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DEPARTMENT OF PUBLIC WELFARE

Office Memorandum

TO : Wesley G. Restad
Assistant Commissioner
Bureau of Support Services

DATE: June 13, 1978

FROM : Al Beck
Mental Health Bureau

PHONE: 6-6916

SUBJECT: Hastings State Hospital Closure - Final Report

The following is a final report to you regarding the closing of Hastings State Hospital. The narrative is an attempt to describe, in general fashion, the scope and depth of the 9½ months of activity inherent in the closure of that facility. However, it is not in great detail. The report also gives some indication of the time and effort expended by the many who were directly involved in that activity.

Attached to the report are the following:

1. A memorandum from Corrine Gobeli, Department of Personnel, which summarizes that department's participation in the closing of Hastings State Hospital.
2. A memorandum from Craig Brooks, Department of Public Welfare, Mental Health Program Division, regarding the status of DPW Rule #17.
3. A report from the Department of Public Welfare, Personnel Division, which lists each Hastings State Hospital employee and shows the disposition for each person as it pertains to continued employment or severance.
4. A copy of the closure plan for Hastings State Hospital.
5. A copy of the closure timetable.
6. A copy of the bi-weekly meeting schedule.

The Minnesota State Legislature, on May 20, 1977, passed its appropriations bill and in it included the directive to close Hastings State Hospital on May 1, 1978. The directive contained provision for relocating Hastings State Hospital patients to other Department of Public Welfare facilities or make provision for the use of alternative resources for continued care and treatment. In addition, provision was made for the continued employment and/or severance of the Hastings State Hospital staff.

Subsequent to the passage of this legislation, the Department of Public Welfare began activities that were aimed at meeting the target date for closure. Meetings were held with the Welfare Departments of Dakota, Ramsey and Washington Counties to discuss

the ramifications of the closure of Hastings State Hospital. Dialogue was held with staff from Anoka, Moose Lake and Rochester State Hospitals regarding the potential increase in case load resulting from the closure of Hastings State Hospital. A plan of procedures for the closing of Hastings State Hospital was developed and approved.

The closure plan addressed in some detail three major activity areas:

1. The relocation of those persons currently in treatment at Hastings State Hospital.
2. Disposition, relocation and/or severance as it related to each Hastings State Hospital employee.
3. The disposition of supplies, materials and equipment; procedures regarding fiscal matters, and the disposition of records.

The matter of dealing with persons who were currently in treatment at Hastings State Hospital and those in the community who might become needful of state hospital services was as follows:

1. Three state hospitals were designated as receiving hospitals to serve the catchment area previously attended by Hastings State Hospital. Rochester State Hospital was designated to serve as the receiving hospital for persons with mental illness or chemical dependency from Dakota County. Moose Lake State Hospital was designated to serve all persons with chemical dependencies from Ramsey and Washington counties. Anoka State Hospital was designated to serve all persons with mental illness from Washington County. In addition, 35 beds at Anoka State Hospital were designated for persons with mental illness from Ramsey County. When those 35 beds were filled, all others from Ramsey County were to go to Rochester State Hospital.
2. A case conference was held for every person residing at Hastings State Hospital who had a diagnosis of mental illness. There were no case conferences for those with chemical dependencies, because those persons would have completed their treatment programs and were scheduled for discharge prior to the closure date. Invited to attend each case conference was Hastings State Hospital staff, the patient, his/her relatives, appropriate county welfare department staff, and other state hospital staff where indicated. Each case conference resulted in determining current status in treatment, a projection regarding immediate and future needs, recommendations regarding relocation from Hastings State Hospital and a projected date for such relocation.

3. Intake at Hastings State Hospital for persons with mental illness and/or chemical dependency was closed on January 15, 1978, and February 1, 1978 respectively. Rochester, Moose Lake and Anoka State Hospitals began intake from the Hastings State Hospital catchment area on the day following the dates mentioned above.

During the period between January 1, 1978 and April 15, 1978, 117 persons in treatment at Hastings State Hospital for mental illness were relocated. Of these, 23 were discharged to their own homes or to relatives, 36 were transferred to other Department of Public Welfare institutions and 61 were relocated to other public and/or private facilities.

All persons in treatment for chemical dependency at Hastings State Hospital during the period between January 1, 1978 and April 14, 1978 completed their treatment programs and were discharged from the hospital. The last discharge from the Chemical Dependency Unit occurred on April 14, 1978.

Patient records were sent as appropriate with the patient or to the Administration Department's Record Center, or to Archives. Some patient records were destroyed as provided by law.

The Department began in July of 1977 to deal with personnel matters related to the closing of Hastings State Hospital. During that month, each employee was given a survey questionnaire to fill out and return. The questionnaire attempted to gain information from each staff member that would provide preliminary insight regarding who and how many were desirous of continuing in employment with the Department of Public Welfare, continuing in employment with the State of Minnesota in departments other than Public Welfare, or taking the severance benefits as provided by law and terminating employment with the State of Minnesota. The results of this effort were not as illuminating as anticipated. It became apparent from this survey that there were too many issues remaining to be resolved for the employees to make concrete decisions regarding their futures. The attempt, however, did reveal a number of persons who definitely intended to sever their employment with the State of Minnesota, and there were a few who indicated definite intent to relocate to other facilities operated by the Department of Public Welfare. These two figures remained reasonably consistent throughout subsequent employee surveys and interviews.

During the period from July of 1977 until late in April, 1978, contact with all members of Hastings State Hospital staff were many and varied. These contacts ranged from a meeting of the entire staff with a panel of representatives from the Department of Public Welfare, Department of Economic Security and the Department of Personnel (this meeting was chaired by Commissioner Dirkswager), to individual interviews with each and every employee. Representatives from the Department of Public Welfare's Residential Services Bureau and Personnel Division, Department of Personnel, Department of Economic Security, Unemployment Compensation, Minnesota State Retirement System, Insurance Agency (Ochs) and the various Union Business Agents were made available to discuss with each employee the various options regarding continued employment, severance benefits, insurance, retirement, rights, job opportunities outside of state government, and employment opportunities within the Department of Public Welfare. All Hastings State Hospital employees were given offers

to continue in employment in the Department of Public Welfare system. All Hastings State Hospital employees were given an opportunity by the Department of Personnel to take advisory tests in other classifications, be referred to other state departments for employment, and be interviewed individually regarding his/her interest in continuing employment with the State of Minnesota.

