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rick --

for your files --

i've given a copy
tomcdonald and kept
one for my files

thanks--ssc
I have told Al McDonald that from an organizational point, it would be best for your speech drafts to come back out through me and Rick. This way we are able to get other aspects dealt with--stencils, press, etc.

Also, in my opinion, unless you have some burning desire to do so yourself, phrase-lining can and ought to be done for you (I can and speechwriters should be able to identify phrasing).... leaving you the other "symbols" for when you're going over the text prior to delivery. Please let me know if you disagree.

Also told Al that dependent upon nature of speech, timing, etc., we'll take our cue from the "feeling" (as well as timeliness) as to whether to send back to speechwriters for final typing or me. (i.e., personal; talking points, etc.)

Again, please let me know if you disagree with these things. (Al agreed)

Thanks -- Susan
The Vice President
Hamilton Jordan
Al McDonald
Jody Powell
Lloyd Cutler
Anne Wexler
Stu Eizenstat
Sarah Weddington
Frank Moore
Hedley Donovan
Jack Watson
Jim McIntyre
Alfred Kahn

Re: Cabinet Summaries

The attached were returned in the President's outbox today and are forwarded to you for your information.

Rick Hutcheson

ADMINISTRATIVELY CONFIDENTIAL

EYES ONLY
MEMORANDUM FOR THE PRESIDENT

SUBJECT: WEEKLY REPORT ON HEW ACTIVITIES

- NORTH CAROLINA. On Wednesday, October 3, I met with Bill Friday, President of the University of North Carolina, and the Chairman of the Board of Trustees to discuss the status of HEW's efforts to obtain a desegregation plan from UNC. I reiterated our desire to negotiate this case to conclusion and indicated that we would accept an improved desegregation proposal from UNC at any time, but that the elements of the criteria -- particularly those relating to the elimination of educationally unnecessary program duplication -- must be included. We will continue to work with North Carolina to resolve the case, and I will continue to keep you informed of our progress.

- SOCIAL SECURITY SPEECH. I delivered a speech on Wednesday, October 3, at a National Symposium designed to enhance the public's confidence and understanding of the Social Security System. Recent articles have contended that Social Security may not be as good an investment for younger workers as it once was, and that they may do better by putting their money into interest-bearing annuities and hold it there for life. I stressed the vital role Social Security plays in our society and explained its purpose and benefits, which are unattainable elsewhere. I reviewed the extra protection social security provides, such as automatic cost-of-living increases in benefits, disability insurance, survivor insurance, portable benefits, and nontaxable benefits.

- NATIONAL HEALTH PLAN. The Senate Finance Committee (Long) is scheduled to mark-up the Administration's National Health Plan proposal on October 16.
• REFUGEES. To prepare for the dramatic increase in refugees who are now entering the United States, I have reviewed and restructured the internal management and administration of HEW's refugee programs. I have established a Task Force that will focus on refugee policy development and I believe we have strengthened our position to do all we can to insure that refugees are properly cared for, and that we are able to respond quickly to the demands placed on the delivery system which HEW supports. We are coordinating our efforts with Ambassador Dick Clark and other Federal agencies so that refugees entering the country can quickly become productive members of American society.

Patricia Roberts Harris
MEMORANDUM FOR THE PRESIDENT

FROM: G. WILLIAM MILLER
CHAIRMAN, ECONOMIC POLICY GROUP

SUBJECT: EPG Activities

The EPG Executive Committee met today and discussed the structure of the Pay Advisory Committee. We reviewed a list of potential candidates for membership and a number of legal issues relating to the operation of the committees. We will be sending to you soon our membership recommendations.

The EPG also reviewed a tentative agenda of topics for the coming month. Among the items scheduled are the wage price program, proposed changes in national and state triggers for extended unemployment benefits, recent developments on the international monetary system, structural tax issues, Social Security, industrial innovation, long term productivity incentives, and the economic outlook.
MEMORANDUM FOR THE PRESIDENT

Subject: Highlights of Treasury Activities

1. THE DOLLAR

   As you know, the foreign exchange and gold markets were very unsettled this week amid rumors that a new package of measures would result from my meetings during the past week in Hamburg and in Belgrade.

   Large U.S., German and Swiss intervention met heavy selling pressure on the dollar early in the week, setting the stage for the dollar's rise and gold's sharp fall mid-week.

