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STATE OF MINNESOTA

Forty-Second Biennial Report

Submitted by the

Board of Trustees

of the

Minnesota Veterans Home



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STATE OF MINNESOTA

Minneapolis, Minnesota

For the Biennium July 1, 1968 through June 30, 1970

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Minnesota Veterans' Home

MINNEHAHA AVENUE AND EAST 51ST STREET

MINNEAPOLIS, MINNESOTA 55417

13 November 1970

TO THE GOVERNOR AND MEMBERS OF THE LEGISLATURE
STATE OF MINNESOTA

The Board of Trustees of the Minnesota Veterans Home, pursuant to law, hereby respectfully submits the Forty-second Biennial Report of the Minnesota Veterans Home, covering the period July 1, 1968 through June 30, 1970.

This report includes financial statements on the administration and operation of the Home and pertinent information on the population. Inasmuch as the Home is funded in part by Veterans Administration monies, the report of the annual inspection of the Home by Veterans Administration personnel is included herewith.

Also included is a report on the programs, achievements and goals of the Board and staff for the benefit of the residents of the Home. Many of the more recent physical improvements and program accomplishments are the result of legislative action. The Board is grateful to the legislators for their response to its requests for more professional staff and appropriations for needed replacement items. It is particularly appreciative for the release of funds, originally appropriated in 1961, for construction of a domiciliary. This new construction represents the first replacement of the original domiciles built in 1887-1889.

Respectfully submitted,

MINNESOTA VETERANS HOME

A handwritten signature in cursive script, reading "Mrs. Glenn D. McCarty".

Mrs. Glenn D. McCarty
President, Board of Trustees

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STATE OF MINNESOTA

MINNESOTA VETERANS HOME
Minneapolis, Minnesota

LONG-RANGE PLAN

The Board of Trustees of the Minnesota Veterans Home is charged by law with the responsibility of managing the Home and determining the policies therefor.

For the past six years, the Board has taken an especially active role in the management of the Home and has been directing its efforts toward a revitalization and improvement of the facilities and services provided thereat.

This has included a sharp shift from custodial care only to a wide-ranging program of activities and restorative services. It has included the upgrading of personnel and the valuable addition of a dietitian, podiatrist, activities director, social worker, increased nursing staff and, in 1971, a physical therapist. The extensive use of nonstate funds and donations has permitted the opening of a coffee shop and beauty shop; the complete remodeling of the canteen; purchase of colorful, new furnishings and needed equipment; and complete redecorating of most areas directly serving the members of the Home. All this has contributed immeasurably to their comfort, health, pleasure and general welfare.

The Board's long-range plan emphasizes the need for the orderly replacement of existing, aging domiciles with new construction, the renovation of other structures as necessary, and provision for an additional type of care not presently offered. Accordingly, the Board asked for and received legislative approval in 1969 for a new residential-restorative domiciliary for approximately 100 residents at a cost of \$950,000. Present structures that are functional will be retained. It is planned at this time to retain the auditorium, built in 1959; the infirmary, built in 1936; and domiciliary #6 housing both men and women, built in 1906. Requests will be made from time to time for repairs and renovation of these buildings that are to remain on the site so they will continue to be serviceable in future years.

An important part of the long-range plan is the addition of a nursing home care facility so that a complete range of care can be offered the needy veteran and his eligible wife, widow or mother. This dual type of care will then fully serve the veteran who will reside in the Home. A request for this facility has been presented to the Legislative Building Commission for their consideration.

Pursuant to these policies and plans, the Minnesota Veterans Home Board of Trustees expects to furnish a suitable home for many years to come for all eligible veterans in need of such a home. The Board anticipates the care and facilities provided at the Home will reflect the real concern of the State of Minnesota, its Legislature, and its residents for the Minnesota veteran.

EIGHTY-THIRD ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
MINNESOTA VETERANS HOME

FOR THE FISCAL YEAR ENDED JUNE 30, 1970

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STATE OF MINNESOTA

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John W. Trimble to Oct. 24, 1969	8th District	Duluth

EXECUTIVE COMMITTEE

Arlow C. Abraham, Chairman	Mrs. Glenn D. McCarty
Paul W. Lohmann	

OFFICERS OF THE HOME

E. C. Onstott.....	Commandant
Robert K. Schultz.....	Business Manager
Dr. Robert D. Mooney.....	Chief Medical Officer

The fiscal year 1969/70 was a year of considerable accomplishment in the areas of: progress of plans on the Home's 100-Bed Residential Restorative Care Building, major remodeling projects, repair projects, personnel in-service training, and the establishment of a new eye-care program for the members.

Plans for the Home's new building progressed in a very satisfactory manner this last year. The architectural contract was awarded in February, 1970, and during this year the schematic design phase and the design development phase were completed. Early in the next year the construction documents phase and the bidding phase will be completed with an estimated bid opening date of November, 1970.

As a part of the plans for the new building, a site selection contract was awarded in March, 1970. The completion of this contract included not only the location of the Home's new building, but also included proposed locations of requested new buildings as set forth in the Board's request to the Legislative Building Commission.

The Main Dining Hall was remodeled and now provides a much more attractive and effective dining area for our members. Other remodeling and redecoration projects completed or in progress are: second and third floors of the Infirmary, the five Infirmary Day Rooms, the Pharmacy, and the Library.

The Auditorium was water-proofed above grade to eliminate moisture problems we have had in this area. The altar in the Chapel was remodeled to that of an ecumenical altar.

The Canteen was completely remodeled this year. This included all new furniture, walls, ceiling, lighting, back bar, front bar, a new walk-in cooler, and a new air-conditioner.

In-Service training received special emphasis this last year. The types of training that were undertaken are described in the following paragraphs.

Two separate groups of Civil Service employees and member employees attended three-day First Aid courses at Hennepin County General Hospital. All individuals that took this course completed it satisfactorily and were awarded both Standard and Advanced Red Cross First Aid cards. In addition to this training two Civil Service staff members attended a four-day Advanced Care course which included transportation of the injured.

Also in conjunction with medical in-service training, a self-help medical training course was conducted at the Home in which a large percentage of staff and critical member employees took part. The materials utilized in this course were obtained from Civil Defense and included many excellent and timely films.

The Minneapolis Fire Department conducted a training session here at the Home on the proper handling of all types of fire extinguishers, and the procedures to follow in the event of a fire. A very large number of Civil Service employees, member employees and members took part in this training session.

A new eye-care program was established for the members which includes a complete visual acuity testing of every member. This year 288 members received such testing with many of these members receiving new or replacement glasses. Also, a number of glaucoma suspects were found and a treatment program is in progress. Next year all remaining members and all new members will receive this testing.

Plans for next year include the establishing of a hearing testing program which will include the purchase of hearing aids where needed.

This past year the Home formally established a social services program through the hiring of a social helper. The hiring of this social helper has proven to be of great assistance to the members and the Home's administration. The social helper has provided more in-depth knowledge of the members and offers the members an excellent counseling service.

Personnel acquisition presented a problem during the past year. Difficulty in this area was primarily the result of high turn-over of Cooks and Food Service Workers.

An employees picnic was held this year and was met with such great enthusiasm by employees that it has now been established on a permanent basis. The only expenditure made by the Home for this picnic is through the organization time by the staff.

During the past year the Board of Trustees welcomed three new Board members: Mr. Ethan Allen - 2nd Congressional District; Mr. John Peck - 8th Congressional District; and Mr. Alex Janes - 4th Congressional District. These new members filled vacancies left by Mr. Messer, Mr. Trimble and Mr. Killeen.

Although the Home is requesting the replacement of some member employees by Civil Service staff, there still remains the fact that member employment, used as compensable therapy, can be of very definite help to those members who: (1) need to be involved in constructive activity so as to divert them from deterioration and depression (2) want to keep busy as this has been their normal way of life (3) need money as they do not have any other source of income.

Due to limited medical facilities, the Home has very strict entrance requirements for members and must turn down a large number of veterans needing assistance each year. To eliminate this problem the Home has taken very positive action to expand it's facilities. A new 100-Bed Residential - Restorative Care Building is nearing its ground-breaking and will include a complete physical therapy unit. Also, the Board is requesting monies from the coming Legislature for the construction of a 250-Bed Nursing Home.

During the past year the Home has become increasingly aware that the reliability of its member employees was decreasing, thereby placing a much larger work load on Civil Service personnel. To help

alleviate this problem the Home is requesting, of the Legislature, a larger complement of Civil Service staff.

Inadequate snow removal equipment presents a very large problem. At present, the Home cannot actually remove snow from it's roadways. It can only pile the snow along them. A front-end loader is being requested of the next Legislature to solve this problem.

Monies received from the last Legislature enabled the Home to have one of it's best years insofar as completing many repair and replacement projects and in proceeding with it's new building. Although the Home still faces a number of problems, the hoped for cooperation of the coming Legislature will help in the elimination of these problems.

PERSONNEL CHANGES

The acting Business Manager accepted the duties of supervision of the Home's Accounting and Procurement sections. A Business Manager was hired on 2 July 1969 to fill the vacancy of the acting Business Manager.

The position of Activities Director was vacated in March, 1970, by resignation of Mr. Glen Rachuy. On 26 May 1970, this position was filled by the employment of Miss Harriet Jagunich.

A new position of Social Worker was established to enable the Home to better assist the members in problem solving, adjustment to living in the Home Community, to encourage more of the members to take part in the Home's activities and life in general, to make initial contacts with all new members both before and after their entrance to the Home, and to assist in placement of members in jobs at the Home. This Social Worker position was filled on 5 February 1970 by the employment of Mrs. Jerri Otto.

Three positions were temporarily reclassified to that of Laborer I Hourly so as to enable the Home to complete more outside construction and maintenance projects during the coming summer months.

The Board of Trustees' Secretary retired in September, 1969. This position was then terminated as per direction by the State Legislature.

Various reclassifications of Civil Service employees were accomplished this year as their duties and responsibilities had exceeded their prior Civil Service classifications.

The turn-over of Civil Service employees to the Home was relatively low in general, however, the major exception to this was a very high turn-over in Cooks.

For the purpose of this report, all functions of the Home are grouped into the following divisions: Administrative Services; Medical Services; Chaplaincy; and Activities.

ADMINISTRATIVE SERVICES:

The basic functions of this division are to maintain the Home's physical plant, to assure that all members have an adequate diet, to provide fiscal control, and to provide supply services, including pharmacy.

1. Physical Plant Operation:

The basic function of this operation is to provide adequate personnel, repair services, janitorial services and the necessary equipment required to keep the Home's physical plant operational.

Accomplishments:

The bridge that was repaired and re-opened last year was completely sand-blasted and repainted this fiscal year.

Building Six -- A new ceiling and lighting were installed in the Library. The ceiling was done on outside contractual basis, and the lighting was installed by the Home's electrician. The elevator in Building #6 is in the process of being replaced. This new elevator will be operational in August, 1970.

Infirmery Building -- The 2nd and 3rd floors of the Infirmery were completely repainted by the Home's painters. The Pharmacy was remodeled so as to promote a more efficient operation. The Infirmery was water-proofed above grade to eliminate moisture problems we have had in this area. However, the below grade water-proofing was not accomplished. New hand rails were installed in the clinic floor of the Infirmery and also in the tunnel linking the Infirmery to Building #6.

Main Dining Hall -- This building was the scene of much activity this year as it received remodeling, relocation of equipment, and the addition of new items. The front entrance received the addition of a wheel-chair ramp, new doors, new flooring, and remodeling of the front stairway. The dishwashing area was relocated and remodeled with a decorative screen being installed to enclose the busing area. In the dining area itself, the pillars were enclosed to give this area a much better appearance. The basement of this building received the greatly needed addition of a new sharp freeze. The back stairway was improved and enclosed for fire purposes.

