



663

# human relations commission

87 WEYBOSSET STREET • SUITE 320-31 • PROVIDENCE 3, RHODE ISLAND • 421-3702, 3704

FACE OF THE MAYOR  
Hon. Walter H. Reynolds

September 23, 1964

COMMISSIONERS

ALBMAN  
Hon. Donald J. Roberts

IS CHAIRMAN  
Hon. C. Williams

SECRETARY  
Hon. Richard W. Miller

Hon. William G. Smith, D.R.  
Hon. C. Williams

Hon. A. Carter, Jr., D.R.  
Hon. T. G. G. G.

Hon. E. G. G. G.  
Hon. E. G. G. G.

Hon. A. L. L. L. L.  
Hon. A. L. L. L. L.

ACTIVE MEMBERS  
Hon. A. W. W. W.

ADMINISTRATIVE ASSISTANT  
Hon. E. G. G. G.

Hon. E. G. G. G.  
Hon. E. G. G. G.

Honorable Walter H. Reynolds, Mayor and  
Honorable Members of the General Council  
City of Providence  
City Hall  
Providence, Rhode Island

Sirs:

We deem it an honor to submit the first annual report of this commission for the period ending September 23, 1964, as required in Section 3, Chapter 1570, City Ordinance, Number 543.

It has been an eventful year for the commission; a year that permitted us to establish good rapport and communications within our community. Our success may be attributed to our emphasis on and willingness to engage in dialogue, at any level, concerning the wide range of human relations problems confronting citizens of our city.

We believe that you will be encouraged by the progress reflected in this report. Much more needs to be done in our efforts to attain the desired degree of intergroup harmony necessary to insure equality of treatment and of opportunity for all citizens of Providence.

In your concern over the disparities caused by discrimination and its adverse effect upon the health and welfare of Providence, the commission looks forward to the continued support of the elected officials and city agency representatives in their consideration of remedial measures to assure further progress in human relations.

Respectfully yours,

*Dennis J. Roberts*

Dennis J. Roberts, Esquire  
Chairman

DJR:ej  
Enclosure

EXHIBIT

VII: GG

PROVIDENCE HUMAN RELATIONS COMMISSION  
87 Wayboscet Street  
Providence 3, Rhode Island  
421-3708

1963-64

ANNUAL REPORT  
Office of the Mayor  
Honorable Walter H. Reynolds

COMMISSION ON HUMAN RELATIONS:

Chairman: Honorable Dennis J. Roberts  
Vice Chairman: Frederick C. Williamson  
Secretary: Mrs. Isadore W. Miller

COMMISSIONERS:

Rabbi William G. Brunda, D.D.  
Vito Carnaglia  
Reverend Percy A. Carter, Jr., S.T.M.  
Dr. Sarah T. Curwood  
Right Reverend John S. Higgins, D.D.  
Harry Kizirian  
Judge Frank Licht  
Reverend John A. Lisbenakis, S.D.  
John A. McConnell  
Most Reverend Russell J. McVinney, D.D.

IN CITY COUNCIL

OCT 15 1964

READ:

WHEREUPON IT IS ORDERED THAT  
THE SAME BE RECEIVED.

*Vincent Vecchia*  
CLERK

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PROVIDENCE R.I.  
OFFICE  
JAN 13 1964

## Introduction

The last fifty years has seen a radical change in the American economy and the American culture. We have gone from a country with many small craftsmen and a host of self-employed to a country of large industrial organizations and medium-sized groups that go far beyond the small owner-managed businesses of a generation ago. Our towns and cities have grown from crossroads outlets for our agrarian economy to highly complex urban centers where references to daily living are to mass population, mass transportation and mass tensions. We are no longer as self-sufficient as our fathers were.

As we progress, we can no longer do for ourselves. We build a more complex and hence more interdependent society, where each plays a special role and depends on the other to carry out his role. As we become more complex, we depend more and more on each other and our relations with others become more important for the smooth working of our democratic system.

The existence in our urban centers of large groups of people with varying national, racial and religious backgrounds offer the nucleus of dissension stemming from latent prejudices and hatreds. The movement of the Negro population from an agricultural South to the industrial centers of the North and West has produced social and economic tensions likely to get worse before they get better.

All of this and more, behooves the central city to pay more attention to its human relations techniques and to ask itself searchingly whether it is developing the requisite skills and applying them at the community level fast enough to keep pace with the developing problems.

The late President, John Fitzgerald Kennedy, in a speech before the United States Conference of Mayors in Honolulu on June 8, 1963, spoke graphically of the need for cities to re-examine their roles in present day inter-group relations. He suggested that mayors go home and form Bi-Racial Committees to come to grips with the growing problems of racial tensions. Attending that conference, and most affected by the speech, was Mayor Walter M. Reynolds of Providence. Upon

returning home, he immediately appointed a Bi-Racial Committee, consisting of prominent racial, religious and ethnic group leaders. Since race relations has been accepted as the most pressing problem in America today, Mayor Reynolds mandate to the new Bi-Racial Committee was to make Providence a better city in the area of equal employment, housing, education, and public accommodations. An initial review of the functional responsibilities of the Committee convinced the membership that the goals set by Mayor Reynolds could be best attained with commission status, as defined by a city ordinance passed and approved by the City Council. An ordinance establishing the Providence Human Relations Commission was the required two passages by the City Council. Commission members were sworn in on September 28th, 1963 by Mayor Reynolds.

