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Ohio, Governor's Committee on Servicemen and Veterans, 1944-
1945.



JOHN W. BRICKER
GOVERNOR

STATE OF OHIO
OFFICE OF THE GOVERNOR
COLUMBUS

August 29, 1944

Rabbi Abba Hillel Silver
2 East 105th St.,
Cleveland, Ohio

My dear Rabbi Silver:

With the European phase of World War II drawing to a victorious conclusion, and with our forces in the Pacific throwing every effort into the great task of ending that section of the global conflict, Ohio is faced with grave responsibilities in carrying out her pledges, spoken and unspoken, to those who will return from the battle areas and to those who will come home from training camps in this country when the final shot is fired.

These men and women deserve our best. They must not face the disheartening task of unsnarling their way through mazes of red tape in order to obtain the rights and privileges which federal and state laws have provided for them.

Ohio has been fortunate in having as official and unofficial leaders, men and women who have devoted many hours to the problems which the service man, the returning veteran, his dependents and survivors, may be called upon to face.

I am cognizant of the fact that you have been among those who have given serious thought to these problems, and it is my sincere desire to include you as a member of the Governor's Committee on services to servicemen and veterans, their dependents and survivors. A suggested plan of operation is enclosed for your study and consideration.

I have asked Mr. Ralph H. Stone, director of the Ohio State Council of Defense, to serve as chairman of the committee, which will hold its first official meeting on Friday, September 8, at 10A.M. in State Office Building hearing room #3.

We trust that this date will meet with your convenience and shall look forward to seeing you at this meeting.

Yours sincerely,

A handwritten signature in cursive script, likely of John W. Bricker, the Governor of Ohio.

September 1, 1944

The Honorable John W. Bricker
Governor, State of Ohio
Columbus, Ohio

My dear Governor Bricker:

Thank you for your letter of August 29, inviting me to become a member of the Governor's Committee on services to servicemen and veterans. I shall be very pleased to serve. I am not sure that I will be able to attend the first meeting on September 8 although I shall make every effort to come.

With all good wishes, I remain

Very sincerely yours,

AHS:BK

Meeting of
THE GOVERNOR'S COMMITTEE
On Services to Servicemen, their Dependents & Survivors
State Office Building
September 8, 1944
10:00 A.M.

Those present were: Mr. M. B. Perrin, T. H. Feltz, George A. Kistner, J.L.W. Henney, Col. R. S. Harsh, Lt. Col. S. W. Duke, Judge Henry J. Robison, Wm. G. Wilcox, representing Charles Jones, Gen. D. F. Pancoast, R. F. Milner, Herschel W. Nisonger, Mrs. James L. Collins, Harry C. Ramsower, Gwen O'Neal, R. S. Bachman, Kenneth S. Kline (Guest) Veterans' Information Center, Columbus, C. E. Stillman, Col. W. C. Christy, Rossiter Williams, J. J. Saslavsky, Paul J. Daugherty, R. D. Patton, representing R. E. Miles, Kenneth I. Brown, representing Gordon Chalmers, Ned Worthington, Margaret Baker, John Price, Wayne Putnam, Ford Lohrum, Don K. Martin, Charles F. Kennedy, George F. Delaplane, CIO representative, Clyde Kearns, M. J. Warner, J. W. Fichter, Herman Evans, representing Murray D. Lincoln, W. B. Bliss, Perry B. Jackson, Very Reverend Mon. E. A. Froking, W. H. Chambers, Major Guy Beatty, Paul Mooney, representing W. Ronald Ansley, Dr. C. C. Sherburne, Mary E. Woods, Oscar Kauffman, Commander C. R. Brick, F. B. Brown, Col. C. W. Gobbe, John Alo, E. L. Keenan, Lt. R. E. Van Noss, Kenneth C. Ray, Phil Hanna, Ed. C. Martin, Paul Herbert, H. R. Mooney, C. P. Lauderbaugh, Carl Everson, R.H.G. Mathews, Emerson Landis, R. A. Burkhart, L. J. Tabor, Charles Wesley, Rabbi Abba Hillel Silver, Frank A. Brown, A. L. Daniels, Orin Schmitz.

The first meeting of the Governor's Committee on services to members of the armed forces, veterans, their dependents and survivors was convened by Chairman Ralph H. Stone at 10:00 A.M., September 8, 1944, in the State Office Building.

In his opening remarks, Chairman Stone briefly told about the steps taken in organizing this committee, stressing in particular the need for agencies to work together. Chairman Stone stated that the necessity for some type of program planning was brought about by the many agencies in the State endeavoring to give some form of service to the returning veteran. It is hoped that through the activities of the Governor's Committee and those committees appointed locally a completely coordinated plan will be developed in each community so that there will not be confusion in the minds of the returned soldier.

The veterans' organizations, the county service officers, and other agencies have efficiently handled claims, pensions, and other services since the First World War. Today, however, Ohio has more than 600,000 people in the armed forces and approximately 70,000 of these have already been discharged and are back in the State. If proper service is to be given these thousands of people, some type of organization will need to be formed in counties and cities for planning and coordinating the efforts of these agencies. Chairman Stone stated briefly the responsibilities of the State Veterans' Service Committee, which is composed of Selective Service, the War Manpower Commission, and the Veterans' Administration. This agency has the responsibility for carrying out the provisions of various acts passed by Congress and will become the federal representative on the Governor's Committee.

Mr. Stone made it emphatic that the Governor's Committee was not a new agency which will absorb the prerogatives of other agencies but has the responsibility of working with these agencies in seeing that proper information is readily available. He further stated that months of work have been given in the development of this program and acknowledged, with thanks, the assistance rendered by Colonel Duke, Mr. Pugh, Dr. Nisonger, representatives of the Legion, Disabled American Veterans, American Red Cross, and other agencies. The suggested program has been used by several Ohio cities and found to be workable.

At this point the chairman called on Dr. Herschel W. Nisonger to present the suggested plan of organization in local communities. Dr. Nisonger explained that the program as presented was the culmination of cooperative planning among representatives and leaders of many agencies and emphasized the fact that this was only a "suggested plan", leaving the opportunity for local communities to incorporate their own changes. This "suggested plan" was read section by section.

Pointing out the success of the Cleveland operation which follows this same general outline, Mr. Price moved that the "proposed local plan of operation be adopted as presented." Mr. Stone suggested that since there had not been sufficient discussion that action be postponed for a temporary period.

Mr. Warner brought out the fact that any local plan of organization must not include too many committees and must be flexible enough to meet the needs of various types of communities. He further stated that Toledo would welcome the assistance of the state committee and its staff, but that this contemplated program would not be workable in Toledo. The larger communities must not be robbed of their initiative but may wish to use the available services in developing their own special programs.

Chairman Stone stated that this plan had been developed at the request of many Ohio cities where public officials needed guidance. Existing committees will not be disturbed, but service will be given to them upon request. Mr. Stone further stated that service officers throughout the State had requested help in planning a coordinated program.

Major Beatty stated that a study of several states had been made, and while there were still many "bugs" in this plan it is at least a beginning and in general is excellent. He brought out the fact that the states of Illinois, Kentucky, Pennsylvania, and West Virginia have their plans in operation and Ohio needs to make haste.

Dr. Nisonger stated that many cities already have several committees and that community leaders were waiting for the development of a program which may be used to merge these committees. There is no thought of coercion.

An amendment was made by Mr. Jackson that in rewriting this plan all words indicating compulsion should be removed. This amendment was seconded by Mr. Milar and passed. There followed a brief discussion concerning the extent to which this program should be centralized.

Mr. Dolaplane brought out the fact that if a program was to succeed locally it must be dependent upon coordination at the state level and further that there must be some centralization if proper service is to be given.