Approximately 1000 feet of roadway was resurfaced along with the delivery area in the rear of the Infirmery.

An electrical test was made on the high-voltage lines leading from the Power Plant to the transformers and the result indicated that these lines were in good condition. This testing was done as a short in one of the high voltage lines required the Home to replace 300 feet of wire.

Eight over-head doors were installed in the 10-car garage as a replacement of the old out-moded and deteriorated doors.

Perimeter lighting was installed in crucial areas for security purposes.

Approximately 500 feet of hot-water lines were repaired in the tunnels. The water lines that were repaired were very old and very badly corroded.

A jeep was purchased from Government surplus to aid in snow moving and maintenance throughout the grounds.

A new tool chest complete with tools and new electrical drills was purchased to better enable the Home to complete necessary maintenance projects, and also to eliminate our tradesmen from having to use and furnish their own tools.

A contract was negotiated this fiscal year for the removal and installation of approximately 153 lineal feet of concrete sidewalk. Completion of this project is expected in July, 1970.

Evacuation and disaster plans were drawn up and posted in all Buildings.

Future Projects:

1. Re-surface certain streets and parking lots.
2. Waterproof the Auditorium and Infirmary below grade.
3. Remodel the Matron's Office in Building #6.
4. Replace sidewalks and curbs where necessary.
5. Develop additional parking lots.
6. Install new lights in the corridors of the Infirmary.
7. Further replacement of certain hot-water return lines.
8. Development of unused ground along the Minnehaha Creek.
9. Demolition of the water tank.
10. Replacing stair treads in Building #6.
11. Installation of new hand rails on 1st, 2nd, and 3rd floors in the Infirmary.
12. Gutter and other metal surface repairs in front of Bldg. #6.
13. Provide an enclosed second means of egress from within Buildings 1 through 5.
14. Installation of a fire alarm system in the Infirmary.
15. Replace utility tunnel between Power Plant and Bldg. #6.
16. Provide adequate exit lights as per the State Fire Marshall.
17. Renovation of Kitchen #6 and enlarge it's storage facilities.
18. Installation of a sprinkler system in Building #7.
19. Provide additional hot-water heater and automatic controls.
20. Raise the sewer lift station and construct a retaining wall in that area.
21. Tie existing fire alarm system directly to Mpls. fire stations.
22. Repair deteriorated plaster and moisture damage in the Infirmary.
23. Provide new steps for Bldg. #6 and Headquarters because of safety factors.
24. Install Hayes controls, flow meters, for #1 and #2 boilers in the Power Plant.
25. Tuck point and repair pylons at the entrance to the Home.

Goals to be Met:

The present complement of carpenters, painters, and janitors perform much work outside their classifications. Examples of such work are masonry, plastering, cement, sheet metal work, snow removal, transportation of members, etc. This presents a personnel problem in that it is not good policy to continually ask employees to perform in skill areas outside of their normal job classification. The only plausible solution at this time would be to increase the work complement of the Building and Grounds crew which will be accomplished through request in the next biennial budget.

Although we purchased a jeep to aid in snow moving, we still find our snow removal to be quite a problem. We can only clear our roadways by piling snow along them. A loader is very badly needed so that we may actually remove the snow from the critical areas on the grounds.

2. Food Service:

The function of the Dietary Department is to provide meals that are well prepared, attractively served, acceptable to the majority of the members, and meet the daily dietary allowance as recommended by the National Research Council of the Food and Nutrition Board. Those members who have dietary restriction are to be provided with meals that meet their dietary needs. The department must operate under the sanitary conditions as recommended by the State Board of Health. The food costs must be within the amount allowed by the State of Minnesota.

Accomplishments:

Quarterly menus and Food Requisition conferences were held; however, on the recommendations received from the Division of Procurement, food requisitions were changed to a semi-annual basis for the period starting 1 July 1970.

The "Cracker Barrel" (late evening snack), has become an established function. It is held every Monday through Friday evenings from 7:30 to 8:15 P.M. in the Main Dining Hall. Many of these "Cracker Barrels" are sponsored by volunteer organizations for which they provide snacks, and in some cases "live entertainment". There was a yearly attendance of over 8,000 members for a nightly average of 35 members. The high attendance mark during this last year was 105.

Holidays continue to be emphasized through the use of decorations, special favors, place mats, and special holiday menus.

Standardization of recipes for both kitchens was started this year. New recipes are constantly being tried and evaluated in an attempt to keep the menus varied and interesting for the members.

Special diet menus are made daily and these are an adaptation of the regular menus whenever possible. These special diets are made in cooperation with the Infirmary and include the following diet menus: diabetic, restricted, sodium, low cholesterol, fat free, bland, or mechanically soft diets.

The Main Dining Hall was remodeled this past year and has resulted in a more efficient operation of the Kitchen and also has improved its appearance.

Food costs have risen this last year thereby necessitating an increase in food costs for the coming fiscal year to the amount of 75¢ per day per member.

Goals to be Met:

An in-service training program for Food Service employees will be instituted this coming year.

Due to the increased cost of food, portion control and other methods will be further utilized to enable the Home to serve well-prepared meals within the cost per day authorized by the State.

More instruction will be given to members on special diets. This instruction will include a complete explanation of their diets, why they are on their diets, and what type of foods they may eat between meals.

More attention will be placed on special diets and on improving current menus. To be able to do this, the Home is requesting of the next Legislature the addition of a Food Service Supervisor to take over the general supervision of the Food Service Operation. The addition of the position will allow the Home's dietician to spend more time on special diets and the general menu planning.

3. Pharmacy Operations:

The function of the Pharmacist is to dispense drugs at the Infirmary as the doctors prescribe, and to maintain an adequate stock on hand at all times. This responsibility also includes supervision over the drugs members may have in their possession in their living quarters.

Accomplishments:

A review of all drugs in the possession of each member was made this fiscal year. A patient drug profile was made by the Pharmacist this year which included listing of drugs which members had been taking, or presently are taking. This has helped the Chief Medical Officer immensely as it informs him if there is a drug reaction or inter-reaction involved. This also enables the Chief Medical Officer and Pharmacist to determine if the individual member is not taking his drugs at prescribed intervals or if a member is taking his medication at too frequent intervals.

An in-service education was started by the Pharmacist and was designed primarily for the nursing staff but has been helpful to other employees of the Home. This training primarily dealt with nursing procedures and utilized such training aids as movies to review the various types of procedures and the types of patients they will be in contact with.

Goals to be Met:

In-service training will be continued and in the next fiscal year will emphasize new nursing procedures (under the supervision of the Chief Staff Physician), the new types of drugs and their advancements in this field, and to also review any of these new drug's inter-reactions and/or reactions.

4. Fiscal Control and Administration Services:

This operation provides the Home with the following services: Preparation and review of budgets, personnel matters as directed by the Commandant, member job placement, maintenance of accounting records, a cashiering service for members, property management, purchasing, and supervision of residences, canteen, coffee shop, laundry, transportation and commissary.

Accomplishments:

The Home's Employee Handbook was written and approved this year, with actual printing of this handbook to be accomplished early in this next fiscal year.

Inventory plans were made and the actual inventory started of all the Home's equipment and assets. Completion of this inventory and related records will be completed this next fiscal year.

Better purchasing and central receiving procedures and records were established. This has resulted in less internal confusion and has created better relations with the Home's vendors.

The Home's cashiering service still continues to offer the members a great variety of services along with it's usual check cashing and maintenance collection duties. The other services offered are: savings accounts, service checks, and maintaining a supply of stamps and post cards that members may purchase.

Two semi-annual reviews of member's income were accomplished which resulted in a much more accurate record of member's total recurring income. One of these semi-annual reviews was very difficult as all member's maintenance rates were affected by the new schedule of maintenance rates adopted by the Board on March 10, 1970, with an effective date of May 1, 1970. This semi-annual review was further complicated by the increase in Social Security rates and changes in the Medicare deductions.

Accounting records were continued to be improved which gave the Home's Administration a clear and more precise picture of it's income and expenditure areas.

During the past year the Home has become custodian of more of member's personal funds which has resulted in a larger work-load for the Business Office.

Goals to be Met:

More cross training will be done in the Business Office to provide better coverage during absence of any personnel due to sickness or vacation.

During this next fiscal year, we hope to encourage employees to make better use of the State's suggestion system. Three suggestion units were placed in certain locations in the Home with suggestion forms.

A more rapid follow-up on delinquent member maintenance accounts will be accomplished, and a closer liaison with members will be established to make them more knowledgeable of their responsibilities to the Home.

MEDICAL SERVICES:

The function of this service is to insure that our members maintain a high standard of health. This includes day to day health needs as well as the implementation of preventive medicine. The physical resources used by this service are the Home's Infirmary and when the level of care required is beyond the Infirmary's capabilities, the services of the V.A. Hospital, Hennepin County General Hospital and the St. Paul Ramsey Hospital are used.

Accomplishments:

A very excellent working relationship has been further developed with the Minneapolis V.A. Hospital. The betterment of this relationship has depended mainly on the careful effort made by our medical staff to screen all referrals so that no unnecessary work is sent to the Hospital. Of the patients sent to the V.A. Hospital, the majority are admitted on the working diagnosis, prepared by the Home's medical staff.

A number of new admissions to the Home during the past year have come from the St. Cloud V.A. Hospital. The Home has acquired considerable experience in sorting out these patients, and has acquired an awareness of these behavioral patterns which is acceptable to other members of the Home and that can be absorbed within the Home's present structure and operation. In working with members from the St. Cloud V.A. Hospital the Home has established a good liaison with the "psychiatric social workers" at the Minneapolis V.A. Hospital, who have been assigned a continuing responsibility for follow-up care of these veterans. Troublesome behavior and life crisis' of these members are managed by assistance from these resources, and is also implemented through the help of our social helper.

During the past year some major items of equipment were added to the Infirmary. A new power-operated examination table was installed which greatly facilitates the handling and examination of patients, especially the aged and feeble. Also, a new air-conditioner was installed in the examination room for the comfort of the patients being examined.

An increasing number of members required the service of the Bennet Treatments for emphysema and chronic obstructive lung disease conditions during the past year.

During the past year a visual acuity testing program was started under the auspices of the State Services for the Blind and Visually Handicapped and Dr. Robert H. Monahan, Chief of Ophthalmology at St. Paul Ramsey Hospital. This program was implemented by the Committee on Ophthalmology of the Minnesota State Medical Association. Under this program the members are screened, refracted and accordingly referred for glasses and/or specialized types of eye-care including surgery. Through June, 1970, a total of 288 have received visual acuity testing.

The dental program continues on the same basis which primarily utilizes the services of the University of Minnesota Dental School. The services of a private dentist are used for dental emergencies.

The Podiatrist care with Dr. Howard L. Schake, has been continued as this service has proven to be of a great benefit to our members.

Goals to be Met:

The use of members as orderlies has proven to be quite unsatisfactory due to their continued unreliability. This unreliability results in our nursing staff frequently performing orderly duties. This situation will hopefully be corrected through the request of Civil Service orderlies in the coming Biennial Budget.

The interior of the Infirmary will continue to be improved through such projects as repainting and replastering deteriorated areas after the below grade water-proofing project is completed.

RECAPITULATION OF INFIRMARY ACTIVITIES follows on the next page.

