IAJr:fy

**Memo** FROM THE DESK OF  
Sam Massell, Jr.

Mr. Dan Sweat

For your information

For  
11/10/66

- Should we ask  
Chas Davis to come,  
re funds?



# CITY OF ATLANTA

Atlanta 3, Georgia

SAM MASSELL, JR.

President, Board of Aldermen

November 10, 1966

TO: Alderman Rodney M. Cook  
Alderman Milton G. Farris  
Alderman John M. Flanigen  
Alderman Richard C. Freeman  
Mr. Charles Hart  
Alderman Charles Leftwich  
Alderman G. Everett Millican  
Mrs. Eliza Pascall  
Mr. L. D. Simon  
Mr. Benny T. Smith  
Alderman Jack Summers  
Mrs. Dorothy Bolder Thompson  
The Rev. Samuel Williams

FROM: Sam Massell, Jr., Chairman, Ad Hoc Committee for  
Establishment of Community Relations Commission

The resolution establishing our ad hoc committee directed that we recommend to the Board of Aldermen the structure, membership and budget for a proposed permanent community relations commission. As most of you probably know, the Board of Aldermen at its meeting on November 7 adopted a charter amendment which formally creates said commission.

It is now necessary that we prepare our recommendations on the membership and budget, for which purpose I ask you to attend a meeting at 10:00 a. m., Thursday, November 17, in committee room No. 1 on the second floor of city hall.

The charter amendment provides that the commission shall consist of 20 members appointed by the Mayor with the approval of the Board of Aldermen. With this in mind - - and with good attendance at our meeting on the 17th - - it is probable that we could submit our recommendations to the Mayor on that day, which would give him time to compose his final list for submission to the Board of Aldermen at its next regular meeting on the following Monday (November 21). This means that if you will make a special effort to attend this meeting on the 17th, this could - for all practical purposes - be our last meeting, and we could dissolve our ad hoc committee upon the establishment of the permanent commission.



November 17, 1966

Honorable Ivan Allen, Jr.  
Mayor of the City of Atlanta  
City Hall  
Atlanta, Georgia 30303

Dear Mayor Allen:

Attached is a list of names the Aldermanic Ad Hoc Human Relations Committee wishes to submit in accordance with its responsibilities as provided for in the resolution establishing this committee, for your consideration in nomination to fill the twenty positions created by charter amendment establishing the Atlanta Community Relations Commission.

The charter provides that the membership shall include "representatives of all segments of the City of Atlanta". This requirement was of prime consideration in the selection of the names attached. The numbered names, one through twenty, are the first choice recommendations by our committee, several of which are followed by alternate suggestions.

The charter provides that you will appoint six for one year terms, seven for two year terms, and seven for three year terms, and name one as the chairman. Your appointment of these members is subject to the approval of the Board and it is our hope that you will send these to the Board at its next regular meeting on Monday, November 21.

In most cases, incidentally, we have not checked to determine

Mayor Allen  
Page Two  
November 17, 1966

if these people are willing to serve.

Yours sincerely,

Sam Massell, Jr., Chairman  
Aldermanic Ad Hoc Human  
Relations Committee

SMJr:fy

September 16, 1966

Alderman Milton Farris  
Gulf Oil Corporation  
Post Office Box 7245  
Station C  
Atlanta, Georgia 30309

876-2431  
- No  
Out of City

Dear Alderman Farris:

Attached is a copy of a draft of minutes of the September 9, 1966, meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:00 p. m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

September 16, 1966

Mu-8-3517  
4 370  
799-1003-home  
NA 4:00 } 9-21  
NA 4:20 }  
10:20 - 9-22

Mr. Charles Hart  
807 Commodore Street  
Atlanta, Georgia

Dear Mr. Hart:

Attached is a copy of a draft of minutes of the September 9, 1966, meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:00 p. m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

*LM w/ Sec.*

Alderman G. Everett Millican  
500 Bishop Street, N. W.  
Atlanta, Georgia 30318

Dear Alderman Millican:

Attached is a copy of a draft of minutes of the September 9, 1966, meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:00 p. m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJR:fy

Enclosure (1)

September 16, 1966

Mrs. Eliza Paschall  
Greater Atlanta Council on Human  
Relations  
5 Forsyth Street  
Atlanta, Georgia

523-1581  
yes

Dear Mrs. Paschall:

Attached is a copy of a draft of minutes of the September 9, 1966, meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:00 p.m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

Mrs. Dorothy Bolder Thompson  
643 Delbridge Street, N. W.  
Atlanta, Georgia

*mu-b-2422  
cm*

Dear Mrs. Thomppon:

Attached is a copy of a draft of minutes of the September 9, 1966, meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:00 p.m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

Rev. Samuel Williams  
Friendship Baptist Church  
437 Mitchell Street, S. W.  
Atlanta, Georgia

688-0206  
LM w/ sec.

Dear Rev. Williams:

Attached is a copy of a draft of minutes of the September 9, 1966, meeting of the Human Relations Committee.

Please mark your calendar to attend the next scheduled meeting on Thursday, September 22, at 2:00 p. m. at City Hall in Committee Room # 2.

We are looking forward to this meeting.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJR;fy

Enclosure (1)



September 16, 1966

Mr. L. D. Simon  
23 Maury Avenue, S. E.  
Atlanta, Georgia

524-3628  
LM w/ mother

Dear Mr. Simon:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9, 1966.

Due to an insufficient number of members to constitute a quorum, formal organization of the committee was postponed until the next regularly scheduled meeting. This meeting has been called for Thursday, September 22, 1966, at 2:00 p. m. at City Hall in Committee Room # 2.

A copy of the minutes of the last meeting is attached.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

Mr. Benny T. Smith  
209 Archcrest Drive  
Hapeville, Georgia

Dear Mr. Smith:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9.

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Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

766-3984 - home  
NA 4:10 - 9-21  
361-9430 - business  
yfs

September 16, 1966

622-8141  
WA 4:10

Alderman Charles Leftwich  
1665 Jonesboro Road, S. E.  
Atlanta, Georgia 30315

Dear Alderman Leftwich:

I regret that you were unable to attend the meeting of  
the Human Relations Committee on Friday, September 9.

Due to an insufficient number of members to constitute a  
quorum, formal organization of the committee was post-  
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meeting has been called for Thursday, September 22, 1966,  
at 2:00 p. m. at City Hall in Committee Room # 2.

A copy of the minutes of the last meeting is attached.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

525-6141  
CM w/ See.

Alderman Richard Freeman  
1116 First National Bank Building  
Atlanta, Georgia 30303

Dear Alderman Freeman:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9.

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Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

688-0219  
LM w/ sec.

Alderman Jack Summers  
167 Trinity Avenue, S. W.  
Atlanta, Georgia 30303

Dear Alderman Summers:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9.

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Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

September 16, 1966

873-6771  
LM w/ sec.

Alderman Rodney Cook  
34 - 10th Street, N. E.  
Atlanta, Georgia 30309

Dear Alderman Cook:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9.

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Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJ:fy

Enclosure (1)

September 16, 1966

373-7176  
No-Zoning Committee

Alderman John Flanigen  
245 Third Avenue, S. E.  
Atlanta, Georgia 30317

Dear Alderman Flanigen:

I regret that you were unable to attend the meeting of the Human Relations Committee on Friday, September 9.

Due to an insufficient number of members to constitute a quorum, formal organization of the committee was postponed until the next regularly scheduled meeting. This meeting has been called for Thursday, September 22, 1966, at 2:00 p.m. at City Hall in Committee Room # 2.

A copy of the minutes of the last meeting is attached.

Sincerely yours,

Sam Massell, Jr.  
Acting Chairman  
Human Relations Committee

SMJr:fy

Enclosure (1)

MINUTES

HUMAN RELATIONS COMMITTEE

NOVEMBER 17, 1966

Members of the Human Relations Committee met at City Hall on Thursday, November 17, 1966, at 10:00 a. m. with the following members present:

Vice Mayor Sam Massell, Jr., Chairman  
Alderman Rodney Cook  
Alderman Milton G. Farris  
Alderman Richard C. Freeman  
Mr. Charles Hart  
Alderman Charles Leftwich  
Alderman G. Everett Millican  
Mrs. Eliza Paschall  
Mr. Benny T. Smith  
Alderman Jack Summers  
Mrs. Dorothy Bolder Thompson

The meeting was called to order by Chairman Massell and the Committee considered the recommendations of the sub-committee appointed to submit nominees for membership on the Community Relations Commission. After discussion of the sub-committee's report and additional nominations by the Committee members, the following individuals were recommended to Mayor Ivan Allen, Jr. for consideration:

1. Mr. James Moore, President, Atlanta Labor Council

Alternate:

Mr. E. L. Abercrombie  
International Vice President  
Secretary-Treasurer Local 218  
Laundry, Dry Cleaning and Dye House Workers  
International Union  
Board of Directors, Atlanta Urban League

2. Rabbi Jacob Rothschild, The Temple
3. Miss Helen Bullard, Consultant, Toombs, Amisano and Wells



Human Relations Committee Minutes  
November 17, 1966  
Page Two

4. Mrs. Sara Baker, Resident of Peoplestown Section

Alternate:

Mr. Arthur Smith, Manager of Perry Homes  
Public Housing Development

5. Dr. Cleveland Dennard, Principal, Carver High School  
6. Mr. Robert Dobbs, Resident of Perry Homes  
7. Mr. C.G. Ezzard, Resident of Summerhill-Mechanicsville  
Section  
8. Rev. Joseph L. Griggs, Gordon Street Presbyterian Church

Alternate:

Mr. Edgar Schukraft, Schukraft's Florist

9. Archbishop Paul Hallinan, Atlanta Archdiocese

Alternate:

The Rev. Kernan, St. Anthony's Catholic Church

10. Mr. Charles Hart, Member of Human Relations Committee  
11. Mr. James H. Moore, Attorney

Alternates:

Mr. Irving Kaler  
Mr. David Goldwasser  
Mr. Hamilton Douglas, Jr.

12. Mr. Mills B. Lane, C & S National Bank

Alternates:

Mr. Mike Cheatam  
Mr. J. Ben Moore  
Mr. W. L. Duvall  
Mr. Lucien Oliver

13. Mr. Joseph Haas, Attorney
14. Mrs. Fred Patterson, Former President of United Church Women

Alternates:

Mrs. L. L. Austin, United Church Women  
Mrs. Carl J. Bliem, President, United Church Women

15. Mrs. Mary Stephens, Resident of Lakewood Section
16. Mr. James Townsend, Editor, Atlanta Magazine

Alternates:

Mr. Ray Moore  
Mr. Ben Perry  
Mr. Al Keuttner  
Mr. Mike Davis

17. Mrs. Dorothy Bolder Thompson, Member of Human Relations Committee
18. Rev. Samuel Williams, Member of Human Relations Committee
19. Rev. Fred Stair, Central Presbyterian Church

Alternate:

Rev. Allison Williams, Trinity Presbyterian Church

20. Mr. Robert Mitchell, Vice President of Lockheed

Alternates:

Mr. Robert M. Wood, Sears, Roebuck and Company  
Mr. W. A. Parker, Sr., Beck & Gregg  
Mr. John Wilson, Horne Wilson & Company

The Community Relations Commission charter provides that the Mayor shall nominate individuals to serve on this Commission to the Board of

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November 17, 1966  
Page Four

Aldermen for their approval. It also provides that the Mayor shall appoint six individuals for one year terms, seven for two year terms, and seven for three year terms and shall appoint one member as Chairman.