Mr. Milar made a motion that section 6 of the submitted plan be changed to read: "To endeavor to seek agreement in the local activities and responsibilities of the member agencies in order to eliminate unnecessary duplication of effort." This amendment was seconded by Mr. Jackson and passed. Because of illness, Chairman Stone relinquished the chair to Dr. Nisonger who presided over the remainder of the meeting.

Because this program must be adaptable to community needs and made to work efficiently either in the largest city or the smallest community Mr. Worthington felt that the letters accompanying the plan should be very specific on this point. The community must be told that this plan represents the ultimate and will not necessarily be workable in every community. It was agreed by those present that

agencies should understand that "duplication of effort" does not mean the elimination of any agency from the field. Agencies servicing claims, however, by working together avoid confusion and misunderstandings.

The meeting adjourned for luncheon.

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In the afternoon session, Acting Chairman Nisonger called upon Mr. Pugh to bring before the committee miscellaneous items for clearance on state operation. Members were assigned to the following sub-committees: Information and Referral, Benefits and Claims, Family and Community Adjustments, Legal Assistance, Employment Planning, Education and Counselling, Physical and Mental Health, and Financial Assistance. There followed a brief discussion of these sub-committees. While many suggestions were offered, these committees were accepted and opportunity given the group for adjustment in their assignments. Members who wished to serve on other sub-committees were asked to write to Chairman Stone.

The functions of the Governor's Committee was agreed upon as follows: "The Governor's Committee will be responsible for the development of policies and plans and will give general direction to a state-wide program of services for members of the armed forces and veterans, their dependents and survivors. It will attempt to give every possible assistance to county and local committees in the development of their programs."

It was agreed that the membership of the committee will include organizations as well as state agencies and departments. The following statement was adopted covering membership: "The Governor's Committee is composed of representatives of all state agencies, departments, and organizations recognized as having responsibility for services to members of the armed forces, veterans, their dependents and survivors. Representatives of the State Veterans' Service Committee, the Army, Navy, and the Marine Corps, in addition to holding membership on the committee will be designated as special advisors on all or any part of the various sub-committees."

There was considerable discussion regarding the frequency of meetings. A motion was made by Mr. Chambers and seconded by Mr. Jackson that "this group meet not less than once a year and additional meetings may be called by the Chairman." Several in the group felt that meetings should be held more frequently and finally the motion was withdrawn and the following motion made by Mr. Milar was substituted and seconded by Mr. Jackson -- "that meetings be held at call of Chairman."

During the discussion of meetings the question was raised as to whether or not an executive committee was to be appointed. The general feeling was that such an executive committee would be in a position to meet more frequently and avoid confusion among the sub-committees. Mr. Szabo made a motion, which was seconded by Mr. Milar and Mr. Chambers, "that the Chairman of the Governor's Committee and the Governor set up an executive committee composed of the officers, chairmen of sub-committees, and such others as felt necessary."

Mr. Warner asked if the Ohio State Council of Defense was to serve as the operating agency for this committee. When told that this was the Governor's intention he raised a question as to whether or not this committee was operating under authority of the state defense act or whether it was simply a committee appointed by the Governor. The group was assured that this committee was not actually a part of the Ohio State Council of Defense and was expected to operate independently, but that the staff, facilities, and equipment of the Defense Council have been made available for its use. Mr. Warner felt that this program, therefore, was not a

function of the Ohio State Council of Defense but rather a matter of expediency and further stated that the Ohio State Council of Defense was to be commended for taking the initiative.

It was agreed that while defense council people might be asked to serve on local committees simply as member agencies that as a general policy defense councils were not to take the initiative in organizing the program throughout the State. This action was taken because many had the feeling that this type of program should not become a part of a temporary agency. While the Committee was willing to accept the use of the Ohio State Council of Defense on the state level, some thought that too active participation on the part of local defense councils might lead agencies to believe that this was a civilian defense program. Special letterheads will be printed making no specific reference to the Ohio State Council of Defense.

The following action was taken with reference to the use of the staff in the Ohio State Council of Defense -- "The Ohio State Council of Defense has been designated by the Governor as the service agency for the Governor's Committee and will endeavor to carry out the plans promulgated by the committee. The use of its staff and facilities will be left to the discretion of Chairman Stone." This motion was made by Mr. Warner and seconded by both Mr. Milar and Mr. Kearns.

It was moved by Mr. Evans, seconded and unanimously passed that the training program be put in the hands of the Committee on Education.

A number of agencies requested an opportunity for inclusion in the handbook on referral. It was agreed that a special letter would be sent to members of the committee explaining the type of material needed giving each agency the opportunity to either submit revised material or new material.

Mr. Kearns suggested that the Governor's letter to commissioners and mayors make it clear that where committees are already established they should be given official recognition and no additional committees be organized. It was further agreed that the transmittal letter should specifically indicate that this outline is offered for their use, and it is not essential that it be followed in every detail. It was agreed that each agency will send this plan to its local representatives including a transmittal letter "tempered" as it sees fit.

Printed materials approved for release are -- the organization plan for local communities and the reference manual for the use of agency personnel.

Mr. Brown spoke in behalf of his agency explaining that the veterans' organizations are interested in every serviceman. He stressed the fact that any program must give proper consideration to these veterans' organizations and their service officers who have volunteered their time since the first world war. Commander Williams, representing the American Legion, gave assurance that the Legion would abide by the wishes of the Governor and full cooperation will be given.

Acting Chairman Nisonger stated that this program is a cooperative venture of all agencies that have something to contribute and we do not want to disrupt the program of any agency associated in this plan. He further urged that subcommittees begin immediately to explore their own areas of activities.

Miss Woods made the following motion: "that this committee express to Mr. Stone through the secretary our appreciation of the fine work he and his staff has done in getting this plan ready for consideration, and our best wishes for a speedy recovery."

The meeting was adjourned.

Dolbert L. Fugh, Secretary

CLEVELAND COMMITTEE FOR RETURNING SERVICEMEN

1001 HURON ROAD

CHERRY 6850

CLEVELAND 15, OHIO

EDWARD L. WORTHINGTON, *Chairman*

September 30, 1944

FRANK E. AUGUST, *Executive Secretary*

Rabbi Abba Hillel Silver
The Temple
Ansel Road
Cleveland, Ohio

Dear Rabbi Silver:

The Executive Committee of the Greater Cleveland Committee for Returning Servicemen recently made a study of its general membership for the purpose of filling some vacancies and making a few additions to the membership list. The Committee unanimously voted to ask you to become a member and to participate in the activities of this important citizens group.

I hope that you will find it possible to serve and in anticipation of your acceptance, we are sending you a notice of our next meeting.

Sincerely yours,

Edward L. Worthington.

Edward L. Worthington,
Chairman

enc.

October 27, 1944

Mr. Edward L. Worthington
Chairman, Cleveland Committee for Returning Servicemen
1001 Huron Road
Cleveland 15, Ohio

My dear Mr. Worthington:

Please pardon the long delay in answering your kind letter. I have been away from the city a good deal of the time and my correspondence has lagged.

I shall be most happy to serve on the Executive Committee of the Greater Cleveland Committee for Returning Servicemen and I shall try to attend your next meeting and acquaint myself with your work.

With all good wishes, I remain

Very cordially yours,

AHS:BK

CLEVELAND COMMITTEE FOR RETURNING SERVICEMEN

1001 HURON ROAD

CHERRY 6850

CLEVELAND 15, OHIO

EDWARD L. WORTHINGTON, *Chairman*

November 2, 1944


FRANK E. AUGUST, *Executive Secretary*

Rabbi Abba Hillel Silver
The Temple
Ansel Road and East 105th Street
Cleveland, Ohio

Dear Rabbi Silver:

There will be a meeting of the Executive Committee on Friday, November 10th at 3:30 P.M. in Room 226, City Hall, to care for some important matters needing the attention of this group. We hope it will be possible for you to attend.

