

3646 ECONOMIC OPPORTUNITY ACT AMENDMENTS OF 1967

The following named people were drawn to be eligible for rotation after the first three years:

Very Rev. Msgr. Thomas J. Carey	Mrs. Ceil Arons
Mrs. Louis Patterson	James A. Pawley
Rev. B. F. Johnson	William D. Payne
Timothy Still	Thomas F. Edwards
Robert W. Harvey	Walter Chambers
Abe L. Sudran	James Brown
George C. Richardson	Mrs. Reynold Burch
James Williams	Rev. Boyd Cantrell

QUESTIONS AND ANSWERS

During the question and answer period emphasis was placed upon the fact that individual salaries were listed at the top of the range and that this did not mean that everyone would be hired at that level.

The geographic area of the three Area Boards was described and the indication was made that work would start immediately on settling up these Area Boards.

ADJOURNMENT

There being no further business the membership meeting was closed at 9:50 p.m.

Respectfully submitted.

PETER V. R. SCHUYLER, JR.,
Secretary.

UNITED COMMUNITY CORP.,
Newark, N.J., February 1, 1965.

REPORT OF PERSONNEL COMMITTEE

The Personnel Committee is composed of the following members.

Walter D. Chambers, Chairman; Peter V. R. Schuyler, Co-Chairman; Mrs. Ceil Arons; James Brown; Frederick Ewing; Ralph Geller; Kenneth A. Gibson; Reverend John Green; Reverend Earl Huff; Dr. Edward F. Kennelly; Duke E. Moore, Sr.; William D. Payne; James A. Pawley; Francis S. Quillan; George C. Richardson; Irving Rosenberg; Abe L. Sudran.

This Committee, appointed at the Board meeting of December 21, 1964, met on January 18 and 28, 1965.

The Personnel Committee agreed that its immediate objective is the recruitment and selection of top staff members. This objective is spelled out in a recommendation adopted by the Board of Trustees on December 21, 1964. In addition to staff selection, the Committee accepted a second objective—the establishment of personnel practices and policy.

To accomplish these objectives the Committee was divided into three Subcommittees—Personnel Practices, Job Descriptions and Specifications and Screening and Selection. (See attached list for the Subcommittee assignments.)

The Subcommittee on Personnel Practices—James Pawley, Chairman—will draft the manual on Personnel Practices which will cover such areas as working hours, salary administration, vacation and leave policy, health and welfare benefits and other matters of concern to staff members of United Community Corporation.

The Subcommittee on Job Descriptions and Specifications—Ralph Geller, Chairman—will draft the job summary and prerequisites for the various top staff positions in the UCC.

The Subcommittee on Screening and Selection—Francis Quillan, Chairman—will publicize all pertinent information on current job openings in the Corporation and make applications available to the interested public. In addition, this Committee will process the applications and make appropriate recommendations to the Executive Director, who will make the final selection.

These Subcommittees immediately functioned to carry out their purpose in order that the process of hiring might proceed as quickly as possible. At a meet-