It was also agreed that the names of all individuals considered for membership on this Commission be submitted to the Community Relations Commission for consideration on any advisory committees which might be established.

The Committee also voted to recommend a budget for the first year of \$30,000 which Mr. Farris will have included in the Finance Committee report.

There being no further business the meeting was adjourned sine die.

MINUTES

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Alderman Charles Leftwich  
Alderman G. Everett Millican  
Mrs. Eliza Paschall  
Mr. Benny T. Smith  
Alderman Jack Summers  
Mrs. Dorothy Bolder Thompson

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4. Mrs. Sara Baker, Resident of Peoplestown Section

Alternate:

Mr. Arthur Smith, Manager of Perry Homes  
Public Housing Development

5. Dr. Cleveland Dennard, Principal, Carver High School  
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7. Mr. C.G. Ezzard, Resident of Summerhill-Mechanicsville  
Section  
8. Rev. Joseph L. Griggs, Gordon Street Presbyterian Church

Alternate:

Mr. Edgar Schukraft, Schukraft's Florist

9. Archbishop Paul Hallinan, Atlanta Archdiocese

Alternate:

The Rev. Kernan, St. Anthony's Catholic Church

10. Mr. Charles Hart, Member of Human Relations Committee  
11. Mr. James H. Moore, Attorney

Alternates:

Mr. Irving Kaler  
Mr. David Goldwasser  
Mr. Hamilton Douglas, Jr.

12. Mr. Mills B. Lane, C & S National Bank

Alternates:

Mr. Mike Cheatam  
Mr. J. Ben Moore  
Mr. W. L. Duvall  
Mr. Lucien Oliver

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14. Mrs. Fred Patterson, Former President of United Church Women

Alternates:

Mrs. L. L. Austin, United Church Women

Mrs. Carl J. Bliem, President, United Church Women

15. Mrs. Mary Stephens, Resident of Lakewood Section

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Alternates:

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Mr. Ben Perry

Mr. Al Keuttner

Mr. Mike Davis

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18. Rev. Samuel Williams, Member of Human Relations Committee

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Alternate:

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20. Mr. Robert Mitchell, Vice President of Lockheed

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Human Relations Committee Minutes  
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Page Four

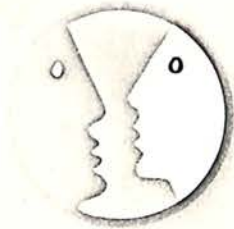
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## CONTENTS



A commission on human relations can be many things. It can be merely an effort to push a city's racial problems under the rug. Or it can be a sincere endeavor to seek and maintain racial harmony in a community. This booklet contains an outline for creating the type of commission that can effectively cope with the problems and tensions that may arise among people of varying backgrounds in your community.

Obviously, individual cities face differing problems. And no single outline can provide an answer for each of them. At the end of this booklet are suggestions on where you may find help in solving difficulties peculiar to your community.

1. GETTING STARTED
2. ORGANIZING THE COMMISSION
3. GOALS AND OBJECTIVES
4. SELECTING COMMISSION MEMBERS
5. STAFFING THE COMMISSION
6. THE COMMISSION IN OPERATION
7. HOW OTHER COMMISSIONS WORK
8. SOURCES OF ASSISTANCE



## 1. Getting Started

What one citizen has described as the "comfortable, self-satisfied existence" of a certain North Carolina town came to a sudden end in 1960.

Two unrelated events caused the people of this community to raise questions about their way of life which had gone unchallenged for more than 200 years.

One event forced the citizens of this community to reexamine race relations in their city. The other required that they review the entire economic structure of the community.

The latter event was the shutting down of Southern Railway yards in the area, throwing hundreds of workers out of work. The shutdown was damaging both economically and psychologically. Not only was the railroad operation the major industry in the area, but it was a symbol of industrial activity in the community.

The second event had its beginning nine months earlier in a nearby community. Four Negro college students had sought service at the segregated lunch counter of a five-and-ten-cent store in the other town. Service was denied, so the students sat.

Now, just as the sit-ins had spread to hundreds of cities throughout the South, they threatened this economically troubled community as it battled to overcome its economic plight.

Negro students at a local college picketed the segregated movie theaters of the community, and announced that they would also conduct sit-ins and demonstrations against other places of public accommodation which still had not desegregated.

The demonstrations surprised many white citizens. They considered their community further advanced in race relations than most southern communities and saw no need for demonstrations. They feared that protests would frighten off the new industry the community needed, and also bring an angry, or even violent, reaction from extremist factions. An informal biracial committee of white and Negro leaders met to consider the situation.

One request that arose from the meeting was for the establishment of an official interracial

commission capable of the continual handling of grievances. Presented to the city's mayor, the request was rejected.

But events were occurring which made it imperative that the city have such an organization. Theater owners did agree to desegregate their movie houses. Extremists, however, were threatening to do bodily harm to any Negro entering a desegregated theater. The day the first Negroes entered the formerly all-white theaters, known extremists did show up, but failed to carry out their threat.

The biracial group that had met earlier was nonetheless concerned that another confrontation might not be as peaceful. So the group began to meet as an unofficial human relations commission.

Their first act was to convince the Negro students to suspend demonstrations while they attempted to correct further injustices in the city. With the assistance of the Chamber of Commerce and the Merchants Association, the group began calling on businessmen and urging them to integrate their facilities. Quiet negotiations with the Board of Education brought the beginnings of school integration. The city was well on the way to solving its major racial problems.

In 1962, a national organization named the community an "All America City" because of its success in rebuilding its economy and for other citizen action achievements. While the human relations program was not a part of its entry in this competition, the community assuredly would not have received this award had not its racial climate also been good.

Early that same year, the mayor introduced an ordinance in city council to establish an official biracial committee. On the day the ordinance was adopted, members of the original, informal committee sat in council chambers and heard their names read among the charter members of the official body.

That is how the Salisbury, N. C., Community Services Committee was formed. Today, it is an active force in the community. It has helped Salisbury immeasurably in resolving racial disputes without undue friction.

The community now has integrated all of its places of public accommodations. The committee is working to promote merit employment with the continuing assistance of the Salisbury-Rowan County Chamber of Commerce and the Salisbury-Rowan Merchants Association which now have Negro members. The committee too is working with an integrated school board in trying to find a satisfactory solution to the integration of Negro teachers in the community's school system.

Other communities can profit from Salisbury's experience without awaiting a crisis. The racial problems of Salisbury are present in every southern city, and appear in a different form in most northern communities.

A commission on human relations may have the most humble of origins. One very simple beginning may be an informal parlor meeting of a group of concerned citizens, white, Negro or interracial. If members of this initial group are all of one race, they should move immediately to become interracial. This interracial group should next seek to invite as participants representatives of a broad cross-section of the entire community.

Another approach to formation of a human relations commission may be through the avenue of already existing organizations. Almost any church, civic, fraternal, neighborhood or social group may provide the initiative for a commission. Several groups, or chapters of several groups, may act in concert.

Many communities never progress beyond establishing an interracial committee with broad representation from all segments of its population. It remains an unofficial committee, with perhaps no more than informal approval of city fathers.

Organizations such as this—and indeed those with official standing—may select a variety of names, such as "friendly relations council," "community relations committee," "friendly neighbors," "human relations committee," etc. The most commonly used designation—and the one that best conveys the nature and purpose of the organization—is "human relations committee" or "commission."

A group without official status can and has proved beneficial in tackling a community's human relations problems. But the most effective bodies have been those constituted as official human relations commissions under local ordinance.

## 2. Organizing the Commission

The most effective commission on human relations—one that is best suited to cope with racial problems and help improve intergroup understanding in the community—is one that is created with a firm legal basis—a municipal ordinance. This type of commission operates with a clear and unmistakable official sanction. The city council and the mayor, as representatives of the city, are unquestionably on record as favorable to the commission and its goals. The commission has permanency. Its members will not hesitate to tackle in a forthright manner the issues and currents that otherwise might lead to community dissension and racial turmoil. Commission members may speak and act with authority, without fear of reprisal or reproach.

About 20 percent of the human relations commissions in existence across the nation operate under local ordinances. These include commissions in Pittsburgh, Baltimore, Cleveland, New York, Toledo, Ohio, Erie, Pa., Des Moines, Iowa, and Louisville, Ky.

There are alternative, but less effective, bases for a commission. It may be created by proclamation of the mayor, with approval of the city council. It may be created solely by a mayor's proclamation or executive order, without formal city council approval. These types operate with some official sanctions, but obviously not with the strong backing of city fathers afforded under a local ordinance. Nevertheless, a commission established under proclamation offers greater potential than a private citizens group or a quasi-legal body. Cities with human relations agencies without enabling ordinances include Phoenix, Ariz., Tampa, Fla., Alton, Ill., Durham, N.C., and Richmond, Va.

A proper local ordinance should spell out the scope and authority of a commission on human relations. It should specify the number of members on the commission and provide for a specific term of office. The size of a commission may vary according to local conditions and makeup of a community's population. Generally, a commission can function comfortably with between five and 15 members. A larger commission may prove too unwieldy for obtaining a consensus. One too small may not have sufficient manpower to cover its chores adequately.

A commission should meet periodically, at least monthly. Its meetings should be public, unless sensitive matters require a closed executive session.

There will be little service to the community from a commission empowered to act only when trouble is brought to its doorstep. A good human relations commission has the authority to initiate investigations into potential or actual areas of trouble and tension. Of course, much of a commission's work will be that of quiet probing and persuasion. But it should also have the power, when necessary, to hold public hearings and to request and summon the presence of citizens.

The enforcement powers of a commission naturally depend on the laws in the field of civil rights a community has to enforce. In many communities with local ordinances banning discrimination in public accommodations, housing and employment it is the commission on human relations that is charged with their enforcement. These powers should at least be as broad as the 1964 Civil Rights Act and prevailing state law.

### 3. Goals and Objectives

The best organized commission on human relations will be ineffectual unless it sets for itself clearly defined goals and objectives. In fact these ought to be set forth in its establishing ordinance or charter.

It should be made plain that a commission is an instrument for orderly change toward the goal of equal opportunity for all. The commission must seek actively to promote this goal.

It should do so by creating a climate of understanding, cooperation and mutual respect among all citizens. The commission should keep open the channels of communications and provide these channels when they do not exist.

Much of the racial ills of a community result from the frustrations of those without a procedure for airing their grievances. A commission should serve this function. It should strive aggressively to prevent violence and ease tensions. And it should provide the resources and research into methods for accomplishing this end.

A good commission is a leader in its community—not a mere follower. It is a mediator when turbulence erupts, but it should provide the groundwork that would make such mediation unnecessary.

### 4. Selecting Commission Members

Many an otherwise well organized and directed human relations commission falters because its membership is not properly or carefully chosen.

The membership should reflect the composition of the community. It should be representative of religious groups, business interests, civil rights organizations, labor unions and civic bodies. It is wise to sound out leaders of these groups before selecting commission members.