A brief summary of the results of the 9½ months of effort expended in attending to the personnel aspects of the closure activity is as follows:

1. A total of 199 persons were on the payroll roster of Hastings State Hospital during the period from May 20, 1977 through April 30, 1978.
2. The Department of Personnel interviewed 74 employees, gave 113 written examinations and 129 experience and training ratings to those 74 employees. In addition, 351 transfer cards were prepared for 75 employees in 82 different classifications.
3. 152 Hastings State Hospital employees were formally offered jobs in the Department of Public Welfare.
4. 47 Hastings State Hospital employees were not offered jobs in the Department of Public Welfare because they resigned prior to a job offer being made, had indicated definitely their wish to terminate their employment upon the closure of Hastings State Hospital or were on long term disability leaves of absence.
5. 35 employees accepted continuing employment in the Department of Public Welfare either at state hospitals or in the Central Office.
6. 52 employees accepted employment in the Department of Veterans Affairs.
7. Five employees accepted employment in other state departments.
8. 84 employees severed their employment and received all of the severance benefits provided by law.
9. Eleven employees severed their employment but delayed their special severance benefits.
10. Twelve employees resigned, were terminated, died or were on long term disability leaves of absence prior to closure.
11. All employees who severed their employment with the State of Minnesota were referred to the Department of Economic Security Office in Hastings.

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There were many administrative tasks needing to be completed during the period from the summer of 1977 to May 1, 1978. Many were very detailed and time-consuming. Among them are the following which are intended only as examples of the kind and variety:

1. All equipment, supplies and materials were inventoried.
2. Appropriate pharmaceuticals were returned to the dealers, credit given by the dealers and those credits transferred to other Department of Public Welfare hospitals.
3. Expendables in x-ray, medical and clinic, dental office, medical laboratory and the pharmacy were distributed to other Department of Public Welfare institutions.
4. Food stuffs not retained by the Department of Veterans Affairs were sent to Oak Terrace Nursing Home.
5. All linens were returned to Faribault State Hospital.
6. All personnel records were sent, as appropriate, to other Department of Public Welfare institutions, Department of Public Welfare Personnel Division, Department of Administration Record Center or to Archives.
7. A final audit was made of all fiscal records by the Legislative Auditor in March, 1978, and was completed in April, 1978.
8. All fiscal records were sent to the Department of Public Welfare.
9. Equipment, supplies and materials were handled as follows:
 - a) The Department of Veterans Affairs was given the opportunity to retain at the Hastings facility, whatever they determined could be appropriately utilized for which compensation to the Department of Public Welfare will be made in accordance with appropriate procedures.
 - b) Every Department of Public Welfare institution was given the opportunity to select items from the remaining equipment, supplies and materials. These were then transferred to the facilities that selected them.
 - c) The remainder were stored in the laundry building on the Hastings campus to be declared surplus property and will be disposed of in the prescribed manner.

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Wesley G. Restad

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The closure plan provided for a one year followup study of all patients and staff who were directly affected by the closing of Hastings State Hospital. The purpose of the study is to determine (both positively and negatively) the impact of terminating a governmental operation the size of Hastings State Hospital.

The followup study was begun late in March of 1978, and it is anticipated it will be completed as scheduled (May 1, 1979).

A schedule of meetings to occur on a bi-weekly basis was begun on November 4, 1977, and continued to the closure date on May 1, 1978. The purpose for these bi-weekly meetings was to update those persons directly involved in the closure and any interested persons or agencies regarding the status of developments and to discuss strategies, procedures and problems.

Consistent attendance at these bi-weekly meetings were by representatives of the Department of Public Welfare Residential Services Bureau, Department of Public Welfare Personnel Division, Council #6 of the American Federation of State, County and Municipal Employees Union; Hastings State Hospital Staff, Department of Personnel, and the Department of Economic Security. Others who attended less frequently on a need basis were representatives from the Department of Public Welfare Community Services Bureau, county welfare departments, other state hospitals and interested citizens.

The participation and input of all of the persons attending the bi-weekly meetings proved to be most valuable in terms of planning, determining priorities, mapping out procedures and avoiding or obviating problems. It was only with this type of sincere participation, effort and inordinate amounts of time expended that we were able to meet all of the deadlines and target dates indicated in the closure plan.

The Community Services Bureau, Department of Public Welfare developed a rule (Rule #17) by which the affected county welfare departments could be reimbursed for costs incurred in the relocation of those Hastings State Hospital patients whose discharge from that facility was directly related to the closing of the hospital. A public hearing on this rule was held on February 23, 1978. Final determination is still pending.

Since May 1, 1978 the Department of Public Welfare has received requests for information pertaining to specific former Hastings State Hospital patients. Through the cooperative efforts of this Bureau, Special Services Section, and the Department of Administration's Record Center, a procedure has been established to receive and process these inquiries and requests for information in accordance with appropriate rules, regulations and law.

All deadlines and datelines indicated in the timetable of the Closure Plan were met as scheduled and after 9½ months of many and varied activities, meetings, case conferences, interviews, etc. and the time and effort of the many persons involved at Hastings State Hospital; a Department of Public Welfare operated institution was closed on April 30, 1978 and the physical plant turned over to the Department of Veterans Affairs on May 1, 1978.

AB:jml

attachments

PERSONNEL - 5th FLOOR
 DEPARTMENT - SPACE CENTER BUILDING

Office Memorandum

TO : Al Beck
 Department of Public Welfare

DATE: May 16, 1978

FROM : Corrine Gobeli, Personnel Specialist
 Examining and Referral



PHONE: 296-8916

SUBJECT: Summary of Hastings State Hospital activities.

The following is a summary of the activities undertaken by the Department of Personnel to assist Hastings State Hospital employees in continuing employment within state service. Activities involve five major areas: individual interviews, advisory testing, placement on transfer lists, certification to appointing authorities, and referral to vacancies at the Minnesota Veterans Home, Hastings.

INDIVIDUAL INTERVIEWS

Each Hastings State Hospital employee who had indicated an interest in continuing state service in a department other than the Department of Public Welfare was interviewed by Department of Personnel staff members, Pat Halvorson and Corrine Gobeli. 74 individual interviews were conducted on 8 days from February 15 to March 6, 1978. The purpose was to explain the mechanisms established to assist the employee and to elicit from each employee information as to his/her interests. Topics discussed were the employee's current and previous classes, limitations in terms of employment conditions, geographic availability and most importantly, general areas of interest, e.g. clerical, health service, labor service positions etc. Specific classes were discussed and information was provided as to which departments typically hired these classes, the number of appointments each year, promotional opportunities within the class series, and typical job duties. Each employee was instructed to complete an application blank listing those classes for which s/he wished to be considered.

Following the interviews, a file was developed for each employee consisting of the initial Hastings State Hospital questionnaire, interview notes and completed applications blanks. During the week of March 6, 1978, each file was reviewed to determine appropriate actions. At this time, special transfer cards (see attachment A) were prepared for all current and previous classes in which the employee had status and which s/he had indicated a willingness to transfer or demote. In addition, decisions were made as to which classes a person was eligible for a lateral transfer or demotion but for which advisory testing was necessary and finally, related classes to which the employee could laterally transfer without advisory testing. (This option was not exercised except for Clerk Typist, Intermediate to Clerk 2 and for any class to Food Service Worker). Finally, a schedule was developed for administration of the written tests.

