

*Dr. Kniggeing ✓*  
*C. E. Kniggeing*

# MINUTES

## HOSPITAL SUPERINTENDENTS' MEETINGS

Friday, December 18, 1964  
 Room 500 — Centennial Building  
 St. Paul, Minnesota 55101

PRESENT: Anoka State Hospital  
 Fergus Falls State Hospital  
 Hastings State Hospital  
 Moose Lake State Hospital  
 Rochester State Hospital  
 St. Peter State Hospital  
 Willmar State Hospital  
 Minnesota Security Hospital  
 Brainerd State School and Hospital  
 Cambridge State School and Hospital  
 Faribault State School and Hospital  
 Owatonna State School  
 Minnesota Residential Treatment Center

DPW: Dr. David J. Vail  
 Mr. Morris Hursh  
 Mr. Ove Wangenstein  
 Dr. Richard Bartman  
 Dr. Arthur Gallese  
 Mrs. Miriam Karlins  
 Mr. Herbert Gardner  
 Mrs. Frances Coakley Ames  
 Mr. Ardo Wrobel  
 Miss Marlis Butler  
 Mrs. Bonnie Blackmore  
 Mrs. Alvira Hiltz

1. Minutes of the September 18, 1964 meeting were approved as written.

Mrs. Bonnie Blackmore, new Informational Writer in Medical Services was introduced to the group.

2. REPORT OF MEDICAL RECORDS and ACCREDITATION COMMITTEE

Dr. Vail reported on the Medical Records Committee which he feels is making good progress. He stated that the results of this Committee may have some very important changes in our present record keeping.

This Committee will continue to meet approximately every two weeks until all present forms and procedures have been studied and evaluated.

Dr. Vail reported that the Records Committee will also consider changes in the M.D./E Records. At that time, a member from the M.D./E Staff will be appointed to the Committee.

3. CANCER DETECTION PROGRAM COMMUNICABLE DISEASE COMMITTEE

Dr. Vail reported that these two recently appointed Committees have met several times — and will hopefully have a report ready for presentation at the next Superintendents' meeting.

4. PROGRESS on PLANNING FAMILIES WORKSHOP

Dr. Vail reported that plans are progressing for a Families Workshop to be held in April/May, 1965. However, final planning will depend on N.I.M.H. agreement to underwrite the financial aspects of it. The invitation list will include four personnel members from each hospital (Medical Director, Administrator, Nursing Director, Social Services Director, Rehabilitation Therapies Director, etc.) and Central Office Consultants — with the total attendance figure at around 70 persons.

It is hoped that this Workshop will consider the formulation of plans for future Institutional Assemblies and other Workshops on this subject.

5. NURSING HOME TRANSFERS

Mr. Hursh and Dr. Vail discussed the problems involved under the Kerr-Mills Law regarding the County of physical presence being responsible for all public assistance requirements of persons located in their county. As a result of this law, Cass County Welfare Department becomes responsible for all patients in Ah-Gwah-Ching Nursing Home and in turn Hennepin County Welfare becomes responsible for those patients in Oak Terrace Nursing Home. It was requested that the hospitals continue to notify the Nursing Home if a patient's name is removed for any reason from (home, death, private placement,) the original referral list. Too, it was again advised that all patients being referred must be eligible to be a recipient of categorical aid (A.D.-) O.A.A. etc.)

6. LEGISLATIVE PROGRAM

Dr. Vail and Mr. Hursh discussed the proposals of bills to be submitted to the 1965 Legislature as listed:

1. State Aid to Counties for Boarding Care of Mentally Retarded Children

2. Compensation for Working Patients in State Institutions

3. Use of Children's Building at Glen Lake for Retarded

4. Interim Study Commission

(to study guardianship law for mentally retarded as well as all commitment procedures for mentally ill and mentally retarded)

5. T.B. Settlement Laws

6. State Aid to Counties for Care of Discharged Mental Patients

7. State Aid for Community Mental Health Centers

Mr. Hursh reported that the Minnesota Mental Health Association is bringing to Legislature a bill regarding changes in the present commitment laws. Mr. Douglas Head, formerly a State Representative and now a practicing attorney, is assisting the Association in rewriting these laws. Dr. Docherty reported that the Forsenic Committee of which he is a member feels strongly that changes in these laws must be seriously considered — and that this should be accomplished through an Interim Study Committee (#4 of bill proposals). It was also announced that the County Probate Judges' Association has formed a committee to carefully study these laws.