An approved budget of \$24,000 dollars enabled the Commission to recommend to the Mayor the appointment of a working staff, consisting of an executive director, an administrative assistant, and a field worker. In addition to the appointment of a staff, the Commission rented a suite of offices at 87 Weybosset Street, centrally located in the downtown area, and officially was open for business.

The functioning of a Commission on Human Relations was not only the end result of a determination by a concerned Mayor, but also the realization of a dream expressed often by a number of civic organizations and dedicated individuals, who saw in this expression of a municipal interest the knowledge that the mark of a city is not in the shape of its brick, stone and mortar - but in its people.

The following excerpts from Ordinance Number 643, Chapter 1570, approved September 24, 1963, outline the stated policy and the function of the Commission:

(a) To foster mutual understanding and respect among all racial, religious, and ethnic groups in the City of Providence;

(b) To encourage equality of treatment for and to recommend methods and procedures as to prevent discrimination against any racial, religious or ethnic

group or its members, particularly in the fields of housing, employment, education and accommodations, as may be useful to promote decent human relations and the full realization of American citizenship;

(c) To cooperate with governmental and non-governmental agencies and organizations having like or kindred functions; and

(d) To make such investigations and studies in the field of human relations as in the judgment of the Commission will aid in effectuating its general purposes.

## Summary of Activities

The first year of Human Relations Commission operation was a combination of feeling and probing the community for those areas likely to produce both immediate and long range results; coming to grips with current problems requiring immediate attention; trying to act in anticipation of events rather than reacting to uncontrolled situations, and through grass roots, person-to-person communication, attempting to inspire the confidence and faith of those who are the final recipients of Commission services. The following summarizes some of the important highlights of the past year:

- Actively supported the Division of Minimum Housing Standards in a program of stepped-up enforcement of Minimum Housing Standards.
- Sponsored discussions between civil rights groups and local public utilities on improving job opportunities for non-whites.
- Planned and developed a program of equal employment opportunity and submitted the plan to the Mayor of Providence for submission to the Governor of Rhode Island. The approved plan was accepted by the Governor and became the basis for the Rhode Island Equal Employment Opportunity Council.
- Conducted a public hearing, requested by East Side residents, regarding educational disadvantages of grammar school children in the Camp Street area. Recommendations to the School Committee by the Commission contributed to an easement of school picketing threats by the neighborhood organization.
- Conducted a public hearing on February 27 and 28 to determine the effect Urban Renewal and Minimum Housing Standards code enforcement have upon non-white citizens of the city. Provided a report containing recommendations to the Mayor, the City Council, and the Redevelopment Agency that resulted in effective action in the areas in question.

- Placed into effect a Citizens Equality Program for the City of Providence. The program, proclaimed by the Mayor, established 1964 as "Providence Citizens Equality Year" and solicited signatures to a pledge indicating a united equality effort as a living memorial to the memory of our late President, John Fitzgerald Kennedy.
- An inventory by the Commission of non-white employment by the City of Providence revealed that the City Government probably employs more Negroes as professionals than any other single business in the State.
- Cooperated in establishing special tutoring classes operated jointly by the Commission and the University of Rhode Island Cooperative Extension Service for South Providence youngsters.
- Developed a local tension prevention plan calling for the involvement of city law enforcement, recreation and community organizations in the creation of special programs and activities to lessen the possibility of any major racial conflict in the city during the summer months.
- Conducted a survey of non-discriminatory hiring practices by city contractors.
- Cooperated in forming a neighborhood group in the Roger Williams Housing Project.



## Business and Employment

One of the first steps taken by the new Commission was to assure that the the city government was setting the pace for the community in the area of equal employment opportunity for all without regard to race, religion or national origin. This policy was emphasized to department heads as a continuing area of concern, although the Commission was gratified to find that a forward-looking employment policy has existed within the city government for a number of years.

An employment inventory taken later in the year revealed that the City of Providence employs more Negroes as professionals than any other single business in the State. Most of those employed in this category are employed in the School Department with the Recreation Department running a close second. Six non-whites occupy official and managerial positions; fifty-one minority group employees were classified as professionals. Three individuals were performing as technicians and thirty-four office and clerical personnel were reported. Eighteen non-whites were employed in the uniformed City services.

The Commission's interest was extended to firms, businesses, employee unions, and others providing goods and services to the City. It is now the stated policy of the City to require a non-discriminatory hiring clause in all contractual agreements. An inventory of City construction contractors disclosed that, despite the inclusion of a non-discriminatory hiring clause in all contracts, something needed to be done to strengthen the effectiveness of those requirements. With this in mind, the employment committee is studying several proposals to be made to the Commission.