EXAMINATION ADMINISTRATION

Written advisory testing was conducted for 5 days, from March 9 to March 14, 1978, on the Hastings State Hospital campus. At this time, 47 persons took a total of 104 written examination. In addition, 125 experience and training ratings were completed, primarily for positions in the health services or general maintenance fields.

Rules governing the examination administration were that all exams would be these normally used for the class; that results were not appealable, and that the employee only had to minimally qualify in order to be placed on the advisory list.

After all examinations were scored, results were sent to each employee using the attached letter. (Attachment B)

TRANSFER LISTS

Special Hastings State Hospital transfer cards were prepared for each class for which a person was eligible. A total of 351 transfer cards were prepared, representing 75 individuals and 82 different classes. All transfer cards were filed in the certification section and names were referred to departments along with the names of persons currently on open competitive, lay off, re-employment and promotional lists on the special Hastings State Hospital Employee Referral Form (See attachment C). As indicated on the form, departments were advised of their obligation to consider these Hastings State Hospital employees in accordance with MS 246.60. Those persons qualified and interested in accepting employment as a Clerk Typist were referred to the Minnesota Department of Economic Security office in Hastings where Dick Lindeke coordinated the referral process. Transfer cards were also maintained at DOP and names were additionally referred by the Clerical Placement Clerk in Certification. As of May 1, 1978 a total of 58 Referral forms had been sent to agencies. A total of 149 names were referred for 21 different classes. As of May 10, 1978, 21 certification transfer lists have been returned indicating that two persons found suitable employment through this process.

A review of returned referral forms indicates that many employees were not available for classes, locations, and/or employment conditions for which they had originally indicated availability. The most serious complicating factor, however, was the uncertainty many employees felt because of the delay in a final decision concerning the establishment of a Minnesota Veterans Home on the Hastings campus.

Veterans Home

After the resolution of the Veterans Home issue, applications were requested from all Hastings State Hospital employees interested in transferring to Veterans Affairs. On March 26, 94 applications were received and on March 20, Hastings Referral forms were forwarded to Veterans Affairs for 23 different classes. Totally 197 names, representing 88 persons, were referred.

Advisory Testing - Second Phase

The advisory testing process was reopened for those individuals who had not previously participated and who had not been hired by the Veterans Home. Nine persons took written tests at this time (April 12, 18, 28) and four persons, all nurses, applied for experience and training ratings. Those qualifying were placed on the appropriate transfer lists.

Additional Activities

In addition to the above activities, Department of Personnel staff members participated in the bi-weekly meetings regarding the Hastings closure. Pat Halvorson represented Department of Personnel at this meeting until his transfer to Department of Public Welfare, at which time Corrine Gobeli participated.

Department of Personnel staff also participated in a meeting at the Governor's office May 1, 1978 to discuss the status of the Hastings State Hospital employees and to determine what additional efforts, if any, were needed to insist those employees still interested in continuing state service.

A case by case review was held of the 43 persons who had originally indicated an interest in continuing state service, but who were layed off as of May 1, 1978. Of these 43 persons, 12 had officially declared their intent of delaying severance in order to retain their rights under 246.60. For the majority of these 12, the mechanisms currently established (e.g. advisory transfer list) were determined to be sufficient. Three hardship cases were defined; women who because of disabled husbands are sole support of the family who and must, furthermore, limit geographic availability and employment conditions. For these three individuals, the Governor's Office researched the possibility of securing positions with the Veterans Home.

Most present felt that Hastings State Hospital employees had been offered ample opportunities to continue state service. Problems arose because of geographic, employment conditions or vocational limitations imposed by the employees themselves, limitations which neither Personnel or Public Welfare could necessarily be expected to accommodate. Of the 43 affected employees, 16 were part-time, and another 11, licensed health professionals who are not necessarily amenable to changing their occupational goals at this time.

As a result of this meeting, the Veterans Home agreed to make offers to the identified hardship cases as food service workers and security guards. Accordingly, Department of Personnel administered one written test for security guard and sent the appropriate Hastings Referral forms to the Veterans Home. Two persons accepted employment; one declined.

At this time, 12 persons remain on transfer lists and are being sent out as requisitions are received in certification. We will continue to monitor these to ensure that appointing authorities do meet their obligations under MS 246.60. All those persons who took lay off and severance or demotion or transfer in lieu of lay off also have also been placed on the appropriate lay off and re-employment lists in accordance with Personnel Rules.

CG:jp

~~EMPLOYEE~~ EMPLOYEE CARD

A

Class _____ Department Hastings St

Name _____ Dem. transfer RS _____ LO _____

Address _____

Birthdate _____ Class Appt. Date _____

Resume' sent _____ Received _____ FT _____ PT _____ Seas. _____ Int. _____

Availability Temp. _____

On list _____

Off list _____

PE 00321-02

STATE OF MINNESOTA

Department of Personnel
3rd floor, Space Center Bldg.
444 Lafayette Road
St. Paul, Minnesota 55101

Dear Employee:

This letter is to inform you of your status on transfer/demotion lists which have been established to assist Hastings State Hospital employees in finding suitable employment in state departments other than the Department of Public Welfare.

Following is a listing of all transfer/demotion lists on which your name currently appears. Your name was placed on these lists either because:

- 1) you possess current or previous status in the class, or
- 2) the class is considered comparable to your current or previous class in terms of knowledge, skills, and abilities, and the selection process is also comparable so you did not need to take an advisory test, or
- 3) you qualified on the appropriate advisory examination for the class.

Class

Test scores, if applicable

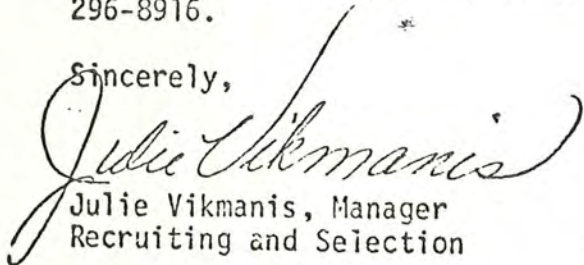
Your name will remain on these special Hastings transfer/demotion lists until 5/1/79, or until you accept a position in state service, whichever occurs first. When vacancies occur, your name will be sent to the appointing authority on a special Hastings Referral Report, which will explain the closure of Hastings State Hospital, the obligation of the appointing authority to consider you for the vacant position, and the necessity of making any appointment at no loss in salary. A copy of that form is attached for your information.

