May 19, 1930

Richard B. Dillehunt, M. D., Dean
University of Oregon Medical School
Marquam Hill
Portland, Oregon

Dear Doctor Dillehunt:

For your information I am enclosing herewith a letter from Miss Cecil L. Schreyer with a copy of my reply.

I have conferred with Miss Pritchard and Miss Starkweather, and Miss Starkweather has agreed to substitute for Miss Schreyer during her absence. Miss Starkweather will assume responsibility June 1, 1930, and will receive Miss Schreyer's salary during the time she is serving in this capacity.

I trust these arrangements meet with your approval.

Very truly yours,

Grace Phelps, R. N.
Director of Nursing

GP:FM
Enc. (2)
Peoples Institute and Portland Free Dispensary

Free Dispensary Nursing Service

Miss Cecil Schreyer, Supervising Nurse on leave of absence for six months, from June first.

Miss Mary Starkweather, First Assistant Nurse to take Miss Schreyer's place for six months, from June 1, 1930.

Miss Josephine Sullivan to take Miss Starkweather's place as First Assistant Nurse for six months, from June 1, 1930.

Miss Marian Purcell to have charge of Physiotherapy work from June 1, 1930 to Sept 1, 1930 or until Miss Spragg returns.

Miss Harriet Baughman engaged as regular nurse for six months from June 1, 1930.
PEOPLES INSTITUTE AND PORTLAND FREE DISPENSARY

Nursing Service from March 1, 1930

Mrs. Marian Parsell began her service March 1, 1930. Served on general duty to March 31, in Miss Schreyer's absence. Served in Physical Therapy from April 14 to April 25, inclusive. Returned May 15 to serve in Physical Therapy and engaged to serve until Miss Spragg's return.

Miss M. Thoener began service in Physical Therapy, April 25, and served to May 14, noon, on ½ day service.

Miss Harriet Baughman began service April 25, served to May 15 on ½ day service, general duty.

Miss Schreyer returned April 1 and served until noon April 22.

Miss Quam took Miss Schreyer's place at noon April 22 and served to May 3, inclusive, full time service.

Miss Bertha Evans came on service for Miss Schreyer, May 5, and served to May 15, full time service.

Miss Baughman began full time service on May 15, engaged for six months or until Miss Schreyer's return.

Miss Schreyer expected to draw her salary for two months, April and May, and to pay her substitutes for that time.