The employment committee was assigned by the Commission to develop a comprehensive plan to improve employment opportunities among Negroes and other minority groups in the City of Providence. The plan, as finally submitted, centered around a voluntary advisory committee to be formed among businessmen to plan action programs in industry and business in the area of recruitment, training

and upgrading of minority group workers. Discussion of the plan by the Commission with G. William Miller, President of Textron, Incorporated, and chairman of the Plans for Progress Advisory Council of the President's Committee on Equal Employment Opportunity, led to the suggestion that the program be offered to the Governor of the State of Rhode Island for adoption on a state-wide basis. The plan was accepted at a meeting between Governor Chafee, Mayor Walter H. Reynolds, and the executive director of the Human Relations Commission, James R. Warwick, Jr. A subsequent meeting at a State House luncheon with thirty Rhode Island business leaders initiated the Rhode Island Equal Employment Opportunity Council to help reduce the economic gap between white and non-white citizens of the State. Continuing efforts on the part of representatives of the Council, the Commission Staff, and other interested agencies, is increasing the participation of business and industry in the program.

Successful efforts were made to bring civil rights leaders and management of local public utilities together for discussion on improving job opportunities for non-whites. The first of these meetings occurred on January 28, 1964. Some results were achieved, as regard the hiring of non-white sales, but not to the complete satisfaction of civil rights leaders present.

An employment breakthrough occurred with the placement of a non-white youth as a part-time office boy with a leading public utility company, which previously had no non-white male employees. One referral from the Commission resulted in the hiring of a trainee in merchandising with a leading drink dispensing company. Another referral was accepted for an engineering trainee's job in a heretofore closed management career field.

Discussions with management and union representatives of the Hotel-Restaurant trade to improve job opportunities for non-whites were considered successful. These discussions led to the receipt of six job orders for the hotel trades, and eventual placement of non-whites in other than the "traditional" non-white service

jobs.

The Commission Staff maintains close liaison with the State Commission Against Discrimination in the matter of complaint referrals and job opportunities. The Staff, also, provides both individual and group consultative services on a continuing basis to job aspirants, employers, and interested civic organizations.

## Housing

Housing discrimination against the Negro is prevalent in Providence and the net effect of this immorality is to restrict the majority of non-whites to overcrowded, run-down, second-rate tenement districts, whether or not they have the ability to afford to live elsewhere. For the last six years, fair housing legislation has been introduced into both houses of the State Legislature to seek to establish a means to control the inequities of the situation. Each year, the proposed legislation has failed in the House of Representatives, although passed by the Senate.

Passage of housing legislation at the state level would have assisted the Commission a great deal in its efforts to attack the problem of housing discrimination in the City. Although, many people agree on the right of all citizens to live anywhere they can afford, there are those who contend that property rights are sacred and should not be violated to permit the Negro access to open housing. Thus, an impasse has existed in this State for longer than is good for the welfare of all its citizens, both for those who seek their natural rights and for those who seek to prevent this exercise.

The Commission understands fully that a law in itself is not a panacea and that mere compliance with the letter, rather than the spirit, of the law is not the final goal. This realization is expressed in the Providence Citizens Equality Pledge, sponsored by the Human Relations Commission, which states that the signers "will seek better communication with and understanding of my neighbor, that equality of opportunity will be insured to all citizens of Providence and Rhode Island."

It continues, "I will actively work to eliminate the existent housing discrimination practices that degrade the non-white family and prevent its full participation in the civic life of the community".

The Commission voted to appear before any General Assembly hearing on fair housing legislation and to participate in the downtown demonstration planned by

civil rights organizations for April 7th.

Defeat in the General Assembly of housing legislation prompted the Human Relations Commission to adopt a resolution requesting permissive legislation so the City Council may enact a fair housing ordinance. In a letter to Mayor Reynolds, containing the suggestion, the Commission said it was ready to appear before any committee to share its views and information. Mayor Reynolds also expressed disappointment at the defeat of the bill and said he would urge the City Council to begin action on a local law.

Members of the Commission appeared before the Ordinance Committee of the City Council to urge passage of the request for permissive legislation. The Council passed the resolution on April 14, 1964.

Earlier in the year, the Commission appointed a Housing Committee of interested citizens to report on the several aspects of the minority group housing problem in the city. In its report to the Commission, the housing committee raised a number of questions concerning actions taken under the Urban Renewal Program and the enforcement of the Minimum Housing Standards Code. As a result, the Commission scheduled a two-day hearing on February 27 and 28, 1964. The following organizations and city departments were represented on the dates of the hearings and at a subsequent meeting with the Commission on March 9, 1964:

The Sub-Committee on Housing of the Community Relations Committee of the Urban League of Rhode Island.

The Sub-Committee On Minority Group Housing Problems of the Mayor's Citizens Advisory Committee for Urban Renewal.

The Providence Redevelopment Agency.

The Family and Business Relocation Service.

The Providence Housing Authority.

The Division of Minimum Housing Standards.

The Urban Renewal Coordinator.

The Rhode Island Advisory Committee to the United States Commission on Civil Rights.