Sincerely yours,

 *Edw. L. Worthington.*
Edw. L. Worthington
Chairman

A Suggested Plan of Organization
for
**VETERANS' COORDINATING
COMMITTEES**

How to Organize County and Local
Coordinating Committees to Provide
Assistance for Members of the Armed
Services and Veterans, Their
Dependents and Survivors.



Prepared by
THE GOVERNOR'S COMMITTEE
Columbus, Ohio

HON. JOHN W. BRICKER, Governor

RALPH H. STONE, Chairman

FOREWORD

The Governor's Committee has prepared this Plan of Organization for County and Local Veterans' Coordinating Committees in the hope that local leaders will find in it helpful suggestions in planning their local programs.

The Committee was aware of the fact that many communities have already organized such veterans' coordinating committees. It was not the purpose of this plan to supplant or interfere in any way with already existing committees but to provide suggestions which might help in strengthening them.

The Committee was also aware of the fact that many communities have not yet set up veterans' coordinating committees. In these places, mayors and county commissioners are being asked to take the initiative in organizing them.

In preparing this plan, the Governor's Committee recognizes that conditions differ from county to county and city to city. It is hoped that in every community adaptations will be made to meet local conditions and needs.

In setting up veterans' coordinating committees an effort should be made to include representatives from all agencies and organizations which have responsibilities for or services to offer to members of the armed forces, veterans, their dependents and survivors. This committee should be the central planning and coordinating agency through which local service agencies can unite their efforts in developing a well-rounded community program of services.

The Governor's Committee will attempt to give every possible assistance to county and local veterans' coordinating committees in the development of their programs. Address all communications to the Chairman of the Governor's Committee, 101 North High Street, Columbus 15, Ohio.

Ralph H. Stone
Chairman, Governor's Committee

**A Suggested Plan of Organization
For County and Local Coordinating Committees
To Provide Assistance For
Members of the Armed Forces and Veterans,
Their Dependents and Survivors.**

1. Why Planning Is Needed.

There are over 600,000 men and women from Ohio now serving in the Armed Forces. Being called suddenly into military service, many servicemen have had to face difficult situations. Some had to give up their jobs or professional practices. Others had to liquidate successful businesses or make different arrangements for carrying them on. Some were married and had children and had to shift all home responsibilities onto their wives. While they are away from home, the normal problems of living continue to arise, such as sickness, death, meeting the grocery bills, rent, family and neighborhood difficulties, which often require financial aid, medical care, hospital care, legal aid, welfare services and many other kinds of assistance.

This is only one part of the picture. These men and women will be returning to us, we hope, in the not too distant future. Already 60,000 have been discharged from service because of physical handicaps, age, injuries received in service, and for other reasons. They have returned to their respective communities and are attempting to reestablish themselves in civilian life. Similarly, veterans by the thousands will be returning at the end of the war. Some will return physically and mentally sound. Some unfortunately will be disabled. Others will never return. Veterans and the dependents and or survivors of servicemen need help in securing all of the benefits and services which are available for them.

Anticipating this need, provisions have already been made for a wide range of benefits and services for servicemen and veterans, their dependents and survivors. Examples of such benefits and services are family allowances for dependents of servicemen, emergency relief, mustering out pay, insurance, pensions, death gratuity pay, burial expenses, disability claims, vocational training and rehabilitation of disabled veterans, medical care, hospital and domiciliary care, employment facilities, maternity care for wives of servicemen, unemployment compensation, counseling, continuing education for those whose education has been interrupted, etc. These and many other services are being made available through federal, state and local agencies. Our responsibility is to make these services known to servicemen and veterans, their dependents and survivors.

Fortunately, federal, state and local agencies are well equipped to perform many of these services and have been doing so for some time. For example, Selective Service has a plan of assisting veterans in securing their former jobs which is now in operation throughout Ohio. The United States Employment Service of the War Manpower Commission, with its branch offices well distributed over Ohio, is well equipped to assist veterans in securing new jobs. The Veterans' Administration is rapidly expanding its facilities for adjudicating claims, for hospitalizing disabled veterans, and for counseling, education, vocational training and rehabilitation. The American Red

Cross, through its local chapters, is making its home service facilities available to servicemen and veterans and their families. They also have service officers who are available for servicing applications for allotments, claims, pensions, etc. The veterans' organizations, such as the American Legion, Veterans of Foreign Wars, Disabled American Veterans and others with local posts distributed throughout Ohio, have trained service officers who handle veterans' claims for pensions, compensation, hospitalization and domiciliary care. They have had twenty-five years of experience in doing this kind of work. The American Legion alone has over five hundred trained service officers in Ohio. These are but a few of the multitude of the federal, state, and local agencies which are equipped to render service in this field.

Since the needs of servicemen and veterans, their dependents and survivors are so great in number and so varied in kind, and since the number of agencies performing services in this field is so large, there should be careful planning among agencies on all levels—federal, state and local. This is especially important at the local level where much of the service will actually be performed. The problem of meeting these needs adequately is not the responsibility of a single agency or small group of agencies. It is a community-wide responsibility and some way must be found by the community for bringing all agencies, with services to offer, together in planning and developing the program. If this is well done, it should improve the efficiency of the services and should prevent confusion and overlapping.

2. Nature of The Plan.

The outline of suggestions in this plan was prepared to serve as a guide for county and community leaders in planning their local programs of assistance to members of the Armed Forces and veterans, their dependents and survivors. It is based upon the assumption that within every county and within the larger cities, there are enough agencies to perform all needed services. Some agencies may find it necessary to modify or expand their programs in order to meet the increasing demands placed upon them. The real need at the present time is not for creating new service agencies but for organized planning and coordination among the existing agencies. Therefore, this plan recommends the organization of county and local Coordinating Committees to undertake this task. In making plans for local programs, the following points should be kept in mind:

- a) **Plans for Services to Members of the Armed Forces.** As stated above, the fact that men and women are away from home has created many problems. Some of their problems arise while on military duty. Others arise with their families back home. Communities should be prepared to carry their share of the responsibility for assistance with those problems which arise locally, thereby reducing the possibility of unnecessary hardships on them and their families.

To assist with these problems, the War Department has created a Personal Affairs Division. A Personal Affairs Division has been established in the Fifth Service Command with branches in all posts, camps and stations. Its purpose is to expedite the handling of problems of men and women on military duty and to cooperate with chapters of The American Red Cross and other community agencies in meeting local problems. Similar services have been established by the Navy and Marine Corps.

- b) **Plans for Services to Veterans.** The Retraining and Reemployment Administration in Washington is responsible for the development of policies and plans for federal assistance to returning veterans. A Veterans' Service Committee has been established in Ohio consisting of the directors of Selective Service, the War Manpower Commission, and the Veterans' Administration, which represents the Retraining and Reemployment Administration at the state level. Similar veterans service committees may be established at the

local level in the future. Members of these agencies will also represent the federal government on state, county and local coordinating committees established by civil authorities.

Plans for certain phases of the veterans program are still in the formative stage. Much legislation affecting veterans was passed by Congress only recently. The responsibilities of some agencies have been clearly defined. The responsibilities of others are not as yet so certain. Much local planning remains to be done if every community in Ohio is to have a satisfactory program of assistance to veterans.

