

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 11, 1971

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
MR. H. R. HALDEMAN
MR. JOHN W. DEAN, III

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: My Forthcoming Meeting with
Director James Rowley

I have invited Jim Rowley to come to lunch on Tuesday, June 15th ... for a thorough discussion of a number of items which have come up during the past 2-3 months, including the requirement for some personnel moves in the USSS hierarchy. I will be in touch with Gene Rossides, of course, but wanted meanwhile to ask each of you for your own rundown of issues involving the Secret Service which you think might be appropriately brought up at this time.

I would appreciate hearing from you by Monday afternoon.

Many thanks.

chron

June 12, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Invitation to Senator John Sherman Cooper

Please extend immediately an invitation to Senator John Sherman Cooper to attend the Willy Brandt Dinner on the evening of June 15th.

(I will need a report prior to mid-morning Monday as to the status of acceptances and regrets re this dinner. Many thanks.)

cc: Mr. Clark MacGregor
Mr. Sanford Fox

cbw

June 12, 1971

MEMORANDUM FOR: MR. DAVID N. PARKER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Possible Handshake with the President
for Mr. Roland A. Harley

It has come to my attention that one of George Parker's most loyal and hardworking messengers, Mr. Roland A. Harley, completed his 25th year at the White House on June 6th. He is a modest man -- one who would be dazzled by the President's personal congratulations in recognition of his long and faithful service.

I pass this on for your consideration in planning near future 2-3 minute events in the President's office.

cc: Mr. Dwight L. Chapin

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 12, 1971

MEMORANDUM FOR: MR. CLARK MAC GREGOR
MR. WILLIAM E. TIMMONS

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Agenda for GOP Leadership Meeting
on June 15th

The President has approved the agenda you proposed for the
GOP Leadership Meeting next Tuesday morning, June 15th.

Chen

Determined to be an
Administrative Marking
Not National Security Information
By 343 NARA Date 3/30/2016

June 12, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. CHARLES W. COLSON
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The Dick Cavett Show

There was a paragraph on page 9 of the Television Report Section of today's News Summary which mentioned Dick Cavett's "objective performances" over the past several months ... when Administration supporters have been outnumbered by over 3 to 1.

Please submit through the office of the Staff Secretary by June 16th a brief report to the President on what we are doing to get some balance on this particular show.

Thank you.

CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 11, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN

FROM: ALEXANDER P. BUTTERFIELD *AB*

SUBJECT: John Dean's Conflict of Interest Book and
Information Kit for Appointees and Other
White House Staff Personnel
(Staff Secretary Action Memo Log P1736H)

In your memorandum to me of June 7th (which prompted the Staff Secretary Action Memo cited above) you asked how we were doing on "our project" to put together a packet of information for incoming staff members. It is my understanding that the project went from John Brown's office to that of John Dean -- and that El Deano had given the effort his all and, in fact, produced the long awaited kit ... which I attach hereto. If you want my comments, they are as follows:

- The conflict of interest booklet is fine. As John says, copies should be issued only to appointees (all of them) before they are sworn in.
- As for the kit, it too is fine -- generally -- and I can appreciate the amount of work which obviously went into research and compilation. I believe, however, that in its present form it will get little use ... despite the threats imposed (by us) on office heads and other key personnel relative to their ensuring that their office assignees peruse its contents during their first few weeks here. My nit-picks concern volume and format. I would suggest retention of the bulk of the kit, but adding to it:
 - At the front, an index
 - As a part of the body, a short section on the chronological steps to our full clearing-in process ... i.e. resume, personal history forms, name check, full-field background investigation, Staff Secretary's office, Personnel office, pass and I.D. office, Staff Mess, staff pin, parking

assignment, orientation briefing, etc.

- As a part of the body, a section on the chronological steps to our full checking-out process ... i.e. most of the items mentioned above, the turning in of personal and official files, surrendering of staff pin, identification pass, etc.
- As a part of the body, a single paper explaining procedures for routing materials to the President ... when he is here in Washington and when he is away.
- As a part of the body, a single paper explaining briefing papers for the President's meetings ... the standard format, significant items, things to avoid as well as things to stress, etc.
- At the back, a thorough, well-written summary of each of the preceding tabs and significant sections ... something on the order of 5-6 pages in length.

Again, I think John Dean has done a commendable job putting so much together. My office could assume responsibility for these additional features in that they pertain exclusively to administration.

One more point: I think that the information kit -- voluminous, admittedly, but for a purpose -- should not be issued to each person. I believe instead that the 5-6 page summary should be issued to each person along with a note telling him of the existence of the complete kit in each of our key offices and sub-offices. I may be wrong about this, but I just cannot see us putting sufficient pressure on people to get them to actually sit down and go through this kit cover to cover. A 5-6 page summary would be much more palatable.

But distribution is not our problem at the moment. It is whipping the kit into its final form. Unless I hear otherwise from you, I will get together immediately with John Dean, add the information outlined above and have a finished product for your review by June 22nd.

Chan

Determined to be an
Administrative Marking
Not National Security Information
By JCS NARA Date 3/30/2016

June 11, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. ARTHUR GODFREY
Acting SAIC
Presidential Protective Division
U. S. Secret Service

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: "Pocket Commission" for
Mr. Robert Brown, Special Assistant
to the President

Would you please issue a "pocket commission" to Mr. Robert Brown,
Special Assistant to the President.

Thank you.

CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 3/30/2016

June 11, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JON M. HUNTSMAN
Staff Secretary

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Stanley Scott

This memorandum confirms word passed to you orally late yesterday afternoon -- that you may complete the processing of Mr. Stanley Scott's forms and have his name entered on the White House rolls.

CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By JUS NARA Date 3/30/2006

June 11, 1971

CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Mr. Stanley Scott

This memorandum serves as your authority to release the hold on Mr. Stanley Scott. His name has been entered on the White House rolls and he should be issued a permanent White House pass as soon as possible.

Thank you.

