

*Office Memorandum*DEPARTMENT Faribault State Hospital

TO : Executive Committee

DATE: 9/26/78

FROM : Charles V. Turnbull  
Chief Executive Officer

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SUBJECT: 1978-79 CETA Positions

At this time the Faribault State Hospital has been granted 60 CETA positions. The positions can start as early as the 1st of October. However, we do expect some problems in recruitment and it's going to take us a little bit of time to sort out some of the variables.

Based on where we're at at this point in time, there are several things that I think have to be looked at. They are:

1. How we're going to assign the CETA positions, i.e., to whom, for what. We have indicated that Holly, Cedar and Pine are 3 target buildings. I realize that other areas have important needs also. In this regard, a suggestion was made that we take a look at the RPS needs for providing DAP leaders and cover that need. What this would do, in effect, is free up time of our State staff to work in the buildings on projects that need to be done to help develop better resident programs, implement those programs, and/or spruce up the buildings.
2. Training - in reviewing this with Mr. Nellis, we have agreed on a starting date for October 11th for the 1st group and the 2nd group to start either the 19th of October or the 25th of October. Those starting on the 11th we will have to develop some kind of a training program and they will attend new employee orientation on the 19th, 20th and 21st as regularly scheduled in October, i.e., what should be their training program for, period of time between the 11th and 19th, and they would be assigned to buildings subsequent to the 21st of October. If during this period of time we can identify a large enough group to start on the 19th, this group would start on the 19th and attend orientation the 19th, 20th and 21st also, and then we would provide training after the 21st for 4 or 5 days and assign them to buildings effective October 26th.
3. A 3rd area that I want to address in terms of the utilization of these staff is to cut down on our overtime usage in RPS areas. It seems to me that if we add 60 positions we should be able to cut our RPS overtime usage to almost nothing except for the planned activities where we want an extra person to help do a good job in terms of evening and weekend programming.

In general, the above is where we're at. I want to meet with the Executive Committee and Mr. Nellis on Wednesday, October 4th at 3 p.m., to review the content above. By that time I would like to have had Grace, Larry and Arnie and Bridget Stroud get together to discuss some of the training aspects that could fit in regarding the above timetable and what they should be and how they should be carried out. In addition, we will discuss at that time with specifics of where the positions are going to go.