Following is a list of classes in which you expressed an interest, were examined, but failed to qualify in the appropriate examination; therefore, your name cannot be placed on transfer/demotion lists for these classes.

Class

If you have any questions on these transfer/demotion lists, or your rights and responsibilities, you may call Corrine Gobeli, Department of Personnel at (612) 296-8916.

Sincerely,

A handwritten signature in cursive script that reads "Julie Vikmanis". The signature is written in dark ink and is positioned above the typed name and title.

Julie Vikmanis, Manager
Recruiting and Selection

DEPARTMENT of Public Welfare

Office Memorandum

TO : ✓ Al Beck
Residential Services Division

DATE: May 22, 1978

FROM : Craig Brooks
Mental Health Program Division

PHONE: 6-1404

SUBJECT: Rule 17 Status Report

On 2-23-78, the public hearing was held on Rule 17. In March, the Legislature amended the \$300,000 appropriation to change the language and allow broader coverage of the money. Rule 17 is still pending final promulgation. A request has been made to the Hearings Examiner to allow it to be finalized, with minor changes, without the necessity of a new hearing process. If approved, the Rule and the new legislation will be used together to dictate how the appropriations shall be spent. We are awaiting final determination on legislative intent of what will be covered under "residential mental health treatment". We know that the county share of any eligible expenses incurred from May 20, 1977 to June 30, 1979 can be reimbursed on all MI persons discharged from Hastings since 6-30-73. We cannot allocate the money until the Rule is finalized. We cannot specify what is reimbursable until legislative intent is clarified. Tracking allocation requests by individual ex-patients will be complicated, time-consuming and expensive. This makes it difficult administratively for the counties to claim reimbursement and for DPW to verify the request.

FM/bfp

cc: Terry Sarazin, Director
Mental Health Program Division



HASTINGS STATE HOSPITAL EMPLOYEE REFERRAL REPORT

Requisition No. _____

Date _____

To: _____

Class: _____

The names referred below are those of employees of the Hastings State Hospital who are eligible, qualified, and interested in employment in the classification of this requisition and in your agency. In accordance with the legislation directing the closure of Hastings State Hospital on May 1, 1978 (Section 17, Senate File No. 1416, Laws of 1977, Chapter 453), and Minnesota Statutes Chapter 246.60 which pertains to consolidation of institutions under the control of the Department of Public Welfare, you are hereby notified of your obligation to employ one of the employees on this list in your vacant position at no loss in salary in the event that no current state employee appearing among those eligibles on the attached certification report is to be appointed, i.e., you may appoint an employee from either the attached certification or this referral report. No appointments of eligibles who are not current employees can be made until the Hastings employees below have been offered employment. Personnel Rules 3 and 82-85 as well as Minnesota Statutes Chapter 43.17 to 43.19 have been temporarily suspended to accommodate the provisions of the above mentioned legislation. If the Hastings employee(s) is/are not interested in the position, you are, of course, free to make your appointment from among any of the eligibles certified on the attached certification report.

Name	Available		Appointment Date
	Yes	No, if no give reason stated by referred employee	

Signature of Appointing Authority

Signature of
Commissioner of Personnel

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELAYED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DTW JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Abuzzahab, Faruk	Chief of Service	.4						ASH	ASH 02/ /78	X			Chief of Service	04/26/78	Anoka		
Anderson, Marion	Admin. Secretary	Ft.						Vets ASH Health CSH	Central Office 03/23/78		X	College Cashier	Admin. Secretary	05/01-78	Vets Hastings		
Andrist, Cary	HST	Ft.						RSH ASH BSH	RSH 02/21/78	X			HST	03/29-78	RSH		
Ausen, Gerald	Stationary Engineer	Ft.						Vets Other FSH ASH RSH	ASH 03/21/78		X	Plant Maint. Engineer	Stationary Engineer	05/01/78	Vets Hastings		
Baker, Darlene	HST	Ft.						Vets	RSH 03/23/78		X	Auto Driver	Security Guard	05/01/78	Vets Hastings		
Balitz, Clarence	Chief Cook							Vets ASH MLSH WSH	MLSH 03/21/78		X		Look Supvr.	05/01-78	Vets Hastings		
Balitz, Dorothy	HST, Sr.	Ft.		\$ 323.51 A 57.3 S 149.5		\$3,000.00		Vets ASH MLSH WSH	MLSH 03/21/78		X	Food Service Worker					
Barber, Dawn	HST, Sr.	Ft.		\$ 220.08 A 23.8 S 105		\$3,000.00		Vets Other C.O.	Oak Terrace 03/24/78		X	Clerk I Auto driver					Rejected offer as Clerk I with Public Safety 04/26/78
Barnes, Colleen	HST	Ft.	04/21/78	\$ 115.84 A 24.5 S 64.5		\$ 390.50		Layoff	FSH 03/22/78		X						
Bauer, Kay	Switchboard Operator	Ft.	04/24/78	\$ 22.45 A 11.5 S 12.5		\$2,225.85		Vets	C.O. 03/23/78		X	Food Service Worker Security guard					

NAME	CLASSIFICATION	EMPLOYMENT CATEGORY	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SIGN LEAV	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DFR: JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED : ADVISORY TESTS	CLASS TRANSFERRED :	DATE	DEPARTMENT & LOCATION	RELOCATION EMPLOYEE WILL BE AVAILABLE AT A LATTER DATE	REMARKS
Bauer, Margaret	LPN 2	Ft.						Vets	ASH 01/23/78		X		LPN 1	05/01/78	Vets Hastings		
Benick, Brian	HST	Ft.						Vets ASH MLSH BSH	ASH 02/15/78	X			HST	04/12/78	Anoka	*	
Bethel, Lloyd	Laborer 2	Ft.						Other HSH MLSH CSH	FSH 03/21/78		X	Auto service attendant General Main worker 1 Groundskeeper Bldg.&grounds worker General repair worker Auto Driver	General repair worker	05/01/78	Vets Hastings		Accepted FSH 03/31/78 Rejected FSH 04/11/78
Bevick, LeRoy	Plant Operations Superintendent	Ft.						Vets	BSH 04/17/78		X		Chief Power Plant Engineer	05/01/78	Vets Hastings		
Bigot, G. Ross	Chaplain	Ft.						Vets C.O. OF ASH SPSH WSH	ASH 03/22/78		X		Chaplain	05/01/78	Vets Hastings		
Bolin, Floyd	HST, Sr.	Ft.	02/26/78		\$3,000.00		Resigned 02/26/78	Other Vets									
Bower, Lynn	RN 2	.8		\$ 39.45	\$1,484.02			C.O. Other	C.O. 03/31/78		X	Health Fac. Evaluator 1, Health Prog. Representative					
Brabec, Michelle	HST, Sr.	.9						Vets C.O. Other	C.O. 03/24/78		X	Clerk 2 Clerk Sr. Medical Claims Analyst	Clerk 2	04/26/78	C.O.		