2. WINDFALL PROFITS TAX

   Continuing Senate Finance Committee mark-up:

   Administration was successful in defeating two attempts to provide exemptions to small producers and stripper oil; was unsuccessful in defeating an amendment providing exemption for the first thousand barrels for stripper produced by independent producers.

   Following temporary acceptance of a proposal to eliminate the trust fund, the Committee reversed itself and established a trust fund, leaving open the question of whether net or gross revenues would go into the fund.

   At the present time proceeds from the tax are at the $72 billion net level ($120 billion gross); expect to lose an additional $7 billion in treatment of Alaskan oil. We need to winnow down amount of credits the Committee has tentatively approved.
3. **MULTILATERAL DEVELOPMENT BANKS**

  Senate Appropriations Committee adopted all subcommittee recommendations on the Appropriations Bill with two exceptions. Bill goes to the floor Tuesday, October 9.

  - Added $200 million for the fourth IDA replenishment with a corresponding reduction in World Bank capital.
  - Reduced $100 million from Inter-American Development Bank capital.
  - Rejected Garn amendments to reduce World Bank and Asian Development Fund capital.

  House takes up authorization legislation late next week.

4. **OIL IMPORT QUOTAS**

  Notice of hearings on oil import quotas was issued by Treasury and Energy this week. Public hearings will be held in five cities. Comment period closes November 9.

5. **CHRYSLER**

  I met with Lee Iacocca today. He is energetically trying to line up the major elements of a comprehensive plan but seems to have a long way to go. The Michigan delegation, Coleman Young etc., is pressing hard to have him submit something, but as yet there is no target date for a new Chrysler plan. Chairman Proxmire has scheduled general hearings on the Chrysler problem on October 10 at which neither Chrysler or Treasury is scheduled. The situation is heating up rapidly.

  G. William Miller
MEMORANDUM FOR: The President
Attention: Rick Hutcheson, Staff Secretary

Subject: Weekly Report of Major Departmental Activities

Urban Initiatives Anti-Crime Program. I have announced the 39 finalists in a competition among public housing agencies for funds to fight crime and reduce fear of crime in public housing projects located in some of the poorest sections in major cities. Funding comes from the Urban Initiatives Anti-Crime Program, which was announced by former Secretary Harris on May 10 of this year. The program was mandated by the Public Housing Security Demonstration Act of 1978 and is related to initiatives called for by the National Urban Policy. This represents the first comprehensive attempt by the Federal Government to link crime prevention and urban redevelopment to targeted areas of great need. The $32 million in federal funds committed will leverage about $8 million in local matching funds.

Renovation in New York Neighborhoods. We will soon announce that about 500 blighted apartment units in three New York City neighborhoods will be renovated for rental and sale to low and moderate income residents under an experimental program in multifamily urban housing restoration. The neighborhoods are Morris Heights in the South Bronx, Clinton on Manhattan's West Side, and Crown Heights in Central Brooklyn.

Victory on Solar Bank Bill. The House Subcommittee on Housing and Community Development has reported a version of the Solar Energy Development Bank bill which closely parallels the Administration's proposals. A provision to make financing available from the windfall profits tax is a significant victory for the Administration. In another legislative development, S.J. Res. 105, which you signed on September 28, extends until November 1 of this year Federal Housing Administration mortgage insurance and other expiring HUD program authorities. We expect deliberations by the conferees on the Housing and Community Development Amendments Act of 1979 to be completed prior to expiration of the extending resolution.

Presenting the Positive Side. I am making a special effort in all public appearances to emphasize the many accomplishments of this Administration, particularly in the areas of housing and community development. I have also opened up some HUD principal staff meetings to a larger group of high level employees and am encouraging frank discussions about how we can better inform the public of the positive aspects of HUD's work in building better communities.
MEMORANDUM FOR THE PRESIDENT

FROM: Gus Speth
Jane Yarn

SUBJECT: Weekly Report

Nuclear Non-Proliferation Policy, Post-INFCE. Chairman Zablocki and subcommittee chairman Bingham have written you raising concerns regarding possible changes in the non-proliferation policy you established in April, 1977, and have reaffirmed several times since. A key portion of their letter is as follows:

"We believe the non-proliferation policies articulated by you two and a half years ago have the potential for becoming a legacy of enormous importance. It would therefore be unfortunate if, out of a mistaken sense of bureaucratic urgency, or the temptation to sacrifice substance for harmony, these policies were allowed to erode into less even than a shadow of their former selves."