The following recommendations were part of the Hearing Report submitted to the Mayor on April 22, 1964:

- That the Providence Redevelopment Agency utilize more effectively the services of the Mayor's Citizens Advisory Committee for Urban Renewal, and subcommittees thereof, to elicit responsible citizenship participation in shaping policy-making decisions regarding Urban Renewal.

- That the Family and Business Relocation Service implement a more positive and vigorous program, through real estate and other contracts, to assure for minority groups a wider choice among the 7,756 available housing units in Metropolitan Providence, reported by the Providence Redevelopment Agency as standard housing.

- That the necessary funds be allotted to the Division of Minimum Housing Standards to allow the immediate employment of four additional full-time inspectors. It is further recommended that, after four months, a review be initiated of the Division's workload to assess the need for additional staff increases.

- That the Division of Minimum Standards continue to develop a more selective enforcement procedure, which will focus more attention relatively upon the properties, which are most in need of upgrading and in which upgrading will serve to restore decent living conditions to the largest number of people.

- That a more rigorous and expeditious enforcement procedure be adopted that will diminish the number of reinspections before first court appearances; diminish the number of court appearances; diminish the elapsed time before the first court appearance and subsequent court appearances and make more effective use of the teeth already provided in the law.

## Education

The need to provide the best education possible to all her citizens challenges every community in this competitive age. Since Providence is no exception, the Human Relations Commission has concerned itself with those forces in the community that prevent many of our citizens from realizing their full educational potential.

The Commission's value to the citizenry in this regard became quite obvious not long after its inception.

A public hearing was held in the Council Chamber of the City Hall to hear a large number of mothers from the lower East Side express their dissatisfaction with what they considered to be less than desirable conditions existing in the Thomas Doyle and Jenkins Street Schools. The conditions they quoted were such items as the existence of de-facto segregation because of the almost total enrollment of Negro students; the ungraded room system; the need for adult education among some parents, coupled with the problem of under-achievers among the young people. In addition to testimony received directly from the mothers, the Commission heard supporting statements from officials of the East Side Neighborhood Council, the Mount Hope Improvement Association, clergyman, and others. Both the Superintendent of Schools, <sup>and</sup> the Chairman of the School Committee were present and the Chairman made statements of the progress made regarding repairs to the physical plant and the strengthening of the educational program.

Directly following the Hearing, the Commission met and drew up the following letter, which was sent to the Chairman of the Providence School Committee, Mr. Raymond F. Fricker:

"The Commission has this morning heard testimony from parents of students from the Doyle Avenue and Jenkins Street Schools, who appeared in cooperation with the East Side Neighborhood Council, as coordinator, for several neighborhood groups,

as well as statements from Mr. Raymond T. Fildner, Chairman of the Providence

School Committee, Mr. Gordon Mulvey, member of the School Committee, and Mr. James

L. Hanley, Superintendent of Providence Schools. That an educational problem exists

in these schools is clear. He understood that the Superintendent of Schools will

recommend for immediate action the following program:

1. Necessary schools;

2. A tutorial program;

3. Adult education; and

4. Additional educational personnel."

"He strongly urges the Providence School Committee to adopt these measures-

and to implement them now. These programs require immediate implementation-

then if the inequalities that exist are to be removed. These programs cannot

wait for the new Lippitt Hill School. We shall, as part of our responsibility,

continue our study of this matter with the view toward eliminating educational

inequalities wherever they exist."

From March to May 1964, the Commission and the University of Rhode Island

Cooperative Extension Service jointly ran a pilot program of special tutoring

classes in all subjects to youngsters in South Providence. Students from Rhode

Island College have assisted by tutoring Junior High School students at the South

Providence branch of the Providence Public Library, and boys and girls at the

Harry E. Fogarty Elementary School, plus another group at the South Providence

Boys Club. The program sought to see what can be accomplished with volunteer

tutoring programs.

The program at the Harry E. Fogarty School consisted only of remedial reading.

but at the South Providence Branch Library and the Boys Club is consisted of

English (grammar, vocabulary, spelling and remedial reading), and social studies

(United States history).



The overall report of this program reveals that it was generally successful in the short trial period and that there was much benefit gained by both the tutors and the students. It was maintained on a big-brother, big-sister relationship and each child received tutoring for two hours a week.

Planning and supervision of the pilot program was carried out by the Education Committee of the Commission with staff assistance and guidance.

The Education Committee conducted interviews with representatives from the Congress of Racial Equality, the Urban League of Rhode Island, Helping Our Public Education, the East Side Neighborhood Council and the South Providence Improvement Association for their views on the educational needs and problems of minority group students, including the matter of school boycotts.

## Public Accommodations

This aspect of the Human Relations Commission interest does not present the problem it would have a few years ago. Today, members of all minority groups, to the best knowledge of the Commission, can avail themselves of any type of public accommodations in the city. A state law presently forbids discrimination because of race, creed, color or national origin in the matter of public accommodations and no complaints have been received, thus far, which would cause the Commission to exercise any additional vigilance in this area.