- c) **Organization of County or Local Coordinating Committees.** In preparing to meet the above mentioned responsibilities, the first step which a community should take, if it has not already done so, is to set up a Coordinating Committee. This committee should be composed of representatives of all local agencies which are responsible for providing services to servicemen and veterans and their families, or which have a contribution to make to such a program. This committee should be the central planning and coordinating agency in the community on all matters relating to servicemen and veterans in order to prevent confusion and overlapping. It should set up sub-committees as needed to deal with specialized phases of the program. Such committees should be organized in all counties and in those cities where it seems advisable to do so. (See Section 5 on Nature and Personnel of Committees.)
- d) **Rights of Agencies Should Be Safeguarded.** Some federal, state and local agencies have been given responsibility by law or by agreement to perform certain services to members of the Armed Forces and veterans, their dependents and survivors. They should become part of a total community plan and every possible assistance should be given them in the performance of their duties, yet care should be taken not to interfere with their functions. (See Section 4 for a list of these agencies.)
- e) **Committees in Existence Should Be Recognized.** In communities where coordinating committees are already organized and functioning satisfactorily, they may be designated as the official committees or they may be modified to bring them in line with this plan. Any duplication of effort in this field should be avoided.
- f) **Pre-Induction Training.** Communities throughout Ohio have been holding pre-induction training meetings for those about to be inducted into the Armed Forces. Through these meetings, inductees and their families are given information and guidance on Selective Service regulations, how to get their personal affairs in order, what to expect at the induction and reception centers, and the nature of Army and Navy classification and training procedures. Some communities have established Draft Aid Centers to supplement the work done at these meetings. Pre-induction training has a direct relation to this program and should be properly integrated with it.

3. Types of Services Needed.

County and local Coordinating Committees, through their appropriate sub-committees, should make a careful study of what services are available locally and what can be secured from federal and state sources. They should determine what available services need modification or expansion and what ones need to be added. They should also find ways of adding such services.

The types of services which should be kept in mind in planning local programs may be roughly classified as follows:

- 1) Information and referral services
- 2) Employment services
- 3) Educational and vocational counseling

- 4) Educational and vocational training;
 - for those with service connected disabilities;
 - for those with non-service connected disabilities;
 - for those eligible because their education was interrupted by military service.
- 5) Home and family adjustment services
- 6) Servicing allotments, claims, pensions, insurance, etc.
- 7) Personal and social adjustments to community life
- 8) Health, medical and hospital services
- 9) Psychiatric services
- 10) Social work services
- 11) Emergency financial assistance
- 12) Legal assistance
- 13) Housing assistance
- 14) Educating the public especially on understanding veterans who have suffered severe mental strain and physical disability.

4. Agencies Authorized to Provide Services.

There are many federal, state and local agencies which have definite responsibilities for providing services for members of the Armed Forces and veterans, their dependents and survivors. Examples of these agencies are: Veterans' Administration, Selective Service, United States Employment Service of the War Manpower Commission, Bureau of Unemployment Compensation, American Red Cross, War and Navy Departments, American Legion, Veterans of Foreign Wars, Disabled American Veterans, Soldiers' Relief Commission, County Service Officers, Division of Soldiers' Claims and Records, Adjutant General's Department, State Departments of Health, Welfare and Education.

Most of the above agencies are represented in every county and in the larger urban communities. In setting up plans in a county or local community, care should be taken to insure that all of the services needed (as indicated above) are provided while respecting the rights and duties of these agencies in performing their specialized services. Every effort should be made to help them in planning their programs without interfering with their functions.

5. Nature of County and Local Coordinating Committees.

In order to secure effective working organizations throughout Ohio, the Governor's Committee recommends that Coordinating Committees be established, where they do not already exist, in each county in Ohio and in individual cities outside the county seat cities, which are large enough to justify. The county committee should be composed of representatives from the following:

- 1) United States Employment Service of the War Manpower Commission
- 2) Selective Service
- 3) Veterans' Administration (where personnel is available locally)
- 4) American Red Cross
- 5) American Legion
- 6) Veterans of Foreign Wars
- 7) Disabled American Veterans
- 8) Army and Navy Union
- 9) Jewish War Veterans
- 10) Soldiers' Relief Commission
- 11) County Service Officers
- 12) Bureau of Unemployment Compensation
- 13) Schools
- 14) Vocational Rehabilitation, F. S. A.

- 15) Agricultural Extension Service
- 16) County Bar Association
- 17) County Welfare Department
- 18) County Health Department
- 19) Army (where personnel is available locally)
- 20) Navy (where personnel is available locally)
- 21) United Service Organizations (U. S. O.)
- 22) Community and or War Chest
- 23) Social agencies (including group work agencies)
- 24) Chamber of Commerce (representatives of business and industry)
- 25) Committee on Economic Development
- 26) Labor organizations
- 27) Churches
- 28) Service clubs
- 29) Newspapers
- 30) Farm organizations
- 31) Radio (where available)
- 32) Other organizations and individuals having a particular contribution to make to this program. One or more returned veterans should be included on the committee.

The size of the committee should be limited as much as possible, yet it is very important to include those agencies and individuals having a definite contribution to make to this program. Since the committee will be too large to function as a working committee, it will be necessary to set up an executive committee to carry out its policies and plans.

In recommending the organization of a Coordinating Committee in each county, it is recognized that conditions differ from county to county. In a rural county with the county seat as the only city in the county, the problem is fairly simple. Membership on the county committee will naturally come largely from the county seat city and the activities of the committee will center in this place. In counties with one or more cities over 10,000 population outside of the county seat, it may be advisable to organize fairly complete and independent committees to operate in these places. In such instances, it will be necessary for appropriate representatives from these cities to get together and set up a plan for the county which will meet the county and local needs. Plans should also be made for some kind of planning and coordination for the county as a whole.

6. Functions of Coordinating Committees.

- a) To determine the types of services which should be provided locally.
- b) To give encouragement and support to member agencies in planning their activities in line with their responsibilities and within the limitations of their trained personnel.
- c) To encourage the expansion of existing services or the addition of new services where present ones are inadequate.
- d) To set up training courses for volunteers and agency personnel when needed, and to help local agencies maintain high standards of service.
- e) To appoint needed sub-committees to work on special phases of the program.
- f) To provide information and referral services which will make needed information readily available. This will include the establishment of information and referral centers and other means of disseminating information.
- g) To prepare a directory of county and local agencies rendering services in this field. This directory should include addresses and types of services rendered by all of these agencies and should be made available to their personnel.

- h) To stimulate the development of a program of education for adults which will help them to better understand the problems faced by veterans as they return to civilian life.
- i) To seek agreement on the nature of responsibilities to be assumed by member agencies in order to eliminate unnecessary duplication of efforts.

7. Organization of Coordinating Committees.

Since a county Coordinating Committee will be responsible for the development of a county-wide program and since the county seat city will be the hub of the activities, the heads of these two units of government should take joint responsibility for organizing the committee. In each county the Mayor of the county seat city and the Board of County Commissioners should proceed with the organization of such a committee as rapidly as possible. The following steps are recommended:

- a) Draw up a list of the available existing agencies in the county which should be invited to name representatives on this committee. (See list in Section 5.)
- b) Ask the heads of each of these agencies to name a representative to serve on this committee. After agency representation has been determined, there may still be individuals in the county who for various reasons should be members of the committee. If so, the mayor and commissioners should appoint them.
- c) Call a meeting of the committee as soon as the membership is completed. At this meeting the committee should organize by electing a chairman, vice-chairman, secretary, and small executive committee. The organization of working sub-committees to focus attention upon special phases of the program should follow as rapidly as the need arises.
- d) The Mayor and County Commissioners should designate this committee as the "Official Committee" to deal with problems relating to members of the Armed Forces and veterans, their dependents and survivors.

Where a local Coordinating Committee is organized in a city outside the county seat, the Mayor should assume the responsibility for getting the committee organized. The same steps outlined above for the county committee should be followed. Although such committees may be organized and may function independently, they should have representation on the county committee.

It should be understood that local representatives of United States Employment Service of the War Manpower Commission, Selective Service and the Veterans' Administration, where available, will always be represented on county and city coordinating committees because they have been authorized by the Retraining and Reemployment Administration and the Veterans' Administration to represent the federal government on all state and local committees.

Those who have the responsibility for the organization of county and city coordinating committees should keep clearly in mind that the task of these committees will not end at the close of the war. The need for assistance to the veteran will continue far beyond the cessation of hostilities. These committees have a long time job and should lay their plans accordingly.