The prestige of a commission will mirror that of its members. Particularly in a young commission it is important that members be persons of respect and influence in the community. It is equally important that their commitment to the aims and programs of the commission be unswerving.

Selection of minority group members must be made with great care. For example, often white leaders search for Negroes who will merely reflect their own conception of the Negro community. They look for Negroes whom they trust. Their choice may not have the trust of the Negro community. A Negro who enjoys a fine status among white persons may not necessarily have the same standing among Negroes. Thus many, perhaps a majority of Negro citizens, will be alienated and communications

channels to them jammed. Certainly all elements of the Negro community, including those thought of as extremist, should be canvassed for advice.

The role of militant civil rights groups and even those persons sometimes looked upon as "extremists," is of vital importance to a commission on human relations. Direct contact should be maintained with these groups. This does not mean that it will be necessary, or even wise, to appoint representatives of militant groups to the commission. On the contrary, it may be that such appointments would compromise the militant's standing with his followers. He would sometimes be required to vote on issues which would be contrary to the position of his organization, preventing both the commission from functioning effectively and jeopardizing his own position of leadership.

Still, militancy must be acknowledged, understood and heard. It is imperative that the commission maintain the closest contact and mutual respect of these elements. It is an absolute necessity that the activists in the civil rights movement have a direct access to the commission's listening post. For they often telegraph the direction in which the community eventually must travel and the points of trouble it is likely to encounter.

## 5. Staffing the Commission

A commission without an adequate staff is seriously handicapped in its efforts to serve the community in the field of human relations.

As a bare minimum every commission should have a full-time, trained professional staff member and a secretarial assistant. They should operate from a permanent office.

Careful attention should be given to staff qualifications. This is an essential for a commission with a lone professional. He should be a college graduate, preferably with a master's degree in the social sciences or social work. He should have experience in the fields of community relations and community organization. It is desirable that he be a good public speaker, resourceful in dealing with others and an effective writer.

Above all, the post should never be considered a political plum or a refuge for cronies. It is not necessary to limit the search within the community. Often, in fact, a likely candidate may be a staff member of a larger commission in another city. He may be willing to accept a position as director of an agency in a smaller community for the challenge of helping to organize and develop such an agency.

It is difficult to specify a budget for a commission. Obviously this depends on the size of the staff, the work it is expected to accomplish and the facilities it is given. A commission's resources are expanded, of course, by organized volunteers and committees.

## 6. The Commission in Operation

A good starting point for any commission on human relations is to learn more about the community it serves. A commission ought to be a source of expert knowledge on all matters pertaining to human relations problems in the community. It should undertake detailed surveys to determine the patterns of employment, housing, educational opportunities and leisure life of its minority groups. For the financially limited community, a cross-section of volunteer community organizations might provide this service.

This type of research should be a continuing concern of the commission. There should be periodic dissemination of all of the material gathered through an active on-going public information program.

The commission should not overlook the importance of publicizing itself. Even the most elementary brochure or leaflet on its organization and function should be given wide distribution. Its executive director should not be a stranger before local groups, to local newspaper columns or on community airwaves. A periodic newsletter is highly effective in keeping the commission before the community and speaking to its citizens.

A good human relations commission is well known within local government. It should not hesitate to provide advice to city fathers. It ought to see that all arms of government oper-

ate under policies and practices of nondiscrimination and equality of opportunity. Local government must be a model for the rest of the community.

When moments of crisis arise, the commission must be prepared through advanced planning. It should arrange procedures with local law enforcement officials for coping with trouble and violence. Similar arrangements should be made with the mass media.

But a commission cannot merely operate a fire bucket brigade. It should develop long range programs that will minimize the chance of serious flareups. It should lead the efforts to erase all discrimination in places of public accommodations. It should search for realistic programs for eliminating racial segregation in schools, whether under law or *de facto*. It should plot methods for improving the living standards of minority groups confined to the ghetto and enabling them to move freely and orderly to neighborhoods throughout the community. It should make certain that discriminatory barriers to any citizen's right to vote are dropped. It must encourage and push forward equal opportunities for employment for all its citizens, both in private industry and in government. In most cases, to give official sanction and direction to these efforts, a commission will find it necessary to work for local ordinances. Throughout all its activities, a commission must attempt to educate its community to an awareness of and desire to pursue these goals and objectives.

## 7. How Other Commissions Work

Creation of human relations commissions is not a recent occurrence in our nation's history. As early as the 1920's there were committees in many Southern communities. Today there are more than 200 cities with some type of human relations agency. Here are some examples of how they have worked in some of these communities.

**New Rochelle, N.Y.**—On June 21, 1964, the same day that three civil rights workers disappeared in Philadelphia, Miss., a New Rochelle

policeman clubbed a 17-year-old Negro teenager over the head, requiring his hospitalization for a possible concussion. The Negro community became aroused over what it considered police brutality. Several thousand persons, including angry teenagers, prepared to demonstrate. A critical confrontation developed between the Negroes and the police department. Working swiftly, the New Rochelle Human Rights Commission opened lines of communication between police and municipal officials and Negro leaders. The result: the police department held a human relations course for all of its patrolmen; the hearing of the accused officer was speeded up; New Rochelle's City Council agreed to press the city's business community to hire more teenagers; the housing authority began to acquire more integrated living units; and the recreation commission expanded its entire program.

**Chicago, Ill.**—During the summer of 1964, the Mayor's Commission on Human Relations observed that potentially explosive conditions which had led to riots in other urban cities also existed in Chicago. Feeling the urgency of the situation, it brought together representatives of the mass media, and the top city and police department officials to explore the situation. The result: mass media cooperated fully in adopting guidelines for reporting racial incidents in a non-provocative manner. The police department instructed its officers in the proper handling of arrests in predominantly Negro areas. Not one case of police brutality was reported during the entire summer. Chicago remained peaceful.

**Louisville, Ky.**—In May, 1963, the Louisville Human Relations Commission conducted an extensive testing campaign to determine whether public places were open to all the city's citizens. The survey found that 35 percent of the city's restaurants were still segregated and not likely to desegregate voluntarily. The result: the commission helped obtain an ordinance prohibiting discrimination in places of public accommodation.

M E M O R A N D U M

November 23, 1966

TO: Irving Kaler  
FROM: Grace Hamilton

Congratulations on your new responsibility as Chairman of the Community Relations Commission. There are opportunities ahead and I believe that much depends upon the quality and competence of the person selected as Executive Director. It seems to me that a first objective might be to consider someone who has had working experience with one of the better municipal community relations commissions. The difficulty is that such a person would probably require a larger salary and operating budget than is likely to be available here as a beginning.

George Culbertson, who is presently a member of the Community Relations Service staff, Washington, D.C. would be such a person. He would be excellent if available. Before going to the Community Relations Service, he was a staff member of the Pittsburgh Human Relations Commission. He was one of the founders of NAIRO (National Association of Intergroup Relations Officials). I understand that the Pittsburgh operation is among the better ones.

Mr. Joe Hendricks, who is presently Dean of Men at Mercer University in Macon, Georgia, is another person who <sup>might</sup> be considered. His origins are Talbotton, Georgia and he has an undergraduate degree from Mercer with further graduate work somewhere. I understand that he was invited to be the Chairman of the Georgia Civil Rights Advisory Commission but declined. He is well acquainted with the communities in the State, is personable and bright. He is presently the volunteer Chairman of the Georgia Council on Human Relations. He perhaps would be more able to consider the position with the salary which is available.

A third suggestion is Paul Rilling, who is now the Director of the Human Relations Commission in the District of Columbia. You may remember him from his work in Atlanta 4 or 5 years ago. He served for a while as Director of Field Services with the Southern Regional Council and before that was the Director of a human relations special project of the National Council of the Y.M.C.A., Southern Field.

Irving Kaler

-2-

November 23, 1966

It occurs to me that there might be value in seeking executive direction from someone not presently associated with any of the community relation organizations or agencies working in the City for several reasons. In the first place, we have an opportunity here to add additional professional leadership to the community and; secondly, the work of the Commission will obviously require the utmost of cooperation and support on the part of all of the existing organizations and agencies interested in this field of endeavor.

I pass these ideas on for whatever worth they may be. If there are ever any ways in which I can be helpful, please call upon me.

Sincerely your friend.

GTH:eo

BCC: Mayor Ivan Allen, Jr. and Dan Sweat

1. Mr. Jim Moore, President, Atlanta Labor Council  
  
Mr. E. L. Abercrombie  
International Vice President  
Secretary-Treasurer Local 218  
Laundry, Dry Cleaning and Dye House Workers  
International Union  
Board of Directors, Atlanta Urban League
2. Dr. Jacob Rothschild, The Temple
3. Miss Helen Bullard, Consultant, Toombs, Amisano and Wells
4. Mrs. Sara Baker, Resident of Peoplestown section  
  
Mr. Arthur Smith, Manager of Perry Homes  
Public Housing Development
5. Dr. Cleveland Dennard, Principal, Carver High School
6. Mr. Robert Dobbs, Resident of Perry Homes
7. Mr. C. G. Ezzard, Resident of Summerhill-Mechanicsville section
8. Rev. Joseph L. Griggs, Gordon Street Presbyterian Church  
  
Mr. Edgar Schukraft, Schukraft's Florist
9. Archbishop Paul Hallinan, Atlanta Archdiocese  
  
The Rev. Kernan, St. Anthony's Catholic Church
10. Mr. Charles Hart, Member of Human Relations Committee
11. Mr. James H. Moore, Lawyer  
  
Mr. Iving Kaler  
Mr. David Goldwasser  
Mr. Hamilton Douglas, Jr.
12. Mr. Mills B. Lane  
  
Mr. Mike Cheatam  
Mr. J. Ben Moore  
Mr. W. L. Duvall  
Mr. Lucien Oliver



13. Mr. Joseph Haas, Attorney
14. Mrs. Fred Patterson, Former President of United Church Women  
Mrs. L. L. Austin, United Church Women  
Mrs. Carl J. Bliem, President, United Church Women
15. Mrs. Mary Stephens, Resident of Lakewood section
16. Mr. Jim Townsend, Editor, Atlanta Magazine  
Mr. Ray Moore  
Mr. Ben Perry  
Mr. Al Keuttner  
Mr. Mike Davis
17. Mrs. Dorothy Bolder Thompson, Member of Human Relations Committee
18. Rev. Samuel Williams, Member of Human Relations Committee
19. Rev. Fred Stair, Central Presbyterian Church  
Rev. Allison Williams, Trinity Presbyterian Church
20. Mr. Robert Mitchell, Vice President of Lockheed  
Mr. Robert M. Wood, Sears Roebuck & Company  
Mr. W. A. Parker, Sr., Beck & Gregg  
Mr. John Wilson, Horne Wilson & Company

Ed Guder

January 13, 1967

Mr. Al Kuettnr  
675 Sherwood Road, N. E.  
Atlanta, Georgia 30324

Dear Al:

Mayor Allen has asked me to answer your letter of January 4 regarding grants which have been made to the City which would be of concern to the Community Relations Commission. I have been out of town and I am sorry that your letter has not been answered sooner.

The only current grant that I know of which might be of interest to you would be the \$23,000 grant from the Stern Family Fund. Attached is a copy of the announcement put out by the Stern Family Fund which I think explains the intent of the grant.