In this area, we are concerned with hotels, motels, restaurants, public places of amusement, rent-rooms and the like. It may be safe to assume that all public accommodations in the city are open to members of all races and creeds. Despite the assumption, and with time permitting, these areas may be considered for periodic testing in the future.

## Community Relations

### Neighborhood Services:

In addition to offering services in the other areas previously described, the Commission sought to develop strong neighborhood contacts. As Jan Mackay once stated, "all progress must be done to earth, step by step." It was felt that a first and important step would be to establish grass roots organizations that would enable us to:

- Outline the purposes and functions of the Commission.
- Determine neighborhood attitudes toward various problems.
- Anticipate or be informed of possible tension situations.
- Elicit the support of the neighborhood in intergroup relations projects.

Our contacts extended into homes in various parts of the city; included working with local leaders in attempting to solve neighborhood problems and to the development of neighborhood groups.

In response to the desire of local residents in South Providence to work for the improvement of their neighborhood, we were instrumental in the formation of three new organizations:

- The Roger Williams Tenants Association was formed with the assistance of the staff. Since its inception, it has cooperated with the management of the housing project in joint efforts at ground maintenance and interior housing preservation. In addition, the association successfully sponsored recreational activities that included bingo games, cake sales, and a fashion show.
- In conjunction with a civic-minded female resident of Willard Avenue, the staff took initial steps in the formation of a block group in that area. While staff support was only at-

visory and consultive in nature, we were greatly impressed with this woman's enthusiasm and drive in her efforts to accomplish neighborhood improvements for herself and other block residents.

- Finally, a great step in the direction of unified neighborhood effort began with our efforts to form a neighborhood council for South Providence. Composed of representatives from civic, social, fraternal, religious and business organizations, based or residing in the neighborhood, it will provide a valuable means of communications, and a voice representing community opinions and needs.

We realize that more needs to be done in this area of community organization. Despite our staff limitations, we intend to respond to those requests received for guidance and help in the formation of neighborhood groups. For, this is a "down to earth, step by step" approach that should not be overlooked.

## Tension Control

During the summer the Commission, through its neighborhood contacts, became increasingly aware of many factors contributing to non-white unrest that could ultimately lead to an outbreak of violence in one of our neighborhoods. This unrest and the extensive press coverage afforded the violent behavior of a minority segment of other Negro communities led the Commission to embark on a local tension prevention plan.

Mayor Walter H. Reynolds responded to the Commission's concern about the potential for racial or mob violence with the characteristic leadership that he has shown over the years. He personally emphasized the importance of a co-operative municipal agency effort to reduce the potential for violence through the implementation of the Commission's Tension Prevention Plan.

Primarily, this plan called for the Recreation and Police Department and the City Commission to engage in special projects that would reduce the possibility of violence. Civil rights organizations, religious, civic and social organizations were asked to cooperate by setting up special programs in support of reducing the potential for tension.

The Recreation Department established a special summer program of athletic activities designed to appeal to the youth age group from 15 - 19 years. From 7:00 p.m. until dark, weekly, Monday through Friday, these programs involved the youth in physical contact activities. In certain areas, plans for block dances were deferred, in view of their potential for creating a possible incident in the community. The Recreation Department's effort was an excellent respite for emergency service to the community. It's success was measured by the high degree of youth participation in the planned activities.

During the summer, when police departments across the nation were the focus of community concern, the city Police Department participated in the difficult task of maintaining law and order, while taking precautionary steps to

tensions between the police and the non-white community. Prompt concern was shown by departmental officials over these operational techniques, described by the Commission as possible "breaking points" in intergroup relations. Police dogs were not permitted to be used in crowd control; walking police dog patrols were eliminated in populated non-white areas, or otherwise sensitive areas. As policy, more emphasis was placed on the selectivity of officers to serve in non-white communities and it was reiterated that mistreatment of prisoners would not be condoned.

Concurrently with the cooperative efforts of the Police and Recreation Departments, the Commission engaged in dialogue with adults and youth groups in the sensitive areas. Our purpose was to enlist their support in the prevention effort and to anticipate or determine areas of concern or conflict. As in the past, the contacts previously established in the neighborhood were invaluable in these efforts. During this trying period, we were not alone in this "people to people" contact effort. On one occasion a C.O.R.E. official and Commission staff worker pounded the pavement, shoulder to shoulder, in a successful effort to circumvent a possible demonstration against local authority.

## Public Relations and Information

Good public relations is a vital and necessary adjunct to the success of a public agency such as the Commission. From its inception the Commission reflected an awareness of the importance of this form of communications. They were desirous of making the community aware of the Commission's existence and purpose. In addition, they expressed a need to project a community image that would reflect a dedicated belief in achieving better intergroup relations within the city. While the responsibility for the execution of this phase of Commission activities is that of the Executive Director, the varied experiences reflected in the membership of the Commission was helpful in attaining the initial agency publicity, so important to a good start.