CONFIDENTIAL

June 10, 1971

MEMORANDUM FOR: MR. GEORGE T. BELL

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Consideration of Recommended
Presidential Telephone Call

I am attaching to this memorandum a copy of a letter Bob Haldeman received recently from Paul Donn Haartman. As you will note, Haartman is pushing hard for some kind of Presidential recognition of his boss, Thomas J. Bannan ... a 70 year old gentleman who is about to complete his 50th working year with the company he founded.

Please review the information, consider the efficacy of a call (as well as the President's time), then make your own decision regarding preparation of a call sheet.

Incidentally, no one is leaning on you to follow through on this matter. It did seem appropriate to me, however, to advise you of Bannan's existence (assuming you did not have him already listed in your files) and of Haartman's request. Ray Price will get a copy of this material. It may be that you will want to check with him before you do anything. He may feel that Bannan's accomplishments are worth some higher form of Presidential recognition.

Many thanks.

Attachment

cc: Mr. Charles W. Colson
Mr. Raymond K. Price, Jr.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 10, 1971

MEMORANDUM FOR: MR. LAWRENCE M. HIGBY
MR. BRUCE KEHRLI

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Note to Mr. Paul Donn Haartman
Acknowledging Receipt of His Recent
Letter to Mr. Haldeman

It would seem to me more appropriate if one of you sent the attached letter (or one similar to it) to Mr. Haartman. I have no knowledge of Bob's acquaintanceship with Haartman, or of the nature of past correspondence ... if, indeed, there has been any.

Thanks.

Attachment

June 10, 1971

Dear Mr. Haartman:

Bob Haldeman asked me to get in touch with you right away to pass on word that he had received your interesting letter about Thomas Bannan ... and that the information you passed on would be carefully considered at this end of the line. And if in the process we decide that we need more detail we will, indeed, feel free to call on Mr. Tom Gleed in Seattle.

Sincerely,

Mr. Paul Donn Hartman
Western Gear Corporation
Post Office Box 182
Lynwood, California 90262

June 10, 1971

MEMORANDUM FOR: MR. MICHAEL B. SMITH
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Short Presidential Note

Please prepare a very brief Presidential note to Mr. Domingo Quicho, the custodial (GSA) staff member assigned to the President's EOB office.

Quicho was admitted to the Naval Medical Center at Bethesda last Friday or Saturday with a bad case of pneumonia. Therefore, the text of the correspondence should follow generally the lines of the talking points provided on the attached sheet.

Many thanks.

Attachment

bcc: Mr. Charles F. Rotchford

June 9, 1971

PERSONAL/CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: William D. Ruckelshaus

On page 12 of today's News Summary there is a piece on the environment which mentions a Ruckelshaus speech citing "greedy corporations, ineffective government and apathetic citizens". Evidently the theme of the speech calls out for the American citizenry to pressure government and industry to do more toward reduction of pollution.

The President viewed with some disfavor this seemingly demagogic approach to the problem. He believes, as you know, that actions speak louder than words ... and that perhaps you should reorient the EPA Director.

PERSONAL/CONFIDENTIAL

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 9, 1971

MEMORANDUM FOR: ALL WHITE HOUSE/OEOB STAFF

SUBJECT: Special Instructions During the
Week of the Wedding

The following information should be of interest and assistance to you during the remainder of this week.

White House Tours

There will be no special or public White House tours during the period Thursday, June 10 through Monday, June 14.

Parking

In all probability there will be some disruption of parking spaces on West Executive Avenue beginning Wednesday, June 9; but assigned occupants will be notified in advance.

On Saturday, parking spaces on East Executive Avenue and the east side of the Ellipse will be reserved for wedding guests. Parking for permit holders who are not wedding guests will be permitted on the west side of the Ellipse (with Ellipse permits), on State Place (with State Place and East Executive Avenue permits), and on portions of West Executive Avenue (with West Executive Ave. permits).

The attached map may be of some help to you.

Restricted Access to Residence and Office Areas

On Friday and Saturday, June 11 and 12, the South Grounds, the East Garden, the President's Rose Garden and the Residence will be off-limits to all staff members not directly involved in wedding preparations. Those who have to move between the East and West

Wings on official business must use the Service Drive under the North Portico, not the ground floor corridor of the Residence. After 12:00 noon on Saturday, staff personnel not working on final arrangements for the wedding must avoid the entire East Wing area.

Saturday Work Force

With Mr. Huntsman's coordination, we are asking each key staff member to determine in advance precisely who in his offices must be present for work on Saturday -- and to hold the total number to an absolute minimum. In consideration of parking space availability, traffic control and security, the less persons in and around the White House/OEOB complex on that particular day, the more desirable.

Your cooperation will be greatly appreciated.

John S. Davies
Special Assistant to the President
Office of White House Visitors

Attachment

JSD:APB:ts

.

Car

Determined to be an
Administrative Marking
Not National Security Information
By JLS NARA Date 3/30/2016

June 9, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Phone Call to Alexis Johnson

The President read this morning that on the CBS morning news show Marvin Kalb reported pressures building within the Administration -- particularly at the State Department -- to publicly release figures on precisely what is being spent in Laos. He wants you to call Alex Johnson on this matter right away.

CONFIDENTIAL

Determined to be an
Administrative Marking
Not National Security Information
By J-5 NARA Date 3/30/2016

June 9, 1971

CONFIDENTIAL

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Discussion of Terminal Date for Withdrawals

The President simply wanted you to note the fact that on television last night former Defense Secretary Clifford said the Administration has never authorized its negotiators to discuss a terminal date.

CONFIDENTIAL

can

June 9, 1971

MEMORANDUM FOR: DR. HENRY A. KISSINGER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Vietnam - The Big Issue on Television

The President simply wanted you to note the fact that according to this morning's News Summary Vietnam is still the big issue on the major television news programs.