RECAPITULATION OF INFIRMARY ACTIVITIES

Fiscal Year 1969/70

Inpatients - Doctor's Calls	672
Inpatients - Medical Services given by Nurses	2,572
Outpatients - Doctor's sick calls	4,206
Outpatients - Minor clinical care by Nurses	<u>4,571</u>
	TOTAL 12,021

Interviews for reconsideration of Home	
Membership	64
Building Visits by Doctor	15
Building Visits by Nurses	48
Employees (Dr.) Minor emergency medical care	7
Employees (Nr.) Minor emergency medical care	34
Examinations for admission	179
Annual Physical examinations	24
Pap Smears	45

Average Daily Member Census	49.10
Average Daily Members Present	44.53

EXAMINATIONS*

	<u>Dr.</u>	<u>Nr.</u>
General Physical	176	1
Others	0	541

TREATMENTS

Medical	3,907	2
Surgical	3	11
E.E.N.T.	0	110
Medications	3,706	5,957
Dressings	1	335
Physical Therapy	0	3

*Actual Physical Contact with Patient other than refill of medications.

PODIATRIST

Treatments	994
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PHYSIO-THERAPY, HYDRO-THERAPY, CLINICAL TREATMENT OR TEST

Hemoglobin	992
Urine Analysis	2,952
Blood Pressure	1,112
Height	1,040
Weight	1,033
IRPB Posi-Pressure	5,519
Whirlpool Baths	3,302
Shampoos	1,195
Chest Cupping	574
Postural Drainage	574
Medco-Therm	115

CHAPLAINCY SERVICES:

The function of this department is to meet the spiritual and moral needs of the members. This is accomplished through regularly scheduled worship services, communion services, religious programs, Bible study, devotions, instructions and counselling.

Accomplishments:

Services were conducted each Sunday and on special church holy days, days of obligation, Thanksgiving and Christmas by both chaplains. Each month the Catholic chaplain held a Mass in the Infirmary and the Protestant chaplain held a Communion service in the Library.

Both Chaplains have made a variety of religious and devotional literature available to those who desire.

A Bible study group met on Mondays, from September through June. Movies, visual aids, discussions and lectures were the methods used.

One congregation, Elim Covenant, sent a group each month to present a program, and for the past five months they have sent another group who have had a social hour. Seven congregations have sent groups to visit, to offer programs, to take residents on tours and to participate in Sunday morning services. Many churches sent carol groups during the Christmas season.

A very pleasant accomplishment this past year was the organizing of a Home Choir, directed by one of the residents. Since December, 1969, they have sung at every service. They have also made one outside appearance at the Minneapolis V.A. Hospital.

Visitation and counselling continue to be a major emphasis. In this area there is more and more cooperation from Staff members in suggesting to the Chaplains individuals to see. Residents are free to seek out a Chaplain at any time and more and more are doing so. The addition of a social helper to the staff has been of immeasurable help in this area.

Sunday sermons are taped and brought to those who request them. A beginning has been made on taping each issue of the "SENTINEL", the Home paper, and playing it for the visually handicapped. This has been warmly received. Devotional and music tapes have also been made available to the visually handicapped. Memorial gifts were used to purchase more chime tapes.

Thirty religious books, reference, novels, biographies and autobiographies were added to the Home Library.

The Protestant Chaplain had part in making arrangements for a Golden Wedding service and reception for one of the Home's couples.

The Chaplains alternate in writing a monthly column for the "SENTINEL", the Home paper.

The Chancel area of the chapel has been remodeled to meet new liturgical requirements. The platform was enlarged, back-drop drapes hung, free standing altar installed and the area was carpeted.

The Chaplain attended a meeting of the State Institutional Chaplains; two meetings of hospital and institutional chaplains in the metropolitan area; a meeting of State Funeral Directors of special interest to chaplains; and a meeting for chaplains arranged by the Upper Midwest Hospital Conference.

Goals to be Met:

During the coming year continued emphasis will be made to make the visitation and counselling program increasingly more effective; to make available for more material for the visually handicapped; to continue adding new religious books to the Library; to arrange more outside appearances of the Home Choir; to continue a community outreach program; to continue by attendance at institutes, forums and through reading; to learn more about geriatrics and how to serve all members better; to secure secretarial help; and to develop more fully the team concept in serving the member.

ACTIVITIES:

The recreational program is supported by the services of volunteer organizations, staff and members. It is designed to encourage participation and provide social and cultural stimulation through a varied and appealing program.

The Social Services program is designed to be complementary, in that the social helper can encourage reluctant members to participate in the recreational program while that program serves as a source of therapy for those members who need practice in social skills.

The social helper is responsible for interviewing new applicants to the Home and provides a social services program which is directed toward giving aid to members in problem solving and adjusting to living in the Home community.

Accomplishments:

The social helper gives special help to individual members through the social services program and the activities program. She provides an accessible ear to members who have special problems and encourages appropriate behavior. She contacts new members to help them adjust comfortably to living in the Home. She also tries to encourage members to use their special skills and talents as member employees.

Three Senior Aides, at no expense to the Home, were also added to the staff: two ladies work in the Home Library and one man works in the outside garden and greenhouse.

The Home Library, containing a large number of books and periodicals, has continued as a part of the responsibility of the Activities Department.

The Hobby Shop, outside garden and greenhouse have continued to provide facilities for a sizeable interested segment of the member population.

This department has continued to provide weekly movies, tours and social gatherings for the members. The pool room and card room are open for the members to congregate and visit with each other while they take part in some friendly competition.

The "SENTINEL" is now exclusively a member publication with the editor, as well as the reporters and other staff, being from the Home membership. The editor of the "SENTINEL" has done a tremendous job in improving the content of this paper to make it more informative to both the members of the Home and the outside reading public.

The beginnings of "discussion groups" were seen this past year. The discussion leaders were volunteers and attempted to include the more withdrawn members in their discussion groups. This encouraged interest in activities and events in the outside community and gave the more withdrawn people more in common with each other, helping them to form more intra-personal relationships. These groups were beneficial to the members.

Special events of the past year included: a tour of the Museum of Natural History, a tour of the Betty Crocker Kitchens, The Shrine Rodeo and the Shrine Circus, and the performance of the Lippizan Stallions.

MINNESOTA VETERANS HOME
MAINTENANCE AND REPAIR FUND
Annual Financial Statement
For the Year Ending June 30, 1970

RECEIPTS

Appropriation and Transfer.....	\$ 430,874.00
Federal Aid	355,268.00
Members Maintenance Charges.....	270,946.76
Civil Service Employees Deductions.....	10,591.11
All Other	2,712.51
	<u>\$1,070,392.38</u>

EXPENDITURES

	Disbursed	Unliquidated Encumbrances	Total Expenses
Personal Services			
Full Time Employees	\$544,139.28	\$ 21,887.74	\$566,027.02
Board Expense	4,000.00	50.00	4,050.00
Part Time Member Employees	50,724.23	1,854.78	52,579.01
Total Personal Services	<u>\$598,863.51</u>	<u>23,792.52</u>	<u>622,656.03</u>
Other Services - A			
Rental-Copier, Postage Meter, Etc.	880.12	154.20	1,034.32
Advertising	-----	59.20	59.20
Repairs, Maint. of Equip. (Incl. Labor)	5,530.27	322.00	5,852.27
Board & Staff Bonds, Burglary Ins.	390.21	-----	390.21
Printing	3.90	-----	3.90
Contract Employees & Services	<u>37,146.25</u>	<u>2,570.00</u>	<u>39,716.25</u>
Total	<u>43,950.75</u>	<u>3,105.40</u>	<u>47,056.15</u>
Other Services - B			
Phone & Postage	5,238.71	399.51	5,638.22
Travel-Board & Staff	3,727.13	205.09	3,932.22
Incoming Freight & Express	899.16	-----	899.16
Utilities-Elec., Water & Sewer	20,355.19	2,010.00	22,365.19
Dental, Eye Care of Members	11,371.85	7,424.86	18,796.71
Property & Pub. Liability Insurance	256.83	-----	256.83
Laundry & Other Contract Services	<u>7,918.71</u>	<u>2,127.76</u>	<u>10,046.47</u>
Total	<u>49,767.58</u>	<u>12,167.22</u>	<u>61,934.80</u>
Materials & Supplies			
Stationary & Office Supplies	2,838.85	126.63	2,965.48
Gasoline & Lubricants	932.21	-----	932.21
Medical & Hospital Supplies	22,089.13	147.95	22,237.08
Scientific & Educational Supplies	137.96	-----	137.96
Clothing (Non-Income) & Sewing Supplies	961.77	75.03	1,036.80
Provisions	93,141.28	6,623.13	99,764.41
Fuels-Heating, Cooking, Gas/Oil	24,625.19	916.47	25,541.66
Maintenance & Construction Materials	4,429.93	490.70	4,920.63
Misc. Materials & Supplies	<u>14,793.06</u>	<u>260.70</u>	<u>15,053.76</u>
Total	<u>163,949.38</u>	<u>8,640.61</u>	<u>172,589.99</u>
Fixed Charges			
Grants (Non-Income Members)	1,521.10	45.00	1,566.10
Employer Contributions	51,822.01	1,998.21	53,820.22
Employer's Share Hosp.&Insurance	<u>12,434.64</u>	<u>471.96</u>	<u>12,906.60</u>
Total	<u>65,777.75</u>	<u>2,515.17</u>	<u>68,292.92</u>

MINNESOTA VETERANS HOME
 MAINTENANCE AND REPAIR FUND
 Annual Financial Statement
 For the Year Ending June 30, 1970

EXPENDITURES (Continued)

	<u>Disbursed</u>	<u>Unliquidated Encumbrances</u>	<u>Total Expenses</u>
Acquisition of Property			
Building Improvements	\$ -----	\$ 1,690.00	\$ 1,690.00
Motor Vehicles	-----	2,239.00	2,239.00
Furniture & Fixtures	2,674.66	350.00	3,024.66
Educational & Scientific	2,256.94	-----	2,256.94
Other Equipment	<u>1,149.70</u>	<u>458.23</u>	<u>1,607.93</u>
Total	6,081.30	4,737.23	10,818.53
Non-Expense Items			
Maintenance Credits (Leaves)			
Sales Tax	<u>6,874.95</u>	<u>1,401.90</u>	<u>8,276.85</u>
GRAND TOTAL	\$935,265.22	\$ 56,360.05	\$991,625.27
Free Balance - June 30, 1970			\$ 26,184.54

MINNESOTA VETERANS HOME

Analysis of Per Capita Cost and Membership Averages
For the Fiscal Year Ended June 30, 1970

Inventory on hand - July 1, 1969	\$ 49,190.30	
Expenditures for the year	<u>990,327.28</u>	\$1,039,587.68
Less inventory on hand - June 30, 1970	30,456.90	
Less Acquisition of Property & Non-Expense item	<u>19,104.04</u>	<u>49,560.94</u>
		\$ 990,026.74

PER CAPITA COST - TOTAL

Average members - Men	307.81	
Average members - Women	<u>61.54</u>	369.35
Average resident employees		<u>50.00</u>
Total combined averages		419.35

Per Capita Cost per year	2,360.86
Per Capita Cost per month	196.74
Per Capita Cost per day	6.47

PER CAPITA COST - FOOD ONLY

Provisions on hand - July 1, 1969	26,402.69	
Provisions purchased during year	<u>98,498.70</u>	124,901.39
Less provisions on hand June 30, 1970		<u>18,488.64</u>
Net cost of provisions		106,412.75

Average members present - Men	284.44	
Average members present - Women	<u>55.91</u>	340.35
Average resident employees		<u>50.00</u>
Total combined averages		390.35

Meals served during year - 427,415	.249
------------------------------------	------