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	OFF JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Burns, Edna	Chemical Dependency Counselor	Ft.	03/17/78		\$ 145.95		Resigned 03/17/78	Layoff									Now working at Ramsey County Welfare Department.
Byrne, Maureen	Account Clerk	Ft.		\$ 190.65 A 78.3 S 99.3	\$3,000.00			Other	RSH 03/23/78		X						
Carl, Lois	Food Service Worker	Ft.						Vets	RSH 03/28/78		X		Food Ser- vice Wkr.	05/01/78	Vets Hastings		
Carlson, Earl	Special Teacher	Ft.					Deceased 12/12/78										
Chamberlain, Verna	HST, Sr.	Ft.	03/14/78	\$ 11.08 A 18 S 5	\$3,000.00			Layoff									
Chapin, Carol	HST, Sr.	Ft.		\$ 697.89 A 40.5 S 222.5	\$3,000.00			Vets	ASH 03/22/78		X						Did not apply to Vets
Chramosta, Audrey	Personnel Aide	Ft.						Vets Other	C.O. 03/24/78		X		Personnel Aide	05/01/78	Vets Hastings		
Clark, Ingrid	HSS	Ft.						Vets Other C.O. ASH RSH FSH	ASH		X	Food Service Worker Auto Driver HSS-Voc. Rehab.	05/01/78	Vets Hastings			
Collins, James	Janitor	Ft.						Vets Other	ASH 03/23/78		X	General maint. worker	05/01/78	Vets Hastings			
Collins, Mary	HST, Sr.	Ft.	03/13/78	\$ 209.90 A 202.5 S 97	\$3,000.00			Layoff									
Crapps, Florence	Cook	Ft.		\$ 560.51 A 54 S 302	\$1,735.05			Vets	Oak Terrace 04/13/78		X						Rejected offer as Cook from Vets 04/28/78

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAV	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RETIRED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPN JOB OFFER & DATE	ACCEPT	REJECT	CLASSEE QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Creek, Robert	Radiologic Tech.	Ft.						Vets Other	MSH 03/23/78		X	General Maint. worker	t.Auto Driver	05/01/78	Vets Hastings		
Dale, Glee	RN 2	.5	04/19/78	\$ 25.34 A 4 S 9	\$1,000.73			Vets	RSH 03/23/78								Did not apply to Vets
Daskam, John	Stationary Engineer	Ft.						Vets Other	BSH 03/24/78	X		Plt. Maint. Engineer	Stat. Eng.	4/26/78	brainerd *		Rejected offer from Vets
Davies, Mary	RN 4	Ft.	03/16/78	\$2,673.10 A 211.8 S 700.5	\$3,000.00			Layoff									
Diesing, Julie	HST	Int.		\$ 219.02 A 1.3 S 108	\$ 0.00			Vets	O.T. 03/23/78		X						Has fulltime employment in private sector.
Dlessner, Dorothy	Radiologic Tech.	.5		\$130.86 A 44.8 S 56.8		\$ 762.74		Vets	WSH		X	Med. Claims analyst					Did not apply to Vets
Dobrick, Dick	Acting Administrator	Ft.						Vets C.O. Other	FSH 03/23/78		X		Asst. Adm.	05/01/78	Vets Hastings		
Doehling, Arlene	Clerk Typist, Int.	Ft.		\$1,061.16 A 177.3 S 555		\$3,000.00		Other Vets	C.O. 03/23/78		X	Dup. mach. operator, Clerk 2 Microfilmer					
Dotting, Gary	HSS	Ft.						C.O.	FSH		X	Stores Clk. Sec. guard, Bldg. grds. comp. worker, gen. maint. worker, HSS voc reh. b., Health prog. aide, Auto driver, Food service worker	HSS workers 05/01/78		Rochester LOA		Offer from Vets as a Food Service worker effective 08/01/78

NAME	CLASSIFICATION	EMP. STATUS CLASSIFICATION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELETED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DFW JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATTER DATE	REMARKS
Doffing, Judith	Acct. Clerk, Sr.	Ft.						Vets C.O. Other	C.O. 03/23/78		X	Clerk, Sr. Swd.optc. senior College cash. cashier, College bookstore coordinator Medical classes analyst	Acct.Clk 05/01/78	Vets Hastings			
Dorf, Frances	Clerk typist, Sr.	Ft.						Vets Other C.O.	C.O. 03/23/78	X		Clerk Typist Clk. Typ. Inc. Typist Clerk 2	Clerk 04/26/78	C.O.		Unclassified Sr. Clerk Typist	
Dunbar, Lenore	HST, Sr.	Ft.						Vets	ASH 04/13/78		X		Food Ser-5/1/78 vice worker	Vets Hastings		Did not apply to Vets. Vets job effective 08/01/78	
Dunkel, Dena	RN 2	.6		\$ 20.55 A 52.3 S 7.3	\$2,013.45			Vets	ASH 03/23/78		X	Health Faci- lity Evaluator 1, Health Program Rep., Nursing Eval. 1					
Eaton, Charlotte	RN 2	Ft.	03/13/78	\$ 621.68 A 116 S 204.3	\$2,000.00			Layoff									
Eggert, Jeannine	RN 3	.4		\$ 332.95 A 37.3 S 105.5	\$3,000.00			Vets	U. T. 03/23/78		X						
Eggert, Mary	HST	Int.	04/11/78	\$ 19.60 A 19.3 S 11.3	\$ 83.73			Vets									
Endres, Anita	LPN 1	.4		\$ 62.97 A 36.5 S 32	\$ 514.89			Vets	U. T. 03/21/78		X	Auto Driver Security Dvr.				Employed in private Sector	
Endres, Eugene	Plant Maintenance Engineer	Ft.						Vets Other CSH MLSH	U. T. 03/21/78		X	Gen. repair worker, mach. repair worker, Stat. Engineer	Plt.Maint Engineer 05/01/78	Vets Hastings			

