

June 25, 1968

Mr. Stephen Root
Organization Unit
New York City Community Mental
Health Board
93 Worth Street
New York, New York

Dear Mr. Root:

I am writing at the request of Miss Fimi Zolas who is applying for a position with your organization. I have know Miss Zolas for more than a year and she has served as the coordinator of the Mental Health Clinic at Metropolitan Hospital. Following the resignation of the Clinic Director in January 1967, I assumed responsibility for the clinic operation. Since I had a prior commitment in the development in the research and training programs in psychopharmacology, I requested the assistance of an administrative officer to coordinate the treatment and teaching activities of the clinic. Miss Zolas was recommended by the executive officer of the Department and I have been pleased with her service since.

During the past year, the clinic has been reorganized so that the drop-out rate has been reduced significantly, the waiting time for patients has been minimized, and the record keeping of the unit has been completely overhauled. At the time that Miss Zolas assumed responsibility, we had no accurate count of the patients in treatment, the records were very incomplete, and we were faced with one crisis after another. Miss Zolas accepted

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the responsibility of reorganizing the record keeping, providing a better system for appointments and follow-up and in establishing improved relations with other units within the Department. In each of these efforts, she has succeeded and her work has made possible the development of a very active research and treatment program within the Mental Health Clinic.

With further development of the Community Mental Health Center, a combination of the Mental Health Clinic and the Walk-In Clinic has been entertained. In this reorganization, I would relinquish the supervision of the Mental Health Clinic and Miss Zolas has indicated that the new structure does not provide the same administrative opportunity that the present clinic does.

In her relations with the staff of the Clinic, the patients and with myself, I have always found her affable, friendly, courteous, and diplomatic. She is well liked by the staff and instills a feeling of confidence in the patients. In her supervision of the social workers of the clinic, she has enhanced their growth and improved their participation in the clinical care of patients as well as in our conferences. In one special, that of research, she has taken an interest and provided enthusiastic assistance so that our present programs have been enhanced.

I regret that she has decided to seek another position, for her association in this unit has been most useful to me and the present improved efficiency of the Mental Health Clinic is largely the results of her efforts.

Sincerely yours,

Max Fink, M.D.
Professor of Psychiatry

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