Similar concerns are raised in a recent Pan Heuristics report by Harry Rowen and Albert Wohlstetter on implementation of your 1977 policy. A copy of the letter and the report are attached. I would second the Zablocki-Bingham recommendation that we pause to consider systematically the pros and cons of the various post-INFCE options.

Tellico Decision Aftermath. Despite our efforts and those of others to convey the difficult tradeoffs in your decision not to veto the Water Resources Appropriations bill, the reaction appears to run very deep in the environmental community. In order that we move as soon as possible to begin rebuilding our bridges with this constituency, I will be discussing with Stu next week a list of recommended actions.

Endangered Species Act. Your commitment to ensure reauthorization of the Endangered Species Act has resulted in a coordinated White House effort well in advance of the House floor debate, which may come late next week. CEQ is hosting regular meetings with Congressional Liaison and Domestic Policy staffs and environmental groups to ensure that a joint strategy is pursued.

Strip Mining Act. CEQ is also hosting the Administration strategy meetings attended by White House, Interior and EPA staffs to prevent weakening of the Surface Mining and Reclamation Act in the House, in light of the adverse Senate amendments last month. We are joined for part of these meetings by environmental lobbyists. As you know, the Senate action is deeply troubling and, if the House makes similar amendments, the Act will be greatly weakened. It may be necessary to threaten to veto the amendments.
MEMORANDUM TO THE PRESIDENT

Attention: Rick Hutcheson
Staff Secretary

FROM: Graciela (Grace) Olivarez
Director
Community Services Administration


Inspector General Confirmed

The Senate has just confirmed your nominee, Frankie Muse Freeman, for Inspector General at the Community Services Administration (CSA). Ms. Freeman is from St. Louis, Mo., and has been a commissioner on the Civil Rights Commission since 1964.

Energy Guides for Communities and Individuals

The attached booklets, "Community Planning for Home Heating Emergencies" and "No More Heat? A Self-Help Booklet," have just been approved for publication. They are to be published next week and then distributed to all Community Action Agencies to help poor people plan to meet this winter's energy problems.

Attachments
MEMORANDUM FOR: THE PRESIDENT
FROM: CHARLES W. DUNCAN, JR.
SUBJECT: Weekly Activity Report
October 1 - 5, 1979

1. Home heating oil: There were 227 million barrels of middle distillate in primary storage as of last Friday. The secondary and tertiary storage picture is difficult to determine, but does not appear to be substantially below last year's levels. We should meet the 240 million barrel target next week (although the data will not reflect that until the following week). Our achievement of the target should be emphasized to the public as some believe the target has impeded movement of product to secondary and tertiary storage.

2. Emergency management: The Middle Distillate Management Group is organized and underway. The Group is operated and staffed by DoE under my direction, and includes representatives of other agencies. Readiness meetings with state and local officials have been held in the Mid-West (Kansas City) and the Northeast (Boston). The Far West (San Francisco) is scheduled for mid-October. We are in a reasonably good position to manage spot shortages but this mechanism cannot handle major supply disruptions.

3. Southern governors meeting. I met on Tuesday with 14 governors to discuss energy issues. They were concerned primarily with energy regulatory issues and the substantial problems caused by what they perceive to be a regulatory morass. In my judgment the governors and the public are unclear as to the division of responsibility between DoE and the regulatory agencies. They are equally unclear as to the substantive accomplishments of DoE components not in the regulatory field. We will be including more material in our public statements and public information activities designed to improve the understanding of DoE's role and its achievements.
4. Utility coal conversion and oil backout: We are completing work on an initial list of near-term conversions of major utilities to coal. My objective is to maximize DoE activity in this area. I will have a proposal on utility oil backout legislation (a longer term solution) for your approval shortly. We are consulting widely with the utility and coal industries, with the Department of Transportation, EPA, with other sources before making our recommendation. Careful preparation is essential in this area.

5. Transportation-Energy cooperation: I met this week with Secretary Goldschmidt to discuss better cooperative efforts between DoE and DoT. There are a number of kinds of projects, particularly in conservation and coal conversion, where we can multiply our effectiveness if we work closely together. We have an agenda for the near-term.