One asset to our public relations effort was the formation of a public relations committee. The committee members, professionals from the public relations world, were valuable advisory aids in formulating our approach to the problem. They provided the Commission with their skills in lay-out arrangements and did work for the first pamphlet, describing the purpose of the Commission, and for subsequent projects. Their professional contacts were instrumental in getting impressive discounts on printing jobs. Through their efforts, we were enabled to cut tapes and distribute them to various radio stations in the community. On occasion, they wrote press releases for the Commission; prepared spot announcements for radio and evaluated and edited staff news releases, prior to their distribution. These citizen volunteers contributed much to the first year public relations process of the Commission.

During the year, the Commission enjoyed excellent coverage of its activities and programs from the Providence area mass media. Radio, press and television have been most cooperative. Commissioners and staff have been appreciative of this relationship. The agency is convinced that its early policy decision to invite the news media to all hearings and meetings, if practicable, has contributed to

this cooperation. A few examples of this coverage include:

- Press coverage at all regular monthly meetings of the Commission, except executive sessions and those of a sensitive nature;
- All hearings conducted by the Commission were open to the public and news media representatives were invited to attend;
- The Providence City Equality Program, proposed by the Commission and promulgated by the Mayor;
- The proposal for a State equal employment opportunity plan, and its subsequent submission to the Mayor for presentation to the Governor of Rhode Island;
- The Commission's summer effort to prevent the outbreak of serious tension situations in our communities (most important was the editorial support given this effort by a local newspaper).

Commission printed material was used effectively as an information device to reach a wide readership range in the community. Some 5,000 informational brochures were distributed and mailed to people. Printed monthly summaries were made available to Commission members and committee members. Some 3,000 flyers, announcing meetings and other community events of importance to the program, were prepared by staff and distributed. Our first leadership pamphlet, "Neighborhoods, What to Do?", was the final effort of the first year. This latter item describes organizational techniques that may be used in forming a block group to work for the improvement of local living conditions.



# FINANCIAL STATEMENT

1963-64 Budget

## 0. PERSONAL SERVICES

<u>CODE</u>		<u>ALLOCED</u>	<u>ANNUAL AMOUNT</u>
000	Executive Director	1	\$ 8,500.00
000	Field Worker	1	5,500.00
000	Administrative Assistant	1	4,800.00
<u>TOTAL PERSONAL SERVICES</u>			<u>\$ 18,800.00</u>

## 1. SERVICES OTHER THAN PERSONAL

	<u>OBJECT CODE</u>	<u>AMOUNT ALLOCED</u>
Telephone and Telegraph	111	\$ 750.00
Postage, Freight and Express	112	850.00
Automobile Allowance - Other	114	200.00
Transportation of Persons - Conventions	115	50.00
Transportation of Persons - Other	116	50.00
Travel Subsistence - Conventions	117	75.00
Travel Subsistence - Other	118	75.00
Printing and Binding	121	500.00
Heat, Light and Power	131	150.00
Rental of Buildings and Other Structures	166	1,800.00
<u>TOTAL - SERVICES OTHER THAN PERSONAL</u>		<u>\$ 4,500.00</u>

## 2. MATERIALS AND SUPPLIES

Stationery, Printed Forms and Office Supplies	201	\$ 875.00
<u>TOTAL MATERIALS AND SUPPLIES</u>		<u>\$ 875.00</u>

TOTAL BUDGET FOR THE YEAR - \$24,175.00

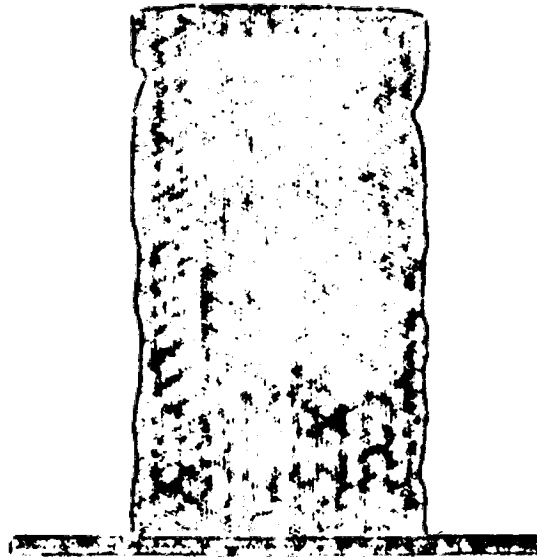
Facts and Figures for 1963-64:

<u>Meetings and Conferences Attended</u>		294
Commission Meetings	14	
Commission Hearings	5	
<u>Information Requests Filled</u>		174
<u>Complaints Received</u>		49
Complaints Closed	35	
Complaints Referred	10	
Complaints Continued	4	
<u>Individual Referrals</u>		356
Agencies	231	
Others	125	
<u>Field Contacts</u>		2,412
<u>Press Releases</u>		19
<u>Speeches</u>		27
<u>Pamphlets, etc. distributed</u>		8,000

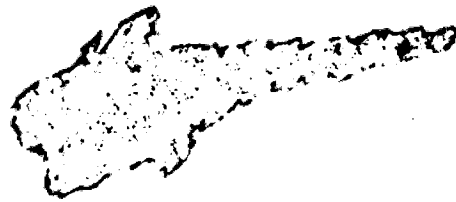
Breakdown on Complaints:

<u>Complaints Received</u>	49
Housing:	16 (Private: 11, Public: 5)
Employment:	13
Education:	4 (Public)
Law & Order Incidents:	13 (Brutality: 5, Harassment: 6, Arson Threat: 2)
Tension Reports:	3 (Employment: 1, Group Threats: 2)

# A JOB GUIDE



... "TO AFFORD ALL AN  
UNFETTERED START  
AND A FAIR CHANCE  
IN THE RACE OF  
LIFE."



