

CAMBRIDGE STATE SCHOOL AND HOSPITAL
ADMINISTRATIVE STAFF MEETING MINUTES

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May 10, 1966

Mrs. Heath announced that Cottage 4 will have an Open House on Wednesday, May 10th from 1:00 to 4:00 p.m. They would like to show some of the things the residents are making. Their main project has been sewing. Everyone is invited to the Open House and coffee will be served.

On the 19th and 20th of May, representatives from the Ochs Insurance Agency will be here at Cambridge to contact all employees about the new Insurance Plan which goes into effect on July 1st. More information will be sent out as soon as it is received, regarding the coverage. We ask that everyone study this information carefully so that you will be familiar with what coverage you want when the representatives contact you. The basic plan for which the State will now pay the premium will be as follows on each individual employee: \$5000 life insurance; Full comprehensive hospitalization with Blue Cross; and surgical and major medical coverage with Blue Shield. Any coverage for additional members of the family will be explained also.

Mr. Synstelien announced that \$287.07 has been collected here at the hospital for the Dr. Adkins Memorial Fund. If there is any more to be turned in, please get it to Mr. Synstelien today or tomorrow and he will then contact Mrs. Adkins about it. If anyone has suggestions regarding the use of this Fund, please turn them in to Mr. Synstelien as well.

The Housekeeping Personnel have purchased two trees in memory of Dr. Adkins. They will be planted in front of McBroom Hall at a ceremony on Friday, May 13th, at 2:00 p.m. Everyone is invited and following this refreshments will be served in the McBroom Reception Room.

Also, on Friday, May 13th, the Southwest High School Band will give a concert in the auditorium at 1:30 p.m.

The Humane Practices Committee for the Institution is now being organized for the Hospital with Gary Alberg as Chairman. The other members of the committee are: Condid Lindell, Dietary; Noreen Jenison, Cottage 2; Ruth Jendro, Cottage 9, Glenn Wood, Finance; Bud Anderson, Maintenance; Jessie Erickson, Infirmary; Betty Peterson, McBroom; and Nancy Helgeson, Social Service.

Dr. Vail and Mr. Lucero will be here tomorrow. They will be meeting with Dr. Gaillitis, John Stocking, and Gary Alberg, and will probably be visiting some of the same cottage visited last time they were here, and may wish to talk to some of the cottage personnel.

No further business the meeting adjourned.

PERSONNEL STATISTICS AS OF MAY 1st:

<u>Psych. Tech. I</u>	<u>Psych. Tech. II</u>	<u>R.N.'s</u>
268 Positions to hire on	50 Positions to hire on	27 Complement
216 Permanently hired	46 Permanently hired	23 Hired
35 Trainees	4 Vacancies	
17 Vacancies		
251 Total hired		

<u>Class</u>	<u>Salary</u>	<u>Closing Date</u>
Rehabilitation Consultant	\$616 - \$751 Monthly	May 11, 1966
Asst. Director-Hunting Safety	\$7104 - \$8664 Annually	May 11, 1966
Engineering Aide II	\$450 - \$547 Monthly	May 13, 1966
Mining Aide I	\$370 - \$450 Monthly	May 18, 1966
Tax Research & Planning Director	\$9744 - \$11,856 Annually	Until further notice
Manpower Training Act Director	\$10,956 - \$13,344 Annually	Until further notice
Education Special Programs Assistant Director	\$9744, - \$11,856 Annually	Until further notice

FOR INFORMATION REGARDING HOSPITAL SERVICE ASSISTANT, SEE REVERSE SIDE OF THIS SHEET!

HOSPITAL SERVICE ASSISTANT

The duties and responsibilities of the Hospital Service Assistant, as they apply to Cambridge State School and Hospital are as follows:

"The Hospital Service Assistant is responsible to organize, coordinate and direct those administrative duties in the Nursing Department which are directly related to Nursing Care Areas and the care of residents in those areas.

"Function: In general, their function will be to facilitate the utilization by the Nursing Service of the services of other departments, such as dietary, supply, volunteer services, housekeeping, maintenance, etc. They will participate with the Nursing Department in planning for implementing of specific longer term goals of the hospital relative to Maintenance, Construction, replacement of supplies and equipment, etc.

"They will be responsible for the functions of the clothing room and supervision of the employees in that department. This involves requisitioning, distribution, records, and replacement of clothing. They will be responsible for the scheduling and assignment of auxiliary nursing personnel and participate in evaluation of the over-all job performance of same.

"They will be responsible for the transportation of patients to on-campus and off-campus activities, and to provide whatever supervision is necessary at these activities. They will be responsible to receive requests for supplies, repairs, etc., and approve same. They will make quarterly estimates of the supplies and equipment for patient care areas and participate in preparing budget requests for the biennium.