We have employed Johnny Robinson to direct this demonstration project and Johnny is now located in Room 1204 in City Hall.

We are in the process of completing a comprehensive outline of the project from the execution standpoint and I will make this available to you in the next few days.

Please call me if you need any further information.

Sincerely yours,

Dan Sweat

DS:fy

AL KUETTNER  
675 SHERWOOD ROAD, N. E.  
ATLANTA, GEORGIA 30324

*Alan  
Jurniss*

Jan. 4, 1967

The Hon. Ivan Allen, Mayor,  
City of Atlanta,  
City Hall,  
Atlanta, Ga. 30303.

Re: Community Relations  
Commission

Dear Mayor Allen:

I am serving as chairman of a special committee in the Community Relations Commission which is investigating the funding of projects that might be initiated under the jurisdiction of the Commission.

I would appreciate any information from your office as to grants from foundations or other sources, now available or in prospect, for the city of Atlanta in the area of our Commission's interest. I am not thinking here of the many funding programs that have been made to the various established organizations but those made or available direct to the city and which are not now being administered. I understand one such fund is a \$23,000 grant from the Stern Family Fund for a "Neighborhood Involvement" program.

As we get further into our work, such inquiries as that above will, of course, come from the Executive Director. I am required to make a report to the Executive Committee on Jan. 20 and would be grateful for any information prior to that time.

Best personal regards.

Sincerely,

*Al Kuettner*

cc: Mr. Irving K. Kaler.

LAW OFFICES

KALER, KARESH & RUBIN

1820 FULTON NATIONAL BANK BUILDING

ATLANTA, GEORGIA 30303

IRVING K. KALER  
SANFORD R. KARESH  
MARTIN H. RUBIN  
PAUL M. McLARTY, JR.  
C. LAWRENCE JEWETT, JR.

CABLE ADDRESS:  
"KKATTY" ATLANTA

TELEPHONE:  
AREA CODE 404  
525-6886

January 5, 1967

Miss Faye Yarbrough  
c/o Office of Mayor Ivan Allen, Jr.  
City Hall  
Atlanta, Georgia

Dear Faye:

The next meeting of the Community Relations Commission will take place on Friday, January 27 at 1:30 P.M. We will meet in Committee Room 2, City Hall. I appreciate very much your assenting to take the minutes of this next meeting.

I look forward to seeing you at that time.

Yours very sincerely,

  
Irving K. Kaler

IKK/sf

# Race Relations Commission Organizes; Gets Challenge

Atlanta's new Community Relations Commission, created to help solve problems of racial strife, was officially organized Wednesday and urged to "get out there to the danger spots as quickly as possible."

The challenge came from T. M. Alexander, a member of the commission, set up recently by the Atlanta aldermanic board.

Alexander's comments came after the 20-member commission had been sworn in and was having its first business session.

Alexander and several other members expressed the hope that the commission could move swiftly to head off potential trouble in areas similar to Boulevard and Summerhill where racial incidents erupted in September.

Division of the commission into small groups which could move into these potentially explosive areas "and hear the people" was suggested by Alexander.

Vice Mayor Sam Massell Jr. declared that with formation of the commission "no longer will official concern about community relations come about only as result of crisis and emergency."

Organization of the commission, said Massell, assures that racial problems will "now rightfully take their place in City Hall as a day-to-day responsibility."

The commission, headed by attorney Irving Kaler as chairman, will operate initially on a \$30,000 a year budget. This includes some \$12,000 to \$15,000 for an executive director.

Much of the commission's first meeting was taken up with discussion of the type of person needed for the executive direc-

tor's job.

The Rev. Sam Williams, head of the commission's screening committee, said some 17 applications for the job have already been received.

Massell urged the commission to hold "mass meetings" in Atlanta neighborhoods in order to "catalog grievances" of the citizens.

He also suggested that the commission pursue an application for an Office of Economic

Opportunity grant in the amount of \$130,000 to establish a "fair housing center" as an adjunct Mayor Ivan Allen's campaign for more housing opportunities for the lower economic bracket.

John G. Feild, director of the Community Relations Service of the U.S. Conference of Mayors, told the commission members that they would have to decide themselves what role they wish to play in the city's racial relations.



Massell

Alexander

Feild said they must decide "whether you're going to do it yourselves or see that it gets done."

The Rev. Mr. Williams was named first vice chairman of the commission; Helen Bullard, second vice chairman, and Mrs. Fred Patterson, secretary.

AGENDA FOR  
ORGANIZATIONAL MEETING  
OF  
COMMUNITY RELATIONS COMMISSION

(Wednesday, December 14, 1966)

1. Statement by Mayor Ivan Allen, Jr.
2. Mayor Inducts Commissioners and Installs Chairman.
3. Statement by Chairman.
4. Chairman Presents Vice-Mayor Massell  
Vice-Mayor Introduces Speaker - Mr. John Feild
5. Chairman Calls Commission to Order for Business Session
  - (a) Adoption of rules of parliamentary procedure.
  - (b) Election of officers.
  - (c) Establishment of powers of Executive Committee. ✓
  - (d) Selection of monthly meeting date and time.
  - (e) Report of Committee on designation of Executive Director.
  - (f) Announcement of Committees to report at January meeting.
  - (g) Good and welfare.
  - (h) **Adjournment.**

January 13, 1967

Mr. Sydney Wirsdorfer  
Program Development and  
Evaluation Specialist  
Community Action Program Committee  
1209 Life of America Building  
Fort Worth, Texas 76102

Dear Mr. Wirsdorfer:

The Mayor and Board of Aldermen of the City of Atlanta have recently authorized the establishment of a Community Relations Commission. This Commission is in the formation stage at the present time and it will be a few more weeks before we will be able to answer the questions in your January 5 letter in detail.

The City has appropriated \$30,000 for the establishment and operation of the Commission during the current year. However, the development of detail staffing plans has not been completed at the present time. We will be glad to furnish you with these as soon as they have been completed.

The Commission is a creation of the Mayor and Board of Aldermen and is composed of twenty members recommended by an ad hoc committee established by the Aldermanic Board. This committee was composed of Aldermen and a cross section of citizens. The Mayor made the appointments.

There is no direct relationship to the local community action agency, Economic Opportunity Atlanta, Inc. However, I am sure that as the Commission begins to function a very close relationship will be established.

I will forward your letter to the Commission so that whenever

Mr. Wirsdorfer  
Page Two  
January 13, 1967

an Executive Director is employed copies of reports and activity projects may be forwarded to you.

Sincerely yours,

Ivan Allen, Jr.  
Mayor

IAJr:fy



*"The United States can achieve its full economic and social potential as a nation only if every individual has the opportunity to contribute to the full extent of his capabilities and to participate in the workings of our society."*

88th Congress, Aug. 20, 1964



COMMUNITY ACTION PROGRAM COMMITTEE • 1209 LIFE OF AMERICA BLDG. • FORT WORTH, TEXAS 76102 • ED 6-8714

January 5, 1967

Mayor  
Atlanta City Hall  
Atlanta, Georgia

Dear Sir:

The Executive Committee of the Fort Worth Human Relations Commission has requested assistance in securing funds for professional staff.

Before approaching the Community resources for financial assistance, the Executive Committee desires information concerning similar commissions throughout the United States.

Response to the following items would be helpful:

1. What are the staff patterns, size of the staff, salary range and the job descriptions?
2. How does the Commission relate to the local War on Poverty and the city council?
3. Copies of reports and activity projects which are available would be appreciated.

An answer from you at you earliest convenience would facilitate our planning. Thank you for your time and assistance.

Sincerely yours,

Sydney Wirsdorfer  
Program Development and  
Evaluation Specialist

SW:jab

*Office of the Mayor*

ATLANTA, GEORGIA

PHONE 522-4463

Faye Yarbrough

12/29/66

Mr. Kaler:

Attached is a copy of the draft of the minutes for the Community Relations Commission meeting of December 14.

If you have any changes or corrections you would like to make, I will hold the copies before mailing them to the other members of the Commission until I hear from you.

I am sorry that I didn't get them any sooner but things have been a little hectic here during the holiday season.

Faye Yarbrough

*Faye - Please note a few changes I've made on last 2 pages. Otherwise, everything O.K. We have 2 new members of Board - Mr. Oliver & Mr. Fowler resigned. Please get names & addresses new members from Ann & (over)*

These mail copies minutes  
to all members of Commission.  
Please also be sure  
to mail copies minutes to  
Dr. B. O. R. Allen &  
Vice-Mr. Roger Marshall.

Thank you again  
for your gracious &  
excellent help &  
Happy New Year!

Quintin K. Kelly

COMMUNITY RELATIONS COMMISSION

MINUTES

DECEMBER 14, 1966

Members of the Community Relations Commission met for their organizational meeting on Wednesday, December 14, 1966, at 2:00 p. m. in City Hall. The following members were present:

Mr. Irving K. Kaler, Chairman  
Mr. T. M. Alexander, Sr.  
Mrs. Sara Baker  
Miss Helen Bullard  
Dr. Cleveland Dennard  
Mr. Robert Dobbs  
Mr. C. G. Ezzard  
Mr. A. L. Feldman  
Rev. Joseph L. Griggs  
Mr. Joseph Haas  
Archbishop Paul J. Hallinan  
Mr. Al Kuettner  
Mrs. Fred Patterson  
Rabbi Jacob Rothschild  
Mrs. Mary Stephens  
Rev. Samuel Williams

Mayor Ivan Allen, Jr. called the meeting to order and spoke briefly regarding this newly created Commission. He expressed the City's appreciation to the members of the Commission for their interest and willingness to serve and to all those who have furnished leadership and have worked to see the Community Relations Commission established. He reviewed the functions of the Commission as designated in the charter and charged the group as to their duties and responsibilities. He then introduced the Community Relations Commission Chairman, Mr. Irving Kaler, and turned the meeting over to him.

Mr. Kaler thanked Mayor Allen for himself and for his fellow members for the confidence shown in their appointments. He stated the members of the Commission recognized the challenge and accepted it. He also stated he felt the greatest resource of the city was its people and this Commission seeks to reserve and develop this resource so that Atlanta can have a force and economic climate to maintain its position of leadership. He then introduced Vice Mayor Sam Massell, Jr., who has been so instrumental in the creation of this Commission.

Community Relations Commission Minutes

December 14, 1966

Page Two

Mr. Massell expressed his pleasure in seeing this Commission become a reality and told the group of the earlier meetings and committees preceding this Commission. He made the following recommendations for the Commission's consideration as their program is established:

1. Consideration of those individuals considered for membership on the Commission and those who have expressed interest in assisting in this work for utilization in advisory committees or similar capacities.
2. A mass meeting with representatives of the disadvantaged neighborhoods in an attempt to catalog the grievances in the community.
3. A conference or consulting session with the professional representatives of the local human relations groups to benefit from their experiences and ideas.
4. Inquire into the possibility of an Office of Economic Opportunity grant possibly in the amount of \$130,000 to establish a fair housing center in Atlanta.

