

ATLANTA URBAN CORPS
DEPARTMENT OF FINANCE

To: Sam Williams, Director, Atlanta Urban Corps

From: Inmond L. Deen, Jr., Director of Finance,
Atlanta Urban Corps

Re: Departmental Report

Date: August 1, 1969

I. Payroll

The payroll system is functioning satisfactorily. Two areas need improvement:

- A. At present, billing colleges requires a manual transference of information from computer print outs which are grouped according to work location, typing of the bill, and checking of the figures. The city gave the option of having the print outs grouped either by work location or school. Someone chose to have the interns grouped by work location. This is of little value to my Department as agency (work location= agencies) financial arrangements are handled by contract. If the problem of separating CWSP interns and non-CWSP interns can be overcome (if the city can be sold on the idea) the computer print outs could be certified and mailed to the colleges. This would eliminate three steps and at the same time reduce the probability of errors. This system would, however, involve the inconvenience of sorting pay checks and grouping them by City Department and agency. Less time and effort are required to sort pay checks than to manually transfer the required information. In my estimation, this should be done if the city and the Urban Corps maintain their present relationship.
- B. The procedure outlined in section II, C, of my report dated July 2, 1969 is onerous and burdensome. The interns, justifiably, do not like it. I feel HEW should be made aware of the unpalatable nature of the guide line necessitating this procedure and a request for relief made. I intend to act accordingly. We were fortunate on the July 30, 1969 disbursement date. Only one problem of any significance arose: a staff member told Andrea Frye, a volunteer, she would receive \$100 on July 30. The "culprit" had not the authority to make the decision. Nonetheless, we will pay her and Young Hughley at their convenience after 12:00 o'clock noon 8/1/69.

II. College Billing

The college billing system will work adequately. Colleges will be billed (bills mailed) today for amounts owed as of July 2, 1969. They will be billed August 5, 1969, for amounts owed as of July 30, 1969. The August 13th, and August 27th, billings will be no problem. The September 10th billing should not be a problem but the mechanics have not been worked out.

III. Agency Payments

Non-profit agencies in which AUC interns are placed have contractually agreed to employ the student and to pay a part of the student's salary ranging from 100% to 00%. On Wednesday, August 6, 1969, prompting of agencies who have not fulfilled their contractual obligations will be commenced.

IV. Contracts

A. Agency Contracts

EOA was delayed in executing our contract due to the change of directorship. The contract has been delivered to George Berry for execution by the city.

We still do not have a contract with SREB for the Fulton County Health Department. This involves 21 interns. Since SREB has given us \$7,000.00 and will give us \$13,000.00 within two weeks (according to Bill Ramsay) I consider that organization reputable.

The decision was made to contract with the Academy Theater as a non-city agency even though the funds actually come from the City (Atlanta Board of Education). Miss Nancy Hagar was talked with and agreed to this arrangement on July 15, 1969. A letter confirming the earlier verbal agreement and a written contract were mailed to Miss Hagar July 16, 1969. The contract has not of this date been returned to this office.

The Atlanta Youth Council is for our purposes a non-city agency. The contract has been executed.

B. College Contracts

When the college contracts were executed, both copies of the West Georgia contract were returned to the college. Mr. Paul M. Smith, Jr., Director of Financial Aid, stated by telephone on 8/1/69 that he would on that date mail one copy to me. When it is received, Mr. Charles Davis, Director of Finance, City of Atlanta, will certify the West Georgia bill.

C. Educational Advisor Contracts

Contracts have been entered into between the City of Atlanta, Atlanta Urban Corps, and Carl Wieck, Patrick Ntokogu, Roger Whedon, Barbara Rudisill, and the Georgia Institute of Technology--Roger Rupnow,

the said individuals to act as Educational Advisors to the 1969 Urban Corps Project. Duties to be performed shall include but not be limited to job visitation with the interns and agency supervisors, planning and conducting education seminars for small groups, as well as all interns, working in coordination with our field evaluation staff to insure job relevancy and educational significance of the program for each intern, assisting the intern in his articulation of his experience and other counseling and advisory duties connected with the program.

For the services outlined above, each Educational Advisor shall be compensated in the amount of One Thousand Dollars.

D. Urban Corps-Library Theatre Contract

A contract between the City of Atlanta, Atlanta Urban Corps, and Arthur Pellman has been drawn, approved, and is in the process of execution. The contract provides in essence that Arthur Pellman is to serve as Director of the Urban Corps-Library Theatre for a period of not less than ten weeks and that he will be compensated in the amount of One Thousand Dollars.

V. Staff

Steve Mwamba is performing a task that is in my estimation tedious and demanding. He has and is continuing to keep errors at a minimum.

Mac Rabb is now working in my office and is performing at a level that is above what can ordinarily be expected or demanded of an individual.

Patty Harwell is doing an excellent job in providing secretarial support. She is diligent, unusually efficient, and in every respect a pleasure to work with.