Guide to the Community Congress of San Diego Records 1971/1979

Special Collections & University Archives

Overview of the Collection
Collection Title: Community Congress of San Diego Records
Dates: 1971-1979
Identification: MS-0093
Creator: Community Congress of San Diego
Physical Description: 28.75 linear ft
Language of Materials: English
Repository: Special Collections & University Archives
5500 Campanile Dr. MC 8050
San Diego, CA, 92182-8050
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Historical Note:
The Community Congress of San Diego was formed in July 1971 to provide a local voice for the distribution of social service funds in San Diego County. It began as a coalition of social service "street" agencies and drug education organizations, and represented an innovative trend in the coordination of social welfare services. Since its founding it has been involved with some of the major social services in San Diego, ranging from job training to health care, including the Comprehensive Employment Training Act (CETA), Regional Employment and Training Consortium (RETC), and the San Diego Five Project.

Access Terms
This collection is indexed under the following controlled access subject terms.
Genre/Form of Material:
Organizational Records

Title:
Social service -- California -- San Diego -- Citizen participation -- History -- 20th century -- So

Topical Term:
Community Congress of San Diego -- Archives
Public welfare -- California -- San Diego -- Finance -- History -- 20th century -- Sources
Social service -- California -- San Diego -- Finance -- History -- 20th century -- Sources

Accruals:
1985, 1986

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Preferred Citation:

Guide to the Community Congress of San Diego Records
Identification of item, folder title, box number, Community Congress of San Diego Records, Special Collections and University Archives, Library and Information Access, San Diego State University.

**Arrangement of Materials:**

I. Administrative Records  
   1. Organization  
   2. Personnel Department Records  
   3. General Records  
   4. Print Shop Records  

II. Subject Files  
   1. Committees and Task Forces  
   2. County and City Organizations  
   3. Miscellaneous  

III. Programs  
   1. Revenue Sharing  
   2. Comprehensive Employment and Training Act (CETA)  
   3. San Diego V  
   4. Employment Development Department (EDD)  
   5. United Way  
   6. Health Systems Agency (HSA)  
   7. Miscellaneous Programs  

IV. Ephemera  

V. Financial Records  
   1. General Records  
   2. Office Records  
   3. Personnel Records  
   4. Funds and Programs  

VI. 1986 Accession  

**Scope and Contents**

The collection consists of organizational records, personnel records, meeting minutes, memo logs, correspondence, committee records, program files, fiscal records, and miscellaneous materials.

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**Administrative Records**

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**Organization**

Box 1, Folder 1  
Histories of Congress  
Congress By-laws  
Membership Rosters  
Internal Policies  

Scope and Contents  

a. General Purpose and Scope of Services  
b. Structure  
c. Policies and Procedures; i. General  
ii. Proposal Writing Procedures  
iii. Elections Procedures  
iv. Workers Compensation Policy 1975-1976
Administrative Records

Organization

Box 1, Folder 5  
**External Policies**  
Scope and Contents  
a. Letters of Support on Issues - September 1975 - April 1975  
b. Jobs Protest  
12/15/1975  
c. Police Practices  
i. Memo - September 1975  
ii. Blank Complaint Forms  
iii. Blank Petition Forms  

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**Personnel Department Records**  
Scope and Contents  
(See also Series 5, Sub-series 3 - Personal Financial Records)

Box 1, Folder 1  
**Personnel Practices**

Box 1, Folder 2  
**Job Descriptions**  
Scope and Contents  
5 Folders

Box 1, Folder 3  
**Job Descriptions and Resumes**  
Scope and Contents  
2 Folders

Box 1, Folder 4  
**Resumes**  
Scope and Contents  
3 Folders

Box 1, Folder 5  
**Job Interviews January 1974**

Box 1, Folder 6  
**Letters of Recommendation for Sandy Jamieson**

Box 1, Folder 7  
**Terminations February 1972 - November 1974**

Box 1, Folder 8  
**Selective Service Information February 1974 - September 1974**

Box 1, Folder 9  
**Comendations January 1974 - April 1974**

Box 1, Folder 10  
**Grievance Committee Report**

Box 1, Folder 11  
**Personal Committee Records September 1973 - February 1974, November 1974**

Box 1, Folder 12  
**Personal Evaluations January 1976 - May 1976**

Box 1, Folder 13  
**Blank Employment Applications**

Box 1, Folder 14  
**Blank Tax Forms 1974**

Box 1, Folder 15  
**Staff Timesheets April 1974 - September 1977**  
Scope and Contents  
1 Binder in Box 20

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**General Records**

Box 1, Folder 1  
**Staff Meeting Minutes and Rosters**  
Scope and Contents  

Box 1, Folder 2  
**Memos 1975-1977**  
Scope and Contents  
3 Folders

Box 1, Folder 3  
**John Wedemeyer (Administrative Coordinator) Memo Logs 1976-1979**  
Scope and Contents  
10 Binders in Boxes 15-18
Administrative Records

General Records

Box 1, Folder 4

Products and Activities Statistics
Scope and Contents
September 1977, October 1977, March 1978 2 Folders