Chen

June 9, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Tit-for-Tat - Hanoi Style

The President wanted you to note the fact that the major story on television last night was former Defense Secretary Clifford's contention that if the United States will announce a full troop withdrawal deadline by year's end, the North Vietnamese will release our prisoners shortly thereafter. He commented that the networks seem to go to considerable effort to keep the contention (voiced in the past by numerous others in addition to Clifford) front and center.

ch

RECOMMENDED TELEPHONE CALL*

TO: Mr. Frank Pagnotta ... Executive Assistant to
Dr. David in the Office of Science and Technology

RECOMMENDED BY: Alex Butterfield .

PURPOSE: To pass on a word of good cheer

BACKGROUND: About a week ago Pagnotta lost control of one of
those large lawn mowers which are driven, not
pushed. The machine rolled over on top of him
preventing an immediate escape from engine heat
and rotating blades. He is now at Walter Reed
Hospital suffering from third degree burns on both
legs and two broken ribs. He has had two operations
and is scheduled for a third (skin graft) later this week.

(Pagnotta has sat in on most of your meetings in
the Cabinet Room with the Science Advisory group.)

TALKING POINTS:

1. You may want to say that you heard of his
accident only today and that you hope very
much he recovers quickly and completely.
2. You know what a good job he does and will be
glad, as will Dr. David, when he is back at
work again.

June 9, 1971

* I am having a short Presidential note prepared in the event that you
prefer not to make this call.

Chen

June 9, 1971

MEMORANDUM FOR: BRIG. GENERAL ALEXANDER M. HAIG
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Completion of "Memorandum for the
President's File"

I realize, of course, how little time you can spare for attention to projects which are not strictly pertinent to the national security business at hand; however, I would like to ask you to bang out a quick and very brief "Memorandum for the President's File" on the Landrum Bolling-Elton Trueblood meeting in the President's office during the noon hour on May 14th. And as I mentioned in a previous memorandum, you should attach to that report the original of the paper Mr. Bolling left with the President. I believe it was a single page. The President is anxious for that particular material to be safely tucked away in his personal file.

Many thanks.

Determined to be an
Administrative Marking
Not National Security Information
By 245 NARA Date 8/30/2016

June 9, 1971

CONFIDENTIAL

MEMORANDUM FOR: MR. JOHN D. EHRLICHMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Public Affairs Staff at Department of Commerce

Page 10 of this morning's Summary of television news has a piece on the economy which says that of the major networks only NBC noted the Commerce Department's report that business "is not all that optimistic".

The President wants some immediate action taken to preclude, now and forever, such public utterances from Administration spokesmen. He recalls that we have had trouble in the past with the Public Affairs group at Commerce. It is essential that we clear out the dead wood and see that control is established.

Please report through the office of the Staff Secretary the actions you take to comply with this request.

Thank you.

CONFIDENTIAL

June 9, 1971

Dear Bob:

I want to thank you for meeting President and Mrs. Johnson at the airport yesterday, and for extending to them on my behalf the several courtesies mentioned in your note to Alex Butterfield.

Sincerely,

(signed) RN

Brig. General Robert L. Schulz, USA (Ret.)
Special Assistant to the President for
Liaison with Former Presidents
The White House

RN:APB:ts

Chris

June 9, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Presidential Query

The President noted in his News Summary this morning that the US/KIA figure dropped last week to 20 ... the lowest total since October of 1965, and that the information was released on Tuesday rather than Thursday. He asked what happened with regard to our follow-up activities.

Chan

June 9, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: The June 1 Press Conference

I am attaching a copy of the June 4th memorandum which Ray Price sent to the President concerning the recent nationally televised press conference. The President read it over last night and asked if you agreed with Ray's view ... particularly as expressed in the last sentence of the second paragraph (underlined).

Attachment

Chen

June 9, 1971

MEMORANDUM FOR: MR. HARRY S. DENT
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Your June 4th Memorandum to the President

The President appreciated your forwarding to him the memorandum concerning the Vice President's performance before the South Carolina General Assembly. He was particularly pleased by the information in paragraph two.

June 9, 1971

MEMORANDUM FOR: MR. GEORGE P. SHULTZ

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Your Recent Comments on the
CEA's Economic Reports

The President appreciated your forwarding your views on the several economic reports prepared recently by Herb Stein.

Chair

THE WHITE HOUSE

WASHINGTON

June 8, 1971

CONFIDENTIAL
EYES ONLY

MEMORANDUM FOR

THE HONORABLE JOHN CONNALLY
Secretary of the Treasury

FROM

JON M. HUNTSMAN
Staff Secretary to the President

SUBJECT

International Monetary Reform
Memorandum submitted to the President
June 2, 1971 by Paul W. McCracken

Memoranda from both the President and you crossed my office desk today relative to the above subject. In order to make you fully aware of the President's views on the subject I am noting below the comments he made after reading the McCracken paper. You may, after reviewing them, want to alter your memorandum. Then again, you may not. I will hold it here in my confidential file until I hear from you regarding disposition.

Specifically, the President requested that you consult with Paul McCracken, Arthur Burns, George Shultz, Peter Peterson and your own experts....then give him a "recommendation for action." The President further suggested that we "move on the problem," not "just wait for it to hit us again---e.g. in the fall of '72."

He noted particularly the last paragraph of page 2 - the part which recommends that he convene the Council on International Economic Policy to reassert our position in favor of an updating of IMF rules. His (the President's) comments were "No -- this is too large a group with too many people who talk alot about subjects they know little about".

The President went on to say, in writing, "The Connally 1-man responsibility route is the best. This is an area in which he should be the lead man. Peterson, of course, should be consulted."

I am taking the liberty of sending Mr. Peterson a copy of this memorandum and would suggest that you contact him directly regarding the matter.

Thank you.

JMH:APB:

cc Peter Peterson

bcc H. R. Haldeman, G. Butterfield, J. Ehrlichman

June 8, 1971

MEMORANDUM FOR: DR. DAVID C. HOOPES
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Development of Guest List

Please list for me in the form of a guest list (for the June 30th dinner to be held in honor of Postmaster and Mrs. Blount) the names of all Cabinet Members, Under Secretaries and Deputy Secretaries of the Federal Departments, major agency heads and senior members of the White House staff.

The list will have to be developed beyond that point, but the information outlined above will be required for a "starter". John Ratchford will be able to give you some assistance.