6. Conservation legislation: I am working through the Executive Council of the Energy Coordinating Committee to get a legislative compromise on the various weatherization proposals that have emerged from the Congress. We have set a $6 billion funding limit over 10 years and I have appointed a single manager for the negotiations with Congressional staff.

7. International meetings. I have had the following meetings:

   (10/1) David Howell, Secretary of Energy, United Kingdom
   (10/1) Carlos Bustelo, Industry and Energy Minister, Spain
   (10/3) Premier Lougheed, Alberta, Canada
   (10/4) Fernand Spaak, Head of Delegation of the Commission of the European Communities
   (10/4) Volker Hauff, Federal Minister for Research and Technology, Federal Republic of Germany

[Signature]
October 5, 1979

MEMORANDUM FOR THE PRESIDENT

FROM: SECRETARY OF LABOR

SUBJECT: MAJOR DEPARTMENTAL ACTIVITIES

OCTOBER 1 - 5

BUILDING SUPPORT FOR THE ADMINISTRATION WITH ORGANIZED LABOR. FOR THE PAST TWO MONTHS AND FOR THE FORESEEABLE FUTURE, I HAVE AND WILL SPEND AT LEAST HALF OF MY TIME STRENGTHENING OUR RELATIONS WITH ORGANIZED LABOR. THIS EFFORT HAS BEEN COORDINATED WITH THE CAMPAIGN COMMITTEE AND THE WHITE HOUSE STAFF. I BELIEVE WE HAVE MADE SUBSTANTIAL PROGRESS WITH LABOR AND THE NATIONAL ACCORD WILL CONTRIBUTE IMMENSELY TO OUR RELATIONS.
MEMORANDUM TO THE PRESIDENT

THROUGH Rick Hutcheson
Staff Secretary

SUBJECT: Weekly Report

NEW HAMPSHIRE. I spent two days in Vermont and New Hampshire this week. You couldn't find anyone better than Gallen to run things in the northeast. He has his own well-run organization, separate from the atrophied party, and understands the difference between Boston and the rest of the area and can plug our accomplishments without being heavy-handed.

CORN. Corn prices reached the release level from the farmer-owned reserve this week. (For the second time this year.) All commodities in the reserve are now either in the release or call status. Corn prices will be reviewed November 30 to determine if the release status should continue.

BOB BERGLAND
MEMORANDUM FOR THE PRESIDENT

FROM: ALFRED E. KAHN

SUBJECT: Weekly Activities Summary

Accord and Second Year Program

Much of this past week was devoted to public explanation of the accord and the second year program. I appeared on "Good Morning, America" and have given an extensive series of press interviews; we have sent out a series of mailings; and are planning a series of briefings for out-of-town business people and labor leaders in which you may wish to take part.

In addition, we are spending a great deal of time developing candidates and making administrative and other arrangements for the advisory committees, and we'll be reporting to you on this presently.

Energy

We are continuing to review refiner prices and have asked DOE to provide the information we need to review the company submissions.

My staff is also working on several parts of your energy legislative package -- with Frank Moore's staff to keep track of the low income energy assistance program, and with DOE to reprogram conservation money so that it may be distributed effectively this winter. We plan to stress the role of energy conservation in the anti-inflation program, as the kind of thing we and consumers can do to cushion the shock of exploding energy prices.

Trucking

I testified on your trucking deregulation bill at field hearings in Harrisburg, Pennsylvania, Thursday and emphasized its integral role in our anti-inflation program.
October 5, 1979

MEMORANDUM FOR THE PRESIDENT

THROUGH: Rick Hutcheson, Staff Secretary

FROM: Neil Goldschmidt

SUBJECT: Significant Issues for the Week of October 1

Rock Island Line - Legal barriers raised by the Rock Island Trustee have been resolved and labor officials have announced that Rock Island employees are ready to return to work. Service over Rock Island's lines under the Interstate Commerce Commission's directed service order is expected to resume over the weekend beginning October 5. On October 10 the Reorganization Court will hear the creditors' petition to require the Trustee to file a liquidation plan. DOT will work with the Department of Agriculture, shippers, and the states in support of a rapid reorganization.

Milwaukee Railroad - As a result of legal actions, there will be an embargo of service on the Milwaukee lines by November 1. We have supported an embargo and reorganization of the Milwaukee into a midwest core system. However, Congress may act to keep the entire Milwaukee system intact until at least November 30, 1979.