Mr. John Field, Director of the Community Relations Service of the U. S. Conference of Mayors, spoke to the group regarding his experiences and observations of the activities and undertakings of other commissions around the country. He stated that these groups played various roles in each community including such things as performing advisory functions for the governing bodies, handling complaints and grievances, acting as mediators, and reviewing and monitoring the functions of government to insure democratic participation. He then reviewed some of the methods and techniques used by other groups. He told the members they must now decide what role this Commission is going to play in the community. The Commission must decide whether it is going to try to do the work itself or see that it is carried out by another group and to what extent the Commission will participate when other existing agencies can handle the problem. He stated the necessity is not to displace other agencies but to work with them.

The Commission members then proceeded with their business session. Upon motion duly made, seconded and unanimously passed the Commission agreed to follow Roberts Rules of Order for the conduct of all meetings.

The group next considered the election of officers of the Commission. Upon

Community Relations Commission Minutes  
December 14, 1966  
Page Three

motions duly made, seconded and unanimously passed the following individuals were elected as officers:

Rev. Samuel Williams, First Vice ~~President~~ <sup>Chairman</sup>  
Miss Helen Bullard, Second Vice ~~President~~ <sup>Chairman</sup>  
Mrs. Fred Patterson, Secretary

~~The above officers and the Chairman shall constitute the Executive Committee in accordance with the charter.~~

The above officers and the Chairman shall constitute the Executive Committee. Upon motion duly made, seconded and unanimously passed, it was agreed that the Executive Committee has and is authorized to act for and on behalf of the full Commission, subject to review of the Commission, between regularly scheduled meetings of the Commission.

A regular meeting date was discussed at this time and it was agreed that the Executive Committee be allowed to deliberate on the selection of the meeting date and time and report back to the Commission at the next meeting.

~~Prior to this meeting Rev. Samuel Williams was asked to chair a committee to screen the employment applications for the position of Executive Director.~~  
P On behalf of the Commission appointed to select Executive Director, Rev. Sam Williams then reported that the position had been advertised in the various news media and that seventeen applications were received. Interviews have been scheduled to begin on Tuesday, December 20. It was his suggestion <sup>the suggestion of Rev. Williams</sup> that the Commission discuss the type qualifications, characteristics and experience of the individual to fill this position. Various members gave their opinions on this subject and Mr. Feild and Mr. Clifton Henry of the Conference of Mayors also offered their suggestions based on their work with other commissions. It was generally agreed it would be necessary for the Commission to determine specifically what type program was to be conducted before selecting the individual to fill the position as different program emphases would require different qualifications and experience. In an effort to expedite this Miss Bullard distributed a questionnaire regarding the function and program content of the Commission to each member. This questionnaire is to be returned to her for analysis and consolidation.

Mr. Kaler appointed the following temporary ad-hoc committees:

Program Committee (To make recommendations  
to the Executive Committee meeting in January)

and thereafter to the full Commission)

Miss Helen Bullard, Chairman  
Mrs. Sara Baker  
Dr. Cleveland Dennard  
Mr. Robert Dobbs  
Rev. Joseph L. Griggs  
Mr. Lucien Oliver

*Committee to Investigate Possibility of O.E.O. Grants (+ grants from Foundations)*  
~~O.E.O. Fair Housing Center Grant Committee~~ (To  
make recommendations to the Executive Committee  
meeting in January and thereafter to the full  
Commission)

Mr. Al Kuettner, Chairman  
Mr. T. M. Alexander, Sr.  
Mr. Hamilton Douglas, Jr.  
Mr. C. G. Ezzard  
Mr. James O. Moore

Committee to make recommendations on the  
establishment of Standing Committees (To make  
recommendations to the Executive Committee  
meeting in February and thereafter to the full  
Commission)

Rabbi Jacob Rothschild, Chairman  
Mr. A. L. Feldman  
Mr. Joseph Haas  
Archbishop Paul J. Hallinan  
Mrs. Mary Stephens

There being no further business the meeting was adjourned at 4:05 p. m.

Respectfully submitted,

(Miss) Faye Yarbrough  
Acting Secretary

COMMUNITY RELATIONS COMMISSION

MINUTES

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Community Relations Commission Minutes

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Community Relations Commission Minutes  
December 14, 1966  
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In accordance with the ordinance, the above officers and the Chairman shall constitute the Executive Committee. Upon motion duly made, seconded and unanimously passed, it was agreed that the Executive Committee has and is authorized to act for and on behalf of the full Commission, subject to review of the Commission, between regularly scheduled meetings of the Commission.

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Rev. Joseph L. Griggs  
Mr. Lucien Oliver

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(and grants from Foundations) (To make recommendations  
to the Executive Committee meeting in January and  
thereafter to the full Commission)

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Mr. Hamilton Douglas, Jr.  
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Mr. James O. Moore

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Establishment of Standing Committees (To make  
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There being no further business the meeting was adjourned at 4:05 p. m.

Respectfully submitted,

(Miss) Faye Yarbrough  
Acting Secretary

COMMUNITY RELATIONS COMMISSION

NOTICE OF MEETING

To All City Department Heads:

The Community Relations Commission invites you to attend the public hearing scheduled for Thursday, February 16, 1967, at 7:30 p. m. to be held in City Hall in Committee Room 2.

The Commission plans to schedule another meeting specifically with City officials to hear how we can work constructively with you but we want you to know we would welcome your attendance at this public hearing.

Sincerely yours,

A handwritten signature in cursive script that reads "Irving K. Kaler" with a small "67" written below the name.

Irving K. Kaler, Chairman  
Community Relations Commission

IKK:fy

COMMUNITY RELATIONS COMMISSION

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Sincerely yours,

A handwritten signature in cursive script that reads "Irving K. Kaler". The signature is written in dark ink and is positioned above the typed name.

Irving K. Kaler, Chairman  
Community Relations Commission

IKK:fy

## PERSONAL DATA SHEET

(Mrs.) Eliza King Paschall, 1957 Westminster Way, N. E., Atlanta, Georgia 30307

### PERSONAL:

Native of Charleston, South Carolina; grew up in Columbia, S. C.  
Widow of late Walter Paschall, WSB News Editor; former president, Atlanta Civitan Club.  
Mother of 3 daughters: Suzanne (Mrs. Martin Gilbert, of London); Jan - independent study in Europe; Amy - attending Druid Hills High School.

### EDUCATION:

Graduate of Agnes Scott College, Phi Beta Kappa, with High Honor.  
Graduate study in Public Administration and Sociology at American University, Emory University; independent study in England.

### CURRENT EMPLOYMENT:

(Since 1961) Executive Director of Council on Human Relations of Greater Atlanta, Inc.

### FORMER EMPLOYMENT:

Consumer Consultant, U. S. Food & Drug Administration; American Red Cross Overseas Service, European Theatre Operation, World War II; National Youth Administration of Georgia.

### OFFICES HELD:

President, National Alumnae Association of Agnes Scott College  
Alumnae Trustee, Agnes Scott College  
President, League of Women Voters of Georgia  
President, League of Women Voters of Atlanta  
Chairman, Council on Human Relations of Greater Atlanta, Inc.

### CURRENT:

Board of Atlanta Urban League (7 years)  
Life president of Agnes Scott class  
Member ACLU, National Democratic Party, Atlanta Press Club  
National Committee for Support of Public Schools  
American Academy of Political and Social Science.  
National Conference of Christians and Jews Good Neighbor Award, 1962  
Fund for Adult Education Fellowship, 1960  
First Edition of Who's Who Among American Women  
Published articles in various journals  
Speakers Bureau of American Embassy, London, 1964-65

AGENDA FOR MEETING OF COMMUNITY RELATIONS COMMISSION

(January 27, 1967)

I. COMMITTEE REPORTS:

1. Report of Committee on Selection of Executive Director -- Reverend Samuel Williams
  - a. Establishing of salary for Executive Director
2. Report of Committee on Obtaining Grants -- Mr. Al Kuettner
3. Report of Programming Committee -- Miss Helen Bullard

II. NEW BUSINESS:

1. Resolution adopted by Executive Committee establishing the monthly meeting date and time of Commission
2. Resolution adopted by Executive Committee respecting attendance requirements of members of Commission.

LAW OFFICES

KALER, KARESH & RUBIN

1820 FULTON NATIONAL BANK BUILDING

ATLANTA, GEORGIA 30303

IRVING K. KALER  
SANFORD R. KARESH  
MARTIN H. RUBIN  
PAUL M. M<sup>o</sup>LARTY, JR.  
C. LAWRENCE JEWETT, JR.

CABLE ADDRESS:  
"KKATTY" ATLANTA

TELEPHONE:  
AREA CODE 404  
525-6886

January 23, 1967

Miss Faye Yarborough  
c/o Office of Mayor Ivan Allen, Jr.  
City Hall  
Atlanta, Georgia

Dear Faye:

Enclosed you will find copies of the Agenda for the January 27, meeting of the Community Relations Commission. You will remember that we will convene at 1:30 p.m., on that day in Room #2 at City Hall. Please distribute copies of the Agenda to members of the Commission.

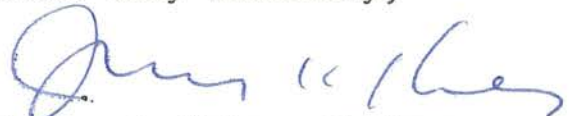
In anticipation of the meeting, I should also appreciate your confirming with Mr. Monroe that:

- (a) There will be sufficient chairs for all the Commission members in Committee Room #2.
- (b) We will need pads and pencils for all members of the Commission.
- (c) The usual ash trays, carafes of water, etc.

I understand that the conference table in Committee Room #2 is not large enough for all the Committee members to sit around. Nevertheless, I am hopeful that they will be able to group around the table somehow and perhaps in two rows. I will rely upon you to make all the necessary arrangements with Mr. Monroe as to the appointments for the meeting.

Again, thank you for your kind and generous assistance.

Yours very sincerely,



Irving K. Kaler, Chairman  
Community Relations Commission

IKK:db  
Enclosures



COMMUNITY RELATIONS COMMISSION

MINUTES

JANUARY 27, 1967

Members of the Community Relations Commission met on Friday, January 27, 1967, at 1:30 p.m. in City Hall. The following members were present:

Mr. Irving Kaler, Chairman  
Rev. Samuel Williams, First Vice Chairman  
Miss Helen Bullard, Second Vice Chairman  
Mrs. Fred Patterson, Secretary

Mr. T. M. Alexander, Sr.  
Mrs. Sara Baker  
Mr. C. G. Ezzard  
Rev. Joseph L. Griggs  
Mr. Joseph Haas  
Archbishop Paul J. Hallinan  
Mr. Al Kuettner  
Mr. Rolland Maxwell  
Rabbi Jacob M. Rothschild  
Mr. M. O. Ryan  
Mrs. Mary Stephens

Upon motion duly made, seconded and unanimously passed, the minutes of the previous meeting were adopted as submitted.

Mrs. Patterson read the minutes of the meeting of the Executive Committee held on Friday, January 20, 1967, and the Commission members discussed the business arising from this meeting.

Rev. Samuel Williams, Chairman of the committee to select the Executive Director, reported that Mrs. Eliza Paschall had been recommended to serve as the Executive Director and moved the approval of this recommendation. Upon motion duly made, seconded and passed, it was RESOLVED to accept the Committee's recommendation and request the Mayor and Board of Aldermen to approve the appointment of Mrs. Paschall as Executive Director at a salary of \$12,500 per annum.