I must have the names before noon tomorrow, June 9th.

Many thanks.

In response to F. Malek's memo
of June 8th, subject "White House Budget ^{cutting} ~~study~~"

chm

Confidential

To: Fred Malek
FM: Alex Butterfield

Jun 8, 1971

RE Pg 1 - per 1: I believe that there is
a good bit of fat - and that it's
accumulating at a startling, and
wholly unacceptable, rate. We
must check the intake now - and
move w/o delay to adopt the system
whereby WH experts (advisors) draw
heavily from the staffing capabilities
of the federal departments and agencies.
You mention it further on in your
draft - but I think I would
mention it at the outset. And yes,
meanwhile, we do want to give
our attention to the (3) areas cited.

RE Staff Reductions:

- Costello & Burgess (do??) ASAP

2

- Mark Goble . . . I agree with you, Fred - but I think our creating that slot was the result of a Presidential directive. His area is important without question - but the President and others on our staff have a considerable amount of experience preparing properly for tube coverage. I don't think we need this luxury; yet there are those, I'm sure, who would say, "What luxury is too great while the '72 election result is pending. Let's hold our risks to the minimum."

- Schulz Again, I agree - but I think RN made a promise to Ike that Schulz would be given safe haven. If not - or even if so and the "safe haven"

3

was not defined - we should drop that entire staff now .. and reconstitute it just prior to the end of RN's Tenure so that he benefits from the efforts of a good man and an active office. As Bob has said several times, we may want to use such a slot to our own good advantage during RN's "retirement" years.

- Rumsfeld's staff - I'd reduce it by at least two men, now and just explain to Don that there can be no reconsideration. We'd be somewhat justified in doing this because he's now got two more people than Finch.

- McGregor - Heavy on people,

4

but of course their function is vital.
Salaries there are of greater concern
to me. We seem to hire too much on
the basis of what one was being paid
previously. We should expect candidates
for employment to "sacrifice for the
honor." Moreover, key staff members
should hire and quote salaries with
an eye toward leaving themselves
some flexibility to make adjustments
later on. You are right - neither
Belieu nor Casselman should be
replaced. I'm sure Timmons
understands this, and did when
he hired Korologos & Friedersdorf.

- Ouelfield ... We should not
wait any longer.

5

— Klem's staff... As Huntsman and I have discussed Klem should slide to the short side while Colson expands... or "should have;" and Shumway should be the deputy. However, Scott is not being hired as an Admin Ass't — or if he is, his salary is way out of the ball park. One of the opinions that Margita White, Al Snyder, Van Shumway, Stanley Scott, & Susie Low represent too much staff for the wing communications ambassador (which is what he is ... and what he serves as quite admirably). Here is where much of the fact, albeit talented, exists.

— Price's staff.... I don't

6

pretend to know what the objections are - or what has been promised. I know that Ray is expecting to expand and that Huntsman and I are telling him it's impossible to do so beyond the McLaughlin and Ron Elliott slots. I'll have to learn the plan from Bob.

- Colson's staff ... Here again, there is a plan which I know nothing of - one which Chuck says Bob approved while Huntsman and I say, "Stop". Colson is at this very moment hiring a "domestic" mogul to serve as the Scali counterpart - at about the \$35,000

7

level. Then, too, he expects to
hire a secretary for the mogul,
a project manager (Mr. Allen Hall),
and a secretary for the project manager—
all of this (4 people) in addition
to Pat O'Donnell and his secretary
... just hired last week.

— Ziegler ... did say "No",
flatly

— Finch's stuff ... He wants
Mr. Glenn Wagner from HEW plus
Wagner's secretary plus a speech
writer and a secretary for the
writer. Easy decision: A firm "No".

— Flanigan ... He wants

8 an 'oil and disaster' man ... (?)
and an economist, as you state
in your draft. Each man must
have a secretary. Total persons = 4
Decision No. Reasons: As you
stated. Economic advice abounds
within this hallowed complex.

RE Transfers to Other Appropriations ... I go
along with all you say in the
draft on this topic. However, I
believe that Garment and Whitaker
cannot be shifted over to the DC
without a slight pay reduction because
of a legal quota of top salaries
(42,500) persons ... or a restriction
against persons at that level. I know

9

my reasons are wrong, but some sort of ruling held them off the DC when others (Morgan, Krogh, Cole, etc) went on. The Virginia Knauer suggestion which we've discussed before should be carried out — and the FIAB salary and per diem payments could perhaps come from CIA funds, especially in that CIA is part of the Exec Office of the President. Frankly, I believe that Ehrlichman and Kissinger should remain on the WH payroll — to identify them clearly as the President's domestic and foreign affairs advisors. I don't feel this way about Petersen.

Re Consolidation of Functions - You have hit the nail on the head when you refer to each key staffers desire to attain self-sufficiency. Some areas can be centralized and should be - writing, PR and promotion, administration, etc. Functions is a better word for what we're talking about - not areas.

Final Comments. Identsman and I are in this already and should remain. Please include us in your discussions with Bob - if you can - just as you've included our thoughts in this report. I would be - and am - for taking a very hard line on this staff expansion business. I'd like for all appeals to come to me, not to Bob. I'll hang tough and say "No" til they tire of asking; and they

11
will. Meanwhile Huntsman must
be the central office man - the one
through whom every request for
change must go.

h

THE WHITE HOUSE

WASHINGTON

June 8, 1971

MEMORANDUM FOR: THE PRESIDENT

FROM: PETER G. PETERSON

SUBJECT: Introduction to International Economic Briefing
for Bipartisan Congressional Group
June 8, 1971 (5:15-5:25 p.m.)
The Family Theater

I. PURPOSE

To introduce and summarize to Congressional leaders your views on the importance of America's competitive posture in a changing world economy.

II. BACKGROUND

At the first meeting of the Council on Econ. Policy (April 8), discussion revolved around the changes occurring in the world economy, and how they will affect the competitive position of the U.S. -- at home and abroad -- throughout the 1970's and 1980's.