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	NAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELAID SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DEF. JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED : ADVISORY TESTS	CLASS TRANSFERRED :	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE: *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Erickson, Michael	Group Supervisor	Ft.					Resigned 09/09/77										
Fedders, Skaidrite	Sr. Staff Physician	Ft.						RSH ASH SPSH RSH	FFSH 04/04/78	X			Sr. Staff Physician	04/26/78	Fergus Falls *		
Feldt, Edwin	HST	Ft.	04/21/78	\$ 1,783.62 A 40 S 879.5	\$ 1,000.00	*		Vets	RSH 03/23/78		X						Did not apply to Vets as HST
Fleetham, Nadeane	HST, Sr.	Ft.		\$ 252.48 A 24.8 S 131.5	\$ 1,000.00			Vets	FSH 03/23/78		X	Food Service worker, Auto Driver, Sec. guard					
Gabrielson, Linda	Psychologist 2	Ft.						ASH CSH	ASH 01/05/78		X		Psych. 2	02/29/78	Anoka *		
Geber, Raphael	Chief Stores Clerk	Ft.	03/10/78	\$ 100.19 A 73.8 S 116.3	\$ 1,500.00			Layoff									
Gergen, Illa	HST, Sr.	.8					Terminated 12/03/77										
Glehn, Myrna	Food Service Worker	Ft.						Vets	RSH 03/23/78		X		FSW	05/01/78	Vets Hastings		
Green, Bobby	HSS	Ft.						Vets	ASH		X	Auto Serv. Att. Sec. gd. 2 HSS voc. Rehab. Neighborhood Auto Driver	Auto Driver worker	04/26/78	Economic Security St. Paul		Accepted ASH 03/31/78 Rejected ASH 04/04/78 Rejected offer as security guard from Vets.
Grosslein, Judith	RN 2	.6		\$ 272.99 A 44.3 S 89.8	\$ 2,197.98			Vets C.O. Other	C.O. 03/31/78		X	Health Prog. representative, Health Ed. 1, Auto Driver					

NAME	CLASSIFICATION	EMPLOYMENT CATEGORY	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAV	SPECIAL SEVERANCE	DELAYED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPN JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSES *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Hagen, Annette	IIST	Int.						ASH	ASH	X			IIST	03/29-78	Amoka	*	made her own arrangements for transfer.
Hagen, Henry	Laborer 2	Pt.	03/11/78	\$2,119.02	\$3,000.00			Layoff									
Hagen, Jennifer	IIST, Sr.	Pt.		106 721				Vets FSL CSH	FSL 02/21/78	X			IIST, Sr.	04/26/78	Faribault *		
Hagen, Harry	RN 3	Int.	03/11/78	786.05 222.3	\$3,000.00			Layoff									
Harrison, Allen	Plant Maint. Engineer	Pt.						Vets Deluc RSH FSL RSH RSH RSH RSH RSH	U. T. 03/21/78	X							Rejected offer as General repair worker from Vets
Havelly, Joyce	RN 3	Pt.	03/13/78	17.48 17 5	\$3,000.00			Layoff									
Hatch, Laura	IIST	Int.	03/14/78		\$3,000.00		Resigned 03/29-78	Layoff									
Hatch, Neil	IIST	Pt.	03/14/78	166.26 217.8 81	\$3,000.00			Layoff									
Hawkinson, Marcelle	IIST, Sr.	Pt.						Vets RSH	03/23-78		X		IIST, Sr.		05/01/78	Vets Hastings	

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRAUSTEN & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPN JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED: ADVISORY TESTS	CLASS TRANSFERRED:	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE: *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Herman, Geraldine	LPN 2	Ft.						Vets Other ASH SPSH COSH NLSH RSH FFSH BSH OT C.O.	Asst 03/22/78		X		LPN	05/01/78	Vets Hastings		
Hoff, Linda	LPN 1	.8						RSH	RSH 02/29/78	X			LPN 1	02/29/78	RSH Rochester	*	
Hollar, Carolyn	RN 2	.6	03/10/78	\$ 14.59 A 3.8 S 4.8	\$2,263.29			Layoff									
Holmes, Agnes	Switchboard opera- tor	Ft.						Vets Other C.O.	C.O. 03/24/78		X	Clerk 2 Sec. guard FSW	Clerk 2	05/01/78	Pers. Dept St. Paul		
Holmes, Linda	HST	.7		\$ 6.49 A 9.3 S 3.3	\$1,840.78			Vets	RSH 03/23/78		X	Auto Driver					
Holte, Dtrude	Social worker, sr.	.6						Vets	RSH 03/23/78		X		Social worker, Sr.	05/01/78	FSH Faribault (LOA)	None	Rejected offer from vets for full time Social Worker
Horsch, Alberta	Clerk typist	.5		\$ 264.13 A 98.5 S 151.8		\$1,941.55		Vets Other	C.O. 03/24/78		X						
Horsch, Jeanne	RN 3	Ft.						Vets C.O. Other	C.O. 03/24/78		X	Nurs. Eval Health Fac. eval I Health Prog. rep.	RN 1	05/01/78	Vets Hastings		

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVES	SPECIAL SEVERANCE	DELAYED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPW JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Hubbard, Charles	Stationary Engineer	Pt.						Vets All DWP 02/15/78	NSH 03/23/78	X	X	Stat. Eng	05/01/78	Hastings		Accepted NSH 03/14/78 Rejected NSH 04/03/78	
Huneker, Patricia	Clerk Typist	Pt.		\$ 41.76 A 33 S 22.5	\$2,057.85			Vets Other	C.O. 03/23/78	X	X	Subd. opte. Clerk Typ. Clerk 2					
Illay, Laverne	HSS	Pt.	04/21/78					Vets	ASH 04/19/78	X	X	FSW	05/01/78	Vets			
Jacobson, Jay	Laborer 2	Pt.						Vets C.O. Other	O. T. 03/22/78	X	X	Con. rep. wkf. Gen. maint. Wkf.	gen. rep- worker	05/01/78	Vets Hastings		
Johnson, Barbara	HSS	Pt.						Vets	NSH 01/21/78	X	X	HST	05/01/78	Vets			
Jung, Thomas	Institution Educa. Supervisor	Pt.						C.O.	FSH 01/21/78	X	X	Health prog. rep. special Health Educ. (unclass) I Sr. day care specialist Welfare supv.	welfare specialist	04/26/78	C.O. St. Paul		
Kanf, Elizabeth	RN 3	Pt.						Vets	NSH 03/23/78	X	X	Health fac. eval. I Health prog. Epi.	Nursing evaluator I	05/01/78	Health HHS.		
Karpelas, Elliot	Dentist	Pt.					Resigned 07/05/77	Vets Other	C.O. 03/23/78	X	X	Scores Clk. Coll. Cashier Clerk Sud. Opte. Sr. Clerk Clerk 2 Med. Claims Analyst	Sr. Acco Clerk	05/01/78	Vets Hastings		
Keetley, Betty	Sr. Account Clerk	Pt.						Vets Other	C.O. 03/23/78	X	X						