8. Appointment of Sub-Committees.

In order to expedite their work it will be necessary for Coordinating Committees to appoint sub-committees to give attention to certain specialized phases of this program. Examples are:

- 1) Information and referral services.
- 2) Employment planning.
- 3) Education, counseling and vocational training. (It may be advisable in some places to divide this into (a) counseling, and (b) education and vocational training, and set up two committees.)

- 4) Servicing allotments, claims, pensions, insurance, etc. (Memberships on this sub-committee should consist of county service officers, and service officers of the American Red Cross and veterans' organizations officially recognized by the Veterans' Administration.)
- 5) Personal; family and community adjustments.
- 6) Physical and mental health services.
- 7) Emergency financial assistance.
- 8) Legal assistance.
- 9) Etc.

(Advisory committees have been or will be established by Selective Service in communities throughout Ohio to assist in the arbitration of cases where conflicts arise in the reinstatement of veterans on their old jobs. The chairman of such advisory committees may be represented on the county or local Coordinating Committees.)

Sub-committees should be organized as the need arises. The executive committee should select the chairmen with extreme care because the quality of work done by any committee is usually determined by the leadership of its chairman. Membership of the sub-committees should be drawn largely from the personnel of the Coordinating Committee. This is a method of putting everybody to work because much of the real work of the Coordinating Committee will be done through the sub-committees. It is extremely important in appointing a sub-committee to make sure all agencies with official responsibilities in that field are represented.

9. Sub-Committee on Information and Referral Services.

With the multiplicity of agencies in every city and county, each handling a particular kind of specialized service, and each operating at a different location, it is difficult for an individual in search of aid to know where to find the particular agency which can help him with his problem. It is the responsibility of the sub-committee on information and referral to set up centers where such information can be obtained readily and accurately. For example:

- a) Plans should be made for establishing at least one information and referral office properly staffed in each county using appropriate existing agency facilities where possible. In rural counties, probably an office at the county seat city will be sufficient.

Before setting up definite plans for an Information and Referral Center in any county or city, the committee should come to an understanding with the local veterans' service committee on the need for such a center.

- b) Plans should be made for centers in cities outside of the county seat which are large enough to justify the expenditure of time and money. In extremely large cities more than one office will probably be needed.
- c) The information and referral offices should be staffed with at least one full-time paid person with broad training and experience supplemented by trained volunteer workers. Coordinating Committees should seriously consider the possibility of securing a person who is not only qualified to manage the Information and Referral Center but who is capable of serving as the executive director of the total program. He should also have had some training and experience in counseling.
- d) The Information and Referral Center should be located in a central and easily accessible place. It may be located in a separate office or in connection with some existing agency such as the United States Employment Service, American Red Cross, American Legion Post, Chamber of Commerce, Soldiers' Relief Commission, Office of Civilian Defense, etc., as determined by the Coordinating Committee. All available facilities should be carefully studied before deciding upon the location. If the center is located in a local agency, the committee should be sure that the agency enjoys the respect of the citizens of the community, otherwise it will be handicapped from the start.

- e) The directory of county and local agencies (referred to above) should be placed in the hands of all personnel performing information and referral services. The state handbook (now in preparation by the Ohio State Council of Defense) should also be made available to them.
- f) After the central information and referral center is established, the staff is well trained and the office is operating efficiently, contact points for the office should be set up in all of the communities in the county. In smaller cities, small information and referral committees may be organized and they may maintain part time offices. In the villages and rural territories where the facilities of member agencies do not exist, it may be sufficient to designate one person to whom individuals may go for information and referral. Individuals who perform this service and the chairmen of small committees throughout the county should be members of the county information and referral sub-committee. Their chief function is to direct those who need assistance to the central information and referral office. A directory of the people who perform these services and their location should be published for use in the different communities in the county.

In setting up plans for information and referral services, it should be clearly understood that many local agencies will be supplying information to members of the Armed Forces and veterans, their dependents and survivors. For example, when a person is discharged from the Armed Services, he is asked to report to his local Selective Service Board. Selective Service Boards are specifically charged with the responsibility of assisting a veteran to return to his old job if he desires to do so. Since Selective Service Boards are points of contact for returning veterans, the personnel of these Boards will furnish information. The United States Employment Service will be a point of contact for many returning veterans because this agency is responsible for assistance to those who desire new jobs. The personnel of the USES will also furnish information.

The American Red Cross, through its home service program, is a point of contact for many servicemen and veterans and their families. Service officers in the posts of veterans' organizations, such as American Legion, Veterans of Foreign Wars and Disabled American Veterans, located in every community in Ohio, likewise have similar contacts. The same is true of the county offices of the Soldiers' Relief Commission and the County service officers. It will be the task of the sub-committee on information and referral services to develop a plan which will make the fullest possible use of these services and which will properly relate them to the overall information and referral program in the county or city. It will also be the task of the sub-committee to decide if any one of these agencies is equipped or can be equipped to serve as the central information and referral center.

10. Method of Financing the Program.

In order to finance this program in a county or city, it will be necessary for the Coordinating Committee to explore possible sources of financial support. Examples of such sources are public funds from county or city, Community and/or War Chest funds, contributions from industry, chambers of commerce and/or service clubs, or funds from salvage drives, etc.

11. The Governor's Committee.

The Governor's Committee includes all state agencies, departments and organizations recognized as having responsibilities for services to servicemen, veterans and their families. The committee will be responsible for the development of state-wide policies and plans and will give general direction to the program. It will attempt to give every possible assistance to county and local committees in the development of their programs. It will use all of the facilities of the agencies represented on the state committee in this undertaking.

The membership of the committee follows:

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BOUND AT THE STATE BINDERY

A Suggested Plan of Organization
For County and Local Coordinating Committees
To Provide Assistance For
Members of the Armed Forces and Veterans,
their Dependents and Survivors.

Prepared by
The Governor's Committee

1. Why Planning is Needed.

There are over 600,000 men and women from Ohio now serving in the Armed Forces. Being called suddenly into military service, many servicemen have had to face difficult situations. Some were forced to give up their jobs or professional practices. Others had to liquidate successful businesses or make different arrangements for carrying them on. Some were married and had children and had to shift all home responsibilities onto their wives. While they are away from home, the normal problems of living continue to arise, such as sickness, death, meeting the grocery bills, rent, family and neighborhood difficulties, which often require financial aid, medical care, hospital care, legal aid, welfare services and many other kinds of assistance.

This is only one part of the picture. These men and women will be returning to us, we hope, in the not too distant future. Already 60,000 have been discharged from service because of physical handicaps, age, injuries received in service, and for other reasons. They have returned to their respective communities and are attempting to reestablish themselves in civilian life. Similarly, veterans by the thousands will be returning at the end of the war. Some will return physically and mentally sound. Some unfortunately will be disabled. Others will never return. It is saddening to note that the casualty lists are mounting daily as the war increases in intensity. Veterans and the dependents and/or survivors of servicemen need help in securing all of the benefits and services which are available for them.

Anticipating this need, provisions have already been made for a wide range of benefits and services for servicemen and veterans, their dependents and survivors. Examples of such benefits and services are family allowances for dependents of servicemen, emergency relief, mustering out pay, insurance, pensions, death gratuity pay, burial expenses, disability claims, vocational training and rehabilitation of disabled veterans, medical care, hospital and domiciliary care, employment facilities, maternity care for wives of servicemen, unemployment compensation, counseling, continuing education for those whose education has been interrupted, etc. These and many other services are being made available through federal, state and local agencies. Our problem is to make these services known to servicemen and veterans, their dependents and survivors, and to help them secure those to which they are entitled.