Per Capita Cost per year	272.61
Per Capita Cost per month	22.72
Per Capita Cost per day	74.6

PER CAPITA COST - TO STATE

Inventory on hand - July 1, 1969	49,190.30	
Legislative appropriation & Transfer	<u>430,874.00</u>	480,064.30
Less inventory on hand - June 30, 1970	30,456.90	
Less Acquisition of Property & Non-Expense item	19,104.04	
Less Free Balance June 30, 1970	<u>27,609.42</u>	<u>77,170.43</u>
		402,893.87

Per Capita Cost per year	960.76
Per Capita Cost per month	80.06
Per Capita Cost per day	2.63

STATE'S SHARE OF EXPENDITURES 40.7%

MINNESOTA VETERANS HOMEAnnual Report of Monthly Membership AveragesFor the Fiscal Year Ended - June 30, 1970AVERAGE HOME MEMBERSHIP

<u>1969</u>	<u>MEN</u>	<u>WOMEN</u>	<u>TOTAL</u>
JULY	298.87	63.93	362.80
AUGUST	294.61	63.83	358.44
SEPTEMBER	291.93	62.60	354.53
OCTOBER	297.80	62.58	360.38
NOVEMBER	310.53	62.50	373.03
DECEMBER	316.00	60.77	376.77
<u>1970</u>			
JANUARY	317.90	60.25	378.15
FEBRUARY	319.42	60.71	380.13
MARCH	318.20	61.71	380.00
APRIL	308.93	61.03	369.96
MAY	311.16	59.61	370.77
JUNE	<u>308.76</u>	<u>58.90</u>	<u>367.66</u>
Average for the Year -	307.81	61.54	369.35

AVERAGE MEMBERS PRESENT

<u>1968</u>	<u>MEN</u>	<u>WOMEN</u>	<u>TOTAL</u>
JULY	264.93	57.32	322.25
AUGUST	266.93	57.64	324.57
SEPTEMBER	274.63	56.46	331.09
OCTOBER	273.80	56.80	330.60
NOVEMBER	289.56	57.46	347.02
DECEMBER	294.74	55.80	350.54
<u>1970</u>			
JANUARY	296.74	55.06	351.80
FEBRUARY	299.25	55.75	355.00
MARCH	295.25	57.32	353.25
APRIL	289.06	55.56	344.62
MAY	285.48	53.29	338.77
JUNE	<u>282.26</u>	<u>52.56</u>	<u>332.70</u>
Average for the Year -	284.44	55.91	340.35

MINNESOTA VETERANS HOMEAnnual Summary of Home MembershipJuly 1, 1969 thru June 30, 1970

<u>M E N</u>				<u>W O M E N</u>					
<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Men</u>	<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Women</u>	<u>Total Monthly Membership</u>	
Active Membership 6/30/69				298	Active Membership 6/30/69				64
JULY 8	8	2	296	1	1	0	64	362	360
AUG. 5	7	0	294	3	1	1	65	359	359
SEPT. 9	9	2	292	0	1	2	62	254	254
OCT. 25	6	0	311	4	2	0	64	375	375
NOV. 9	6	1	313	0	3	0	61	374	374
DEC. 14	6	1	320	1	1	0	61	381	381
<u>1970</u>									
JAN. 8	5	4	319	1	0	1	61	380	380
FEB. 12	11	3	317	1	0	1	61	378	378
MAR. 9	10	1	315	1	1	0	61	376	376
APR. 10	10	4	311	1	0	1	61	372	372
MAY 12	7	1	315	0	1	1	59	374	374
JUNE 4	10	2	307	1	0	1	59	366	366
Admitted - Men		134	Discharged - Men		95	Deaths - Men		21	
Admitted - Women		14	Discharged - Women		11	Deaths - Women		8	
Total Admissions		148	Total Discharges		106	Total Deaths		29	

MINNESOTA VETERANS HOME INFIRMARY

<u>M E N</u>				<u>W O M E N</u>					
<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Men</u>	<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Women</u>	<u>Total Monthly Membership</u>	
Total patients 6/30/69				36	Total patients 6/30/69				6
JULY 19	18	1	36	6	5	0	7	42	43
AUG. 10	8	0	38	3	3	0	7	45	45
SEPT. 17	12	0	43	8	6	1	8	41	41
OCT. 14	17	0	40	6	6	0	8	48	48
NOV. 9	10	0	39	4	5	0	7	46	46
DEC. 22	13	0	48	7	7	0	7	55	55
<u>1970</u>									
JAN. 17	16	3	46	4	3	1	7	53	53
FEB. 12	14	0	44	4	7	0	4	48	48
MAR. 19	22	0	41	12	4	0	12	53	53
APR. 27	24	2	42	9	13	1	7	49	49
MAY 28	20	0	50	2	2	1	6	56	56
JUNE 10	18	0	42	3	2	0	6	48	48
Admitted - Men		204	Discharged - Men		192	Deaths - Men		6	
Admitted - Women		68	Discharged - Women		63	Deaths - Women		4	
Total Admissions		272	Total Discharged		255	Total Deaths		10	

N A T I V I T Y

SPANISH-AMERICAN WAR

Minnesota.....2
Missouri.....1
Wisconsin.....1

WORLD WAR #1

Arkansas.....1
Austria.....3
Finland.....2
Georgia.....1
Germany.....1
Greece.....1
Illinois.....5
Indiana.....2
Iowa.....7
Kansas.....1
Lithuania.....1
Main.....1
Michigan.....4
Minnesota.....77
Missouri.....1
Nebraska.....2
New York.....1
North Dakota.....1
Norway.....7
Ohio.....1
Poland.....1
Russia.....2
South Dakota.....2
Sweden.....3
Wisconsin.....10

WORLD WAR #1 NURSE

Illinois.....1

WORLD WAR #2

Arizona.....1
California.....1
Finland.....1
Illinois.....1
Indiana.....1
Iowa.....9
Kansas.....1
Kentucky.....1
Michigan.....5
Minnesota.....102
Missouri.....1
Montana.....2
Nebraska.....2
New York.....1
North Dakota.....7
Norway.....2
Oklahoma.....1
Pennsylvania.....1
Poland.....1
South Dakota.....3
Tennessee.....1
Washington.....1
Wisconsin.....12

KOREAN CONFLICT

Iowa.....2
Minnesota.....2
South Dakota.....1

VIET NAM ERA

Minnesota.....1

MINNESOTA VETERANS HOME
MEMBERS DEPOSITORY ACCOUNT

JUNE 30, 1970

ASSETS

MEMBERS
DEPOSITORY
FUND

Highland Park State Bank
 State Board of Investment

\$18,659.39
 95,000.00

Farmer's & Mechanics' Savings Bank
 Deceased Members Trust Fund (38 Acc'ts)

Passbook Balance	Interest Available <u>To Heirs</u>
\$12,156.52	\$432.41

11,724.11

Cash on Hand

14,197.69

Accounts Receivable

1,370.98

\$140,952.17

LIABILITIES

Members' Deposits- Ledger Card Control

\$140,952.17

MINNESOTA VETERANS HOME
DETAIL SUMMARY OF ALL EXPENDITURES

22

CANTEEN & COFFEE SHOP
July 1, 1969 - June 30, 1970

Balance Shown Previous Annual Report	\$18,543.72
Adjustment to include Cash Register Change on hand	70.00
	<u>18,613.72</u>
Interest Earned - Savings Accounts	270.67
Sales - All Sources	66,036.35
Monies Available	<u>\$84,920.74</u>

Disbursements:

Operating Expenses:

Sales Tax	\$ 839.93
Salaries	6,245.81
Waste Paper Salary	55.14
Purchases for Resale	46,968.65
Cleaning Supplies	68.45
Carbonic Gas	44.00
Invoices Omitted Prev. Yrs. Report	273.81
Gauge	10.00
Service Contract (Cash Registers)	26.00
Plumbing Expense	13.75
Coil Cleaning	156.00
Sundries	29.27

\$54,730.81

Non-Operating Expenses:

Cleaning Drapes	72.37
Door Prizes	10.00
Color T.V. Rental for World Series	47.50
Films & Supplies	4.48
Printing SENTINEL	595.20
Garden & Nursery Supply	775.51
Flower Arrangements	301.05
Canteen Remodeling	12,685.26
Cigarette Machine	439.50
Wall Coverings for 5 Day-Rooms (Inf)	2,124.00
Hair Dryer	69.95
Tables & Chairs for Auditorium	3,301.25
Stationery for Member's Domiciles	119.15
Films for Shows	620.63
Christmas Party	75.00
Sewing Machine Repair	90.95
T. V. Picture Tube	25.00

21,356.80

Total Disbursed

76,087.61
8,833.13

Cash Balance - June 30, 1970

Accrued Expenses:

Accounts Payable	4,136.33
Sales Tax Payable	77.53
Coffee Shop Salary Payable	<u>240.67</u>

4,454.53

Total Accrued Expenses - Unpaid

Authorized Expenditures - Unpaid

Films for Shows	47.67
(38) Chairs, Dining Room #6	475.00
(16) Chairs, Main Dining Room	200.00
(3) Tables, (6) Chairs-Coffee Shop	204.00
Draperies - Infirmary, Day-Rooms & Waiting Rooms	<u>1,825.00</u>

Canteen & Coffee Shop (Cont.)

Total Authorized Expenditures	2,751.67	
-------------------------------	----------	--

Total Encumbrance Balance		<u>7,206.20</u>
Free Balance June 30, 1970		\$ <u>1,626.93</u>

RECAPITULATION

Total Disbursed for Year Ending June 30, 1970	\$76,087.61
Total Unpaid Encumbrances	7,206.20
Free Balance	<u>1,626.93</u>
	<u>\$84,920.74</u>

ENDOWMENT BEQUESTS & DEVISES

JULY 1, 1969 -- June 30, 1970

Balance July 1, 1969		\$ 9,399.49
Receipts		<u>1,013.11</u>
TOTAL		<u><u>10,412.60</u></u>

Disbursed for:		
227 Nite Stands	\$8,512.50	
Bedside Caninet	59.78	
Cigarettes	<u>130.32</u>	
Total Disbursements		<u>8,702.60</u>
Cash Balance		<u>1,710.00</u>

Unpaid Authorized Expenses		
(1) Oversized Thermometer	10.00	
(5) Illuminated Magnifiers	50.00	
(1) Folding Illuminated Lectern	15.00	
Seeds & Plants - Gardens	15.00	
(4) Over-the-bed tables	273.00	
(1) Electric Shoe Shiner	26.70	
Nite Stands - Domiciliaries	1,203.10	
(1) Case Cigarettes	67.20	
(1) Silver Service	<u>50.00</u>	
Free Balance		<u><u>1,710.00</u></u>

Total Disbursed	\$ 8,702.60
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Total Unpaid Expense.....	1,710.00
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Free Balance	<u>.00</u>
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TOTAL	<u><u>\$10,412.60</u></u>
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LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

MINNESOTA VETERANS HOME
MEMBER'S DEPOSITORY INTEREST FUND***
July 1, 1969 - June 30, 1970

Balance July 1, 1969	\$ -0-
Interest Income from Investment Account (State Inv. Board)	4,996.17
Farmers and Mechanics Savings Account-Interest Earned	56.44
Transfer from "Home Board Interest Fund"-Per Board Min. 6/9/70	<u>526.49</u>
Total Monies Available During Period	5,579.10

Disbursement for Authorized Expenditures:

(116) Chairs - #6 Dining Room	\$ <u>1,450.00</u>
Balance June 30, 1970	\$ <u><u>4,129.10</u></u>