"Working Environment: Will work out of the Nursing Service office and will be required to make frequent, regular visits to all nursing areas."

Pay Scale: \$385 - \$468 monthly.

CAMBRIDGE STATE SCHOOL AND HOSPITAL - MINNESOTA

ADMINISTRATIVE STAFF MINUTES

September 14, 1965

Norbert Johnson announced that Psychiatric Technician II applications must be in the Personnel Office by this afternoon, September 14th. The test will be given at the Cambridge High School on September 25, 1965.

A reminder that all time sheets are due in the Personnel Office on Wednesday morning by 9 a.m.

The Industrial Banquet was mentioned. Mrs. Whalin asked that plans be started soon if there is to be one.

Mr. Stocking read a memo from Dr. Vail regarding Accreditation of the Hospitals for the retarded. Dr. Vail will be at Cambridge on September 21st in regard to this.

Flu vaccine will be given to employees on September 20, 21, and 22, from 1:00 to 4:00 p.m. To be given in the infirmary, in Mrs. Dahlin's office across from the x-ray room. Charge is 50¢ to all employees.

A reminder to everyone to send in their Credit Union Ballots today regarding the re-opening. Mr. Berg also announced that there will be a Credit Union Meeting on Friday evening, September 24th, at Northrup Auditorium at the University. All members are urged to attend as this will be the same as an Annual Meeting and a new Board of Directors, Credit Committee, and Supervisory Committee will be elected by the membership present to serve for one year. State Employees Council 6 is drafting a slate of candidates for these positions, and this will be presented at the meeting on the 24th. This list will also be published in the Public Employee Paper, and if these papers have not been mailed out they will be distributed at the meeting. Every Credit Union Member is urged to attend the meeting on the 24th as this is vital to the re-opening of the Credit Union. Plans now are that it will be re-opened either Friday, October 1, or Monday, October 4th.

The Rehab Dept. is now making out the various lists of patients for off-campus activities. The nursing personnel on the wards is responsible for doing any necessary checking with the doctor regarding patient's condition, medication, etc., before the names are turned in to the Rehab. Dept. Nursing brought out that more time will be needed for the cottage to get the list ready. For example, last week they got a notice at noon to have a list the next morning, and this is not enough time.

At the last Administrative Staff, August 31, 1965, there was a lengthy discussion regarding staff-patient ratio in the cottages; new positions granted by the Legislature, etc. It was explained that even though the Legislature granted 45 new Technician positions, they did not allot enough money to hire all of these people. Today Mr. Stocking discussed some of the problems that the hospital encounters in trying to fill old vacant positions as well as the new positions. One of the main problems is recruitment and finding people who are available.

Mr. Johnson went over the procedures that must be followed in filling a vacant position for any state department. For Psychiatric Technician Trainees, the following steps are taken: First of all we have been placing ads in the local papers for additional help. When applicants come to the hospital looking for work they are given a written test. If they pass this test they are called in for an oral interview. If they pass this interview and are accepted they are scheduled for a physical examination, and if they pass this they report for work. It should also be pointed out many of the applicants (even though they would pass all the steps) do not report for work for one reason or another.

A different procedure is followed for filling other positions (which includes Psychiatric Technician I). This is as follows: First, a personnel requisition is made out which defines the duties of the position to be filled. The duties are defined by the Personnel Officer and Department Head. This is then sent to the Department of Public Welfare who checks it and then forwards it to the Civil Service Department. There the duties are reviewed and if they are correct for the position requested, they will send a list of eligible people back to the hospital. These people are then contacted and asked to come for an interview. After the interviews are completed, the person selected is scheduled for a physical, and after this is completed they will start work. This whole procedure takes time and usually, at best, will take about a month if it goes along without a hitch. (over)

Mrs. Sharon Erickson, R.N., then explained briefly the new 6-month In Service Training Program. This was set up by DPW on July 1, 1965. Each Technician Trainee is to have 800 hours of in-service education, which includes 265 hours of classroom training and 535 hours of planned clinical experience. Previously the program required about 150 hours of classroom training. Because of this greater number of hours, the Nursing Education staff has been increased to four, thus reducing our cottage supervisors by three. All Trainees spend their first two weeks in the classroom full-time, and for the remainder of the six months will spend one 8 hour period per week in class. There are 6 classes now in session, so hopefully, this should help the staff-patient ratio in the cottages soon.