Fortunately, federal, state and local agencies are well equipped to perform many of these services and have been doing so for some time. For example, Selective Service has a plan of assisting veterans in securing their former jobs which is now in operation throughout Ohio. The United States Employment Service of the War Manpower Commission, with its branch offices well distributed over Ohio, is well equipped to

assist veterans in securing new jobs. The Veterans' Administration is rapidly expanding its facilities for adjudicating claims, for hospitalizing disabled veterans, and for counseling, education, vocational training and rehabilitation. The American Red Cross, through its local chapters, is making its home service facilities available to servicemen and veterans and their families. They also have service officers who are available for servicing applications for allotments, claims, pensions, etc. The veterans' organizations, such as the American Legion, Veterans of Foreign Wars, Disabled American Veterans and others with local posts distributed throughout Ohio, have trained service officers who handle veterans' claims for pensions, compensation, hospitalization and domiciliary care. They have had twenty-five years of experience in doing this kind of work. The American Legion alone has over five hundred trained service officers in Ohio. These are but a few of the multitude of the federal, state, and local agencies which are equipped to render service in this field.

Since the needs of servicemen and veterans, their dependents and survivors are so great in number and so varied in kind, and since the number of agencies performing services in this field is so large, there should be careful planning among agencies on all levels - federal, state and local. This is especially important at the local level where much of the service will actually be performed. The problem of meeting these needs adequately is not the responsibility of a single agency or small group of agencies. It is a community-wide responsibility and some way must be found by the community for bringing all agencies, with services to offer, together in planning and developing the program. If this is well done, it should improve the efficiency of the services and should prevent confusion and overlapping.

2. Nature of the Plan.

The outline of suggestions in this plan was prepared to serve as a guide for county and community leaders in planning their local programs of assistance to members of the Armed Forces and Veterans, their dependents and survivors. It is based upon the assumption that within every county and within the larger cities, there are enough agencies to perform all needed services. Some agencies may find it necessary to modify or expand their programs in order to meet the increasing demands placed upon them. The real need at the present time is not for creating new service agencies but for organized planning and coordination among the existing agencies. Therefore, this plan recommends the organization of county and local coordinating committees to undertake this task. In making plans for local programs, the following points should be kept in mind:

- a) Plans for Services to Members of the Armed Forces. As stated above, the fact that men and women are away from home has created many problems. Some of their problems arise while on military duty. Others arise with their families back home. Communities should be prepared to carry their share of the responsibility for assistance with these problems which arise locally, thereby reducing the possibility of unnecessary hardships on them and their families.

To assist with these problems, the War Department has created a Personal Affairs Division. A Personal Affairs Division has been established in the Fifth Service Command with branches in all posts, camps and stations. Its purpose is to expedite the handling of problems of men and women on military duty and to cooperate with chapters of The American Red Cross and other community agencies in meeting local problems.

- b) Plans for Services to Veterans. The Retraining and Reemployment Administration in Washington is responsible for the development of policies and plans for federal assistance to returning veterans. A Veterans' Service Committee has been established in Ohio consisting of the Directors of Selective Service, the War Manpower Commission, and the Veterans' Administration, which repre-

sents the Retraining and Reemployment Administration at the state level. Similar veterans service committees may be established at the local level in the future. Members of these agencies will also represent the Federal Government on state, county and local coordinating committees established by civil authorities.

Plans for certain phases of the veterans program are still in the formative stage. Much legislation affecting veterans was passed by Congress only recently. The responsibilities of some agencies have been clearly defined. The responsibilities of others are not as yet so certain. Much local planning remains to be done if every community in Ohio is to have a satisfactory program of assistance to veterans.

- c) Organization of County or Local Coordinating Committees. In preparing to meet the above mentioned responsibilities, the first step which a community should take is to set up a Coordinating Committee. This committee should be composed of representatives of all local agencies which are responsible for providing services to servicemen and veterans and their families, or which have a contribution to make to such a program. This committee should be the central planning and coordinating agency in the community on all matters relating to servicemen and veterans in order to prevent confusion and overlapping. It should set up sub-committees as needed to deal with specialized phases of the program. Such committees should be organized in all counties and in those cities where it seems advisable to do so. (See Section 5 on Nature and Personnel of Committees.)
- d) Rights of Agencies should be Safeguarded. Some federal, state and local agencies have been given responsibility by law or by agreement to perform certain services to Members of the Armed Forces and Veterans, their dependents and survivors. They should become part of a total community plan and every possible assistance should be given them in the performance of their duties, yet care should be taken not to interfere with their functions. (See Section 4 for a list of these agencies.)
- e) Committees in Existence Should be Recognized. In communities where coordinating committees are already organized and functioning satisfactorily, they should be designated as the official committees or they should be modified to bring them in line with this plan. Any duplication of effort in this field should be avoided.
- f) Pre-Induction Training. Communities throughout Ohio have been holding pre-induction training meetings for those about to be inducted into the Armed Forces. Through these meetings, inductees and their families are given information and guidance on Selective Service regulations, how to get their personal affairs in order, what to expect at the induction and reception centers, and the nature of Army and Navy classification and training procedures. Some communities have established Draft Aid Centers to supplement the work done at these meetings. Pre-induction training has a direct relation to this program and should be properly integrated with it.

3. Types of Services Needed.

County and local coordinating committees, through their appropriate sub-committees, should make a careful study of what services are available locally and what can be secured from federal and state sources. They should determine what available services need modification or expansion and what ones need to be added. They should also find ways of adding such services.

The types of services which should be kept in mind in planning local programs may be roughly classified as follows:

- 1) Information and Referral Services
- 2) Employment Services
- 3) Educational and Vocational Counseling
- 4) Educational and Vocational Training
 - for those with service connected disabilities
 - for those with non-service connected disabilities
 - for those eligible because their education was interrupted by military service
- 5) Home and Family Adjustment Services
- 6) Servicing allotments, claims, pensions, insurance, etc.
- 7) Personal and social adjustments to community life.
- 8) Health, medical and hospital services
- 9) Psychiatric services
- 10) Social work services
- 11) Emergency financial assistance
- 12) Legal assistance
- 13) Housing assistance
- 14) Educating the public especially on understanding veterans who have suffered severe mental strain and physical disability.

4. Agencies Authorized to Provide Services.

There are many federal, state and local agencies which have definite responsibilities for providing services for Members of the Armed Forces and Veterans, their dependents and survivors. Examples of these agencies are: Veterans' Administration, Selective Service, United States Employment Service of the War Manpower Commission, Bureau of Unemployment Compensation, American Red Cross, War and Navy Departments, American Legion, Veterans of Foreign Wars, Disabled American Veterans, Soldiers' Relief Commission, County Service Officers, Divisions of Soldiers' Claims and Records, Adjutant General's Department, State Departments of Health, Welfare and Education.

Most of the above agencies are represented in every county and in the larger urban communities. In setting up plans in a county or local community, care should be taken to insure that all of the services needed (as indicated above) are provided while respecting the rights and duties of these agencies in performing their specialized services. Every effort should be made to help them in planning their programs without interfering with their functions.

5. Nature of County and Local Coordinating Committees.

In order to secure effective working organizations throughout Ohio, the Governor's Committee recommends that Coordinating Committees be established in each county in Ohio and in individual cities outside the county seat cities, which are large enough to justify. The county committee should be composed of representatives from the following:

- 1) United States Employment Service of the War Manpower Commission
- 2) Selective Service
- 3) Veterans' Administration (where personnel is available locally)
- 4) American Red Cross
- 5) American Legion
- 6) Veterans of Foreign Wars
- 7) Disabled American Veterans

- 8) Army and Navy Union
- 9) Jewish War Veterans
- 10) Soldiers' Relief Commission
- 11) County Service Officers
- 12) Bureau of Unemployment Compensation
- 13) Schools
- 14) Vocational Rehabilitation, F.S.A.
- 15) Agricultural Extension Service
- 16) County Bar Association
- 17) County Welfare Department
- 18) County Health Department
- 19) Army (where personnel is available locally)
- 20) Navy (where personnel is available locally)
- 21) United Service Organizations (U.S.O.)
- 22) Community and/or War Chest
- 23) Social agencies (including group work agencies)
- 24) Chamber of Commerce (representatives of business and industry)
- 25) Committee on Economic Development
- 26) Labor Organizations
- 27) Churches
- 28) Service Clubs
- 29) Newspapers
- 30) Radio (where available)
- 31) Other organizations and individuals having a particular contribution to make to this program. Where possible, one or more returned veterans should be included on the committee.