RECAPITULATION

Cash Available June 30, 1970	\$ 4,129.10
Unpaid Authorizations:	
(38) Tables - #6 Dining Room	<u>1,710.00</u>
Free Balance	\$ <u>2,419.10</u>

***Account Opened December 29, 1969

INVESTMENT STATUS AS OF JUNE 30, 1970

AMOUNT AVAILABLE FOR INVESTMENT	\$ <u><u>95,000.00</u></u>
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ANALYSIS OF INVESTED FUNDS:

<u>FACE VALUE</u>	<u>TYPE OF INVESTMENT</u>	<u>YIELD</u>	<u>DATE PURCH.</u>	<u>DUE DATE</u>	<u>COST</u>
\$50,000.00	U.S. Treas. Note	7.34%	7/14/69	5/15/71	\$48,709.24
<u>46,000.00</u>	U.S. Treas. Bills	6.30%	4/ 9/70	11/30/70	<u>44,108.25</u>
\$96,000.00		TOTALS			\$92,817.49

Hospital Director (00)

June 3, 1970

Chief, Medical Administration Div., OC (136E)

Chief, Fiscal Division (141)

Annual inspection of State Veterans Home

1. An inspection of the Minnesota Veterans Home was conducted May 26, 1970, in accordance with the provision of Section VI, Chapter 15, M-1, Part III. The following representatives of the VA Hospital participated in the inspection:

Mr. E. E. Scharnweber, Chief, Medical Administration Div., OC
 Mr. Harvey Johnson, Chief, Patient Control Section, Med. Admin. Div.
 Mrs. Florence Finnegan, Supervisor, Eligibility & Hospitalization Unit, OC
 Mr. Neal Pearson, Assistant Chief, Fiscal Division
 Mr. Robert E. Cullen, Chief, Accounting Section, Fiscal Division

2. The following represented the Veterans Home during the inspection:

Mr. E. C. Gustott, Administrator
 Mr. Patrick Burns, Chief Engineer
 Mrs. Nancy Erickson, Administrative Clerk

3. The other officers of the Minnesota Veterans Home who were not contacted during the inspection are the following:

Mr. Robert K. Schultz, Business Manager
 Reverend Sigvard Tveeten, Chaplain
 Dr. R. D. Mooney, Chief Medical Officer

4. Officers of the Board of Trustees are the following:

Mr. Arlo C. Abraham	President
Mr. Glenn D. McCarty	Vice President
Mrs. Norman Tallakson	Treasurer

5. There are 100 classified positions of which five were vacant at the time of the annual inspection. Approximately 85 to 90 members of the home are employed on a part-time basis.

6. All principal buildings were inspected. Acreage and facilities are essentially unchanged since the last annual inspection. The following significant improvements, completed since the last annual inspection in May 1969, were noted.

Hospital Director (00)

- (a) A new heating system has been installed in Buildings 1 and 5.
 - (b) Rearrangement of kitchen layout and installation of new dish-washing equipment has been completed. Kitchen ventilation has also been improved.
 - (c) The canteen has been completely redecorated and presents a much more pleasant atmosphere.
 - (d) Stairways in Building 6 and the headquarters building have been rebuilt and improved.
 - (e) Automatic clothes washers and dryers have been installed in some domiciliary buildings.
 - (f) The dining room in Building 6 has been redecorated and new chairs have been furnished.
7. Major improvements planned for the coming year include:
- (a) Plans have been drawn up, and a model is on display, for construction of an additional building for use as a combination domiciliary and physical therapy - rehabilitation center. It is hoped that construction will begin in the near future on the site formerly occupied by Building 8. This building is planned to accommodate 100 domiciliary members.
 - (b) Installation of an additional water main from the Minneapolis water system is still in the planning stage. This is felt to be necessary to provide a more adequate water supply and to facilitate installation of additional fire hydrants.
 - (c) Repainting of the bridge across Minnehaha Creek is under way and will be completed during the summer.
 - (d) The library is being redecorated, including the installation of new ceiling and lighting. This will be completed in the near future.
 - (e) A new elevator is being planned for Building 6.
 - (f) Additional washers and dryers are to be installed in domiciliary buildings.
 - (g) Redecorating of the Infirmary continues. At present, the second floor is being repainted and is not in use for this reason. Hand rails are being installed throughout, including the tunnel which connects to the dining room in Building 6.

Hospital Director (00)

8. Present bed capacity of the home is 464, of which 89 are in the infirmary and 375 in barracks. Of the 89 infirmary beds, 33 are not in use at present. The total membership of the home at time of inspection was 371 (312 men and 59 women). The records of the home indicate that 242 members are veterans who are currently receiving compensation or pension from the Veterans Administration.
9. A muster of 10% of those on federal rolls was conducted. Members to be mustered were selected at random, as prescribed in par. 15.21, M-1, Part III, and their physical presence was verified.
10. Control cards in the active VA file were checked against the records of the home and found to be in agreement. The days of care were computed and verified for the months of March and April 1969. There were no significant discrepancies. The home is making proper deductions for absences over 72 hours.
11. An inspection of the facilities of the State Veterans Home indicated that the housekeeping is conducted on a satisfactory basis. The quarters are adequately furnished. The kitchens and dining facilities appeared very clean and sanitary. The food and meat lockers are under refrigeration at all times. The infirmary is well staffed and well equipped for providing general medical care. All surgical treatment for entitled beneficiaries of the Veterans Administration is provided for by the VA Hospital, Minneapolis, Minnesota, as no surgical care is available in the State Veterans Home. During the inspection, several members were interrogated individually as to the manner of their care while members of the State Veterans Home. All members to whom such inquiries were made indicated favorable responses as to their care and treatment.
12. No disciplinary problem was discovered. The canteen provides for the personal needs of the members and dispenses 3.2 beer only. No intoxicating beverages are permitted to be in the possession of members at any time.
13. Members who receive over \$40 per month income are required to pay a stipulated amount each month toward support of the State Veterans Home. The amount charged is based on a graduated scale (schedule attached). A record of these payments is kept by the home. Those members who do not have income of any kind receive \$10 per month from the State Home.
14. All accounts of the home are audited by an auditor employed by the Board of Trustees. Accounts are also subject to audit by the Public Examiner's Office.
15. The provisions of VA Regulations 7001-7013, concerning nondiscrimination in Federally assisted programs of the Veterans Administration are being complied with.

Hospital Director (00)**16. The following summarizes the results of the audit of expense accounts:**

(a) An audit of the expense accounts was examined for the period April 1, 1969, through March 31, 1970. The audit was made to verify that only permitted items of expense were included in the allowable costs used in the computation of per capita costs and to determine that the total VA Aid payments to the State did not exceed the difference between the total amount collected and the total audit.

(b) The total amount collected and disbursed from both veterans and nonveterans for maintenance did not exceed the VA Aid payments to the State for each quarter covered.

(c) The quarterly expense worksheet used for preparing the State Home Report and Statement of Federal Aid was checked against the expense ledger. Variances were noted, mainly due to the encumbrance system of accounting used by Minnesota State Agencies, but these amounts were small and do not effect the amount of Federal Aid provided.

(d) Based on recommendation in the last audit report, a separate control sheet is maintained for collections and segregated by veterans and nonveterans, and the worksheets used in arriving at the per diem computation are retained for use in making the audit. They are also maintaining separate subsidiary records for replacement and additional equipment items.

(e) It was suggested that in the future funds collected from their employees for meals would be deducted from the expenses used in determining the per diem rate with the computations indicated on their worksheets. At the present time the adjusted actual cost per diem per quarter was over the amount required and does not effect the amount of Federal Aid provided.

(f) Worksheets covering the audit are filed in the Minnesota Soldiers Home Audit Folder maintained in the Fiscal Division.

W. G. GRIPPIN
Chief, Fiscal Division

E. E. SCHARNWIEBER
Chief, Medical Administration
Division, OC

Attachment (1)

EIGHTY-SECOND ANNUAL REPORT
OF THE
BOARD OF TRUSTEES
OF THE
MINNESOTA VETERANS HOME

FOR THE FISCAL YEAR ENDED JUNE 30, 1969

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

TRUSTEES

Paul W. Lohmann, President	3rd District	Hopkins
Arlow C. Abraham, Vice-President	1st District	Houston
Norman H. Tallakson, Treasurer	6th District	Willmar
Amos R. Anderson	7th District	Detroit Lakes
Lawrence Jensen	At Large	Minneapolis
William Killeen	4th District	St. Paul
Mrs. Glenn D. McCarty	5th District	Minneapolis
John W. Trimble	8th District	Virginia
John P. Messer, to January 1969	2nd District	Blue Earth

EXECUTIVE COMMITTEE

John W. Trimble, Chairman	Arlow C. Abraham
Norman H. Tallakson	

OFFICERS OF THE HOME

E. C. Onstott.....	Commandant
Stuart Johnston.....	Business Manager
Dr. Robert D. Mooney.....	Chief Medical Officer

The year 1 July 1968 - 30 June 1969 has been a year of changes. These changes were due to both the normal courses of improvements and outside influences. Outside influences that helped change the course of events at the Home were: Two (2) separate EBS studies of the Home, one of which was requested by the Board, the Public Examiner's Report of 1966, 1967, and 1968, and the courtesy review of the Home by the Minneapolis Public Health Service which was also requested by the Board. The continuing efforts on the part of the Board relative to eliminating continuous deficiencies in the operation of the Home were also of prime importance in effecting certain changes.

As a result of these forces, the Home has accomplished a number of projects that are changing the course of the Home for the future. The highlights of these changes are:

- (a) The adoption of a Long Range Plan for the Home that will increase the capabilities and scope of care at the Home;
- (b) Intermediate plans that call for the upgrading of the administrative and functional procedures of the Home so as to attain higher effectiveness from the dollars and efforts spent at the Home;
- (c) Immediate changes in personnel and procedures to alleviate the numerous deficiencies that were noted by the EBS surveys, the Public Examiner's Report and the Public Health Service review.

The present Commandant was hired as Administrator on 10 December 1968 - the former Commandant having resigned to accept other employment.

Upon assumption of the Administrator's duties of the Home, I found a definite lack of command in direct procedural control. This is borne out by the findings and recommendations of the EBS survey and the Public Examiner's Report through the period 30 June 1968. After discussion with the Board of Trustees the only course of action that could be made to regain staff and membership morale was to attempt to establish a "reasonable approach to each and every problem" as they came up. Those areas that were an immediate problem are enumerated below:

The building supervisors (sergeants) were being bypassed in the control of their buildings and the Civil Service supervisors were being bypassed by the then Commandant;

The Secretary of the Board was not being used to the best advantage for the Home by the Commandant or the staff;

The Home Chaplain was under medication and a patient at the Veterans Hospital in Minneapolis;

Civil Defense and fire emergency plans were non-existent;

The accounting records were not accurate and not responsive as the result of late postings without explanation or backup data;

Supply controls as to daily issues, requisitions, stock record cards, fixed asset control were almost non-existent;

Food cost control had been neglected.

There was a minor staff problem in the manner of medical coverage for the Home effective 1 January 1969. There was no medical coverage for the Home; therefore, two quick contracts had to be negotiated for both the day time and "on-call" services of physicians.

Budget preparation for the biennium was made with incomplete experience factors necessitating an addendum to the budget and a later additional plea for monies that had not been incorporated in either the budget or the hastily contrived addendum to the budget.

Positive actions that have been taken to correct the deficiencies noted above have been the recruiting, hiring and training of a Business Manager, Accounting Technician, Dietitian, Activities Director, in-service training of Infirmary personnel and Civil Defense training of Infirmary, Building and Grounds, and Engineer personnel. Frequent staff meetings were held with building supervisors to let them know where their responsibility and authority lay. Also, to familiarize more staff members with the functions of all the various departments of the Home, an inspection program was initiated whereby numerous staff members inspected all of the Home's operations.