Trucking Deregulation - I testified before the Senate Commerce Committee that trucking services to rural areas and small towns, which is a major concern of the Committee, will improve if economic regulation of the trucking industry is relaxed. The testimony appeared to be well received.

Chicago Interstate Withdrawal - On October 2, DOT staff joined Chicago Mayor Byrne and Illinois Governor Thompson in Chicago to announce the Federal approval of withdrawal of the Crosstown Expressway. This will allow a shift of more than $1 billion in federal funds to other transit and highway projects. The cooperation of the Administration in this action was hailed by Mayor Byrne and Governor Thompson.

Independent Truckers - Rumors of a work stoppage have dissipated. The Ad hoc Working Party on Truck Owner-Operator Problems has reviewed the report that I will be sending to you later this month and appears sufficiently satisfied that they will work to ward off any strike sentiments.
Century Freeway, I-105 - I will be in Los Angeles on October 11 with HUD Secretary Landrieu to announce settlement of the long-standing dispute over the Century Freeway. That same day a Federal judge should approve settlement of pending legal issues raised by local community organizations. The settlement includes a bus and carpool transitway, relocation or reconstruction of 4200 units of housing that will be taken by the project, and extensive public participation.

The housing program is the largest undertaken in the Los Angeles basin and is an unprecedented use of Federal-aid highway funds to mitigate the impacts of an urban freeway. It is an important step in support of your Urban Initiative.

Amtrak - The Senate defeated an amendment to the Continuing Resolution which would have blocked restructuring of Amtrak routes. Four Amtrak trains slated for discontinuance are presently running under court order.

Amtrak Accident - An Amtrak train derailed in Lawrence, Kansas as a result of excessive speed. Two Amtrak employees were killed, two people are in serious condition, and 38 required hospitalization. DOT staff is assisting the National Transportation Safety Board in an investigation.
Principal Activities of the Department of Justice for the Week of September 29 through October 5, 1979

1. Personnel

Richard L. Levine was sworn in as Director of the Executive Office for United States Trustees. Mr. Levine will supervise the program established by Congress in the Bankruptcy Reform Act of 1978.

2. Judicial Selection

There are currently 102 federal judgeship vacancies (71 under the new law and 31 regular vacancies). The President has signed off on 77 candidates for these vacancies and they are in various stages of the selection and nomination process. This leaves 25 vacancies (12 under the new law and 13 under regular vacancies) not yet presented to the President. Of the 77 candidates, 30 are pending at the Senate (25 under the new law and 5 under regular vacancies), 8 are pending at the White House (4 under the new law and 4 under regular vacancies), with the remainder still under evaluation. The Senate during this Congress has confirmed 93 judicial appointments (81 under the new law and 12 under regular vacancies).

3. Papal Visit

Federal District Judge Oliver Gasch dismissed a suit, brought by Madalyn Murray O'Hair, which sought to block the mass by Pope John Paul II on the Mall this Sunday. O'Hair has appealed to the U.S. Court of Appeals for the District of Columbia, which will hear the case at 10:30 this morning. O'Hair is expected to seek review by the Supreme Court in the event relief is denied by the Court of Appeals.

4. American Conservative Union v. Carter

Plaintiffs, including nine Senators and Congressmen, have filed suit against President Carter, Secretary of State Vance, the Director of the Arms Control and Disarmament Agency and Secretary of the Treasury Miller, contending that congressionally appropriated funds have been wrongfully spent to lobby the Senate in favor of the SALT II treaty.

The Seventh Circuit granted the motion of the United States to remand this case to the District Court for appropriate proceedings concerning protection of the documents filed in the Government's effort to prevent the publication of the article entitled "The H-Bomb Secret". It thereby effectively rejected the Progressive's motion for immediate release of those documents.

6. Houston Police Case

In an en banc decision, the U.S. Court of Appeals for the Fifth Circuit granted the Department's request and struck down as illegal suspended sentences, with probation, that were imposed on three former police officers. The three were convicted last year of violating the civil rights of a Mexican-American who was drowned in a local bayou. The Department argued, and the Court agreed, that the law under which the officers were sentenced did not permit mere probation as an alternative to incarceration.