The size of the committee should be limited as much as possible, yet it is very important to include those agencies and individuals having a definite contribution to make to this program. Since the committee will be too large to function as a working committee, it will be necessary to set up an executive committee to carry out its policies and plans.

In recommending the organization of a Coordinating Committee in each county, it is recognized that conditions differ from county to county. In a rural county with the county seat as the only city in the county, the problem is fairly simple. Membership on the county committee will naturally come largely from the county seat city and the activities of the committee will center in this place. In counties with one or more cities over 10,000 population outside of the county seat, it may be advisable to organize fairly complete and independent committees to operate in these places. In such instances, it will be necessary for appropriate representatives from these cities to get together and set up a plan for the county which will meet the county and local needs. Plans should also be made for some kind of planning and coordination for the county as a whole.

6. Functions of Coordinating Committees.

- a) To determine the types of services which should be provided locally.
- b) To help the member agencies plan their activities in line with their responsibilities and within the limitations of their trained personnel.
- c) To encourage the expansion of existing services or the addition of new services where present ones are inadequate.
- d) To set up training courses for volunteers and agency personnel when needed, and to help local agencies maintain high standards of service.
- e) To appoint needed sub-committees to work on special phases of the program.

- f) To provide information and referral services which will make needed information readily available. This will include the establishment of information and referral centers and other means of disseminating information.
- g) To prepare a directory of county and local agencies rendering services in this field. This directory should include addresses and types of services rendered by all of these agencies and should be made available to their personnel.
- h) To stimulate the development of a program of education for adults which will help them to better understand the problems faced by veterans as they return to civilian life.

7. Organization of Coordinating Committees.

Since a county coordinating committee will be responsible for the development of a county-wide program and since the county seat city will be the hub of the activities, the heads of these two units of government are asked to take joint responsibility for organizing the committee. In each county the Mayor of the county seat city and the Board of County Commissioners with the assistance of the directors of their respective defense councils should proceed with the organization of such a committee as rapidly as possible. The following steps are recommended:

- a) Draw up a list of the available existing agencies in the county which should be invited to name representatives on this committee. (See list in Section 5)
- b) Ask the heads of each of these agencies to name a representative to serve on this committee. After agency representation has been determined, there may still be individuals in the county who for various reasons should be members of the committee. If so, the mayor and commissioners should appoint them.
- c) Call a meeting of the committee as soon as the membership is completed. At this meeting the committee should organize by electing a chairman, vice-chairman, secretary, and small executive committee. The organization of working sub-committees to focus attention upon special phases of the program should follow as rapidly as the need arises.
- d) The Mayor and County Commissioners should designate this committee as "the Official Committee" to deal with problems relating to Members of the Armed Forces and Veterans, their dependents and survivors.

Where a local Coordinating committee is organized in a city outside the county seat, the Mayor assisted by the Director of the Local Defense Council will assume the responsibility for getting the committee organized. The same steps outlined above for the County Committee should be followed. Although such committees may be organized and may function independently, they should have representation on the County Committee.

It should be understood that local representatives of United States Employment Service of the War Manpower Commission, Selective Service and the Veterans' Administration, where available, will always be represented on County and City Coordinating Committees because they have been authorized by the Retraining and Reemployment Administration and the Veterans' Administration to represent the Federal Government on all state and local committees.

Those who have the responsibility for the organization of County and City Coordinating Committees should keep clearly in mind that the task of these committees will not end at the close of the war. The need for assistance to the veteran will continue far beyond the cessation of hostilities. These committees have a long time job and should lay their plans accordingly.

8. Appointment of Sub-Committees.

In order to expedite their work it will be necessary for Coordinating Committees to appoint Sub-committees to give attention to certain specialized phases of this program. Examples are:

- 1) Information and referral services
- 2) Employment planning. (Represented on this sub-committee should be business, industry, labor, local government, Chamber of Commerce, Committee on Economic Development, United States Employment Service, Selective Service, etc.)
- 3) Advisory committee on reinstatement of veterans on their old jobs. (This committee serves in an advisory capacity to Selective Service in cases of conflict over reinstatement of veterans on their old jobs.)
- 4) Education, counseling and vocational training. (It may be advisable in some places to divide this into (a) counseling, and (b) education and vocational training, and set up two committees.)
- 5) Servicing allotments, claims, pensions, insurance, etc. (Memberships on this sub-committee should consist of county service officers, and service officers of the American Red Cross and Veterans' organizations officially recognized by the Veterans' Administration.)
- 6) Personal, family and community adjustments.
- 7) Physical and mental health services.
- 8) Emergency financial assistance.
- 9) Legal assistance.
- 10) Etc.

Sub-committees should be organized as the need arises. The Executive Committee should select the chairmen with extreme care because the quality of work done by any committee is usually determined by the leadership of its chairman. Membership of the sub-committees should be drawn largely from the personnel of the Coordinating Committee. This is a method of putting everybody to work because much of the real work of the Coordinating Committee will be done through the sub-committees. It is extremely important in appointing a sub-committee to make sure all agencies with official responsibilities in that field are represented.

9. Sub-Committee on Information and Referral Services.

With the multiplicity of agencies in every city and county, each handling a particular kind of specialized service, and each operating at a different location, it is difficult for an individual in search of aid to know where to find the particular agency which can help him with his problem. It is the responsibility of the sub-committee on information and referral to set up centers where such information can be obtained readily and accurately. For example:

- a) Plans should be made for establishing at least one information and referral office properly staffed in each county using appropriate existing agency facilities where possible. In rural counties, probably an office at the county seat city will be sufficient.

Before setting up definite plans for a center in any county or city, the committee should consult with the local Veterans Service Committee about its plans in order to prevent duplication of effort.

- b) Plans should be made for centers in cities outside of the county seat which are large enough to justify the expenditure of time and money. In extremely large cities more than one office will probably be needed.

- c) The information and referral offices should be staffed with at least one full-time paid person with broad training and experience supplemented by trained volunteer workers. Coordinating Committees should seriously consider the possibility of securing a person who is not only qualified to manage the Information and Referral Center but who is capable of serving as the Executive Director of the total program. He should also have had some training and experience in counseling.
- d) The Information and Referral Center should be located in a central and easily accessible place. It may be located in a separate office or in connection with some existing agency such as the United States Employment Service, American Red Cross, American Legion Post, Chamber of Commerce, Soldiers' Relief Commission, Office of Civilian Defense, etc., as determined by the Coordinating Committee. All available facilities should be carefully studied before deciding upon the location. If the center is located in a local agency, the committee should be sure that the agency enjoys the respect of the citizens of the community, otherwise it will be handicapped from the start.
- e) The directory of county and local agencies (referred to above) should be placed in the hands of all personnel performing information and referral services. The state handbook (now in preparation by the Ohio State Council of Defense) should also be made available to them.
- f) After the central information and referral center is established, the staff is well trained and the office is operating efficiently, contact points for the office should be set up in all of the communities in the county. In smaller cities, small information and referral committees may be organized and they may maintain part time offices. In the villages and rural territories it may be sufficient to designate one person to whom individuals may go for information and referral. Individuals who perform this service and the chairmen of small committees throughout the county should be members of the County Information and Referral Sub-committee. Their chief function is to direct those who need assistance to the Central Information and Referral Office. A directory of the people who perform these services and their location should be published for use in the different communities in the county.