A partial re-alignment of salaries and/or assignment and re-assignment of personnel duties commensurate with the responsibilities was effected in May and June of 1969.

The members and the remaining staff were very cooperative during the period after my assignment as Administrator on 10 December. They were aware that there were problems that had to be solved and they were willing to listen to new ideas.

There was, however, no evidence of any discrimination as to race, sex, color or creed in the hiring or firing of alignment positions.

An attempt has been made to let the membership know that the Staff are here to serve their needs and welfare and that they have a right to voice an opinion in the way the Home is run.

The Canteen is being extensively remodeled for their use. A new beauty shop operator has generated a better rapport with the members. Bird feeders, bird baths and bird houses have been placed on the grounds. The greenhouse was re-activated and the plants started therein were used as basic plantings for the summer-time gardens. Full-length wall mirrors have been installed in all domiciles in an effort to upgrade the appearance of the members. Also, bathroom scales have been installed in all rest room areas with the thought in mind that this could provide an additional incentive for the members to take more care and concern about their weight and general physical well-being.

Fifty-star flags for use both inside the buildings and the flag poles were secured, as well as Minnesota flags, to be displayed in the appropriate places.

Items that must receive attention within the foreseeable future if the Home is to continue to progress and provide a home of reasonable care and comfort for those persons eligible to become members:

Better domicile buildings and equipment; if present buildings are to be retained, extensive exterior repairs are necessary;

Additional grounds-keeping equipment, to include snow removal equipment and lawn areator roller;

Refurbish, relocation or construction of revamped office space;
Access to psychiatric services; either through direct hire or contract;

Civil Service personnel in charge of all domiciliary buildings;
Food carts and/or delivery system so that one central food preparation operation may be utilized;

Procurement of window bus for recreational and medical liaison needs;

Completion of the residential-restorative building authorized by the 1969 Legislature;

Construction of a Nursing Home complex if it is determined that the Home's mission is to be expanded to include Intermediate care and/or Nursing Home care;

Uniforms for maintenance and ground personnel;

A new or replacement power plant.

PERSONNEL CHANGES

An acting Business Manager was hired during this year to fill an existing vacancy due to resignation.

A new Chief Power Plant Engineer, Mr. Pat Burns, was hired during the year to replace the Chief Power Plant Engineer, Mr. Elness, who left due to retirement.

The position of Activities Director was vacated in September, 1968, by resignation of Mrs. Lois Berge. On February 1, 1969, this position was again filled by the employment of Mr. Glen Rachuy.

A Dietician, Mrs. Carol Thera, was also hired this year as this was a newly created position replacing the part-time supervision the Home had received from the State Dietician.

The Home's Cashier position became open due to retirement of Mrs. Florence Lang, and was temporarily filled by provisional appointment. After June 30 this position was filled with an experienced permanent Cashier, Mrs. Muriel Petheram. A new position of Accounting Technician, Mr. W. Stuart Johnston, was established to preclude recurring deficiencies due to lack of qualified personnel.

The Procurement Clerk, Mrs. Vivian Jordan, resigned during the year. After June 30 this position was filled with an experienced Senior Accounting Clerk, Mrs. Rita Menke.

There have been numerous changes in Food Service personnel, especially with the cooks.

Medical Services: The position of Temporary Chief Medical Officer was filled by Dr. Robert D. Mooney in September, 1968, and that of Standby and/or Emergency Physician under special contract covering evenings and weekends by Dr. Robert A. Ersek. Dr. Lester M. Dale resigned as Medical Director effective August, 1968.

For the purpose of this report, all functions of the Home are grouped into the following divisions: Administrative Services; Medical Services; Chaplaincy; and Activities.

ADMINISTRATIVE SERVICES:

The basic functions of this division are to maintain the Home's physical plant, to assure that all members have an adequate diet, to provide fiscal control, and to provide supply services, including pharmacy.

1. Physical Plant Operation:

The basic function of this operation is to provide adequate personnel, repair services, janitorial services and the necessary equipment required to keep the Home's physical plant operational.

Accomplishments:

The bridge and lighting system on the bridge were repaired during the year and reopened in October, 1968. Contractual refuse disposal was established with daily weekday pick-up commencing in January, 1969. This has proved to be a great improvement over the former system of disposal through burning at the Home.

Infirmery Building -- New roofing, flashing and coping were installed. New sun decks were completed. Contract work on the third floor was completed and fire escapes were installed to conform to the regulations of the State Fire Marshal. A new wheel chair ramp of a temporary construction was installed.

The roof was repaired on Building #7 (Main Dining Hall). Offices of the Headquarters Building were remodeled and relocated.

A new switchboard location was also built in the Headquarters Building.

Normal maintenance painting projects were accomplished in the Infirmary and Building #6 (ladies' and married couples' building.)

Power Plant -- A daily schedule was set up for testing the water to maintain proper chemical levels to reduce scale corrosion. This testing applies to boilers, steam lines, and condensate lines. One boiler was opened and a small amount of scale was found on the walls which did not represent any danger and was corrected through the use of chemicals. One hot water heater was replaced in the Power Plant. One of the water softeners failed and has since been repaired.

Periodic testing and maintenance of chemical levels is being done on the heating system in Domiciliary Buildings #2, 3 and 4. This system was previously converted from low pressure steam to hot water.

Five new sets of washers and dryers were installed in the men's buildings, purchased out of Canteen Funds.

Key personnel completed a Civil Defense Radiological Course and were also trained in the operation of fire extinguishers.

Future Projects:

1. Paint the bridge understructure.
2. Re-surface certain streets and parking lots.
3. Waterproof the Auditorium and Infirmary, above grade.
4. Landscape the area previously occupied by demolished Domiciliary Building #8.
5. Remodel the Matron's Office in Building #6.
6. Replace sidewalks and curbs where necessary.
7. Develop additional parking lots.
8. Remodel the Main Dining Hall in Building #7.
9. Waterproof the foundation of the Infirmary, below grade.
10. Install a new ceiling in the Library.
11. Remodel the altar in the Chapel.
12. Install new lights in the corridors of the Infirmary.
13. Replace certain hot water return lines.
14. Development of unused ground along the Minnehaha Creek.
15. Demolition of the water tank.

Goals to be Met:

The present complement of carpenters, painters, and janitors perform much work outside their classifications. Examples of such work are masonry, plastering, cement, sheet metal work, snow removal, transportation of members, etc. This presents a personnel problem in that it is not good policy to continually ask employees to perform in skill areas outside of their normal job classification. The only plausible solution at this time would be to increase the work complement of the Building and Grounds crew.

2. Food Service:

The function of this operation is to serve meals that are well prepared, attractively served, include foods liked by the majority of the members, and meet the daily dietary allowances as recommended by the National Research Council of the Food and Nutrition Board as well as provide the proper meals for members who are on dietary restriction and operate within the appropriated food allowance.

Accomplishments:

A full-time dietitian was hired on March 3, 1969. Previously, supervision of this operation was performed by the State Dietitian on a part-time basis.

Food Cost Analyses were established as a part of the regular reporting program.

Holidays have been emphasized in various manners, including the use of nut cups, decorated cakes and cookies, place mats and various small favors donated by volunteer service organizations.

A "Cracker Barrel" (late evening snack) was started in the Main Dining Hall in April. It is held every Monday through Friday night from 7:30 to 8:15 P.M. Weekly Attendance has been good with 150 to 200 members enjoying this service every week.

The member help were sent to the Hennepin County Chest Clinic for chest X-rays as a part of a recurring food handler's health examination procedure.

Special diet menus are made daily for diabetics, low salt, bland, and mechanical soft diets. Other special diets are made in cooperation with the Infirmary for other health problems such as heart disease, and obesity. All special diets are adapted from the general menu as much as possible. The fact that they are receiving special attention is important in improving the morale of the members. This was particularly noticed on Father's Day, when boutonnieres were pinned on members' coats and gifts (ball point pens) handed to the men.

Goals to be Met:

Food cost and portion control will remain as a prime concern of the dietitian. The surplus commodities allotted to the Home have been reduced slightly. This reduction has had an adverse effect on food cost.

3. Pharmacy Operations:

The function of the Pharmacist is to dispense drugs at the Infirmary as the doctors indicate and to maintain an adequate stock on hand at all times. His responsibilities also include supervision over the drugs members may have in their possession in their living quarters.

Accomplishments:

The part-time pharmacist was discontinued on a contractual basis on June 30, 1969, and is now a full-time Civil Service Employee. The pharmacy complied with the Medicare Program on "no floor stock of drugs" except for an emergency tray.

Goals to be Met:

A continuous review of all members' drug supplies will be made. This will be accomplished by physically examining all members' living quarters. A drug profile should be performed on every member to include the action and reaction, if any, to a specific drug.

More manufacturing of combination drugs will be done. This includes ointments for the podiatrist, etc. There will be an automatic time discontinuation of drugs in the Infirmary for all patients. The time element will be determined by the Chief Medical Officer.

The physical lay-out of the pharmacy could be revamped to provide a more efficient operation.

4. Fiscal Control and Administration Services:

This operation provides the Home with the following services: Preparation and review of budgets, personnel matters as directed by the Commandant, member job placement, maintenance of accounting records, a cashing service for members, property management, purchasing, and supervision of residences, canteen, coffee shop, laundry, transportation and commissary.

Accomplishments:

Members' valuables kept for safekeeping were removed from the cashier's vault and placed in a separate vault under the control of the Commandant and Business Manager.

Members' depository passbooks of Infirmary patients who were not capable of handling their own financial affairs were removed from the Infirmary office and are now kept in the cashier's vault.

A complete reconciliation of Members' Depository Passbooks with the Business Office's ledger cards was made during April and May with no discrepancies found.

A substantial improvement was made in the method of controlling expenditures with budgetary allotments.

A good effort was and still is being made to improve accounting records. Certain accounting records and procedures were adjusted to comply with the last Public Examiners' recommendations.

Members' long distance telephone calls through the Home's switchboard were eliminated. These calls are now being placed through pay phones located in the residences.

The 1969 Minnesota Legislature passed a law giving the Home authority to deposit a portion of the Member's Depository Account with the State Investment Board and to use the interest from this investment to purchase materials, equipment, or services to benefit the members. Two investments have been made by the State Investment Board and are drawing 7.34% and 6.3% interest. A total of \$90,000 has been placed with this Board.

Civil Service Employee's use of the cashiering operation was discontinued. This eliminated by approximately 50% the cashier's cash requirement.

Goals to be Met:

A Procedures Manual is an item that the Home has long been lacking. During the next fiscal year, research on and publication of such a manual will be done.

A physical inventory of all Home equipment and assets will be performed during the next year. Before this inventory is taken, an inventory of all members' and staff's personal property that is similar to Home-owned equipment will be made.

An item that should further improve employees' morale and create a better understanding of the Home and Civil Service Rules, is an Employee Handbook. Publication of a handbook will be made during this next year.

Better purchasing procedures and paperwork flow in the Business Office will be established. This will result in less internal confusion and create better relations with the Home's vendors.