7. SUMMER MEDICAL STUDENTS

Dr. Vail raised the question Are we actually receiving benefits from having summer medical students? Actually, to date none of these students have remained on or returned to hospital staff positions. He stated that applications are being received and will be accordingly forwarded to the hospitals. Although no definite plans are formulated at this date, the hospitals were encouraged to have students if their budgets will allow (1965 budgets unknown at this time). The regular schedule of \$300 a month for a two month (July-August) should be followed.

Dr. Vail will send a memo regarding number of students (married, single, etc.) to be allowed.

There was discussion of proposed training plans under the Anti-Poverty Bill (Economic Opportunity Act of 1964). Mr. Gardner, Personnel Director, stated that trainees now included in Complement actually should not be, but should be hired "above complement". They may be considered under the Anti-Poverty Act when definite information is available.

8. ABANDONED PROPERTY

Dr. Vail requested that the Administrators Group study the problem of abandoned property — that is — property left at hospitals by discharged patients. He described the method now in operation at the Rochester State Hospital and suggested that it was a good one and might be put in use at other hospitals. The Rochester State Hospital notifies the patient's relatives (by letter) regarding property remaining at the hospital following the patient's discharge — explaining to them that if the property is not picked up within a thirty day period it will be classified "abandoned property" and given to needy patients. This plan has the approval of the Attorney General (Galen Cadle — DPW).

9. REIMBURSEMENT OFFICE (RSH Plan)

Dr. Vail and Dr. Tyce reported on the progress of the new plan of having a Collections Agent (Law Enforcement Officer) based in the

state hospital of their area. This gives the Agent first hand contact with the relatives — as well as eliminating long periods of travel. Rochester State Hospital feels that the results of the project at the end of three months are positive in therapeutic effect on patients and relatives — in terms of: "relief of worry and uncertainty of finances at the onset of hospitalization." Too, it is felt that this project may tend to reduce reporting and records. Rochester State Hospital is now in the process of compiling a brochure covering this procedure.

Willmar State Hospital reported that they are prepared to establish a similar office.

Dr. Vail suggested that the Hospital Administrators Group discuss this project, in detail, at their next Study meeting.

#### 10. VITALOMETRY

Dr. Vail discussed the use of a vitalometer to do screening of pulmonary function tests on all patients. This has been suggested by the Anoka State Hospital Staff on the basis that the geriatric population is increasing as is the incidence of chronic lung disease.

Dr. Docherty spoke on the value of using the Vitalometer in the screening of pre-operative cases.

#### 11. PATIENTS WHO DIE AT NIGHT

In all hospitals for the Mentally Ill and Schools and Hospitals for the Mentally Retarded, a physician must pronounce the death of a patient 24 hours a day. Relatives should be notified immediately of critical illness or death on a 24 hour basis.

#### 12. PSYCHIATRIC TECHNICIAN TRAINING (Hastings — Brainerd Plan) (through federal funds)

Hastings State Hospital will start on their first Psychiatric Technician Training Program under the Manpower Development and Training Act 1962, on February 1, 1965; a second section will start on May 10, 1965; and the third section on August 16, 1965. The course will run seven hours a day, five days a week for twenty weeks for a total of 700 clock hours of training. The trainees will assume no work assignments during this period. This course, under the Manpower Training Program is defined under the authority invested in the Commissioner of Education or his duly authorized representative and used in an agency or institution under public supervision and control.

Under the Anti-Poverty Law (Economic Opportunity Act of 1964 — see September 18, 1964 Superintendents' meeting minutes), Hastings State Hospital plans to use VISTA volunteers replacing the Domestic Peace Corps volunteers. Dr. Vail announced that Joseph Summers, Assistant Attorney General, the Administrator of the Anti-Poverty

Program in Minnesota actually does not have definite pertinent information but that he advises that we develop our plans for use under the Act.

13. ATTACK on dehumanization

Dr. Vail reported on the establishment of the Committee on Humane Practices, explaining that it is to be expanded to include hospital personnel. He requested the Directors to submit names of personnel to meet the Committee at a future date.

Pouch A:

the use of the mail designation by patients and relatives was discussed as to its effect.

Rochester State Hospital is now using Ward number and hospital name.

Anoka State Hospital and Fergus Falls State Hospital are using a Box number. It was suggested that the Hospital Patient Councils have an opportunity to fully discuss this subject.