Box 1, Folder 5

John Wedemeyer Products Logs October 1977-1979
Scope and Contents
7 Binders in Boxes 19-20

Box 1, Folder 6

Interim Report Update to Collection Analysis Project 1977

Box 1, Folder 7

Ballots to By-laws Vote June 1974

Box 1, Folder 8

Ballots to Officer Election December 4, 1974

Box 1, Folder 9

Blank check Request Forms

Stationary

Box 1, Folder 10

Accounting Service brochures and Agreements

Box 1, Folder 11

Office Machine Brochures and Propaganda

Box 1, Folder 12

Office Correspondence (Part 1 of 3)
Scope and Contents
a. to IBM (International Business Machines) b. to and from Anne Dosher (Chairwoman)
- December 1971 - May 1972 c. Staff Correspondence - 1974 d. Coordinator
Correspondence - 1972-1973 e. General Correspondence i. 1971-1972 ii. 1973 iii.
1974 (4 Folders by Quarter) iv. 1975 (4 Folders by Quarter) v. 1976 (3 Folders for First
3 Quarters)

Box 1, Folder 13

Office Correspondence (Part 2 of 3)
Scope and Contents
v. 1976 (Last Quarter) vi. 1977 (12 Folders by Month) vii. 1978 (8 Folders by Month -
January - August)

Box 2, Folder 1

Office Correspondence (Part 2 of 3)
Scope and Contents

Box 2, Folder 2

General Correspondence (Part 3 of 3)
Scope and Contents
vii. 1978 (4 Folders by Month - September - December) viii. 1979 (12 Folders by
Month)

Box 3, Folder 1

Print Shop Records

General Records April 1975 - August 1975

Work Orders April 1974 - December 1974

Box 3, Folder 2

Estimate Worksheets

Box 3, Folder 3

Artwork
Scope and Contents
2 Folders

Box 3, Folder 5

Equipment Brochures

Subject Files

Committees and Task Forces

Box 3, Folder 1

Steering Council and Finance Committee Records November 1971 - September
1975

Box 3, Folder 2

Agency Survival Task Force Minutes June 1974

Box 3, Folder 3

Community Relations Task Force Minutes April 1975 and May 1975

Box 3, Folder 4

Outreach Task Force Records September 1974 and October 1974

Guide to the Community Congress
of San Diego Records
Subject Files
Committees and Task Forces

Box 3, Folder 5
Management Team Minutes September 1975
Scope and Contents
also: December 1973 issue of The Journal of Alternative Human Services

Box 3, Folder 8
Child Care Task Force Records December 1973 - March 1974
Scope and Contents
also: Directory of Day Care Services for Children and BADWV Rag

Box 3, Folder 9
Drug Task Force Records 1974
Box 3, Folder 10
United Way Task Force Records October 1973 - February 1974
Box 3, Folder 11
United Way Par Council Records 1973
Box 3, Folder 12
Human Care Services Task Force Records October 1973 - March 1974
Box 3, Folder 13
Revenue Sharing Recipient Agency Committee Records September 1973 - February 1974
Box 3, Folder 14
Substance Abuse Recipient Agency Committee Records October 1973 - July 1975
Scope and Contents
(See also: County Department of Substance Abuse)

County and City Organizations

Box 4, Folder 1
County Organization Records
Scope and Contents

Box 4, Folder 2
City Organization Records
Scope and Contents

Box 4, Folder 3
City and County News Clippings September 1972 - December 1974
Scope and Contents
2 Folders

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Employment/Unemployment Symposium January 1977
Box 4, Folder 2
Health Care Issues May 1975 - February 1977
Box 4, Folder 3
Contract for Space with Aurora Associates September 1978

Programs
Scope and Contents
(See also: Series 5, Sub-series 4 - Funds and Programs)
Revenue Sharing

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- Contract with Congress 1974-1975

Box 4, Folder 2
- Contract with Council of Community Clinics

Box 4, Folder 3
- Scope of Services

Box 4, Folder 4
- Compliance Statistics July 1974 - May 1976

Box 4, Folder 5
- Correspondence to Revenue Sharing 1974-1975

Box 4, Folder 6
- Human Care Service Policy Committee Meetings July 1974 - December 1974
  - Scope and Contents
    - 2 Folders

Box 4, Folder 7
- Needs Assessment Workshop March 1975

Box 4, Folder 8
- Reports to Revenue Sharing Board 1974-1975

Box 4, Folder 9
- Agency Financial Activity with Other Projects 1974

Box 4, Folder 10
- Community Participation Forms

Box 4, Folder 11
- Evaluation Form

Comprehensive Employment Training Act (CETA)

