

DEPARTMENT OF PUBLIC WELFARE
M e m o r a n d u m

To: Administrator or Superintendent
Each Institution

October 20, 1966

From: David J. Vail, M.D.
Medical Director

Subject: Housing for Employees -
Institutions Manual, Sec. 2211

There have been a number of changes in occupancy of houses and apartments since our last survey. Several units have been converted to independent living quarters for patients, half-way houses, and offices, and at least one instance of a building being razed. The Administrative Services Division will be sending out a questionnaire and they will be requesting current information on present occupancy and use to bring Table I of Sec. 2211 up-to-date.

The stated policy of the Department continues to be, to:

"Eliminate residences on institutional grounds within the next 20 years, with Legislative approval, by either sale or demolition.

"Use present houses and apartments fully until all are either sold or demolished or used in patient programs.

"Strive for a competitive salary scale for employees in order that 'off-the-grounds maintenance allowance' will be eliminated as existing houses are sold or demolished."

With up-to-date information we will be able to recognize trends in use of houses and apartments and also we would be prepared to answer promptly any related questions if asked by the members of the Legislature during the coming session.

Your usual cooperation in answering the questionnaire, when received, will be appreciated.

10-24-66

[Signature]
Mr. Krause