

"YOUR STATE GOVERNMENT - THE EXECUTIVE DEPARTMENT"

The Governor will announce that he is beginning a series of 15 weekly programs, each devoted to a separate department of state government, with the first one dealing with his own office.

GOVERNOR MEYNER:

My immediate staff numbers 18 employees and our budget, which includes my own salary and expenses, is \$172,595.22. The salaries of my legal staff are not included. They come under the budget of the attorney-general. (CAMERA WILL PICK UP THE ORGANIZATION CHART)

In addition to my personal secretary who supervises the office routine, the work of the office falls into four general areas. These are covered by my secretary, my executive assistant, my press secretary and my personal counsel. My office also relates directly to the 14 executive departments which I will be describing in future programs of this series. Through them I am in ^{touch} ~~touch~~ with the various commissions and interstate agencies such as the Port of New York Authority, the Waterfront Commission and the like. We also work with a number of federal agencies on activities like highway-building, health and welfare. (FLIP 1). All this keeps a steady stream of paperwork coming across the desk in the inner office which I use as a quiet study.

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Now, I would like you to meet my personal secretary, Mrs. Dorothy Smith, of Phillipsburg. Mrs. Smith has been with me for 20 years and was my secretary when I had my private law office. Mrs. Smith, will you tell our audience about your job?

DOROTHY: Well, Governor, here are some typical invitations that come into the office every day. (OPENS 1 INVITATION). Here's a group of girl scouts who want to have you address them when they visit the State House next week.

GOVERNOR: I think that can be arranged. I enjoy these young visitors, especially the questions they put to me. I'm impressed by their knowledge and interest in state government.

DOROTHY: I will have Miss Dolan (FLIP 2) check your calendar for that day and prepare a letter for your signature.

DOROTHY: The mail runs awfully heavy Governor. When the sacks arrive at the office, they are opened (FLIP 3 - SHOWS THREE GIRLS IN FILE ROOM) by the file room staff. These three girls also have the work of keeping track of the thousands of letters, papers, state documents and reports that flow through the office. (FLIP 4) After the mail has been sorted and distributed, our stenographers' pool goes to work on getting the answers out. (FLIP 5 - SHOWS STENO POOL)

GOVERNOR: Do you have any figures on the volume?

DOROTHY: Yes, Governor, etc.....(winding up on mail count)..... And that doesn't include the mail you're getting directly at Morven. The number of telephone calls keeps going up, too. Mrs. McGowan can tell you about that.

(MORE)

1-11-57
Richard K. ...
...

GOVERNOR: Yes, This is Mrs. Katherine McGowan, of Franklin Park, who operates the switchboard in the Governor's Office. Mrs. McGowan has been a state employee for more than 13 years and has the reputation hereabouts of being something of a wizard at handling a really trying job. Tell us something about your work, Mrs. McGowan.

MRS. MCGOWAN: You're a much-sought-after man, Governor. That switchboard goes all day. Everybody with a problem, it seems, wants to speak to you directly. Of course, if I put everybody through, you would do nothing all day but answer the phone. I make an effort to learn what the caller wants and to channel the call to the proper staff member or state agency. We get some strange requests. (ILLUSTRATE WITH STRANGE REQUEST). This was one of _____ calls that came to my board this week.

GOVERNOR: Thank you, Mrs. McGowan and Mrs. Smith. Now I would like to present my executive secretary, Brendan T. Byrne, of West Orange, an attorney who came to this position last year from the counsel's staff. Brendan, tell us something about your duties.

BRENDAN: Well for one thing, Governor, I am the keeper of the Governor's seal, the one you see at the bottom of official documents... But there's a lot more to it than that. I, etc......

I am in charge of keeping your schedule on schedule. I'm the man who casts the withering look at callers who are over-staying. I also try to squeeze in on short notice individuals and groups who drop by. (FLIP 6 - TWO PICTURES OF GOV. ADDRESSING STUDENTS).

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Handwritten notes and scribbles at the bottom of the page.

GOVERNOR: Yes, last year we had more than 15,000 school children in the office. They make a tour of the State House (FLIP 7) under the guidance of a state policeman and the tour usually ends in the big reception room outside my office. I speak briefly to the children and, as I said before, answer their questions.

BRENDAN: ^{5:00 PM - on 35} Also, Governor, there are many people who drop by -- casual visitors and tourists, people with problems for state agencies and so on. Very often they talk with Ira Daniels, your executive aide.

eggs (FLIP 8). Ira, who lives in Trenton, has been with you since your inauguration. He handles a ton of other chores around the office, too. Ira handles our supplies, runs the duplicating machine, and helps out in many ways.

GOVERNOR: What happens in the case of a caller who can't be squeezed in. We must have plenty of those.

BRENDAN: The chances are very good, Governor, that such a caller would be referred to Ray Male.

GOVERNOR: Well, then, let's meet Ray. Raymond F. Male, my executive assistant, who lives in Princeton, has been with me since my election and he had 9 years of state service before that. Let's hear about your work, Ray.

MALE: I think of myself as a kind of utility infielder, Governor. No two days are ever alike. One day I might be meeting with some of the businessmen you have invited to make suggestions on improving state operations. Another day I might be working with members of the Cabinet. Maybe the proper description is "troubleshooter".

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GOVERNOR: (FILL-IN HERE ON RAY'S JOB).

MALE: One of the things I've enjoyed over the three years has been working with you on the weekly television and radio reports. The biggest burden of this, of course, rests with my office neighbor, John Farley, your press secretary.

GOVERNOR: Yes. John Farley, who lives in Paterson, came to us only a few months ago from the Passaic-Clifton Herald-News. John, you have had more than 20 years' experience in the newspaper business. How do you like government and what are your functions?

FARLEY: I like it fine, Governor, etc.

I am your contact with the resident newspapermen who cover the state house regularly and the many other writers who work there occasionally. For the daily newspapers (FLIP 9 - PRESS CONFERENCE PHOTO) we have press conferences twice a week, for the afternoon papers on Tuesday morning and for the AM's Thursday afternoon. (FLIP 10). We have a once-a-month press conference for editors and reporters from the weeklies, and then there are the special conferences, too.

GOVERNOR: Yes, those special conferences are called in quite a hurry, aren't they? How do you manage to notify reporters scattered all over, in five minutes?

FARLEY: That's impossible, Governor. And when we have something impossible to do, we call on Mrs. McGowan. (FLIP 11 - PHOTO OF SWITCHBOARD).

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KOLOVSKY & THOMPSON (AT DESK) -

GOVERNOR: Now I would like you to meet my legal staff. To my immediate right is Harold Kolovsky, of North Bergen. Harold, my personal counsel, has been an attorney for _____ years. He helped clean up the mess in Bergen County in 1954 and he is also New Jersey's representative on the Waterfront Commission. Because of this latter position, he serves me as personal counsel without pay. And to Harold's right is David C. Thompson, of Glen Ridge, my assistant personal counsel. Dave has been with me since January of 1957. Now will you gentlemen tell us how the legal staff fits into this picture.

KOLOVSKY, THOMPSON, etc.