My personal views are condensed to a single page at Tab A.

III. PARTICIPANTS

Listed at Tab B.

IV. PRESS PLAN

Ollie Atkins will take several photographs during the early part of the meeting. A press briefing is scheduled for tomorrow.

V. ACTION SEQUENCE

At 5:15 p.m. you enter the Family Theater and deliver opening remarks. Recommended talking points and suggested remarks are attached at Tab C.

The Presidential podium will be at the front of the room.

You should conclude remarks by turning over the meeting/briefing to Pete Peterson. Then leave the room and return to the Oval Office.

chr

June 8, 1971

Dear Mrs. Walsh:

As I am sure you realize, the President receives a fantastic volume of mail every day and cannot possibly give his attention to each letter. But he did read yours of late April and, despite the many issues on his mind, took an immediate personal interest.

He directed the top military assistant on his personal staff, Brigadier General James D. Hughes, to look carefully into the matter of your concern, work with the Department of Defense toward ensuring that there are no reoccurrences in any of our induction centers nationwide, and write to you on his behalf expressing apologies and sincere best wishes.

I am sure that by now you have heard from General Hughes.

Yours truly,

Alexander P. Butterfield
Deputy Assistant to the President

Mrs. John K. Walsh, Sr.
1737 Brewster Avenue
Redwood City, California 94062

chen

June 8, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Coming Social Events at the White House

Brandt Dinner

As you know, we are shooting for a final guest list of some 62-66 persons ... so that all, or nearly all, of the large chairs will be used. At this late date we are bound to have more than the normal percentage of regrets, and I am sure that I will have to supplement the very short backup list I sent to you and Sandy on Saturday. To my knowledge, there have been no other changes since our preliminary planning meeting of last week.

Gideon's Army Dinner

Your point of contact, as I am sure you and Debby know by now, is George Crawford in Peter Flanigan's office. In addition to the 32 members of "Gideon's Army", Secretary Connally, Attorney General Mitchell, Director George Shultz, Dr. Henry Kissinger and Peter Flanigan should be invited. Crawford is in a meeting now but will call me as soon as he returns to his office. I want to double check with him to be certain that you are getting all of the information you need to get the invitations in the mail and complete your final plans for the stag dinner.

Blount Dinner

The guest list should approach 100 total ... sort of a "family group" made up of Cabinet Members, Under Secretaries, top agency heads and senior members of the White House staff. The President would like to use round tables and review the seating plan well in advance of the event. At his table he would like Mrs. Blount seated to his right and Mrs. Connally to his left. Present thinking favors after dinner entertainment, but not the usual kind. Because there will be few if any "outsiders" present, it would seem appropriate to go for something fairly light and amusing. While you work out a proposed scenario for this dinner, I will quickly develop the guest list.

cc: Mrs. Deborah M. Sloan

chen

June 8, 1971

MEMORANDUM FOR: MRS. LUCY A. WINCHESTER
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Coming Social Events at the White House

Brandt Dinner

As you know, we are shooting for a final guest list of some 62-66 persons ... so that all, or nearly all, of the large chairs will be used. At this late date we are bound to have more than the normal percentage of regrets, and I am sure that I will have to supplement the very short backup list I sent to you and Sandy on Saturday. To my knowledge, there have been no other changes since our preliminary planning meeting of last week.

Gideon's Army Dinner

Your point of contact, as I am sure you and Debby know by now, is George Crawford in Peter Flanigan's office. In addition to the 32 members of "Gideon's Army", Secretary Connally, Attorney General Mitchell, Director George Shultz, Dr. Henry Kissinger and Peter Flanigan should be invited. Crawford is in a meeting now but will call me as soon as he returns to his office. I want to double check with him to be certain that you are getting all of the information you need to get the invitations in the mail and complete your final plans for the stag dinner.

Blount Dinner

The guest list should approach 100 total ... sort of a "family group" made up of Cabinet Members, Under Secretaries, top agency heads and senior members of the White House staff. The President would like to use round tables and review the seating plan well in advance of the event. At his table he would like Mrs. Blount seated to his right and Mrs. Connally to his left. Present thinking favors after dinner entertainment, but not the usual kind. Because there will be few if any "outsiders" present, it would seem appropriate to go for something fairly light and amusing. While you work out a proposed scenario for this dinner, I will quickly develop the guest list.

cc: Mrs. Deborah M. Sloan

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 8, 1971

MEMORANDUM FOR: MR. H. R. HALDEMAN
MR. DWIGHT L. CHAPIN

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: LBJ's Planned Trip to New York

I have just heard from General Schulz that Former President Johnson will be going from Texas to New York on June 9th (with a possible brief stopover at Independence, Missouri to pay his respects to Former President Truman) to receive a nonpolitical "citizens' award" pertaining to cancer or cancer research. The sketchy details seem to indicate that he will be traveling via his special Convair which, although souped-up, is slow compared to jet aircraft such as the Jet Star.

Two thoughts occurred to Bob Schulz: The President might want to see LBJ sometime during the latter's visit to the East Coast ... and the President might wish to offer the former Chief Executive a faster bird.

I am going to try to learn a bit more from Schulz this morning but thought that meanwhile you would like to have this information.

LATE FLASH (10:20 a.m.)

LBJ, if only to prove that former Presidents change their minds as quickly and drastically as "anyone", has decided to come into Washington today. (Perhaps you and the President know this already.)

He will arrive, via Convair, at Washington National Airport at about 1:15 p.m. and proceed directly to the Madison Hotel, tonight he will attend a dinner honoring Jake Pickle ... at the home of Bill Deason; and tomorrow morning he will leave for New York.

We might want to consider having a Presidential note at the Madison awaiting LBJ's arrival and suggesting that he drop by for breakfast in the morning and use the Jet Star for the remainder of his trip.