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[illegible]

Personal Services	Disbursed	Unliquidated Encumbrances	Total Expenses
Full Time Employees	\$482,344.39	\$ 16,971.99	\$499,316.38
Board Expense	5,100.00	-	5,100.00
Part Time Member Employees	46,877.17	1,748.70	48,625.87
Total Personal Services	\$534,321.56	\$ 18,720.69	\$553,042.25
Other Services-A			
Rental-Copier, Postage Meter, Etc.	\$ 1,614.43	\$ 119.92	\$ 1,734.35
Repairs, Maint. of Equipt.(Incl.Labor)	2,588.21	140.52	2,728.73
Board & Staff Bonds, Burglary Ins.	230.30	-	230.30
Contract Employees & Services	67,293.89	1,454.00	68,747.89
Total	\$ 71,726.83	\$ 1,714.44	\$ 73,441.27
Other Services-B			
Phone & Postage	\$ 5,592.93	\$ 440.41	\$ 6,033.34
Travel-Board & Staff	3,860.02	60.97	3,920.99
Incoming Freight & Express	899.11	67.40	966.51
Utilities-Elec.,Water & Sewer	19,039.86	2,037.11	21,076.97
Dental, Eye Care of Members	8,211.15	1,209.00	9,420.15
Property & Pub. Liability Insurance	173.13	-	173.13
Laundry & Other Contract Services	6,523.59	1,894.08	8,417.67
Total	\$ 44,299.79	\$ 5,708.97	\$ 50,008.76
Materials & Supplies			
Stationery & Office Supplies	\$ 2,510.41	92.08	2,602.49
Gasoline & Lubricants	752.80	96.66	849.46
Medical & Hospital Supplies	20,965.22	1,726.20	22,691.42
Scientific & Educational Supplies	39.32	-	39.32
Clothing (Non-Income) & Sewing Supplies	1,228.86	8.25	1,237.11
Provisions	109,375.01	4,123.59	113,498.60
Fuels-Heating & Cooking Gas/Oil	23,188.62	1,110.48	24,299.10
Maintenance & Construction Materials	4,616.41	1,098.68	5,715.09
Misc. Materials & Supplies	15,327.62	913.88	16,241.50
Total	\$178,004.27	\$ 9,169.82	\$187,174.09
Fixed Charges			
Grants (Non-Income Members)	1,874.00	75.00	1,949.00
Employer Contributions	44,849.08	1,590.00	46,439.08
Employer Share Hosp. & Insurance	11,824.27	378.00	12,202.27
Total	\$ 58,547.35	\$ 2,043.00	\$ 60,590.35

Minnesota Veterans Home
 MAINTENANCE AND REPAIR FUND
 Annual Financial Statement
 For the Year ended June 30, 1969

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Expenditures (Continued)

	<u>Disbursed</u>	<u>Unliquidated Encumbrances</u>	<u>Total Expenses</u>
Acquisition of Property			
Furniture & Fixtures	\$ 1,920.51	\$ 96.00	\$ 2,016.51
Other Equipment	1,350.43	250.56	1,600.99
Total	\$ 3,270.94	\$ 346.56	\$ 3,617.50
Non-Expense Items			
Maintenance Credits (Leaves),			
Sales Tax	\$ 11,925.56	\$ 30.36	\$ 11,955.92
GRAND TOTAL	\$902,096.30	\$ 37,733.84	\$939,830.14
Free Balance - June 30, 1969			\$ 993.43

MINNESOTA VETERANS HOME

Analysis of Per Capita Cost and Membership Averages
For the Fiscal Year Ended June 30, 1968

Inventory on hand - July 1, 1968	\$35,606.84	
Expenditures for the year	<u>939,830.14</u>	\$975,436.98
Less inventory on hand - June 30, 1969	49,190.30	
Less Acquisition of Property & Non Expense items	<u>15,573.42</u>	64,763.72
		<u>\$910,673.26</u>

PER CAPITA COST

Average members - Men	295.92	
Average members - Women	<u>64.90</u>	360.82
Average resident employees		<u>50.00</u>
Total combined averages		<u>410.82</u>

Per Capita Cost per year	\$2,216.72
Per Capita Cost per month	184.73
Per Capita Cost per day	6.07

PER CAPITA COST - FOOD ONLY

Provisions on hand - July 1, 1968	17,398.46	
Provisions purchased during year	<u>113,498.60</u>	130,897.06
Less provisions on hand June 30, 1969		26,402.69
Net cost of provisions		<u>104,494.37</u>

Average members present - Men	273.17	
Average members present - Women	<u>59.33</u>	332.50
Average resident employees		<u>50.00</u>
Total combined averages		<u>382.50</u>

Meals served during year - 418,838	.249
Per Capita Cost per year	273.19
Per Capita Cost per month	22.77
Per Capita Cost per day	.748

PER CAPITA COST TO STATE

Inventory on hand - July 1, 1968	35,606.84	
Legislative appropriation and Transfer	<u>368,341.00</u>	403,947.84
Less inventory on hand - June 30, 1969	49,190.30	
Less Acquisition of Property and Non Expense Items	<u>15,573.42</u>	
Less Free Balance June 30, 1969	<u>993.43</u>	65,757.15
		<u>338,190.69</u>
Per Capita Cost per year	823.21	
Per Capita Cost per month	68.60	
Per Capita Cost per day	2.26	

STATE'S SHARE OF EXPENDITURES 37.1%

MINNESOTA VETERANS HOMEAnnual Report of Monthly Membership AveragesFor the Fiscal Year Ended - June 30, 1969AVERAGE HOME MEMBERSHIP

<u>1968</u>	<u>MEN</u>	<u>WOMEN</u>	<u>TOTAL</u>
JULY	299.06	65.00	364.06
AUGUST	296.16	65.35	361.51
SEPTEMBER	293.53	65.00	358.53
OCTOBER	292.84	66.00	358.84
NOVEMBER	289.13	66.97	356.10
DECEMBER	295.61	66.13	361.74
<u>1969</u>			
JANUARY	302.84	65.26	368.10
FEBRUARY	301.14	64.39	365.53
MARCH	297.32	64.03	361.35
APRIL	292.40	64.50	356.90
MAY	293.19	63.32	356.51
JUNE	297.80	62.90	360.70
Average for the Year-	295.92	64.90	360.82

AVERAGE MEMBERS PRESENT

<u>1968</u>	<u>MEN</u>	<u>WOMEN</u>	<u>TOTAL</u>
JULY	264.96	59.39	324.35
AUGUST	265.45	59.74	325.19
SEPTEMBER	270.40	60.53	330.93
OCTOBER	272.74	60.16	332.90
NOVEMBER	272.83	64.23	337.06
DECEMBER	278.26	59.32	337.58
<u>1969</u>			
JANUARY	286.71	60.00	346.71
FEBRUARY	283.39	57.68	341.07
MARCH	278.84	60.48	339.32
APRIL	269.90	58.10	328.00
MAY	270.06	56.87	326.93
JUNE	264.50	55.43	319.93
Average for the Year-	273.17	59.33	332.50

MINNESOTA VETERANS HOMEAnnual Summary of Home MembershipJuly 1, 1968 thru June 30, 1969

<u>M E N</u>				<u>W O M E N</u>				Total Monthly Membership
<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Men</u>	<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Women</u>	
Active Membership 6/30/68			298	Active Membership 6/30/68			65	363
JULY 6	6	0	298	0	0	0	65	363
AUG. 8	3	5	298	1	1	0	65	363
SEPT. 9	10	3	294	0	0	0	65	359
OCT. 5	4	4	291	1	0	0	66	357
NOV. 6	1	4	292	1	0	0	67	359
DEC. 13	2	1	302	0	1	0	66	368
<u>1969</u>								
JAN. 6	4	1	303	0	1	0	65	368
FEB. 8	7	3	301	1	2	0	64	365
MAR. 3	6	3	295	1	1	0	64	359
APR. 5	7	1	292	2	1	0	65	357
MAY 11	5	0	298	2	2	0	64	362
JUNE 10	6	4	298	2	2	0	64	362
Admitted - Men 90				Discharged - Men 61			Deaths - Men 29	
Admitted - Women 10				Discharged - Women 11			Deaths - Women 0	
Total Admissions 100				Total Discharges 72			Total Deaths 29	

MINNESOTA VETERANS HOME INFIRMARY

<u>M E N</u>				<u>W O M E N</u>				Total Monthly Membership
<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Men</u>	<u>Admitted</u>	<u>Discharged</u>	<u>Died</u>	<u>Total of Women</u>	
Total patients 6/30/68			53	Total patients 6/30/69			7	60
JULY 17	20	0	50	4	3	0	8	58
AUG. 12	10	4	48	2	3	0	7	55
SEPT. 14	12	1	49	3	3	0	7	56
OCT. 17	21	3	42	4	4	0	7	49
NOV. 19	9	3	49	5	4	0	8	57
DEC. 18	17	1	49	9	8	0	9	58
<u>1969</u>								
JAN. 15	17	1	46	8	5	0	12	58
FEB. 11	12	2	43	11	9	0	14	57
MAR. 10	9	1	41	6	12	0	8	49
APR. 14	16	1	38	2	2	0	8	46
MAY 12	10	0	40	4	3	0	9	49
JUNE 14	16	2	36	4	7	0	6	42
Admitted - Men 173				Discharged - Men 169			Deaths - Men 19	
Admitted - Women 62				Discharged - Women 63			Deaths - Women 0	
Total Admissions 235				Total Discharges 232			Total Deaths 19	

N A T I V I T YSPANISH-AMERICAN WAR

Iowa.....	1
Minnesota.....	2
Wisconsin.....	1

WORLD WAR #1

Arkansas.....	1
Austria.....	3
Denmark.....	1
Finland.....	3
Georgia.....	1
Germany.....	1
Illinois.....	3
Indiana.....	2
Iowa.....	10
Italy.....	1
Kansas.....	3
Kentucky.....	1
Lithuania.....	1
Maine.....	1
Michigan.....	5
Minnesota.....	79
Missouri.....	1
Montana.....	1
Nebraska.....	2
New York.....	2
North Dakota.....	1
Norway.....	6
Ohio.....	1
Poland.....	1
Russia.....	2
South Dakota.....	3
Sweden.....	5
Washington.....	1
Wisconsin.....	12

WORLD WAR #1 NURSE

Illinois.....	1
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WORLD WAR #2

Arkansas.....	1
Illinois.....	3
Iowa.....	4
Kansas.....	1
Kentucky.....	1
Michigan.....	3
Minnesota.....	98
Missouri.....	2
Montana.....	2
Nebraska.....	2
New York.....	1
North Dakota.....	6
Norway.....	2
Oklahoma.....	1
South Dakota.....	1
Tennessee.....	1
Washington.....	2
Wisconsin.....	9

KOREAN CONFLICT

Minnesota.....	2
Wisconsin.....	1

LEGISLATIVE REFERENCE LIBRARY
STATE OF MINNESOTA

MINNESOTA VETERANS' HOMEMEMBER DEPOSITORY ACCOUNTJUNE 30, 1969RESOURCES

MEMBERS' DEPOSITORY FUND:

Marquette National Bank, Minneapolis	\$9,000.00
Fourth Northwestern National Bank, Minneapolis	9,000.00
Metropolitan State Bank, Minneapolis	9,000.00
First Minnehaha National Bank, Minneapolis	9,000.00
Midland National Bank, Minneapolis	9,000.00
Commercial State Bank, St. Paul	8,000.00
Minnesota State Bank, St. Paul	8,000.00
First National Bank, St. Paul	8,000.00
Northwestern National Bank, St. Paul	8,000.00
American National Bank, St. Paul	8,000.00
Northwestern National Bank, So. St. Paul	8,000.00
Drovers' State Bank, So. St. Paul	8,000.00
Highland Park State Bank, St. Paul	8,000.00
Total Cash in Bank	<u>18,259.33</u>
	119,259.33
Cash on Hand	7,378.95
Accounts Receivable	524.15
	<u><u>127,162.43</u></u>

