

*Office Memorandum*DEPARTMENT Faribault State HospitalTO : Faribault State Hospital
Executive Committee

DATE: October 5, 1978

FROM : Charles V. Turnbull
Chief Executive Officer

PHONE:

SUBJECT: 1978-1979 CETA Positions,

This is a follow-up to my memo of 9/26/78. The Executive Committee met on Thursday morning, 10/5/78 to review where we're at in terms of the allocation and utilization of CETA positions. The following was determined:

1. CETA Recruitment - The ads that we placed in the personal columns and elsewhere in the Faribault paper tend to be paying off, i.e., people are contacting the Personnel Office and identifying that they are responding to the ads. However, there are some problems. Not all persons are interested and to date we don't have a large number of people identified to come aboard on the 11th. It should pick up this week and next. In addition, Mr. Nellis was advised by Mrs. Crosby that some of the employment offices in the area are advising people that these are only two month positions. Technically, they are for three with the possibility of an extension and we think it would be better to give that kind of a message. Mr. Nellis will check.
2. Training - Attached is a copy of the schedule for the training that was set up for those persons starting on the 11th of October and for that group starting on the 19th. Basically, the training schedules look good and have the right emphasis. However, each area has to put together the specifics of what they will be working on in their buildings as staff are assigned to them and this has to be forwarded to Ms. Stroud.

In addition, people who have already been through new employee orientation can be excused but names of these employees have to be forwarded to Bridget so that she can check and cross reference the names and advise you whether they have properly completed or not.

3. Allocation of CETA Positions:
 - a. Currently we have 13 CETA positions. Eleven of them are in McHugo's service, two in Crosby's service. These thirteen positions will be lost on 12/19/78. We will not even worry about the distribution of them except leave them where they are at but I think it is very important that Mr. McHugo especially realizes that he will be dropping eleven positions on the 19th of December. He will have to make sure that the positions that are being added out of the remaining sixty cover some of those losses.

a

- b. All new CETA staff will take the written test for HST even if they don't have to, technically, for the CETA position. The reason for this is so that we can distinguish which persons would be able to pass the test and be able to be hired later on, Those persons with less than a 60 we will actually refer to the Employee Assistance Program so that they can possibly get into some kind of a service to brush up on their reading skills, i.e., the Training Department has indicated that those persons who do not pass the written test initially in the past have not had the ability to take and pass the examinations for in-service training later.
- c. Mr. Nellis and Ms. Stroud will utilize test scores and in-service training results and do a study on this to try and determine some predictors for successful completion of advanced training courses offered here at the Faribault State Hospital,
- d. The following allocations of CETA posiitions are being made:

Willow - 3
Birch - 3
Linden - 3
Oaks - 2
Maple - 2
Pine - 3
Cedar South II
Cedar North II
Laurel - 2
RPS I Nights - 3
West - 2
Mohawk - 1
Poppy - 2
Holly - 4
Seneca - 4
Osage - 5
Spruce - 3
Elm - 2
Hickory • 3
RPS II Nights - 3
DAP - 5

In general, the above allocations should allow a reasonable distribution of the current CETA positions and allow for maximum utilization. It should answer some of the problems as it has to do with our ability to train our full-time State people and at the same time, by taking the initial training the first two weeks of their employment, the new CETA people will be able to take the initial training needed and then, as some of them can transfer to State positions, we will pick up the liability for the on-going training of these staff. In addition, the two RPS areas have to realize that with the addition of these posiitons we have to cut down on our overtime usage.

/dstm

cc: Extended Executive Committee
Harvey Caldwell, Department of Public Welfare