THE WHITE HOUSE

WASHINGTON

June 8, 1971

The following persons from outside the White House-OEOB complex will be attending a Cabinet Meeting in the Cabinet Room at 8:00 a.m. today:

Secretary Connally (Treasury)
Secretary Laird (Defense)
Attorney General Mitchell (Justice)
Postmaster General Blount (Post Office)
Secretary Morton (Interior)
Secretary Hardin (Agriculture)
Secretary Stans (Commerce)
Secretary Hodgson (Labor)
Secretary Richardson (HEW)
Secretary Romney (HUD)
Secretary Volpe (Transportation)
Ambassador Bush (United Nations)

-
- * Mr. Lew Engman
 - * Dr. Roy Morey
 - * Mr. Peter Michel
 - * Mr. Geoffrey Shepard
 - * Dr. Martin Anderson

Please ensure their immediate access.

Thank you.

Alexander P. Butterfield
Deputy Assistant to the President

* From OEOB, but not usual Cabinet Meeting attendees.

chr

June 7, 1971

MEMORANDUM FOR: MR. EUGENE S. COWEN
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Letter

(See Winston Prouty)

The President prefers not to make the phone call recommended on the attached sheet. He believes it would be more appropriate if you would prepare a short note for his signature.

Thank you.

Attachment

cc: Mr. Clark MacGregor
Mr. William E. Timmons

chen

RECOMMENDED TELEPHONE CALL *

TO: Mr. Domingo Quicho ... Custodial staff member
(and retired Navy CPO) who has been assigned
to the President's EOB Office

RECOMMENDED BY: Alex Butterfield *AB*

PURPOSE: To inquire about his health and pass on
a word of cheer

BACKGROUND: Domingo Quicho (pronounced KEY-CHO)
was admitted to the Naval Medical Center
at Bethesda last Friday or Saturday with a
bad case of pneumonia. According to
Dr. Lukash, he will be confined to the
hospital for 2-1/2 - 3 weeks.

His GSA boss (Mr. Charles Rotchford)
reports that Quicho has been doing an
outstanding job. He is an especially
reliable and loyal staff member.

TALKING POINTS:

1. You may want to say that you heard
from Mr. Rotchford's office that he
had been admitted to the hospital with
pneumonia and you hope very much
that he recovers quickly and completely.
2. You know what a good job he does and
will be glad when he is back at work
again.

June 7, 1971

* I am having a short Presidential note prepared in the event that
you prefer not to make this call.

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 5, 1971

MEMORANDUM FOR: MR. RAYMOND K. PRICE, JR.
FROM: ALEXANDER P. BUTTERFIELD
SUBJECT: Preparation of Presidential Statement

Because Audie Murphy, our country's most decorated hero of World War II, epitomized the gallantry of American fighting men and their sacrifices on behalf of freedom, the President has decided to issue a statement honoring the veteran on the day of his interment at Arlington National Cemetery -- June 7th.

Please prepare an appropriate text and coordinate its release with Mr. Ziegler and Brigadier General Hughes.

Thank you.

cc: Hon. Robert L. Kunzig
Administrator, GSA
Mr. Ronald L. Ziegler
Brig. General James D. Hughes
Mr. John W. Dean, III
Mr. John J. Ratchford

THE WHITE HOUSE

WASHINGTON

June 5, 1971

PERSONAL

MEMORANDUM FOR: MEMBERS OF THE CABINET

SUBJECT: Cabinet Meeting -- June 8

The purpose of this memorandum is to confirm the message passed to your offices earlier today -- that there will be a Cabinet Meeting on Tuesday morning, June 8th ... beginning at 8 o'clock.

Alexander P. Butterfield

Alexander P. Butterfield

Deputy Assistant to the President

chen

June 4, 1971

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: MISS GERTRUDE T. BROWN
Security Assistant

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Background Investigation of
Mr. Michael Schatzlein

Please proceed with the full-field background investigation
of Mr. Michael Schatzlein.

Thank you.

ADMINISTRATIVELY CONFIDENTIAL

June 3, 1971

Dear Mr. George:

This is just a quick note to tell you that I have once again looked into the matter of your Foundation's proposal to HUD to develop and manage Independent Square. From all appearances little, if anything, has been done ... so I have put the entire package in the form of an action memorandum and sent it to the Office of Management and Budget. I feel quite certain that now every consideration will be given to the request and that an Administration position will be relayed to you soon.

(The personnel item will get closer attention too. It has been placed in the hands of one of our more reliable staff members who I am sure will look at every possible angle.)

Rose Mary Woods told me the other day that she had mailed to you already the picture which was taken in the Oval Office. Assuming she means a "matted" photograph, I am enclosing with this letter several additional copies ... as well as the photos of the First Family and the Oval Office which Mrs. George requested and I promised I would send.

Best wishes to you both.

Sincerely,

Alexander P. Butterfield
Deputy Assistant to the President

Enclosures

Mr. Nathaniel George
4859 Parkglen Avenue
Los Angeles, California 90043

MEMORANDUM

THE WHITE HOUSE

WASHINGTON

June 3, 1971

MEMORANDUM FOR: MR. RICHARD NATHAN
Office of Management and Budget

FROM: ALEXANDER P. BUTTERFIELD

SUBJECT: Proposal to HUD by the
Stovall Foundation of Los Angeles

Mr. Nathaniel George, President of the Stovall Foundation of Los Angeles and long-time friend of the President, was in the Oval Office some 4-5 months ago for a short visit. During his chat with the President, Mr. George mentioned his Foundation's earlier proposal to the Department of Housing and Urban Development to take over the development and management of Independence Square, a 231 senior citizen project (also in Los Angeles). The President made it very clear that he would ensure that the matter was looked into carefully and that his friend, Mr. George, would be contacted soon with regard to a decision. I subsequently made several calls to someone at HUD -- possibly Mr. W. K. Cameron, the Director of the Property Disposition Division; but it is my understanding to date that the issue is still on dead center.

The purpose of this note, therefore, is to ask you to investigate the status of the Stovall Foundation's proposal and HUD's position and plan of action. And because Mr. George is continuing to write to the President and to Rose Mary Woods about this subject, someone representing the Executive Office of the President -- either you or a relatively high ranking official designated by you -- should call the Stovall Foundation's home office and explain precisely what is happening and why. Bear in mind that the President did not tell Mr. George that the Administration would accept his proposal. He did say, however, that we would study the proposition thoroughly, give it every consideration and inform him of our acceptance or rejection.