The Commission then discussed the advisability of establishing a tenure of service. Upon motion duly made, seconded and passed it was RESOLVED that the selection of the Executive Director be for a period of one year subject to termination upon sixty (60) days notice on a majority vote of the full Commission.

The Chairman then asked Mr. Al Kuettner, Chairman of the Special Committee to Investigate OEO Funding, to give the Committee's report at this time. A copy of Mr. Kuettner's report is attached and made a part of these minutes (Attachment A). Mr. Kuettner recommended that early in the operations of the Commission a standing committee be established to work closely with Mr. C. O. Emmerich, Administrator of Economic Opportunity Atlanta, Inc., to follow through on this report.

Mr. Kaler then asked the Commission to consider two recommendations adopted by the Executive Committee:

1. That any member of the Commission who is absent from three consecutive meetings without valid reason be replaced by the Mayor on request of the Commission.
2. That the time of the monthly meetings of the Commission be established on the fourth Friday of each month to commence at 1:30 p. m. at City Hall.

Both of these recommendations were unanimously approved by the Commission.

The Chairman officially welcomed two new members, Mr. Rolland Maxwell and Mr. M. O. "Buzz" Ryan, to the body and expressed the pleasure of the Commission on their appointments.

Rabbi Jacob Rothschild made the following announcement at this time. The Temple is celebrating its 100th Anniversary and the Congregation wishes to make some contribution to the City. Therefore, the Congregation has set aside a trust fund in the amount of \$5,000, the proceeds of which will be turned over to the Community Relations Commission for the purpose of establishing and giving a good citizenship award to an individual or group who best carries out the spirit and purpose of the Commission. The Rabbi presented this to the Commission as a projected gift from the Congregation with the understanding that the responsibility for selection of the award will be left to the Commission. Upon motion duly made, seconded and unanimously passed it was RESOLVED that this gift be accepted and that an appropriate letter of appreciation be sent to the Congregation. The Commission members expressed their gratitude for the gift and the interest of The Temple.

Miss Helen Bullard, Chairman of the Program Committee, presented the Committee's report to the Commission, a copy of which is attached and made a part of these minutes (Attachment B). The Commission discussed this report

at great length and adopted the Committee's recommendations with the following changes:

1. Section 3 in the Preface was revised to read as follows: "That the Commission wherever possible avoid duplicating any function that is already being satisfactorily performed by an already established agency or group and further that its efforts be channeled in the areas of implementation rather than mere fact finding."
2. The listing of the survey areas in the Program I section was revised to read as follows. These areas will be listed according to priority after consultation with the Executive Director.

- a. Blue Heaven
- b. Cabbage Town
- c. Mechanicsville and Pittsburgh
- d. Summerhill, Peoples Town and South Atlanta
- e. Vine City and Lightning
- f. Scotts Crossing
- g. Plunkettown
- h. Bankhead Highway area
- i. Thomasville
- j. East Atlanta, Reynolds Town and Lynwood Park
- k. Boulevard (Bedford-Pine)

3. Program II will be implemented in the form of a seminar.

The Program Committee was commended for its splendid report.

The following members were appointed as teams to work in specific areas:

Blue Heaven:

Rev. Joseph L. Griggs  
Mr. Hamilton Douglas, Jr.  
Mr. M. O. Ryan

Cabbage Town:

Mr. Joseph Haas  
Rabbi Jacob M. Rothschild  
Mr. A. L. Feldman

Mechanicsville and Pittsburgh:

Miss Helen Bullard  
Rev. Samuel Williams  
Mr. Rolland Maxwell

Summerhill:

Mr. Al Kuettner  
Mr. C. G. Ezzard  
Mr. James O. Moore

Vine City:

Mrs. Fred Patterson  
Mr. T. M. Alexander, Sr.  
Mr. Irving Kaler

Committee to Organize  
Public Hearing on February 16:

Mr. Robert Dobbs  
Rev. Samuel Williams  
Mrs. Mary Stephens  
Mrs. Sara Baker

Committee in Reserve  
(To Serve on Other  
Committees When Regular  
Members Cannot Attend)

Mr. Robert Dobbs  
Mrs. Mary Stephens  
Mrs. Sara Baker  
Archbishop Paul J. Hallinan

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

Respectfully submitted,

Mrs. Fred Patterson  
Secretary

February 16, 1967

Mr. Irving K. Kaler  
Kaler, Karesh and Rubin  
1820 Fulton National Bank Building  
Atlanta, Georgia 30303

Dear Mr. Kaler:

Enclosed are the minutes of the Community Relations Commission meeting of January 27, which Miss Yarbrough has prepared.

I am enclosing correspondence which this office has kept on file until such time as the Executive Director of the Commission was named. I feel that since you have now appointed a Director and are in the process of establishing an office that you would want to transfer all responsibilities for administration to this office.

Please feel free to call on us at any time we can be of further help to you or the Commission.

Sincerely yours,

Dan Sweat

DS:fy

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MINUTES

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Mrs. Sara Baker  
Mr. C. G. Ezzard  
Rev. Joseph L. Griggs  
Mr. Joseph Haas  
Archbishop Paul J. Hallinan  
Mr. Al Kuettner  
Mr. Rolland Maxwell  
Rabbi Jacob M. Rothschild  
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Page Four

Summerhill:

Mr. Al Kuettner  
Mr. C. G. Ezzard  
Mr. James O. Moore

Vine City:

Mrs. Fred Patterson  
Mr. T. M. Alexander, Sr.  
Mr. Irving Kaler

Committee to Organize  
Public Hearing on February 16:

Mr. Robert Dobbs  
Rev. Samuel Williams  
Mrs. Mary Stephens  
Mrs. Sara Baker

Committee in Reserve  
(To Serve on Other  
Committees When Regular  
Members Cannot Attend)

Mr. Robert Dobbs  
Mrs. Mary Stephens  
Mrs. Sara Baker  
Archbishop Paul J. Hallinan

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

Respectfully submitted,

Mrs. Fred Patterson  
Secretary

## ATLANTA COMMUNITY RELATIONS COMMISSION

## Report of Special Committee to Investigate OEO Funding

Mr. Irving Kaler, Chairman,  
Community Relations Commission.

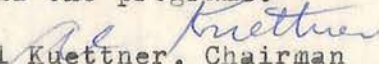
Dear Mr. Chairman:

Your committee to investigate supplementary funding possibilities for the Atlanta Community Relations Commission has completed its work and makes herewith its report. Members of this committee were Al Kuettner, Chairman; C. G. Ezzard, James O. Moore, Hamilton Douglas and T. M. Alexander, Sr.

The committee held two lengthy meetings and was in correspondence with the office of Mayor Ivan Allen; Mr. Charles Emmerich, director of Equal Opportunity Atlanta; Mr. Richard Granat of the Office of Economic Opportunity in Washington, and with the city planning firm of Candeub, Fleissig and Associates in Atlanta.

The committee has ascertained the following information:

1. Mr. Granat advises that his office will be happy to discuss any proposal we might have, either informally or on the basis of a formal submission of a project. He points out that an earlier-contemplated fund for fair housing operation is not presently available because of a severe cutback in all such funds, but he indicates that OEO will be glad to work with us to every extent possible. He suggests that we deal directly with the Atlanta office.
2. Mr. Emmerich has advised that his office will cooperate fully with our Commission on specific projects and the Committee feels that we should call upon this office for long range planning and action.
3. The city of Atlanta has received a \$23,000 grant from the Stern Family Fund for the purpose of staffing the mayor's office with special help so as to develop strategy and action for mobilizing the city's forces to attack problems of the slums. The city is moving ahead on this project and has an employe for the work. Letter is attached to this report as well as a resume of the Stern Family Fund.
4. Mr. Harvey Friedman, Chairman of the Lawyers Committee for Civil Rights Under Law, Washington, D. C., has been contacted. He says his agency will be glad to work with us, initially in an advisory capacity. This is a very significant committee of top lawyers.
5. Our Committee is of the opinion that funds can be obtained for specific projects, based on detailed plans and program. It is the committee's recommendation that projects be planned in order of priority, these projects then to be submitted to the proper agency for funding. It is the consensus of the committee that long range planning, fact finding and programming must come ahead of efforts to fund the programs.

  
Al Kuettner, Chairman  
For the Committee.

# CITY OF ATLANTA



August 6, 1969

CITY HALL ATLANTA, GA. 30303

Tel. 522-4463 Area Code 404

IVAN ALLEN, JR., MAYOR

R. EARL LANDERS, Administrative Assistant  
MRS. ANN M. MOSES, Executive Secretary  
DAN E. SWEAT, JR., Director of Governmental Liaison

## MEMORANDUM

TO: Mr. Dan E. Sweat, Jr.  
Deputy Chief Administrative Officer

FROM: Johnny H. Robinson  
Community Development Coordinator

SUBJECT: Monthly Report (Statistical)

Dan, you will find enclosed a breakdown on the amount of complaints received from July 1, 1969 - August 1, 1969.

The overall received are as following:

Total Received	708
Total Corrected	405
Total Meeting Attended	105

We were also involved in a survey for the Planning Department in Plunkettown.

JHR/mc

TO: Johnny H. Robinson

FROM: Martin Bement

SUBJECT July 1, 1969 to Aug. 1, 1969

COMPLAINTS

	<u>Received</u>	<u>Corrected</u>
Atlanta Housing Authority	<u>1</u>	<u>0</u>
Sanitation	<u>15</u>	<u>15</u>
Police	<u>8</u>	<u>2</u>
Parks	<u>1</u>	<u>1</u>
Housing Code Division	<u>6</u>	<u>1</u>
Traffic Engineering	<u>2</u>	<u>2</u>
Construction	<u>6</u>	<u>1</u>
Planning		
Fulton County Health Department	<u>2</u>	<u>2</u>
OTHER _____		
<b>TOTAL</b>	<u>41</u>	<u>14</u>

MEETINGS

	<u>Number</u>
E.O.A. Staff	<u>2</u>
CNAC	<u>1</u>
Area Block	<u>2</u>
CRC	<u>2</u>
MISC.	<u>2</u>
<b>TOTAL</b>	<u>7</u>

COMMENTS - OBSERVATIONS

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TO: Johnny H. Robinson

FROM: Clarence Greene

SUBJECT July 1, 1969 to Aug. 1, 1969

COMPLAINTS

	<u>Received</u>	<u>Corrected</u>
Atlanta Housing Authority	<u>3</u>	<u>2</u>
Sanitation	<u>146</u>	<u>125</u>
Police	<u>44</u>	<u>14</u>
Parks	<u>8</u>	<u>3</u>
Housing Code Division	<u>24</u>	<u>17</u>
Traffic Engineering	<u>11</u>	<u>11</u>
Construction	<u>18</u>	<u>18</u>
Planning	<u>0</u>	<u>0</u>
Fulton County Health Department	<u>3</u>	<u>1</u>
OTHER _____	<u>2</u>	<u>0</u>
<b>TOTAL</b>	<u>253</u>	<u>191</u>

	<u>WOODWARD</u> <u>Number</u>	<u>SAWYER</u> <u>Number</u>	<u>CHRISTENBERRY</u> <u>Number</u>	<u>BLOOM</u> <u>Number</u>	<u>GREENE</u> <u>Number</u>
E.O.A. Staff	<u>2</u>	<u>6</u>	<u>        </u>	<u>        </u>	<u>2</u>
CNAC	<u>2</u>	<u>1</u>	<u>        </u>	<u>1</u>	<u>3</u>
Area Block	<u>7</u>	<u>2</u>	<u>        </u>	<u>2</u>	<u>        </u>
CRC	<u>1</u>	<u>2</u>	<u>2</u>	<u>        </u>	<u>4</u>
MISC.	<u>        </u>	<u>6</u>	<u>4</u>	<u>        </u>	<u>4</u>
	<u>12</u>	<u>17</u>	<u>6</u>	<u>3</u>	<u>13</u>
		<b>TOTAL</b>			

COMMENTS - OBSERVATIONS

Parks & Housing Code have answered promptly. The differential between answered and unanswered is due in part to end of the month filing.