7. Rock Island Railroad

The Department has been working closely with the White House Counsel's office to seek the issuance of a directed service order requiring the Kansas City Terminal Company to assume service on the Rock Island system. On September 24, the ICC issued that order, and yesterday the District Judge in Chicago ruled that he had no objections.

8. Hazardous Waste Control

The Land and Natural Resources Division of the Department has been reorganized to strengthen the enforcement of hazardous waste control and wildlife protection laws. Angus Macbeth has been appointed to the new position of Deputy Assistant Attorney General with responsibility for two new sections of the Division, the Hazardous Waste Section and the Wildlife Section.

9. Social Security Card Fraud

On September 14, sentences of 30 months followed by 5 years probation were handed down in Los Angeles against a retired policeman and an ex-convict for their part in a $1.1 million scheme in which an estimated 77,000 false social security cards were obtained for illegal aliens. A court reporter and a Social Security Administration employee were also sentenced.
October 5, 1979

MEMORANDUM FOR RICK HUTCHESON
Staff Secretary
The White House

FROM: Homer E. Moyer, Jr.
Counsellor to the Secretary

Secretary Kreps has no items to report to the President for this week.
October 5, 1979

REPORT TO THE PRESIDENT

FROM: Douglas M. Costle

This week there were no items of significant importance to bring to your attention.
The President
The White House
Washington, D.C.

Dear Mr. President:

We understand that US officials are moving forward with plans to table non-proliferation proposals abroad which have not yet been appropriately contrasted with other competing alternatives and upon which we ourselves have not yet been consulted. We believe that such a step would be decidedly premature and we, therefore, respectfully urge you to assure a pause during which a wider array of post-INFCE options can be systematically considered and the necessary backing developed.

We make this request having long supported your imaginative and determined efforts to control the spread of nuclear arms. Like you, we believe that such a spread would pose enormous problems for this country, complicating U.S. interests abroad in ways that are only now beginning to be understood. For example, proliferation would severely complicate U.S. efforts to protect sea lanes essential to oil transportation; would divert the already taxed military resources of Europe and the United States; and would, in general, elevate tension in regions of critical, political importance. These are points which ought not be lost sight of by our friends in Europe and Japan as we draw together to discuss ways of assuring energy security for the free world.

We understand of course the need - in preparation for next year's termination of INFCE - to find ways to harmonize U.S. nuclear export and non-proliferation policy with that of other cooperating countries. The problem as we see it is to achieve such harmony - which is not after all an end in itself - without doing violence to the central tenets of existing U.S. policy. In this connection, we have been impressed to learn in recent days of the emergence of a number of constructive proposals for compromise, some of which were formulated in response to specific Executive Branch requests.
We believe that it is essential that these alternatives - to which we ourselves hope shortly to contribute - be explicitly examined along with the options already under review within the government. Proposals that will in effect govern the shape of international nuclear policy for decades to come deserve the clearest, widest, and most deliberate evaluation possible. Nothing could be more damaging to the U.S. position than to have tentative proposals circulated today only to be withdrawn and modified tomorrow, owing to conflict and the lack of Congressional support. This would harden the belief that U.S. nuclear policy is hopelessly erratic and, therefore, undependable.

Since the enactment of the Non-Proliferation Act, we have tried to be generously responsive to a wide variety of the Administration's nuclear related requests - from fuel exports to India to the extension of the Tokai Mura reprocessing agreement with Japan. In short we have accepted the need for flexibility and compromise in the interest of promoting a more secure post-INFCE world. The specific content of U.S. post-INFCE policy, however, concerns us greatly, and we believe it is only fair that we have an opportunity to react to the details - not just the suggestive highlights - of this policy before it is tabled abroad.

We believe the non-proliferation policies articulated by you two and a half years ago have the potential for becoming a legacy of enormous importance. It would therefore be unfortunate if, out of a mistaken sense of bureaucratic urgency, or the temptation to sacrifice substance for harmony, these policies were allowed to erode into less even than a shadow of their former selves.

Sincerely,

Jonathan B. Bingham
Chairman
Subcommittee on International Economic Policy and Trade

Clement J. Zablocki
Chairman
COMMUNITY PLANNING
FOR HOME HEATING EMERGENCIES

COMMUNITY SERVICES ADMINISTRATION
NO MORE HEAT?
A SELF-HELP BOOKLET!

COMMUNITY SERVICES ADMINISTRATION