In setting up plans for information and referral services, it should be clearly understood that many local agencies will be supplying information to members of the Armed Forces and Veterans, their dependents and survivors. For example, when a person is discharged from the Armed Services, he is asked to report to his local Selective Service Board. Selective Service Boards are specifically charged with the responsibility of assisting a veteran to return to his old job if he desires to do so. Since Selective Service Boards are points of contact for returning veterans, the personnel of these Boards will furnish information. The United States Employment Service will be a point of contact for many returning veterans because this agency is responsible for assistance to those who desire new jobs. The personnel of the USES will also furnish information.

The American Red Cross, through its home service program, is a point of contact for many servicemen and veterans and their families. Service officers in the posts of veterans' organizations, such as American Legion, Veterans of Foreign Wars and Disabled American Veterans, located in every community in Ohio, likewise have similar contacts. The same is true of the county offices of the Soldiers' Relief Commission and the County service officers.

It will be the task of the Sub-committee on information and referral services to develop a plan which will make the fullest possible use of these services and which will properly relate them to the overall information and referral program in the county or city. It will also be the task of the Sub-committee to decide if any one of these agencies is equipped or can be equipped to serve as the Central Information and Referral Center.

10. Method of Financing the Program.

In order to finance this program in a county or city, it will be necessary for the Coordinating Committee to explore possible sources of financial support. Examples of such sources are public funds from county or city, Civilian Defense funds, Community and/or War Chest funds, contributions from industry, Chambers of commerce and/or service clubs, or funds from salvage drives, etc.

11. The Governor's Committee.

The Governor's Committee consists of all state agencies and departments recognized as having responsibilities for services to servicemen, veterans and their families. The committee will be responsible for the development of state-wide policies and plans and will give general direction to the program. It will attempt to give every possible assistance to county and local committees in the development of their programs. It will use all of the facilities of the agencies represented on the state committee in this undertaking.

The membership of the committee follows:

Federal Representatives

John Ale, Manager
Veterans' Administration
Dayton, Ohio

Edward L. Keenan, Director
War Manpower Commission
427 Cleveland Avenue
Columbus, Ohio

Col. Chester W. Goble, Director
Selective Service
40 S. Third Street
Columbus, Ohio

Dr. Marlow B. Perrin, Director
Vocational Rehabilitation
Department of Education
83 S. High Street
Columbus, Ohio

Col. Robert S. Harsh, Director
Individual Services
5th Service Command, U. S. Army
Fort Hayes
Columbus, Ohio

Thomas H. Feltz
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Veterans of Foreign Wars
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Hamilton, Ohio

Lt. Col. Spottswood W. Duke, Chief
Personal Affairs Division
5th Service Command
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George A. Kistner
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Judge Henry J. Robison, Chief
Division of Social Administration
Ohio Department of Public Welfare
Oak at 9th St.
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J. L. W. Henning, Secretary
State Bar Association
State House Annex
Columbus, Ohio

Charles H. Jones, Administrator
Bureau of Unemployment Compensation
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Columbus, Ohio

D. F. Pancoast
Brigadier General, A.G.D.
The Adjutant General
State of Ohio
Columbus, Ohio

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Mrs. James G. Collins,
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Harry C. Ramsower, Director
Agricultural Extension Service
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Miss Gwen O'Neal, Liaison Repr.,
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Charles E. Stillman, Director
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Col. W. C. Christie
Commissioner of Soldiers' Claims
Adjutant General's Office
State of Ohio
Columbus, Ohio

Rossiter Williams
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Veterans' Administration
Brecksville, Ohio

Paul J. Daugherty, Director
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Ohio Chamber of Commerce
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Gordon Keith Chalmers, President
Ohio College Association
Kenyon College
Gambier, Ohio

Ned Worthington, Director
City Welfare Department
City Hall
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Kenneth C. Ray, Director
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Columbus, Ohio

Phil Hanna, Secretary
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247½ S. High Street
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Miss Margaret Baker, Chairman
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Ohio State Council of Defense
101 North High Street
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John Price, President
Joint Veterans' Commission of Cuyahoga Co.
Cleveland, Ohio

Wayne Putnam, Manager
Social Security Board
Old Post Office Bldg.,
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Ferd Lohrum, President
Assn. of Ohio Soldiers' and Sailors'
Relief Commission
Hamilton County Court House
Cincinnati, Ohio

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175 S. High Street
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Don K. Martin, Secretary
Ohio Manufacturers Association
303 Hartman Theatre Building
Columbus, Ohio.

Hon. Paul Herbert, Chairman
Post War Planning Commission
State House
Columbus, Ohio.

Hon. Herbert R. Mooney, Director
Ohio Department of Public Welfare
State Office Building
Columbus, Ohio

C. P. Lauderbaugh,
Board of County Commissioners
for Franklin County
Court House, High Street
Columbus, Ohio

Charles F. Kennedy, President
National War Fund, Ohio Division
Van Wert, Ohio

Carl Everson, President
Ohio Association of Broadcasters
Station WHKC
Columbus, Ohio

George DeNucci, Exec. Secretary
Ohio Congress of Industrial Organi-
zations
Rm. 511, Hartman Theatre Building
Columbus, Ohio

Clyde Kearns
Franklin County Service Officer
Memorial Hall
Columbus, Ohio

R. H. G. Mathews, Commander
U. S. Naval Reserve
Rm. 578, New Post Office Bldg.
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Nicholas Building
Toledo, Ohio

Emerson Landis
Superintendent of Schools
Dayton, Ohio

Rev. Roy A. Burkhardt
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Joseph W. Fichter, Master
Ohio State Grange
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Ohio Farm Bureau Federation
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Walton B. Bliss, Exec. Secretary
Ohio Education Association
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L. J. Taber, President
Ohio Council of Churches
970 College Avenue
Columbus, Ohio

Charles Wesley, President
Wilberforce University
Xenia, Ohio

Perry B. Jackson, Attorney
309 Arcade Annex
Cleveland, Ohio

Rabbi Abba Hillel Silver
2 East 105th Street
Cleveland, Ohio

Very Reverend Monsignor Edward A. Froking
3804 Eastern Avenue
Cincinnati, Ohio

William H. Chambers, Area Director
Ohio-West Virginia Area YMCA Council
40 East Long Street
Columbus, Ohio

CHAIRMAN - Ralph H. Stone, Director
Ohio State Council of Defense
101 North High Street
Columbus, Ohio



STATE OF OHIO
OFFICE OF THE GOVERNOR
COLUMBUS 15

FRANK J. LAUSCHE
GOVERNOR

February 21, 1945

Rabbi Abba Hillel Silver,
2 East 105th Street,
Cleveland, Ohio.

Dear Rabbi Silver:

Ohio faces one of its most important responsibilities in organizing services for members of the Armed Forces and returning veterans. In facing this task, the Governor's Committee was organized to bring together a working relationship among all agencies, federal, state, and private, having services in this field.

If the organization of this program is to be completed, the cooperation of every agency, particularly in the local communities, will be needed. Considerable progress has already been made throughout the state in the creation of local coordinating committees.

The Governor's Committee has handled this program so effectively that I am asking that it be continued with a minimum of change. It is my earnest desire that you continue to serve as a member of this committee. I have asked Mr. Ralph H. Stone to remain as chairman of the committee and the present service from his office will be given as in the past.

I personally appreciate your willingness to serve in this patriotic endeavor.

Sincerely,

Frank J. Lausche
GOVERNOR

FJL:jm

February 28, 1945

The Honorable Frank J. Lausche
Governor of Ohio
Columbus 15, Ohio

My dear Governor Lausche:

Thank you for your letter of February 21.
I shall be very pleased to continue to serve as a
member of your Committee for the returning veterans.

With all good wishes, and trusting that
you are well, I remain

Very cordially yours,

AHS:BK

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WESTERN UNION

A. N. WILLIAMS
PRESIDENT

1201

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