

HOSPITAL SUPERINTENDENTS' MEETING  
10 a.m., November 7, 1958  
Cambridge State School and Hospital  
Cambridge, Minnesota

1. Consideration of Minutes of August 15, 1958 Meeting.

The minutes of the August 15, 1958 meeting were approved.

2. Report on Pharmacy Committee Activities.....Mr. Grussing

As a result of several meetings of the pharmacists and central office staff a self-survey was made. The draft of the conclusions was presented to the pharmacists on October 31, 1958. The policy statement and guide for drug management was discussed in broad outline with the superintendents at this meeting.

Sections 1 and 6 were accepted as presented. There are no additional comments to be incorporated in the final statement.

Section 7, the hospital pharmacists suggested that this should be expanded further and asked to have various state and federal laws cited.

Section 8 seems contradictory to existing bulk drug dispensing. Procedures on this will be rewritten.

Section 10 is acceptable.

Section 11. This was written because of complaints about the distribution of drug contract schedules. It was agreed that the schedule could be distributed by April 1 and a tentative list of products to be purchased on contract be furnished in January preceding the contract year which is July 1 to June 30.

Section 12. It was agreed that the drug buyer is to screen requisitions for surplus drugs and notify pharmacists of this. A method for actually accomplishing this will be developed in a forthcoming meeting called by Dr. Cameron. In the matter of surplus drugs it was suggested that an informal exchange between hospitals be made and/or a turn back of surplus drugs to distributors and jobbers be encouraged.

Sections 13 and 14. The broad policies set forth in these sections were accepted. The actual working policy is to be developed by local superintendents. Mr. Grussing, Mr. Chapado and Dr. Cameron will get together to simplify exchange and credit.

3. Rehabilitation Therapies for the Mentally Retarded

Dr. Wadsworth described the physical medicine and habilitation service that is being carried on at Cambridge State School and Hospital. Dr. Wadsworth said that he followed the text of Dr. Sidney Lecht.

A physician is designated head of this service and the patient program supervisor is assigned to him as his executive assistant to administer

and coordinate the program under medical direction. There are six sections in this service with a responsible qualified head for each section. The sections are:

- Physiotherapy
- Occupational Therapy
- Vocational Education Placement
- Corrective Therapy
- Electronics
- Prosthetic Appliances

Dr. Melvin Vik who is the physician in charge of physical medicine and habilitation service talked on the medical aspects of this service. At present, there are 580 neurological cases which need physical therapy of various types.

Mr. Boswell talked on the various types of corrective physical therapy that are being carried out in the six sections of this service. He said there are only two institutions for the mentally retarded with physical medicine and rehabilitation services in this country. He described the patient trainee program in which the trainee works at least six hours five days a week under prescription. There was discussion as to whether or not there was value of a trainee program vs. straight work program. There is no straight work program at Cambridge. It was brought out that 16 trainees during the last fiscal year were released to the community and are either partially or completely self-sufficient. Mr. Boswell reported that the monthly statistical report ending September 30, 1958 showed a culminative total of 969 services given in the six sections of physical medicine and habilitation.

#### 4. Tour of New Facilities at Cambridge

Dr. Wadsworth and his staff showed the members of the meeting the new facilities that have been completed at Cambridge.

#### 5. Further Discussion of Procedures to be Followed in the Event of Escape.

The third draft of material for the institutions' manual was presented for review. The only suggested change was in the wording of item 5, page 2. It was corrected to read as follows. "When the patient is classified as dangerous to himself or others or is physically or mentally incapable of caring for self while on escape the superintendent or his designee shall notify the Central Office by phone and confirm in writing. This notification should be made at the time indicated in "3" above."

#### 6. Transfer of Employees from Sandstone to Other Hospitals

A list, prepared by Dr. Adkins and Mr. Gardner, of the employees who will be available for employment in other hospitals was distributed. The list shows the employee's name, classification, and their preference as to place of employment. Ten employees have already requested transfer to Cambridge.

The question of moving patients was discussed. It was decided that no more patients would be sent to Sandstone after January 1, 1959. Sandstone State Hospital is now screening all mentally retarded (approximately 70) who will be sent to Cambridge or Faribault. A few of these may have to go to other mental hospitals. Sandstone State Hospital will also make a list of all

mentally ill by age, classification, and county of residence and send to each hospital. At the Superintendents' Meeting in January or February the superintendents will review the list and decide which patients they can take. There is a question of screening all veterans at Sandstone State Hospital with the possibility of sending them to St. Cloud. This will be done after discussion with Dr. Lindley.

If an employee transfers from Sandstone before June 30, 1958, funds can probably be transferred with the employee to cover the balance of the fiscal year. However, the receiving hospital will have to assume the salary for the next fiscal year.

A list of all state property at Sandstone State Hospital is being made and this list will be sent every superintendent.

It was decided to hold patients at Sandstone until April or May except for the mentally retarded who can be transferred gradually. However, should a substantial number of employees leave Sandstone before that date it may be necessary to start patient transfers at an earlier date.

#### 7. Proposed Changes in Unemployment Compensation Coverage

As the law now stands essentially all state employees are covered. Revisions are now being proposed to exclude certain groups such as some or all trainees. There was discussion of exclusion for coverage of all probationary or provisional appointments. It was recommended that all trainees and teachers and affiliate nurses be excluded from unemployment compensation coverage.