For what it may be worth to you, I am attaching: The Stovall Foundation's complete proposal, dated May 27, 1970 (Tab A); a letter which Mr. John A. Jackson, Executive Director of the Stovall Foundation, wrote on November 25, 1970 to Mr. William Cameron of HUD (Tab B), and; Mr. Cameron's December 17, 1970 reply to Mr. Jackson (Tab C).

Thank you.

Attachment

A

PROPOSAL FROM STOVALL FOUNDATION
TO FEDERAL HOUSING ADMINISTRATION
OF THE DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT FOR MANAGEMENT
AND PROGRAM DEVELOPMENT OF
INDEPENDENT SQUARE, A 231 ELDERLY
HOUSING PROJECT

Stovall Foundation
1421 West Adams Boulevard
Suite 200 735-1226
Los Angeles, California 90007

Feasible Components
for
Programming
at
Independent Square
a
231 Elderly Housing Complex
Residential Care Facility

Prepared by: John A. Jackson
Executive Director
Stovall Foundation
Specialist: Projects
and programs for the Aging

May 27, 1970

PROPOSAL FROM STOVALL FOUNDATION TO FEDERAL HOUSING ADMINISTRATION OF THE
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR MANAGEMENT AND PROGRAM
DEVELOPMENT OF INDEPENDENT SQUARE, A 231 ELDERLY HOUSING PROJECT.

Since the original planning for all phases of Independent Square was inadequate and inappropriate for its intended use, certain modifications in interior structure, exterior landscaping and general programming will be necessary to provide the atmosphere and surroundings that will be attractive and convenient to the present and prospective residents.

It is almost inevitable that a reduced debt service be agreed upon by FHA so that amortization of the debt by income from the operation of the facility be possible. For the most critical problem of Independent Square is the original development cost, coupled with a high real property tax and other excessive indebtedness.

I The acquisition of the vacant lot on the southwest side of the residential wing of Independent Square is an urgent necessity. At present, there is no area allotted for outdoor activities so that all residents are confined to the premises unless willing and able to walk nearly one-half mile to the nearest public park or use public transportation that is costly in Los Angeles. This vacant property is approximately an acre in size and could be developed into a park-like setting, protected by a decorative see-through fence. It could be designed to provide walks, a small jogging track, shuffle-boards, putting green, open and covered lounging areas, barbecue equipment, trees, plants, grass, shrubs, flowers and a flagpole where our residents could raise our flag daily.

A long porch with a southern exposure outside the dining area could also be converted into an indoor-outdoor type recreation area with windows and screens that would be usable during most of the year. A shuffle-board could be placed at the west end of this porch. At present time the area has no functional value to the project whatsoever.

The underground parking area is in excess of the apparent need of the residents and its open-end construction makes it a hazard to the elderly in this age of mugging and purse-snatching. We recommend see-through grating or ornamental block walls and the installation of an automatic door for egress and ingress to the parking building for the safety of those using it.

There is generally a need to provide better security for the building such as electric signaling devices on certain doors during day and night usage and the controlled use of master keys. One constant complaint of the residents is the fact that master keys are in the possession of too large a number of persons. It appears that only supervising and administrative staff persons should have master keys in their possession and use them with discretion and with the permission of the residents or in case of an emergency.

Information from residents of Independent Square reveals that present laundry facilities are quite inadequate, and if further investigation substantiates this we would recommend installation of additional washers and dryers.

To our knowledge, there are no library and craft rooms in the facility at present. We feel that arrangements should be made to provide for these activities that are so necessary to successful congregate living.

We feel that the provision of suitable places for relaxation and socialization in groups would stimulate the interests of the elderly with goals and purposes that would serve to ward off the approach of senility.

II Because elderly persons have a need for privacy, often due to physical problems that may be personally embarrassing, they also have a need to retreat from sustained social involvement at times. Therefore, it is our policy to limit occupancy in a unit to one person, or a married couple, or two single persons who request joint occupancy. This is also considered to be the most desirable and acceptable practice for congregated living for the elderly.

In following this policy, we do not violate the elderly person's sense of dignity, self-worth and independence. Even though it is economically feasible to house two persons in a one bedroom unit, it is a poor procedure causing a high degree of resident discontent and transiency.

III In order for income from residents to amortize debt service, produce a satisfactory operating budget and provide for a repair and replacement revenue fund, the evaluation of all expenses, staffing patterns, and utilization of facilities is mandatory. After such an evaluation and analysis of the present operation of Independent Square and the resultant development of (a) realistic operating budget, (b) necessary and meaningful programs, (c) the acquisition of adjacent property, (d) the correction of deficiencies, and (e) renovation needed as the result of deterioration, it will be necessary to re-structure the debt service payment.

IV As a 231 project, Independent Square does not limit the income of residents but because of its location and the nature of the minority community, it can be expected that the majority of applicants for residency will be persons on limited personal income or income from O.A.S. or A.T.D. However, under proper management and with attractive programming, there is good possibility that individuals in higher income levels will wish to reside in Independent Square.

One positive factor about Independent Square is its ability to serve a cross section of income levels. This is in part due to the structural arrangement of the apartment units, the nature of a 231 program, and the fact that in a minority community levels of income are often mixed as to housing.

V After the development of meaningful, on-going programs and activities with community out-reach, it is our belief that Independent Square could become eligible for tax exemption, thereby reducing the annual budget by approximately \$90,000.00 a year.

Some additional means of increasing the income are discussed below:

- (1) The development of an Accomodation Fee Program. This program could be similar to one now used successfully by the California Lutheran Home in Alhambra, California which is acceptable to the affluent and to the O.A.S. and A.T.D. recipients who are only allowed \$1,200.00 in reserve accounts.