DATE AUGUST 1, 1969

TO: Johnny H. Robinson

FROM: E. F. JACKSON

SUBJECT JULY 1, 1969 to JULY 31, 1969

COMPLAINTS

	<u>Received</u>	<u>Corrected</u>
Atlanta Housing Authority	<u>5</u>	<u>4</u>
Sanitation	<u>34</u>	<u>23</u>
Police	<u>23</u>	<u>12</u>
Parks	<u>11</u>	<u>5</u>
Housing Code Division	<u>6</u>	<u>4</u>
Traffic Engineering	<u>10</u>	<u>6</u>
Construction	<u>1</u>	<u>1</u>
Planning		
Fulton County Health Department	<u>7</u>	<u>3</u>
OTHER	<u>35</u>	<u>23</u>
Public Works 21 11		
PERSONNEL 2 2		
BOARD OF EDUC. 6 4		
BUILDING INSPECTION 5 5		
LICENSE DIV 1 1		
TOTAL	<u>161</u>	<u>81</u>

MEETINGS

	<u>Number</u>
E.O.A. Staff	<u>3</u>
CNAC	<u>4</u>
Area Block	<u>2</u>
CRC	<u>2</u>
MISC.	<u>5</u>
STAFF MEETINGS (CITY HALL)	
DIST. COURT	
SPEC. MEETINGS	
TOTAL	<u>16</u>

COMMENTS - OBSERVATIONS

THE NUMBER ONE PROBLEM STILL IS PROCTER CREEK. DESPITE SUCCESSFUL MEETING WITH PUBLIC WORKS BOARD AND WORK REPORTS TO ME BY JACK CAMERON THE ODOR STILL REMAINS. THIS MONTH FULL OF SPECIAL PROJECTS: HEALTH FAIR, C.R.C. RODENT CONTROL, PETITIONS FOR BD OF EDUC. GROUPS TO TALK WITH CHAIR, Hosp. Admin. Board AND CLEANUP PROJECTS. ALL HAVE ASKED FOR CITY ASSISTANCE. DIRECT COMPLAINTS FROM RESIDENTS HAS IMPROVED AND SHOULD CONTINUE TO DO SO. COOPERATION FROM E.O.A. STAFF IS GOOD. POLICE SERVICE IS SLOW BUT CRIME PREV. OFFICERS ARE GREAT HELP. -SJC

DATE AUGUST 1, 1969

TO: Johnny H. Robinson

FROM: Tommy Isaac

SUBJECT JULY 1, 1969 to JULY 31, 1969

COMPLAINTS

	<u>Received</u>	<u>Corrected</u>
Atlanta Housing Authority		
Sanitation	<u>27</u>	<u>21</u>
Police	<u>19</u>	<u>11</u>
Parks	<u>1</u>	<u>1</u>
Housing Code Division		
Traffic Engineering	<u>12</u>	<u>10</u>
Construction	<u>5</u>	<u>5</u>
Planning		
Fulton County Health Department		
OTHER _____	<u>17</u>	<u>15</u>
<b>TOTAL</b>	<u>81</u>	<u>63</u>

MEETINGS

	<u>Number</u>
E.O.A. Staff	<u>1</u>
CNAC	<u>1</u>
Area Block -	<u>1</u>
CRC	<u>1</u>
MISC.	<u>2</u>
<u>CITY HALL</u>	
<b>TOTAL</b>	<u>6</u>

COMMENTS - OBSERVATIONS

MR. ISAAC REPORTS COOPERATION WITH CENTRAL CITY E.O.A. STAFF  
IS GOOD ALONG WITH MOST CITY SERVICES. HOWEVER HE IS NOT  
RECEIVING THE AMOUNT OF COMPLAINTS THE AREA INDICATES  
RESIDENTS <sup>DID</sup> MEET LAST NIGHT AND IF TODAY IS ANY INDICATION,  
THINGS SHOULD CHANGE. MR. ISAAC'S OTHER DUTIES KEEPS HIM  
AWAY A GOOD DEAL SO SOMETIMES HE IS NOT THERE TO RECEIVE  
COMPLAINTS - SCOOP

DATE July 31 1969

TO: Johnny H. Robinson

FROM: Nathaniel Maddox

SUBJECT July 1, 1969 to July 31, 1969

COMPLAINTS

	<u>Received</u>	<u>Corrected</u>
Atlanta Housing Authority	6	4
Sanitation	51	24
Police	39	16
Parks	11	11
Housing Code Division	11	10
Traffic Engineering	9	7
Construction	29	18
Planning	0	0
Fulton County Health Department	7	5
OTHER _____	9	6
<b>TOTAL</b>	<b>172</b>	<b>101</b>

MEETINGS

	<u>Number</u>
E.O.A. Staff	5
CNAC	2
Area Block	11
CRC	1
MISC.	6
<b>TOTAL</b>	<b>25</b>

COMMENTS - OBSERVATIONS

Comments are on next sheet.

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A SUMMARY OF THE EVALUATIONS AND  
RECOMMENDATIONS OF:

Mr. Bement (East Central)

Mr. Bruce (West Central)

Mr. Christenberry (Pittsburg)

Mr. Isaac (Central City)

Mr. Menez (Edgewood)

Mrs. Snider (City Hall)

Miss Sowell (Nash-Washington - Extension)

Miss Woodward (West End)

AUGUST 1, 1969

## EVALUATIONS OF CITY SERVICES

In evaluating City Services not all interns mentioned all City Services. There was divided opinion on many departments. However, the general consensus was that the City Services were not responding well enough to complaints by area residents.

The Atlanta Housing Authority, according to Miss Sowell, does not respond at all. However, the Housing Code Department was commended by Mr. Christenberry and Miss Sowell. This was not the case with Mr. Menez, who feels the department is "not only inadequate, but also poorly administered".

Mr. Isaac reported that the Police Department is doing well in Central City, but Mr. Christenberry, Mr. Menez, and Miss Sowell reported very poor response. Mr. Christenberry was told that the Police Department did not know to return route sheets; however, that is not believed. In most areas they have shown poor response on pick-up of junk cars.

Only Mr. Isaac mentioned Public Works. He noted only one third response.

The Recreation Department was commented on by Miss Woodward and Mr. Menez. Mr. Menez stated that the Recreation Department was not only hampered by lack of equipment, but its unsystematic system allows for inconsistency. Miss Woodward was more explicit, stating that recreation "appears to suffer not in quantity but in quality". Since this is Atlanta's third year of expanded summer recreation, she feels that "one would expect to find activities with carryover values". Further, Atlanta is losing its best opportunity to communicate with youth in these areas. She reports that youth does not participate in other programs, such as Model Cities, E.O.A., etc.

The Sanitation Department came in for quite a bit of comment. Miss Sowell, Miss Woodward, and Mr. Isaac had reasonably good experiences with this department. Mostly their request had been answered promptly. Miss Sowell stated that the quick response on the trash barrels gives tangible evidence of the City's concern. Thus this service of the Sanitation Department is invaluable. Miss Woodward states that there is such high confidence in the department and in Mr. Hulsey in West End that citizens there usually call Mr. Hulsey directly with their complaints. Not all opinions of the Sanitation Department are good. Mr. Christenberry reports poor pick-up of junk cars by this department, especially if the car has not been tagged by the City Service Coordinator. Mr. Menez feels the departments "output capacity is totally inadequate". Thus the Sanitary Department seems to respond well on complaints concerning litter barrels and/or trash removal and poorly on removal of junk cars.

The "Sidewalks Department" was commended by Mr. Isaac who stated that he has received one-hundred percent response.

Miss Sowell reports Street Maintenance as being prompt in replying. However, she feels they should have informed this office that no additional paving could be done.

The Traffic Engineering Department did not please Miss Sowell, Mrs. Snider, or Mr. Menez. Miss Sowell felt they should have notified the Community Development Coordinator's Office that no traffic signals were available for this year. Mrs.

Snider noted that many times the Traffic Engineering Department replied with "will check this next week" or "maybe next year". She felt this type of reply did more harm than good. Mr. Menez criticized "the bureaucratic procedure in which things are done". Mr. Isaac reported answers to all five route sheets sent to Traffic Engineering. Thus of the four comments on this department, only Mr. Isaac was satisfied.

### RECOMMENDATIONS

There were several types of recommendations which appeared often in the intern evaluations. These were concerned mainly with the City Services Coordinator, junk cars, and the establishment of a central telephone number or office. Although many recommendations were quite similar each was presented from a slightly different viewpoint.

The recommendations concerning the City Services Coordinators centered around the number of coordinators and their duties. Miss Sowell, Mr. Isaac, and Mr. Bement recommend that there be one City Service Coordinator per target area. Others, such as Christenberry, Mrs. Snider, and Miss Woodward felt that "more City Service Coordinators should be hired". Mr. Christenberry suggested that since the City Service Coordinators do public relations work anyway, the "expensive, blue-ribbon bedecked Community Relations Commission" could be abolished and the commission's money be used for more City Service Coordinators. Miss Woodward, Mr. Bement, Miss Sowell, and Mr. Christenberry also discussed possible changes in the coordinator's duties. Miss Woodward recommended making them the administrators of "Little City Halls" and increasing the scope of

their duties to include early slum detection, consumer services complaints, public relations, and general information distribution. All of this involves removing the coordinators from the E.O.A. Centers. Mr. Christenberry feels the City Service Coordinators be viewed as "innovative chaps with an overview of the whole system whose job is to better integrate existing services and develop new services as they see fit". They should have the power to "recommend revisions in and additions to the city codes in their respective areas". Mr. Bement saw the coordinator's job as that of a "city-man in the ghetto; touching, listening, stimulating, teaching, reporting". Miss Sowell believes the City Service Coordinators could perform a broader coordinating function between the various groups on his (or her) area.

Those were not the only recommendations pertaining to City Service Coordinators. Mr. Christenberry wants all City Service Coordinators (both present coordinators and all future ones) to spend time with experienced coordinators, learning methods of "handling 'routine' community problems". He also feels that all City Service Coordinators should have a personal knowledge of the operation of all city departments. Mr. Isaac recommended that the coordinators be publicized in the community. Miss Sowell suggested that regular "hours of attendance" in their offices be kept by the coordinators, and that route sheets from the City Service Coordinators should received priority action (perhaps special funds could be allocated for this). Thus these inter recommendations concerning the City Service Coordinators relate

to their role, their number, their training, etc. There is dissatisfaction not with the ideal of a City Service Coordinator, but with the reality.