#### 8. Personnel Practices

Because questions have been raised by union representatives on a variety of items including promotion by seniority and periodic meetings of superintendents with the union Mr. Gardner wanted to have the expression of the superintendents as to their practices and feelings about these questions.

Max Gilbert suggested that there be a manual written because he feels that communications are slow in some instances and information doesn't get out to the employees. Mr. Gardner felt that our present manual on personnel practices was sufficient. Mr. Gilbert would like to have assurance that notice of vacancies of positions will be posted on the bulletin boards in each hospital. There was discussion of the proposal that employees should be promoted on seniority basis. This was not approved by the superintendents. However, it was felt that in consideration of two applicants for promotion if all things are equal seniority can be taken into account. It was also suggested that if an employee who has had long-term tenure is bypassed for any reason in promotional consideration the employee should be told of the reason.

The superintendents were queried as to how many have regular meetings with representatives of the union. Various methods are being carried out and the superintendents felt that their current practice of meeting or communication was satisfactory. Mr. Gardner brought out the fact that every month Mr. Hursh, Mr. Lappegaard and he meet with the stewards in the union and the business representative to discuss any grievances or personnel policies. There was discussion and agreement that there was a need to improve

communications within the institution and between the Central Office and the institutions.

9. Trainees

This item was deferred for discussion at a future meeting.

10. Request for Transfer

The superintendents were requested to provide more information on the transfer form when transfer of a patient to another institution is requested so the receiving institution may have more complete data on which to base their decision as to accepting the patient.

11. Other Business

a. More Information to County Welfare Board at Time of Provisional Discharge.

It was found that only two hospitals routinely include a note from a social service department for the county welfare board. There was discussion of release of confidential material and it was pointed out the statutes say that confidential material can be released if it is in behalf of the patient. There was also discussion as to the fact that psychiatric diagnosis was not meaningful but a summarization of their behavior and prediction of their prognosis would be helpful to county welfare board in their consideration of the discharged patient. All hospitals were encouraged to have the social service department add significant material to that already being sent to the county welfare board.

The matter of release of confidential material in the matter of Aid to Dependent Children and general relief clients will be discussed with L. Merritt Brown by Mr. Robert Boyer.

b. Summer Employment of Medical Students

The announcement of medical student trainee program that was previously established was read. The only changes recommended had to do with available quarters at St. Peter State Hospital which can take two single students instead of ten as they did previously. Cambridge State School and Hospital can take two single students and one married. The State Sanatorium can only take two single students. Sandstone was excluded from the program because of its anticipated closure on June 30, 1959.

c. Naming New Buildings.

A letter from Mr. Naftalin addressed to Commissioner Hursh and others on this subject was read. The letter indicated that suggestions for the naming of buildings might appropriately be made by the operating agencies such as the state college or mental hospital or by the Central Office of the department or by any other interested group but that it would be expected that primary initiative would remain with the agency most familiar with utilization of the building and the history of the institution.

Such suggestions should be routed to the appropriate department head and formal submission should be made by that department head to the Commissioner of Administration in his capacity as secretary to the executive council. A copy of the memorandum formally submitting the suggestion will be sent by the Commissioner of Administration to the executive director of Minnesota Historical Society for any appropriate comment he might wish to make. It was also decided that agencies will not offer the name of any person presently associated with the institution as either an official or an employee or a member of a related board.

After the suggestion for naming a new building has been submitted to the secretary of the executive council it will be reviewed with members of the executive council for their approval. It is recognized that there is no statutory provision giving the executive council this authority. Superintendents wishing to submit suggestions for the naming of buildings are therefore requested to write the letter in duplicate for the signature of the Commissioner of Public Welfare, addressed to the Secretary of the Executive Council and send it to the Central Office. The letter should contain the reasons for the suggestion and should be accompanied by a memorandum from the superintendent giving further details.

d. Joint Commission on Accreditation

Dr. Manheimer, a member of the Joint Commission on Accreditation has visited or will visit Moose Lake, Rochester, St. Peter, and Faribault. There was discussion as to whether or not, if following inspection, the hospitals were not accredited they could maintain an approved residency program. The answer to this question was not available. There was also discussion concerning the invitation by the Joint Commission to the American Psychiatric Association to participate in the hospital inspection program. Such participation would mean that it would cost American Psychiatric Association \$75,000 a year and they would only receive one vote. Mental hospitals will be inspected whether or not the American Psychiatric Association financially supports the program.

e. Public Hearing by the State Board of Health.

On November 17 the State Board of Health will have a public hearing in the Health Department Building on the University Campus as to the change in the rule and regulation concerning hospital superintendents approved as hospital administrators.

f. Proposed Legislation by the Minnesota Nurses Association.

The Minnesota Nurses Association is proposing legislation to exclude all registered nurses and practical nurses in the state of Minnesota when they don't have a Minnesota license in their respective areas.

g. Tax Exemption on Maintenance

The question has arisen as to whether there is tax exemption on the state income tax on maintenance. It is brought out that it is exempt if paid in kind. However, Mr. Gardner has checked previously

and he said there is no exemption but he will pose this question again and get a current answer.

12. Selection of Next Meeting Place and Date.

The next meeting will be held in St. Paul on December 12.

13. Adjournment

The meeting adjourned at 4:30 p.m.

November 20, 1958