LIABILITIES

Members' Deposits	127,289.54
Cash over (or short)	<u>(127.11)</u>
	<u><u>127,162.43</u></u>

CANTEEN & COFFEE SHOP

July 1, 1968 - June 30, 1969

Balance July 1, 1968	\$20,921.53
Interest earned	405.41
Receipts	<u>53,141.85</u>
	74,468.79

Disbursements:

Salaries	5,301.92	
Repairs	165.10	
Merchandise - Resale	31,887.29	
Glasses - Dishes	135.00	
Film - Photo Supplies	54.84	
Flowers & Misc.	256.47	
Sales Tax	876.35	
Entertainment	1,024.81	
Equipment	68.95	
Other	639.00	
Refurbish & Equip Men's Domiciliaries		
3 Air Conditioners (Canteen & Coffee Shop)	656.60	
Smoking stands - dayrooms	376.00	
S.A.W. Auxiliary Room in Infirmary	69.50	
150 Chairs - Domiciliaries	6,450.00	
Nite Stands - Bldg. #1	1,886.00	
Chests & Mirrors - Bldg. #1	3,099.55	
Draperies - Bldg. #1	637.69	
Remodel Canteen	<u>2,340.00</u>	
Total Disbursed		55,925.07
Cash Balance - June 30		<u>18,543.72</u>
Authorized expense - unpaid		
Remodel Canteen	12,660.00	
Garden Supplies & Equipment	485.48	
Publishing Sentinel	75.00	
Display rack - Coffee Shop	75.00	
Members' Stationery	119.25	
Chairs & Tables - Auditorium	<u>3,292.50</u>	
Total unpaid expense		16,707.23
Free Balance - June 30		<u><u>1,836.49</u></u>
Disbursed for Year ended June 30		55,925.07
Unpaid expense		16,707.23
Free Balance		<u><u>1,836.49</u></u>
		<u><u>\$74,468.79</u></u>

ENDOWMENTS BEQUESTS & DEVISES

July 1, 1968 -- June 30, 1969

Balance July 1, 1968		\$12,290.29
Receipts		241.94
		<u>12,532.23</u>
Disbursed:		
60 Senior Citizen Chairs	\$2,528.40	
25 Dining room Chairs	312.50	
Cigarettes	123.84	
Draperies	<u>168.00</u>	
Total Disbursements		<u>3,132.74</u>
Cash Balance		<u>9,399.49</u>
Authorized expense - unpaid		
Nite stands, Domiciliaries	9,336.37	
Cigarettes	<u>63.12</u>	
		<u>9,399.49</u>
		.00
Total Disbursed		\$3,132.74
Total unpaid expense		9,399.49
Free Balance		.00
		<u>\$12,532.23</u>

INTEREST ACCOUNT

July 1, 1968 - June 30, 1969

Balance July 1, 1968	\$5,832.63
Interest	<u>188.56</u>
	6,021.19

Disbursed:

Lamps - Bldg. #2	\$ 335.00	
Carpeting Bldg. #2	804.00	
Tables - Bldg. #2	129.85	
Pictures - Bldg. #2	79.00	
Photo Supplies	37.75	
Resuscitators	308.00	
Draperies & Game Table - Bldg. #2	503.92	
Members' Depository	.18	
Freight - Chairs, Bldg. #2	<u>15.55</u>	
Total Disbursed		2,213.25
Cash Balance June 30		<u>3,807.94</u>

Authorized Expense - unpaid:

Remodel Matron's Office	593.79	
Game Table & Chairs - Bldg. #2		
Washers & Dryers for Mens' Bldgs.	<u>3,214.15</u>	
Total unpaid expense		3,807.94
Free Balance June 30		<u>.00</u>

Total Disbursed	2,213.25
Total unpaid expense	3,807.94
Free Balance	<u>.00</u>
	<u>\$6,021.19</u>

LEGISLATIVE COUNCIL CLERK
STATE OF MINNESOTA

Hospital Director (00)

May 29, 1939

Chief, Medical Administration Division, OC (136E)
Chief, Fiscal Division (141)

Annual Inspection of State Veterans' Home

1. An inspection of the Minnesota Veterans' Home was conducted May 29, 1939, in accordance with the provisions of Section VI, Chapter 16, P.L., Part III. The following representatives of the VA Hospital participated in the inspection:

Mr. Wayne M. Janzig, Chief, Medical Administration Division
Mr. E. E. Scharnweber, Chief, Medical Administration Division, OC
Mrs. Florence Finnegan, Supervisor, Eligibility & Hospitalization Unit, OC
Mr. Neal Pearson, Ass't. Chief, Fiscal Division
Mr. Robert E. Cullen, Chief, Accounting Section, Fiscal Division
Mr. Charles Mazey, Chief, Budget Section, Fiscal Division

2. The following represented the Veterans' Home during the inspection:

Mr. E. C. Oxnstam, Administrator
Mr. W. Stuart Johnson, Business Manager

3. The other officers of the Minnesota Veterans' Home who were not contacted during the inspection are the following:

Reverend Sigvard Tweeten, Chaplain
Dr. R. D. Mooney, Chief Medical Officer

4. Officers of the Board of Trustees are the following:

Mr. Paul Lohmann	President
Mr. R. O. Abraham	Vice President
Mr. Norman Tallakson	Treasurer
Mr. Otis Sherman	Secretary

5. There are 94 classified positions of which seven were vacant at the time of the annual inspection. Seventy-seven members of the home are employed on a part-time basis. An additional six members will be added to this group in the near future. A full-time dietitian has been added to the staff resulting in considerable improvement in the overall management of dining facilities.

Hospital Director (00)

6. All principal buildings were inspected. Acreage and facilities are essentially unchanged since the last annual inspection. The following significant improvements, completed since the last annual inspection in May 1968, were noted.

- a. New roofing has been installed on the infirmary building and the main dining hall.
- b. New dishwashing and refrigeration equipment has been installed in the main kitchen.
- c. Reinforcement of the bridge across Minnehaha Creek at the main entrance to the home has been completed.
- d. A new water main, connected to the Minneapolis water system, has been installed.
- e. Additional interior stairways have been constructed to the second floor of the infirmary. Repainting of third floor rooms is in progress. Completion and occupancy of this area is expected in about 30 days.

7. Major improvements planned for the coming year include:

- a. Installation of an improved heating system in Buildings 1 and 3.
- b. Rearrangement of kitchen equipment and improvement of ventilation system.
- c. Installation of additional street lighting on the Veterans' Home grounds. In addition, the Minneapolis Park Board has been requested to provide additional lighting in adjacent park areas.
- d. Resurfacing and improvement of streets.
- e. Plans are under way to install an additional water main from the Minneapolis water system to provide a more adequate supply of water. (This will be in addition to the water main just installed.)
- f. Repainting of the bridge across Minnehaha Creek at the main entrance to the home.
- g. Depending upon the appropriation of funds by the State Legislature, long-range consideration is being given to the construction of an additional building for use as a combination domiciliary and physical therapy-rehabilitation center.

Hospital Director (00)

8. Present bed capacity of the home is 491 of which 89 are in the hospital and 402 in barracks. Of the 89 hospital beds, 33 are not in use at present. The total membership of the home at time of inspection was 358 (294 men and 64 women). The records of the home indicate that 280 members are veterans, who are currently receiving compensation or pension from the Veterans Administration.

9. A muster of 10% of those on federal rolls was conducted. Members to be mustered were selected at random as prescribed in par. 15.21, A-1, Part III, and their physical presence was verified.

10. During the review it was discovered that the home had been taking credit for the first 72 hours of absence and considering the member "present" for the purpose of computing the number of days for which reimbursement from the VA was claimed. This action was the result of a misinterpretation of the VA regulations covering absences of more than 72 hours. This situation had also been noted by Mr. George Hope on his recent audit of the home's records. The home's administrator advised us that Mr. Hope had contacted Central Office and it was concluded that the records should be audited in detail retroactive to July 1, 1967. Mr. Hope made this detailed audit and arrived at an "overpayment" of \$5,410.50 for the period July 1, 1967 through March 31, 1969. (From April 1, 1969 to date, our audit reveals that the home has been making proper deductions, i.e: the entire period of any absences over 72 hours is being deducted.) We have received no "official" information to confirm Mr. Hope's findings, but the Administrator of the Veterans' Home advised us that according to Mr. Hope, the home will be informed as to the manner in which this overpayment is to be cleared. (By check payment or deduction from the home's claim for the quarter ending 6-30-69). Payment to the Veterans' Home for the current quarter will not be made until this matter is resolved.)

11. An inspection of the facilities of the State Veterans' Home indicated that the housekeeping is conducted on a satisfactory basis. The quarters are adequately furnished. The kitchens and dining facilities appeared very clean and sanitary. The food and meat lockers are under refrigeration at all times. The infirmary is well staffed and well equipped for providing general medical care. All surgical treatment for entitled beneficiaries of the Veterans Administration is provided for by the VA Hospital, Minneapolis, Minnesota, as no surgical care is available in the State Veterans' Home. During the inspection, several members were interrogated individually as to the manner of their care while members of the State Veterans' Home. All members to whom such inquiries were made indicated favorable responses as to their care and treatment.

Hospital Director (00)

12. No disciplinary problem was discovered. The canteen provides for the personal needs of the members and dispenses 3.2 beer only. No intoxicating beverages are permitted to be in the possession of members at any time.
13. Members who receive over \$40.00 per month income are required to pay a stipulated amount each month toward support of the State Veterans' Home. The amount charged is based on a graduated scale (schedule attached). A record of these payments is kept by the home. Those members who do not have income of any kind receive \$10.00 per month from the State Home.
14. All accounts of the home are audited by an auditor employed by the Board of Trustees. Accounts are also subject to audit by the Public Trustee's Office.
15. The provisions of VA Regulations 7001-7013, concerning nondiscrimination in Federally assisted programs of the Veterans Administration are being complied with.
16. The following summarizes the results of the audit of expense accounts:
 - a. An audit of the expense accounts were examined for the period April 1, 1968 thru March 31, 1969. The audit was made to verify that only permitted items of expense were included in the allowable costs used in the computation of per capita costs and to determine that the total VA aid payments to the State did not exceed the difference between the total amount collected and the total costs for their maintenance for the period of the audit.
 - b. The total amount collected and disbursed from both veterans and non-veterans for maintenance did not exceed the VA Aid payments to the state for each quarter covered.
 - c. The quarterly expense worksheet used for preparing the State Home Report and Statement of Federal Aid was checked against the expense ledger. Variances were noted, mainly due to the encumbrance system of accounting used by Minnesota State Agencies. It was noted that one item in the amount of \$535.00 covering additional equipment for a floor directory was posted as an operating expense item and should not have been included in the per diem calculation. It was agreed that in the future funds collected from their employees for meals would be deducted from the expenses used in determining the per diem rate. The adjusted actual cost per diem per quarter was over the required amount and does not effect the amount of Federal Aid provided.

Hospital Director (00)

d. Based on a recommendation in the last audit replacement and additional equipment are maintained in separate accounts. This facilitates the audit to determine that only replacement equipment items are included in the operating expense.

e. It was also recommended and agreed by the Home that a separate control sheet be maintained for maintenance and segregated by veterans and non-veterans. It was also suggested that the working papers used in arriving at the collection figures used in the preparation of the State Home Report and Statement of Federal Aid Claimed be retained for the next audit.

W. G. GRIPPEN
Chief, Fiscal Division

E. E. SCHARNWEBER
Chief, Medical Administration
Division, CC

Attachment (1)

cc: 141
Veterans' Home