- (2) Wills and Bequests

Many prospective residents seeking admission to homes for the elderly are found to be without family and are willing to donate, make wills and make bequests of property, insurance, etc. to the facility at time of admission if satisfactory service, care, comfort and other components of contentment can be guaranteed to them.

- (3) One-Meal-A-Day Plan

This plan involves a balanced meal a day for persons in one bedroom apartments and for certain persons within the community.

The meal would be required for the residents of Independent Square and available to contracted community people on a regular basis. It would assure that persons involved in the program received one main meal a day nutritionally balanced and served in such a way as to motivate interest in living and be effective in warding off signs of senility.

(4) Day Care Services

This program involves the elderly person who lives in a family home but is left alone during the day while work-age adults are employed and children are at school. Loneliness is a spur to senility and by coming to day-care activities at Independent Square for a reasonable fee, the elderly person can be invigorated. Day care service could also be arranged when a family plans an extended vacation.

(5) Special Linen and Maid Service

This service would be available to those residents who request it.

(6) Special Exercise Room

This would involve the utilisation of an area or an apartment into a special exercise and physical therapy room. A fee for use of the room would be charged to residents based on ability to pay. A set fee would be charged to the outside community and would include the use of the putting green. All other recreation facilities and programs would be free to all residents.

(7) Gift Shop

The income from the gift shop could be increased by bringing in additional stock of notions, specialty items and tag sales of merchandise. Tag sales would be open to the community. Art exhibits and possible rummage and white elephant sales could be held on a semiannual or annual basis.

(8) Garage Rental or Lease

The lowest level of the three level garage could be rented or leased for the storage of new cars or for some other type of use not likely to interfere with the operation of Independent Square.

(9) Acquire a rent supplement contract for eligible tenants.

(10) Develop volunteer system for some clerical and receptionist duties.

(11) Capitalize on the greater community enthusiasm for the project engendered by the knowledge that the facility is in the hands of a seasoned and trusted organization belonging to the locality.

(12) Increased use of the present unlicensed medical unit as a residential care facility--and in this section house two to a room as the square footage of each unit makes this possible.

Additional Ancillary Services and Organized Activities to be Initiated by the Management

(1) The development of a Social Service Department to assist residents with their economic and social problems. This can be done without cost through the use of experienced social workers in the Master's Degree Programs for Social Science at the University of California at Los Angeles and other universities. Such a program

is now being successfully implemented by us at our two facilities, Leonard Stovall Home for the Aging and Fairmount Terrace.

- (2) The establishment of an Information and Referral Center sponsored by the Department of Senior Citizens Affairs of the County of Los Angeles. This center manned by trained volunteers would serve residents and the local community on a no-cost basis.
- (3) Organize an effective Resident Council, which in turn would develop:
 - (a) Floor Captain and buddy system for added safety and well-being of residents.
 - (b) Non-sectarian religious programs
 - (c) Educational programs such as English as a second language, Spanish as a second language, remedial subjects, travelogues and lectures.
 - (d) Health evaluation including special clinical testing.
 - (e) Occupational therapy activities.
 - (f) Field-trips, outings to movies and plays, etc.
 - (g) Movies, art and culture interest groups for the home bound and others in local community.

From its beginning Independent Square has created concern on the part of knowledgeable citizens in the community, city, county and state regarding its feasibility. They have been extremely concerned about the inability of assigned management to plan and program in the best interests of the elderly and about the financial solvency of such a costly facility. They do not want to see the property diverted from its intended usage, nor from local management and ownership. As an indication of the degree of their interest,

I am listing the names of organizations and persons who have expressed their willingness to offer technical assistance and who will also act as references for myself and the Stovall Foundation as qualified operators for such a facility:

California Association of Non-Profit Homes for the Aging
Rev. John R. Steinhaus, President
Sacramento, California

California Lutheran Homes, Incorporated, Alhambra, California
Rev. John R. Steinhaus, Executive Director

California Association of Non-Profit Homes for the Aging
Lloyd Halvorsen, Executive Director
Sacramento, California

American Association of Non-Profit Homes for the Aging
Lester Davis, Executive Director
Washington, D. C.

Fifield Manors
Clifford V. Weining, General Manager
Los Angeles, California

Pacific Homes Corporation
Kingsley Manor
George Morgan, Administrator
Los Angeles, California

Jewish Home for the Aged
Maurice J. Ostomel, Executive Director
Los Angeles, California

California Commission on Aging
Mrs. A. M. G. Russell, Chairman
Sacramento, California

International Senior Citizens Association
Majorie Borchardt, President
Los Angeles, California

Allied Senior Citizens Clubs, Inc.
Larry Chrisco, President
Los Angeles, California

Senior Citizens Association of Los Angeles County
Royal Younger, President

Department of Senior Citizens Affairs
County of Los Angeles
Carmella J. Barnes, Supervising Coordinator

Mayor's Executive Committee for Senior Citizens
City of Los Angeles
Elsa Carrow, Coordinator

Councilman Thomas Bradley
City of Los Angeles

Congressman Edward R. Roybal

State Department of Social Welfare
Ruth Smith, Licensing Supervisor
Los Angeles, California

National Council on Aging
Bobbie Carr, Project Leison for Senior Community
Service Projects

Enclosed is a resume of my qualifications and experiences in the field of health, welfare and housing for the elderly. Much of my experience has been gained during my association with the Stovall Foundation, during the past twenty-three years. As executive director of the non-profit corporation, I have operated its facilities with the support of a board of directors composed of physicians, public health nurses, social work directors, attorney, judge, city councilman, . educator, business executives, newspaper editor, and retired non-professionals with extensive community involvement. As my resume indicates, I am in constant contact and cooperation with persons of continuous interest and skill in the development of programs and services to benefit the aging.

Because of the brief time allotted for preparation of this presentation, it was not possible to include all the detailed information pertaining to some of the suggested programs. However, I am prepared to give more specifics on any of the stated matters upon request.

Finally, during the entire twenty-three years of my experience as Executive Director of the projects for the care of the aged, I have had constantly at my disposal the services of competent legal advice and expert accounting service supplied by duly licensed accountants and I presently retain such services.