A large number of recommendations concerned centralization. Mr. Bement suggested the entire system be tied to one telephone number, such as 511. He also suggested a central City Services Intake and Routing Office containing one or two complaint desks from each department. This would expand the Community Development Office's coordinating function by enabling departments to work together on problems not "apropos" to any one department. Mrs. Snider also felt a central information service for field personnel was needed. Under her plan, the Community Development Office could become a central coordinating agency for target area groups who might need supplies or other help and those churches, businesses, etc., who might like to help such groups. A centralized publicized telephone number was also recommended by Mr. Isaac. Miss Woodward suggested a central complaint department similar to that of Mr. Bement, but not included as a part of the Community Development Office. In the complaint department there would be a central real-time information bank and "exceptions" crews to investigate all types of complaints. Centralization as seen by the interns, would expand the function of the Community Development Office and aid in its operation.

Junk cars were the object of many of Mr. Christenberry's and Mr. Menez's recommendations. Both felt that only one department of the City should have responsibility for removal of junk cars, rather than both Sanitary and Police. Menez suggested that this single agency be the Sanitary Department. Both felt that manpower in Sanitary should be increased; Christenberry suggesting that these

be used to make "periodic sweeps through all infected areas to remove junk cars". An additional suggestion made by Mr. Christenberry was to assign personnel from the Community Development Office to work with Rex Honeycutt of Sanitary in the development of a profitable system for handling junked cars. In other words, these intern recommendations were concerned with increasing the efficiency of junk car removal.

Although the above are the major types of groupings of intern recommendations, there were many more. Mrs. Snider and Miss Woodward suggested "little City Halls". Miss Woodward also suggested a social research and planning staff which would begin slum prevention studies, a new training orientation program for summer recreation employees, plain english translations of city ordinances, new ordinances concerning consumer service violations, investigation of bribery complaints, regulation of absentee landlords, and use of volunteers for summer recreation programs. Mrs. Snider and Miss Woodward had recommendations pertaining to publicity. Miss Woodward feels the War on Poverty should be publicized to affluent Atlanta; Mrs. Snider suggested that City Hall publicize itself through direct effective action. Miss Sowell and Mrs. Snider felt that high level pressure (i. e., Mayor Allen) should be used against those departments which were unresponsive to the Community Development Office. Several suggestions were made with regard to personnel. Mr. Isaac believes the intern program should be continued part-time all year. Miss Woodward suggested the pay of policemen and recreation employees be increased. She also suggested strengthening the lines between the E.O.A. Manpower Program

and the City Personnel Office. Miss Sowell recommended that the Atlanta Beautification Corps workers could be used to clean streets and vacant lots in answer to complaints. Mr. Christenberry also suggested increasing the number of housing inspectors. Other's suggestions included improving the Summer Program Book by printing it in color code, having each department use the same area definition providing space for up-dating the book, revising the route sheet filing system by using file cards (Mrs. Snider); charging land owners for cleaning their property, giving recognition to the Housing Code Department for its fine performance, making a concentrated effort in one area in the hope that changes in crime, property values, etc. (Mr. Christenberry).



(DRAFT)

1970 PROGRAM PLAN  
COMMUNITY RELATIONS COMMISSION

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1. Public Accommodations. Although the 1964 Civil Rights Act has been an effective tool in eliminating discrimination in most businesses serving the public, the law is applicable only to firms engaged in interstate commerce. Some Atlanta businesses not in interstate commerce, such as trailer parks, skating rinks, health spas and barber shops, discriminate because of race. In the opinion of the Commission, it is unjust for this small number of businesses to enjoy the prosperity of this great City while the vast majority of businesses are abiding by the letter and spirit of the Federal law. The Federal remedial process is slow, cumbersome and expensive. A local public accommodations ordinance with enforcement powers through the municipal courts of Atlanta is needed.
2. Contract Compliance. In 1967 the Board of Aldermen enacted Ordinance #31-41.1 making it necessary for firms contracting with the City to have a non-discriminatory hiring policy. Each supplier certifies he does not discriminate but nothing else is done to enforce the ordinance. The ordinance contains no investigatory or enforcement powers. In 1969, the budget of the City of Atlanta was \$207,000,000. The full implementation of this ordinance would be an important lever in ending employment discrimination in Atlanta.

*CRC  
Could do  
this*

3. Fair Employment. The 1964 Civil Rights Act covers firms with 25 or more employees. This leaves thousands of Atlanta citizens without fair employment protection. Furthermore, the Equal Employment Opportunity Commission's backlog of cases in the Southeast is proof that more action is needed on a local level. Other Southern cities such as Miami and Nashville have found their local fair employment ordinances to be highly useful in combating discrimination. The Commission believes that Atlanta needs an ordinance with enforcement powers to cover firms with ten or more employees.

*Strengthen  
EEOC +  
Amend Federal  
Law*

In order to enforce effectively ordinances on public accommodations, contract compliance and fair employment the Commission needs subpoena, cease and desist, and other powers which may be necessary to implement these ordinances.

The Commission recommends that the number of Commission members be increased from 20 to 22, with the additional two positions being designated for young persons age 22 or under.

The Commission asks that the terms for these two youth positions be rotated yearly for increased youth involvement. The youth Commissioners are to have full voting rights and powers. They are to serve on an equal basis with the other Commission members.

*Good*  
*why rotate them if regular are not.*

SECTION II - TOWN HALL MEETINGS

Immediately after its creation three years ago, CRC instituted a series of Town Hall meetings in disadvantaged areas. These meetings gave citizens an opportunity to express their grievances and City Hall a chance to take remedial action. CRC benefited from this program because it gave the Commission a direct involvement with the people in their neighborhoods. The citizens benefited because they had a direct line to City Hall.

*How about addressing monument?*  
*CRC a catheter*

Concurrently the office of Community Development Coordinator was created to deal with City services in disadvantaged areas. Although the CRC has had an effective working relationship with Johnny Robinson's office, duplication of effort exists. CRC's main goals are to improve human relations and to eliminate discrimination. The Town Hall meetings deal primarily with improving City services. The Commission recommends that the staff of the Community Development Coordinator be expanded with more City coordinators being placed in disadvantaged areas on a year round basis and that the Community Development Coordinator's office assume the responsibility for the Town Hall meeting program.

SECTION III - PUBLIC HEARINGS

The Ordinance creating the Community Relations Commission states in Sec. 3.8.5.:

"Pursuant to the named functions and duties of the Community Relations Commission, it is empowered to hold hearings and take the testimony of any person under oath. The Commission, after the completion of any hearing, shall make a report in writing to the Mayor setting forth the facts found by it and its recommendations.. At any hearing before the Commission a witness shall have the right to be advised by counsel present during such hearings."

The Commission has made very little use of this section of its charter. In an effort to get to the root cause of discrimination, CRC will institute public hearings in such areas as public accommodations, employment discrimination, school segregation, housing discrimination and other vital areas affecting improved human relations in Atlanta.

*I think this should be key function of CRC.*

#### SECTION IV - EMPLOYMENT

1. Starting in September CRC will undertake a systematic study of minority employment and promotion in each City Hall department, the Atlanta Housing Authority, and non-professional positions in the Atlanta School System. Upon completion of this study, the Commission will make a public report of its findings with recommendations.
2. Jobs Creation-Atlanta, a joint project of the Equal Employment Opportunity Commission and CRC, has been refunded for another year. Maurice Mitchell has been employed to direct this project during 1969-70. During the last 12 months CRC has worked with 25 companies on their hiring and recruiting practices of minority persons. The plan for the forthcoming year is to continue working with these 25 firms and to add 15 new companies.
3. The Commission will work for the elimination of discrimination in Atlanta labor unions, trade associations, and professional organizations.
4. CRC will continue its efforts with an ad hoc committee to make a study of anticipated job openings in Atlanta during the next five years and how vocational and other training can be geared to meet these needs.

*Urban League*

*Is this a function of CRC?*

5. CRC will consider having another workshop on minority economic development in mid-winter.

SECTION V - EDUCATION

1. CRC will work with the new school board to improve the quality of education for minorities and the disadvantaged and to accelerate desegregation.

2. The CRC plans to work with the Atlanta School System and the City Planning Department in determining how locations for new schools can assist in solving the desegregation problem.

*OK*

3. The Commission will make personal calls on each college president in Atlanta to urge his institution to accelerate student and faculty recruitment across racial lines.

SECTION VI - POLICE-COMMUNITY RELATIONS

*What is Urban Laboratory?*

1. The Commission will work with the Police Department and the Urban Laboratory in developing training programs in police-community relations for senior officers, patrolment and new recruits. Efforts will be made to utilize outstanding sociologists, criminologists, psychologists, psychiatrists, law enforcement officers and consultants in Atlanta and elsewhere.

2. The CRC will offer its services to the Police Department in initiating more training in human relations for the police/community services officers.

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SECTION VII - HOUSING

1. In the last nine years 22 Atlanta schools have gone from all white to virtually all Negro. The City of Atlanta Planning Department estimates that in 1967 and 1968 490 City blocks changed from white to non-white.

After identifying one or two target areas for transition the Commission will seek to marshall total community support..... businesses, churches, the Atlanta School Board, human relations organizations, real estate brokers, and the press.....to stabilize these areas. The Commission will seek to develop ways and means to report and halt block-busting.

2. The CRC plans to send out teams of black and white staff members to various apartment buildings and housing developments and ask for housing. In doing so discriminatory practices will be identified and dealt with.

3. The Commission will contact The Advertising Council and the Department of Housing and Urban Development to find out the availability of public service TV spots, ads and car-cards. The staff will then urge local media to use these public service ads on open housing.

4. CRC will continue to participate actively as a member of the Metropolitan Atlanta Housing Conference which seeks to further open housing and the dispersal of low-income housing to all quadrants of the City and suburbs.

5. There is a tremendous need in Atlanta for a centralized agency which lists available housing at all income levels. CRC plans to talk to representatives of the American Friends Service

*Board  
of  
Atlanta  
should  
understand this*

Committee, Metropolitan Fair Housing Conference and the Mayor's Housing Resources Committee to see if such a function can be assumed.

#### SECTION VIII - PUBLIC INFORMATION

1. CRC will strive to further its public information role by working closely with all news media and having members and staff speak to church and civic groups. It is the wish of the staff to involve more intensively Commission members in public speaking roles.

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1. The Commission will invite all Atlanta professional organizations concerned with the human relations to a one day meeting at City Hall in December so each organization can outline its program plan for 1970.

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CRC's foremost function is to identify and eliminate discrimination in Atlanta. If this job is done, civil disorders will be minimized. However a master plan needs to be developed outlining what CRC should do in event of a racial crisis. For example:

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# # # #

Yes! yes! yes!

(DRAFT)

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# # # #

SECTION XII - HIPPIES

CRC will endeavor to serve as a communications link between the growing hippie community and the City of Atlanta. CRC plans to hold periodic meetings in the near Northside neighborhood with residents, business proprietors and landlords and to make recommendations to City officials.