

Taylor		
FILES		

INTERIOR DEPT
RECEIVED
MAR 15 1949
TERRITORIES

28

4004 S. E. Pine St.,
Portland 15, Oregon,
March 13, 1949.

The Director,
Division of Territories and Island Possessions,
United States Department of the Interior,
Washington 25, D. C.

Dear Sir:

I have found a desirable person for a secretary. This girl is not only a good stenographer, but she is also well trained and experienced in general office work. She will be available if it does not take too long to make the necessary arrangements to employ her. She now works a forty hour week job and receives a wage amounting to about \$1.25 an hour. She would like to receive at least a similar amount if she worked for me. I would like to have her work from 9.00 A. M. to 4.00 P. M. on my own working days. This would give her a six and a half hour day counting a half hour out for lunch. She would either bring her lunch or it could be arranged for her to eat at the hospital. If she ate at the hospital, it would either be included in or deducted from her salary. What would you consider a fair and reasonable salary for this kind of an arrangement?

I casually broached the subject to Mr. Coe the other day and he frowned on it. He did not think that I needed my own stenographer. Shall Mr. Coe pay this salary out of his own income or shall he add it to and include it in the bill?

The woman who now constitutes the office force is inaccurate and inefficient. Most letters have to be rewritten several times. Besides, she is expected to do an amount of work which should be divided among several people. She is not available to me at all times. She is not trustworthy as far as anything which I might say or ask is concerned.

I hope that this matter can be arranged soon for the good of the work.

Thanking you for your interest and cooperation, I am

Sincerely yours,

G. F. Keller

G. F. Keller, M. D.



UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
DIVISION OF TERRITORIES AND ISLAND POSSESSIONS
WASHINGTON 25, D. C.

27 Taylor
Thomas
Flakue
Lee

Air Mail

MAR 17 1949

Mr. Wayne W. Coe, President,
Sanitarium Company,
Montavilla Station,
Portland 16, Oregon.

My dear Mr. Coe:

When you were in Washington we discussed briefly the matter of a stenographer for the Medical Supervisor. At that time you indicated that you thought the secretarial service available in your office would be sufficient to cover Dr. Keller's work.

Since your visit we have talked to Dr. Keller again and he definitely feels the need for his own stenographer. On the basis of his presentation, I feel that he should have such assistance. I am enclosing a copy of my letter to him on this subject. I hope that it will be possible for us to work out a suitable arrangement with Dr. Keller in the immediate future on this matter.

Sincerely yours,

(Sgd.) James P. Davis
James P. Davis,
Director.

Enclosure.

TWT:HW

3/15/49

9-1-10
Contract
General