There was a lengthy discussion about communications within the hospital. Again the Policy Memorandum regarding "COMMUNICATION OF SPECIAL PROBLEMS TO THE PROFESSIONAL STAFF COMMITTEE" was read. (Incidentally - this Policy Memorandum was attached to the staff minutes dated February 16, 1965.) Some members of the staff felt that if there are problems and complaints in certain areas the procedures of this policy should be followed. The following quote is from this Memorandum: "Anyone wishing to send such a memo should address it to the Professional Staff Committee and deposit it in the post office in the Administration Building." Also, "In order to handle these special situations, it will be the policy of the Professional Staff Committee to accept memos or notes from any employee concerning matters which he feels cannot be handled in the usual way. While we feel that these memos should be signed, if the circumstances seem to warrant it, we will consider unsigned memos as well."

It is now the policy that Official Hospital Policy Memoranda are distributed with the Administrative Staff minutes, and will always be on yellow paper. These are important matters and should be read by everyone.

There was also a discussion about patient-resident help, and the fact that the caliber of help has been getting poorer since so many people have been sent out on trial placements back in the community, etc.

No further business, the meeting adjourned.

PERSONNEL REPORT:

New Employees: Lawrence Erickson, Shoemaker; Marlys Stream, Clerk II; Dan Foley, LaVerle Schlipp, Russell Clemensen, and Jane Swedeen, Custodial Worker I's, part-time; and LeRoy Anderson, David Blosberg, Arlene Calander, Carola Edman, Iver Erickson, Verna Harmon, Beverly Huesmann, Beatrice Johnson, Catherine Macheledt, Jane Oelkers, Bonnie Oleen, Lorraine Radoush, Irene Roth, Stephen Schlemmer, and Martha Stoklasa, Psychiatric Technician Trainees.

Separations: Kristen Pauling and Audry LeMon, Custodial Wkr. I; Roger Newton, Patient Act. Ass't. I; Robert Lehrke, Psychologist II; Ronald Hansen, Bette Hansen, Jean DeVries, Joanne Hepola, Gennevieve Kollar, Daniel Debban, Rikki Rarick, Psychiatric Technician Trainees.

<u>CLASS</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Vocational Program Supervisor	\$8664 - \$10,536 Annually	Until Further Notice
Accountant II, III, IV (Promotional)	\$506-\$616; \$592-\$722; \$667-\$812	September 20, 1965
Prison Industries Foreman I	\$468 - \$569 Monthly	September 17, 1965
Insurance Examiner I	\$468 - \$569 Monthly	September 17, 1965
EDP Console Operator (Hwy. Dept.)	\$487 - \$592 Monthly	September 17, 1965
Appraiser II	\$592 - \$ 722 Monthly	September 17, 1965
Informational Writer II	\$506 - \$616 Monthly	September 24, 1965
Electronic Data Processing Program Supervisor (Dept. of Administration)	\$8664 - \$10,536 Annually	October 1, 1965
Employment Counselor I	\$487 - \$592 Monthly	Until Further Notice
Mining Engineer II	\$8328 - \$10,128 Annually	Until Further Notice
Crime Laboratory Analyst I	\$7392 - \$9012 Annually	Until Further Notice
Crime Laboratory Analyst II	\$8664 - \$10,536 Annually	Until Further Notice

Cambridge 55 + 17

ADMINISTRATIVE STAFF MEETING MINUTES

October 11, 1965

The Industrial Banquet will be on November 3, 1965. The theme this year is "Baseball." Fried chicken will be served. Notices asking for help on various committees will be going out. Mr. Bruce Potthoff, Personnel Director, was introduced to the group.

A new Psychiatric Technician Trainee class will be starting October 25th. We have had a number of applications. If you know of anyone who would be interested in working as a Psychiatric Trainee, check with the Personnel Office to see if there is a test to be given before October 25th.

In regard to the patients getting up and going to work early in the morning, we will continue the same with the patients being held back until the time specified on their job assignments. One reaction to this was reported and that was that some of the patients were upset because they could not go early.

Following is a comparative analysis of working patients at Cambridge State School and Hospital:

<u>September 15, 1961</u>	<u>August 1964</u>	<u>June 1965</u>
240 Trainee I	257 Trainee I	258 Trainee I
186 Trainee II	131 Trainee II	117 Trainee II
119 Trainee III	115 Trainee III	113 Trainee III
44 Trainee IV	80 Trainee IV	69 Trainee IV
<u>589 Trainees</u>	<u>583 Trainees</u>	<u>557 Trainees</u>
	9 Part Time Workers	22 Part time workers
	8 Special Trainees	12 Special Trainees
	<u>600 Total</u>	<u>591 Total</u>

<u>June 1962</u>	<u>March 1965</u>	<u>September 1965</u>
248 Trainee I	272 Trainee I	244 Trainee I
155 Trainee II	104 Trainee II	92 Trainee II
128 Trainee III	135 Trainee III	99 Trainee III
60 Trainee IV	68 Trainee IV	57 Trainee IV
<u>591 Trainees</u>	<u>579 Trainees</u>	<u>492 Trainees</u>
	27 Part time workers	35 Part time workers
	7 Special Trainees	15 Special Trainees
	<u>613 Total</u>	<u>542 Total</u>

<u>October 1963</u>
275 Trainee I
117 Trainee II
118 Trainee III
87 Trainee IV
<u>597 Trainees</u>

The Volunteer Recognition Ceremony will be held at 8:00 p.m., Thursday, October 14, 1965, in the Boswell Hall Recreation Room. George Grim will be here, as well as an entertainment group of Chippewa Indians. Everyone is invited to come, and a special invitation to all employee volunteers.