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & S.E.C. LEAVE	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRE, DECEASED	EMPLOYEE PREFERENCE	DFW JOB OFFER & DATE	ACCEP	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSES *WILL BE AVAILABLE AT A LATTER DATE	REMARKS
Keeley, LuAnn	HST, Sr.	Ft.		\$ 17.71 A 19.5 S 9	\$2,299.60			Layoff	BSH 03/22/78		X						
Kelman, Lynn	C.D. Counselor, Sr.	Ft.	03/13/78	\$ 302.99 A 100 S 116	\$1,897.60			Layoff									
Kilgore, Wynan	Stat. Engineer	Ft.						Layoff	ASH 04/13-78		X						
King, Martha	Switchboard operator	Ft.						Vets Other	ASH				Stat. Eng Switch- boardopr.	05/01/78 04/17/78	Vets-Hastings ASH Anoka	*	*omitted from employee preference ASH, OT, SP-H, KSH, FSH, BSG, HLSH
Kinney, Linda	C.D. Counselor, Sr.	Ft.	03/15/78	\$ 29.42 A 52 S 12	\$1,320.10												
Koch, Dolores	Clerk Typ. Inter.	.5		\$ 65.77 A 11.3 S 37.8	\$ 838.59			Vets Other C.O.	G.O. 03/23/78		X	Clerk 2 Subd. opt. College Center Attempt					Accepted C.O. offer 04/03/78 Rejected C.O. offer 04/13/78
Koch, Janet	LPN 2	.5						Vets Other C.O.	ASH 03/23/78		X	Health prog. aide	LPN 1	05/01/78	Vets-Hastings		
Koskela, Lee	Rehab counseling supervisor	Ft.						Econ. Security	G.O. 03/23/78		X		Rehab Counseling supervisor	04/26/78	Econ. Security Hastings		
Kral, Richard	Carpenter	Ft.						All DPTG.T. Other	03/22/78		X	Cabinetmaker Gen. rep. wrk. gen mch. wrk. Highway maint. worker	Carpenter	05/01/78	Vets- Hastings		
Krause, Joyce	RN 2	Ft.						ASH MLSH CSH	ASH 02/15/78	X			RN 2	03/08/78	ASH Anoka	*	
Kuester, Karl	Rehab counselor Career	Ft.						Econ. Security	G.O. 03/23/78		X		Rehab coun. career	04/26/78	Econ. Security Hastings		
Lane, George	Stationary Engineer	Ft.											Stat. Eng.	09/14/77	Vets- Mpls.		
Lang, Bradley	HST, Sr.	Ft.	03/13/78	\$ 307.00 A 52.8 S 156	\$1,885.20			Layoff				Sec. guard 2					

NAME	CLASSIFICATION	EMPLOYEE COMPLETION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAV.	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECLASD	EMPLOYEE REFERENC:	DFP JOE OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED :	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSES *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Legler, David	HSS, Sr.	Fr.						Vets	RSH 01/23/78		X	Sec. guard Auto Driver	Sec. guard	05/01/78	Vets- Hastings		
Leibbrand, Eleanor	RN 3	.8	04/19/78	\$ 263.12 A 124.5 S 77.3	\$3,000.00			Vets Other C.O.	C.O. 03/24/78		X	Health prog. rep. Health fac. eval 1 Nurs. eval					
Lichty, Cynthia	RN 2	.4		\$ 2.10 A 1 S .8	\$85.71			Vets	O.T. 03/22/78		X						
Lockwood, Judy	HST	Fr.	03/12/78	\$ 17.20 A 3 S 9	\$1,788.80			Layoff									
Lutkin, Marcia	RN 3	Fr.						Vets C.O. Other ASH SPSH O.T.	ASH 03/10/78		X	Health prog. rep. Health fac. eval 1 Nursing eval 1	RN 1	05/01/78	Vets- Hastings		
Lund, Edna	Food Service Worker	Fr.	04/21/78	\$.00	\$1,000.00			None	FSH 03/23/78		X						
Martin, James	Dentist	.3						Vets Other O.T. FSH ASH	CSH 03/24/78	X			Dentist	04/26/78	CSH Cambridge		
Masson, Steve	HST	Int.						Econ- resurt	ASH 03/23/78	X		Clerk 2	HST	04/26/78	ASH Anoka	*	
Mattson, John R.	Delivery Van Driver	Fr.		\$ 120.14 A 224 S 49	\$3,000.00			Vets	RSH 03/23/78		X						Rejected offer from Vets
McCoy, Bernard	Exec. Housekeeper	Fr.	04/21/78	\$ 2.61 A 155.3 S 1	\$3,000.00			Vets	O.T. 03/23/78		X						
McCusker, Mabel	Tailor Shop Supr.	Fr.		\$ 182.35 A 223.8 S 87	\$3,000.00			Vets	RSH 03/22/78		X						Rejected offer from Vets

NAME	CLASSIFICATION	EMPLOYMENT CATEGORY	WAIVER TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SACH LEAVE	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPN. JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE * WILL BE AVAILABLE AT A LATER DATE	REMARKS
McNamara, Steven	HST	Ft.						Vets C.O. Other	C.O. 03/24/78	X		Acct. Clerk Clerk 2 Mail Handler Sec. gd. 1 grain lab aide ag. lab tech. gen. maint. wrk. 1 FSW	Clk. 2	04/26/78	C.O. St. Paul		Overcomplement
Nelson, Robert	HST, Sr.	Int.		\$ 162.36 A 1.8 S 82.5	\$ 784.41			Vets Other	BSH 03/23/78		X	College Book coord. groundskeeper Bldg & grds. worker Janitor Gen. Maint. worker Auto driver Neighborhood worker Nat. res. aide					
Menge, Ruth	Food Service Worker	Ft.						JSH Vets FSSH	BSH 02/15/78		X		FSW	05/01/78	Vets - Hastings		Transferred to BSH on 3/15/78, returned to HSH, did not like work.
Menge, Wesley	Cook Supervisor	Ft.	03/13/78	\$ 679.68 A 140 S 295	\$1,000.00			Layoff									
Montgomery, Elizabeth	RN 3	.5	03/11/78	\$ 8.83 A 8.3 S 2.8	\$1,745.08			Layoff									
Morcomb, Glen	Chief Power Plant Engineer	Ft.						Vets All DP	BSH 02/15/78	X			Chief Power Plant Engineer	04/26/78	Brainerd *		
Morey, Avis	Dining Hall Supr.	Ft.						Vets	O.T. 03/22/78		X		Dining Hall Supp.	05/1/78	Vets - Hastings		
Obler, Kathleen	RN 3	.8		\$ 104.96 A 46.8 S 32	\$2,500.00			Vets	O.T. 03/23/77		X	Health Fac. Evaluator Health Prog. Representative					