FOR JOB  
SEEKERS

PROVIDENCE HUMAN RELATIONS COMMISSION

87 Weybosset Street  
Providence 3, Rhode Island  
421-3708

EXHIBIT .

NI



There is an old saying, "Always keep more than one iron in the fire." Never put all your eggs in one basket, and never rely on any one source for a job. The more lines you have working for you the better. Use as many of the following sources as possible:

- Here are a few tips that you might find helpful in getting a job. The entire contents may be read in just a few minutes. These few minutes spent in reading may be of valuable help in landing a job.

The first thing that greets you in an employment agency, or personnel office, is an application blank. You will be asked to fill one out and you should do it with extreme care.

After a few days of job search, filling out these forms may become a drag and a bore. But, don't let them get you down! A nicely done form often leads to a personal interview. Keep these suggestions in mind:

1. Write or print plainly.
2. Spell correctly.
3. Answer all questions accurately and honestly.
4. Be specific as to type of job you want.
5. Be able to list the names, addresses, occupations, and telephone numbers of at least three references.

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The personal interview is the most important part of the job-search. It is a critical point at which you are either hired, or not hired. Therefore, it is well to prepare yourself properly before meeting your prospective employer, or his personnel officer face-to-face.

# GETTING READY FOR THE INTERVIEW

We know how important the interview is to getting a job. Now, let's look at some of the various aspects of getting ready for the interview.



Call it being "neat" or "tidy", if you want to, but it is most important that you make your best personal appearance for the interview.



**GIRLS! GIRLS!** Be your prettiest - your hair should be clean, neat and simply arranged.

Your face should be soap and water clean, skin clear with a moderate amount of make-up freshly applied. Light colored nail polish is preferred.

Brush your teeth and avoid unpleasant breath. Your blouse and skirt, or dress, should be clean, trim, and free from odors. Have an even hem line, clothes well pressed and slip not showing.

Wear stockings - not socks - that are fresh, well-fitted, no runs, and, if seamed, seams straightened. Shoes must be clean and polished, and no run-down heels.

Don't forget to stand and sit tall, head erect, back straight, abdomen flat, toes parallel, when walking.



**BOYS! BOYS!** Neatness is important - so be "neat" when you show for the interview.

Please don't look like you need a haircut, ~~short~~ long sideburns and cheap hair preparation. A "pressed" bugs some people.

Be clean-shaven and make sure your face is soap and water clean. Unbecoming mustaches, or goatees, can set you back.

Brush your teeth and avoid unpleasant breath. Before the interview, bathe in warm water, use a body deodorant and wear clean underwear.

Wear a white shirt that is well pressed. Your tie should be conservative and the shirt buttoned at the neck.

Your suit should be "quiet", or conservative in style and color. Make sure it's clean and well-pressed. When applying for office positions, sports clothing should not be worn.

Social Security Card.  
Birth, or Baptismal certificates, draft card.  
Discharge papers, if in the service.  
Letters of recommendations.  
School, or college, transcript.

TAKE THESE  
THINGS  
WITH YOU  
TO THE  
INTERVIEW

You may not be asked to show the documents, listed above, at the time of the interview, but it is best to have them with you. Don't show them to anyone, unless requested to do so.

WHAT TO  
EXPECT AT THE  
INTERVIEW

The purpose of the personal interview is to exchange information. The company wants to know all about you, and, naturally, you will want to know about the company for which you may work.

You may be asked some, or all, of the following questions:



- Are you planning to continue your education (night school, college, home-study courses)?
- What is your objective? Vocationally, that is. Be specific when you answer this question.
- Why do you want to work for this company?
- What salary are you interested in?
- What are your hobbies, or special interests?
- What do your parents do for a living?
- What newspapers and magazines do you read?
- Who referred you to us?
- What is your draft status?

REMEMBER! REMEMBER! - You have just as much right to ask questions during the personal interview as does the employer. However, don't "goof" it by asking questions already answered.

-What is my future with the company?

-Does the company have any sort of training program?

-Is my job likely to be all year round, or seasonal?

-Does the position have a salary schedule?

**now**

Go alone to the interview. Leave everyone at home. Nothing will weaken your case so much as having people along with you.

Arrive a few minutes before the appointment.

**THE**

Never enter an office chewing gum, or smoking. You may smoke during the interview, if the employer offers you a cigarette.

**I**

Be seated only when told to do so. (Sometimes, an employer will not ask an applicant to be seated, since it tends to prolong the interview.)

