

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: July 16, 1969

I.

After repeated efforts to resolve the unusually perplexing situation surrounding compensation for VISTA volunteers assigned through the Southern Regional Education Board to the City of Atlanta, Atlanta Urban Corps, little has been accomplished. Responsibilities, however, have been defined, to wit:

- A. VISTA volunteers will receive bi-weekly supplements from the City of Atlanta, Atlanta Urban Corps in amounts determinable by multiplying the total number of compensable hours worked by each intern during the preceding pay period by either .07, .47, or .77, depending upon the individuals educational level.
- B. Volt Technical Corporation, a subsidiary of Volt Information Sciences, Inc., 795 Peachtree Street, N.E., Suite 630, Atlanta, Georgia, a private corporation under contract with VISTA to provide administrative and logistical financial support, will disperse on a weekly basis the VISTA share of VISTA volunteers pay.
- C. The City of Atlanta, Atlanta Urban Corps supplement plus the VISTA share will closely approximate that received by all other interns of a comparable educational level.
- D. Carol Lim, Volt Technical Corporation, phone 876-6354, has been designated as the representative of her company to handle inquiries from VISTA Volunteers assigned to the Urban Corps regarding compensation from VISTA.

II.

The procedure outlined in section II of this Department's initial report, dated July 2, 1969, regarding College-Work Study Program guidelines is proving satisfactory.

III.

The book keeping system outlined in Section III of this Department's initial report is now in operation and is relatively efficient. Improvement is needed in this area. As a bare minimum the following is necessary:

- A. Working space (available for payroll auditors)
- B. Freedom from unnecessary interruptions and confusion

IV.

Mr. W. Walton Clarke, First National Bank of Atlanta, was talked with on July 10, 1969. He agreed on behalf of the First National Bank to donate One Thousand Dollars (\$1,000.00) to the City of Atlanta, Atlanta Urban Corps.

Mr. Charles S. Marvin, A.T.&T., was talked with on July 9, 1969. Mr. Marvin indicated an interest on the part of A.T.&T. to make a donation to the Urban Corps. He suggested that I call his immediate supervisor, Mr. Tom Koneig, on July 14, 1969, and arrange a conference. Mr. Koneig was ill. However, his secretary set up a conference for July 22, 1969 at 10:00 A.M.

Mr. Plemon Whatley (Junior at Harvard) , employed by A.T.&T. and assigned to E.O.A., was talked with on or about July 1, 1969, and has reported to Mr. Marvin that he feels the Urban Corps is deserving of a donation.

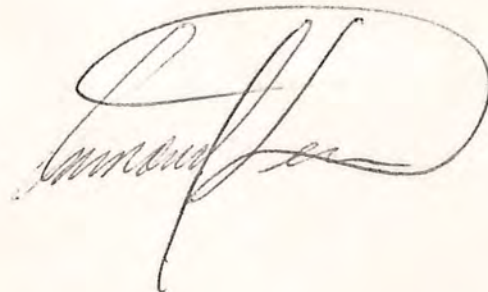
A.T.&T.'s offices in Atlanta are located at Room 1831, The Hartford Building.

V.

In general, Finance has been plagued by senseless mistakes, inadequate secretarial support, and troublesome inefficiency.

At this time the addition of Dianne Wilson to this Department in a somewhat elusive position is not, in my opinion, justifiable either in cost to the Urban Corps or in increased efficiency.

The above mentioned recommendation, if followed, will provide the needed space mentioned in Section III, A, above and will eliminate the need for close supervision and will, to some extent, provide relief from unnecessary confusion and inefficiency.

A handwritten signature in cursive script, appearing to read "P. J. [unclear]", enclosed within a large, loopy oval shape.