

All participate, as if it was your own life. Remember how Dad handle situation.

- 1) Investigate stories, ask question from both sides.
- 2) Be fair, but firm.
- 3) Learning Teaching crew - Discipline for stealing, fighting Talking negative against Dad, Mom, Cause, destroy property.
- 4) make sure the person or persons understand why they are wrong and what can be done to correct situation(s)
- 5) Always say 3 miracles at end of session.
- 6) Secretary take accurate notes.
- 7) if serious case, no result. refer to P. Ralley
- 8) Never allow person, or persons to control Counseling stay in command.
- 9) Be understanding concerned and kind but firm
- 10) Never allow division between counselors, if you disagree, person or persons excuse themselves, then discuss problems.

have

Olivia's Duties

- 1) tell counselors to be here
- 2) take roll at teams
- 3) make sure rules are read before counseling begin
- 4) make sure counselors read the cases they will be dealing with around at time
- 5) make sure all cases run smoothly
- 6) collect notes from note taker give to Andrea walker to type.

Kathleen's Duties

- 1) read notes ~~to~~ schedule time, tell people assistance are available, show with Ki. to help tell people
- 2) the 3 of you make sure all cases are lined up for next session
- 3) alert anyone to public services and explain to supervisor

Kay Nelson Duties

- 1) schedule time, tell people tell counselors. Have notes taken give to Andrea walker to type.

Note takers

- 1) take notes name date, persons involved, case counselor decision.

Andrea's Duties

- 1) type all counseling for regular + special (3 copies)

e-11-c-1a

CAOS

I told Ava as long as people are not taken off the job they can counsel them during the day.

For your knowledge, the type of counseling that was scheduled during working hours as follows:

- ① The Medical People, the majority of their counseling was during their meeting hours 2-4 pm or their breaks. Each day there have some type of meeting 2-4, we try to schedule it then or whenever Phyllis requested depending on who's involved.
i.e. Judy and other workers were scheduled in the AM because Larry's not working then Bond People were scheduled in the afternoons since Annie & Jerry works at night. Bennie would still be on duty and a note would be left on the bond door where to find her.
- ② Psychological Cases i.e. Orodie Dennis, Tom Patake, Michaela, Barbara Walker etc would be scheduled in the afternoons. These people were not working day way and were causing problems on the job. Also it takes 1-2 hours to get them to agree or understand something. Of course their supervisors Fannie & Corrie had to miss working hours to explain their cases. However, they were missing work time trying to confront them daily on the job.
- ③ High School Students scheduled during their own project time 1-3 pm
- ④ Emergency Situations i.e. almost a fight in the fields, Herbal Kitchen etc

C-11-c-3a

- 5 Kitchen People during their break time or if they're involved in a real mess that affects entire community
- 6 Warehouse People during closed hours to the public
- 7 School Teachers (Nursery up to Adult and Students) during their Nap time
1-2 pm or after school 4 pm or break time
1-3 pm

I know there has been a couple of cases that were scheduled during working hours. I agree that was a mistake.

These regular counseling nights we have 4 teams, 15-20 people on each team. We divide up in the Rice Tent or Library, we have at least 5-6 cases a piece which totals 20-25 cases.

Non-Steering we have scheduled on Mon which takes the best corridors to away Tues-Sat @ Rally Wed - we schedule every other Fri classes. But we have had counseling but people hate to give up Sunday.

There's no reasonable way that some of these cases can be intensely handled with time and patience that is required on a Thursday night in a crowded Rice Tent with some regular counselors. Also it's too hard to handle so regular cases.

along with real problems that takes 1-2 hours at night. I think our problems will

be half as dealt with, and more frequently
than we already do.

The people used for intense counseling
during the day: Kay, Jack or/and Lee,
Lura Johnston, Ruby & Borda, I occasion
I'm not ~~that~~ stupid ~~enough~~ that I would
schedule petty shit during the day
working hours. Most petty counseling is
at night and I do but really don't
enjoy or like to be involved in counseling
day and night just for the hell of it.

I will comply with your decision
and re-arrange counseling as you see
fit.

I'm not upset but, did have this
on my mind and should direct it to
the proper people.

C-11-c-3c