**T**

Be sure to remove your hat - girls may keep theirs on.

**E**

Be cheerful and pleasant but avoid forced giggling and laughing.

**R**

Be conservative, but confident, in estimating your abilities.

**V**

Don't beg or plead for the job because of personal problems. Get the job on your own merits.

**W**

Be relaxed, look into the interviewer's face when you speak.

**ITSELF**

Be accurate and specific in answering questions.

Don't talk too much. Don't complain about previous employers, or other people.

Don't be overly-over polite. Too much politeness gets to sound awfully insincere after a while.

Don't place too much emphasis on salary, increases, overtime pay, pensions, sick-leaves, paid holidays, bonuses, and vacations.

Be prepared to take an intelligence or aptitude test. Testing is now standard hiring procedure with most companies.

When the employer wants you to leave, he will drop a gentle hint, or suggestion, which you will easily recognize.

Thank the employer for the interview, whether you get (or accept) the job, or not.

Perhaps, the employer will ask that you return for another interview with the person for whom you will be working directly. Be sure, to arrange the appointment at his convenience.

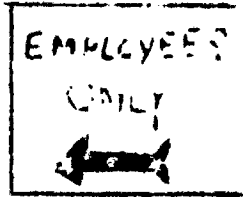
If, the employer does not make a decision immediately, but promises to call you within a few days, do not act disappointed - tell him you will look forward to hearing from him, but . . .

Continue your job search, don't just wait around for his call. He may offer you the job but he may hire another applicant.

You may have one interview, or you may have many before you land the job for which you are looking.



# THE JOB IS YOURS - WHAT NOW?

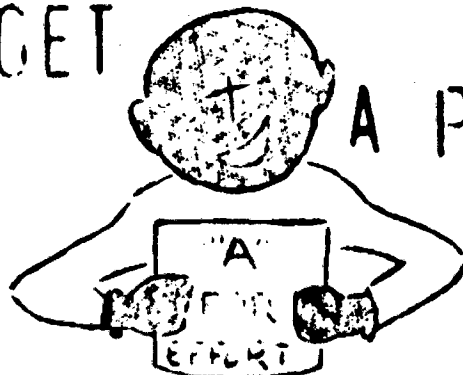


## WHAT TO DO AFTER YOU GET THE JOB:

1. Get your working papers promptly. Unnecessary delay may result in your losing the job. Remember: Getting working papers is your responsibility.
2. Notify the agency or individual that referred you to the job. Pay the agency fee, as soon as possible. This gives you a good reputation.
3. Notify other agencies and individuals that have been active in your behalf. Thank them for their efforts.
4. If the Company has a Personnel Manual, read its contents very carefully, so that you will know your rights, responsibilities and privileges.
5. Make sure that the Company's bookkeeping department has your correct social security number, as well as the correct number of dependents, which you claim for income tax purposes.
6. Be loyal to your Company. Boost its products or services. Encourage your friends to patronize "your Company". Be proud of the Company for which you work.
7. However, it is not advisable to refer friends to your employer for jobs. If they "flop", it is more or less of a reflection upon yourself.
8. Set your sights on some higher job in the Company and begin to prepare for it immediately.
9. Be sure to be on time the first day. You'll be getting off to a bad start if you're late.
10. If the Company allows you to take a "coffee break", be sure to take only the allotted time, even if some of the other employees encourage you to stay longer with them.



# HOW TO GET A PROMOTION



1. Be willing to do more than you are getting paid for. Don't go around with that "I'm not getting paid to do this" attitude.
2. Do as little griping and complaining as possible.
3. Submit ideas to your foreman, or supervisor, or put them in the Company's suggestion box.
4. Learn all you can about the job immediately above yours.
5. Increase your general knowledge by going to night school, or by home study.
6. Learn all you can about the Company's products, services, and domestic and foreign operations. Show as much interest in the Company as possible.
7. Be on time every day. Pay attention strictly to business. Keep personal phone calls to a minimum.
8. Never take days off without a good reason.
9. Read and contribute to your Company's publication for employees.

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## GETTING ALONG



3. Do not brag about yourself, or your accomplishments.

4. Help to make a new employee feel at home.

## ON THE JOB

1. Refrain from talking unfavorably about fellow-workers and superiors.

5. Praise the other fellow when he does a good job. Everyone likes to have people say nice things about them. Don't you?

2. Do not become involved in the office gossip.

6. Don't be drawn into religious or political arguments. No one ever wins them.

7. Don't try to convert anyone to anything, and don't go around trying to reform the place.

## LEAVING THE JOB

After a while you may find that the job is not for you, and you are not for it. However, be sure to give the job, and yourself, a fair trial. Then, should you decide to leave, be sure to follow the Company's "leaving" policy.

1. Give the required number of days or weeks notice.

2. Never walk out and leave an employer flat. Never leave in a "huff".

3. Leave your job under as pleasant circumstances, as possible. In this way, you'll be sure to get a good letter of reference for your next job.

PREPARED BY:

P  
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H  
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