Box 4, Folder 1
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  - Scope and Contents
    - a. CETA Act
    - b. CETA Agreement
    - c. Department of Labor Rules and Regulations
    - d. CETA Description
    - f. New Careers in Human Services Manpower Proposal - 1974
    - g. Correspondence to Congress - March 1975 and June 1975
    - h. CETA Needs - 1975
    - i. Administrative Job Descriptions
    - j. Correspondence on Job Status - October 1975 - November 1975
    - k. Employment Articles - May 1975 and July 1975
    - l. Reports, Workshops, Rights and Obligations of Participants and Agencies - April 1975 - May 1975
    - m. Sponsoring Agencies Profiles - November 1974
    - n. Memos of Understanding between Agencies - February 1975
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- Regional Employment and Training Consortium (RETC)
  - Scope and Contents
    - a. Agency Signature Sheet - 1975
    - c. Blank Participant Forms
    - e. Policy Board - September 1974 - May 1975
    - f. Para-Professional Legal Resource Project - March 1977
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    - h. Central Allowance Payment System
    - i. Occupation Rating System

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Scope and Contents
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  g. Planning Documents
  h. Intake and Referral Process - 1974-1975
  i. Forms and Procedures Summary - February 1975
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  k. RETC (Regional Employment and Training Consortium) Questionnaire - May 1975
  l. Title I Client Characteristics - February 1975-May 1975
  m. Title I RETC (Regional Employment and Training Consortium) Program Operator’s Minutes - January 1975 - June 1975
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  p. 13 Clients’ Files (13 Folders) - 1974-1975

Title II Public Service Employment
Scope and Contents
  b. Program Operations Handbook
  c. Title II Process - August 1974
  d. Title II Proposals - April 1974 and January 1975
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  g. Title II Statistics - March 1976 - June 1976
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  c. Proposals - January 1975 (2 Folders)
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San Diego V
Scope and Contents
(See also: Box 21)

Recorded History Notebook

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Advisory Board Minutes October 1974 - July 1975

Rough Draft Training Packets
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  2 Folders

Family Counseling Package

Human Development Package

Group Counseling Package

Management Training and Data Collection Packages

Workshops January 1975

Training Reports January 1975 - May 1975

Monthly Reports August 1974 - May 1975

Service Statistics October 1974 - June 1975

Quarterly Training Statistics October 1974 - March 1975

Non-Residential Statistics May 1975 - June 1975

Indirect Service Training Series Evaluations May 1975

Individual Counseling, Training Evaluation January 1975
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Health Systems Agency (HSA)

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Box 6, Folder 2  General Records
Scope and Contents
2 Folders

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Box 6, Folder 4  Personnel Interviews
Box 6, Folder 5  Health Planning and Resources Development Act September 7, 1974
Box 6, Folder 6  Statewide Health Planning Forum February 6, 1977
Box 6, Folder 7  National Conference on Health Planning
Box 6, Folder 8  Public Accountability Commission Interview with Russ Lockeberg and Edna Kidwell
Box 6, Folder 9  Subarea Advisory Applications December, 1976
Box 6, Folder 10  Applications for Governing Body December, 1976
Box 6, Folder 11  Governing Body Records March 1977 - April 1977
Box 6, Folder 12  Governing Board Records March 1977
Box 6, Folder 13  Nominating Committee Records April 1977, October 1977
Box 6, Folder 14  General Records
Scope and Contents

Box 7, Folder 14  General Records
Scope and Contents
  b. Filed by Month - May 1978-December 1978 (2 Folders for June) (9 Total Folders)
  c. Labeled HSA (Health Systems Agency) of San Diego and Imperial Counties - January 1979-October 1979 (10 Folders)

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Scope and Contents
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Miscellaneous Programs

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Box 9, Folder 2  Senior Citizens Services September 1974 - January 1975
Box 9, Folder 3  United Community Services Demonstration and Development Fund January 1971 - August 1973
Box 9, Folder 4  Work Study: San Diego City College July 1974 - July 1975
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Ephemera

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a. 1973 b. 1974 - July 1975

Financial Records

General Records

Box 10, Folder 1

Accounting System
Scope and Contents

Box 10, Folder 2

Budgets
Scope and Contents

Box 10, Folder 3

Audits
Scope and Contents

Box 10, Folder 4

Financial Reports, Balance Sheets, and Journal Ledgers
Scope and Contents

Box 10, Folder 5

Accounts Receivable
Scope and Contents

Box 10, Folder 6

Accounts Payable
Scope and Contents
Financial Records
General Records

Box 11, Folder 6  Accounts Payable
Scope and Contents
  g. Cash Disbursements Journal - December 1974-February 1975 h. Payment of Anne Dosher Consultant Fee - July 1975 and September 1975

Box 11, Folder 7  Miscellaneous Records
Scope and Contents

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Scope and Contents

Folder 2  Postage Billing
Scope and Contents

Folder 3  Phone Billing
Scope and Contents

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Scope and Contents

Folder 5  Petty Cash
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Scope and Contents
(See also: Series 3 - Programs)

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**Scope and Contents**


Box 14, Folder 2  
**Print Shop**

**Scope and Contents**


Box 14, Folder 3  
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**Scope and Contents**


Box 14, Folder 4  
**NIMH (National Institute for Mental Health)**

**Scope and Contents**

**CETA (Comprehensive Employment and Training Act)**

Scope and Contents


**EDD (Employment Development Department)**

Scope and Contents


**C/O (Congress Organization)**

Scope and Contents


**The Advocates**

Scope and Contents

a. Bank Statements - October 1974-February 1975 (Southern California First National Bank)

1986 Accession