HOSPITAL SIGNS:

present signs read:	DRIVE SLOWLY
	PATIENTS and CHILDREN EVERYWHERE
suggested change to:	HOSPITAL ZONE
	DRIVE CAREFULLY

CENSORSHIP

there is still some amount of censorship of "Patient's outgoing mail" in the hospitals - as well as some "hold back" on letters written by acutely psychotic patients - these are usually returned to the writer when he is over his acute psychosis.

Censorship is apparently necessary in the Minnesota Security Hospital.

Censorship in M.D./E Schools and Hospitals will be studied further by Dr. Bartman and the Directors of the M.D./E Hospitals.

It was the consensus of opinion that Censorship should be the exception rather than the rule - thus, no censorship of either in/out mail except on clinical basis to protect the patient. (Dr. Vail will write a covering memo on this.)

### Marking of Clothing

Discussion brought out the fact that this practice is gradually being done away with -- although it may be considered necessary for identification purposes. It was agreed that relatives and family of the patient be requested to mark clothing which they send to the hospital.

### Valuables

should be inventoried.

### Parcel Post

No decision. Will be referred to the Committee on Humane Practices.

### Fingerprints, mug shots

There will be no further taking of fingerprints. If legal authorities wish these, they must arrange to have them taken.

Photos (for hospital records) may be taken if the conditions are dignified and pleasant, but no mug shots are to be taken.

### Dining Practices

this will be discussed at a future meeting.

### Citizenship Rights

It was agreed that an addition be added to the current hospital report to Probate Court as:

"You are discharged from this Hospital. You may take this notice to the County Judge of voting and be reinstated as a legal voter."

### Legal Rights

- for personal reasons -- a guardian Ad Litem may be appointed (by the County Probate Court of commitment).

- the hospitals may feel free to approach the local Bar Association for legal advice at any time.

14. INCREASED SURGERY. ANOKA

Dr. Docherty advised that the Anoka State Hospital is interested in expanding their surgical procedures. The Hospital Surgical Team will be willing to go to the other hospitals to make diagnoses and recommendations if so requested. At this time, plans for charges involved in this process are not formalized.

15. OTHER

- A. Mr. John Jackson, Civil Service, discussed the TASKS and STANDARDS of all Civil Service classified jobs at the present time. He thanked the staffs for their assistance and expressed a hope that the project will be accomplished in February, 1965. He admitted that there is no perfect rating form — but feels a standard one will be of assistance in granting merit increases.
- B. Dr. Vail reported that he will request an Attorney General's opinion regarding payment of costs in the transportation of committed veterans from State hospitals to Veterans Facilities in other states.
- C. The Committee on Communicable Disease Control (Dr. Donald Petersen, Willmar State Hospital, chairman) will consider the possibility of requesting that the Hypo-Spray presently at the Fergus Falls State Hospital be moved to a more centrally located hospital.
- D. Dr. Vail announced that the Medical Policy Committee and the Children's Mental Health Policy Committee (a sub-committee of the Medical Policy Committee) are now in the process of a systematic review of all (both M.I. and M.D./E) Institutional programs.
- E. Basic Science Law

Dr. Vail discussed the Basic Science Law in reference to the amended law as passed in 1955 — these amendments will not effect our present hospital chief executive officers — but will have effect on our recruitment program. He reported that all recruits will be studied on an individual basis.

(Refer to Dr. Vail's memo 12-18-64)

F. Copies of the Bill for an Act Relating to Executive Officers of Certain State Institutions under the Control of the Commissioner of Public Welfare; Providing Maximum Salaries and Quarters Allowance, with the requested amendments were passed out to the group. This will be further discussed by the Administrators Study Group.

G. Dr. Vail announced that the APA is sponsoring a conference on Mental Health Planning to be held February 19-20, 1965 in Washington, D.C. The goal of this meeting is a "Progress Report on Mental Health Planning for the Nation."

Dr. Vail has requested Dr. Arthur Funke, Director of Mental Health Study and Planning Program; Dr. Carl Koutsy, Medical Policy Committee and Dr. John Haavik, Duluth Mental Health Center, to attend this Conference as representations from the State of Minnesota.

H. Dr. Vail announced that Dr. Russell Barton, Psychiatrist from England will be here during May, June and July 1965 to further study and discuss Institutional Neurosis scale. Joseph Lucero, Research Psychologist will assist with this program.

16. The next Superintendents' Meeting is scheduled for Friday, March 26, 1965, Room #500, Centennial Building, St. Paul.