Dr. Adkins discussed the Cambridge-Moose Lake Project. In his discussion he pointed out that some of the Mental Hospitals, Rochester in particular, are expanding their services to the community. Some of the projects carried on at Rochester are: 1) Aldrich Memorial Nursery School; 2) Crippled Children's Services; 3) Olmsted County Welfare Department; 4) Rochester Olmsted County Mental Health Center; 5) S.E.M.A.C. Alcoholism Information Service; and 6) Re-Imbursement Office. The Cambridge-Moose Lake Project is based on the assumption that mental hospital in the future will be called upon to provide bed space and programs for those who in the past have been served by the state schools and hospitals. It seems that our effort should be to identify groups of individuals with common problems who can be dealt with in systematically developed programs which attempt to solve those problems.

The following is the question to be answered and the assumption on which this program is based: How can individuals previously hospitalized in institutions for the retarded be incorporated in the program of an institution for the mentally ill in a way that will give them the best chance of behavioral improvement, rehabilitation, and return to their home community? The assumption is that incorporation into unclassified (integrated) wards will produce a better chance of behavioral improvement, rehabilitation and return to the home community than incorporation into classified (designated) wards.

contd.

To meet the various areas of concern that are immediately apparent, the following sub-committees have been established. The Operations Committee has Dr. Vail as Chairman; Administrators and Medical Directors of Cambridge and Moose Lake; Dr. Bartman, Mrs. Ames, and Gary Alberg. Training Committee, of which Dr. Elvekrog is a member; the Research Committee under Dr. Gallese, Consultant Psychologist; and the Public Information Committee of which Norman Synsteliien is a member.

The Operations Committee met here at Cambridge last Wednesday. At this meeting the criteria for patients to be involved in the project was formulated. They are:

1. Amenability - those who will have a fighting chance to respond to the change in milieu, and for behavioral improvement, rehabilitation, and return to the community.
2. Ability to speak.
3. Behavior, ability, and attitudes for which psychiatric treatment would appear to be appropriate.
4. Ability to tolerate open hospital milieu.
5. Volition - Both parents and relatives must agree to this transfer.
6. Physical condition of patient must be reasonably good.
7. Receiving District in common with Moose Lake's receiving district.
8. Age - physically grown.

It was felt that patients from our Groups V and VI would best fit into this criteria, and from the counties we have in common with Moose Lake - Chisago, Isanti, Kanabec, Mille Lacs, Pine - we have 108 patients in these two groups.

Transfers will be made with no more than 4 going at any one time, and the first patient is to be transferred on or before March 1, 1966.

A committee of Cambridge and Moose Lake people will meet here at Cambridge on October 20th. A couple of weeks later, November 3rd, some people from Cambridge will go to Moose Lake for a meeting. The Operations Committee will meet again in St. Paul on November 10, 1965.

No further business, the meeting adjourned.

PERSONNEL REPORT:

- 305 Psychiatric Technician I positions
- 218 " " " employed at present.
- 50 Psychiatric Aide Trainees employed at present.
- 37 Vacancies (3 resignations as of October 12 & 13) (40 vacancies as of October 13)
- 43 Psychiatric Aide II Positions (all filled at present)
 - 1 R.N. V (part time)
 - 1 R.N. IV
 - 6 R.N. III
 - 11 R.N. II
 - 1 R.N. I
 - 1 Nurse Instructor (vacant)
 - 1 L.P.N.

NEW EMPLOYEES: Mr. Bruce Potthoff, Personnel Officer I

SEPARATIONS: Psych. Tech. Trainees: Sharon Pratt and Sharon Tappe. Psych. Tech. I's: Leann Siegersma, Lorraine Hady, and Violet Buffington. Switchboard Operator I, June Norman. Custodial Wkr. I (part time): LaVerle Schlipp. Social Wkr. II Trainee: Neil Brenden

<u>Class</u>	<u>Salary</u>	<u>Closing Date</u>
Architectural Draftsman I	\$450 - \$547 Monthly	October 15, 1965
Guidance Supervisor	\$547 - \$667 Monthly	October 15, 1965
Laboratory Director (Chemistry)	\$722 - \$878 Monthly	October 15, 1965