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELAIED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPY JOE OFFER & DATE	ACCEFI	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATTER DATE	REMARKS
Olson, Margaret	Librarian	Ft.						C.O. Vets Other	C. O. 03/22/78	X		Exec. 2 Emp. Vev. Specialist 1 Management Analyst	Librarian	4/26/78	C.O. St. Paul		
Olson, Violet	LPN 2	Ft.		\$ 115.64	\$3,000.00		Resigned 03/18-78	Layoff									Resigned with over 20 years of service
Pechacek, Gordon	Janitor	Ft.						Vets Other	O.T. 03/23/78		X	Gen. mn.wkr. Bldg. & Grds. worker Sec. guard	Janitor	05/01/78	Vets- Hastings		
Percy, William	Psychologist 2	.8	03/14/78	\$3,092.72 A 15.5 S 670	\$3,000.00			Layoff									
Peterson, Connie	RN 3	Ft.						ASH	ASH	X			RN 3	04/26/78	ASH Anoka	*	made arrangements for job herself.
Petersen, Duane	HST, Sr.	Ft.	03/16/78	\$ 385.84 A 119.8 S 201.8	\$1,331.20			Layoff	ASH 02/15/78		X						Accepted ASH 02/24-78 Rejected ASH 03/16-78
Peterson, Richard	Hsc	Ft.	04/21/78	\$ 131.77 A 31 S 71	\$ 764.65			Other C.O.	ASH 04/14/78		X	neighborhood worker Clerk 2 Hall handler Stores clerk					On vacation when other job offers were made.
Pettit, David	Group Supervisor Assistant	Ft.					Resigned 10/12/77										
Piper, Pierre	HST	Ft.					Resigned 10/18-77										
Radke, Julie	HST	Ft.						Vets MSH	MSH 02/21/78	X			HST	03/20-78	MSH Willmar	*	
Kalman, Mohamed	Sr. Staff Physician	Ft.					Resigned 06/21/77										
Keda, Fatma	Sr. Staff Physician	Ft.	04/07/78	\$ 32.64 A 47 S 5	\$ 926.00			ASH	MSH 03/30/78		X						End Provisional appointment
Rehder, Dorothy	Laundry Supervisor	Ft.		\$ 190.06 A 224 S 85	\$3,000.00			Vets	MSH 03/23/78		X	Auto Driver					

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REPLACEMENT ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DEF. JOE OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED: ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE: WILL BE AVAILABLE AT A LATER DATE	REMARKS
Reinardy, Irene	HST, Sr.	Part	04/24/78	\$ 11.66	\$3,000.00			Did not respond	RSH 03/24/78		X						Did not apply to Vets
Rhodes, Clinton	Staff Physician (Temp. Provisional)	Full						ASH	BSH 03/30/78	X			Staff Physician	04/26/78	BSH Brainerd		*
Reinenschnelder, Jeffery	Laborer 2	Full	03/15/78	\$ 13.02 A 37.3 S 5	\$1,500.00			Layoff									
Roberts, Julie	Social Worker	Full						Other Vets	ASH 03/15/78		X		Social Worker	05/01/78	Vets Hastings		
Robinson, Dorothy	HST	Full	04/21/78	\$ 473.54 A 134.3 S 233.5	\$3,000.00			Vets Other C.O.	O.T. 03/2/478		X	Pharmacy Tech FSW Sec. gd.					
Robinson, James	Laborer 2 (disability leave)	Full			\$3,000.00												
Robinson, Jeanice	Personnel Aide	Full						Vets C.O.	C.O. 03/22/78	X		U.C. Clerk	Pers.Aide	04/26-78	C.O. St. Paul		Transferred to Anoka working in DPW Central Office.
Rohr, Gerald	Cook Supervisor	Full						Vets Other	O.T. 03/23/78		X	Gen.maint. worker Janitor	Cook Supervisor	05/01/78	Vets Hastings		
Rohr, Grace	Clerk Typ. Intern.	Full		\$ 351.12 A 79.5 S 195.5	\$3,000.00			Vets Other	C.O. 03/23/78		X	Clerk 2 Subd.optr.					
Rohr, Leonard	Janitor	Full						Vets Other	O.T. 03/23/78		X	Gen maint. worker Sec. gd. 1	Janitor	05/01/78	Vets Hastings		
Rooney, Judy	LPN 1	Int.						Resigned									
Rubin, Larry	HST, Sr. (Disability leave)	Full	04/21/78		\$3,000.00												
Subottis, Mary	RN 2	Int.	04/30/78	\$ 106.44 A 2.5 S 37.8	\$ 747.00			Vets Other	O.T. 04/21/78		X	Nursing Eval Health Fac. eval.					

NAME	CLASSIFICATION	EMPLOYEE CATEGORY	MAILED TRANSFER # & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAV.	SPECIAL SEVERANCE	DELETED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPW JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Schlekey, Judith	Special Teacher	Ft.		\$ 164.31		\$3,000.00		Vets RSH Other	RSH 03/24/78		X	Health fac. eval 1 Vol. services coordinator Health Prog. repr. Group day care spec. E S Interviewer U.C. rep.					Reemployed as an E.S. Interviewer through the Department of Economic Security-located in Hastings.5/22/78
Schmidt, Doris	HSS	Ft.						Vets FFSH ASH MLSH BSH CSH	ASH 03/21/78 FFSH		X	Sec. Guard	HSS	04/26/78	FFSH Fergus Falls	*	Made arrangements for the job at Fergus on her own. Rejected offer of Sec. Guard with vets.
Schoen, Lola	RN 3	Int.		\$ 41.03 A 44.3 S 13	\$1,370.52			Vets	RSH 03/23/78		X	Health prog. rep. Nursing eval. 1 Health Fac. eval. 1					She is on Social Security can only earn \$3,240.00 a year.
Schweich, Gerald	Painter	Ft.						Vets O.T. ASH CSH	CSH 03/21/78		X		Painter	05/01/78	Vets Hastings		
Schweich, Mary Jane	Medical Records Technician, Sr.	Ft.						Vets O.T. ASH CSH	CSH 03/21/78		X		Ck Typ. Senior	05/01/78	Vets Hastings		
Seidl, Judith	LPN 2	.8		\$ 11.86 A105.3 S 5	\$3,000.00			C.O. Other	O.T. 03/23/78		X	HSS Voc. Rehab. Health Prog. Aide					Rejected offer from Vets as LPN
Sheistad, Lucille	HST	.8	03/13/78	\$ 653.92 A 7.5 S 322.3	\$3,000.00			Layoff									
Sheridan, Margaret	Medical Records Clerk	Ft.						Vets Other	C.O. 03/23/78		X	Clerk Typist Clerk Typist Interm. Acct. Clerk Clerk 2	Med.Rec. clerk	04/26/78	C.O. St. Paul		Transferred to Anoka working in DPW Central Office.

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAV.	SPECIAL SEVERANCE	DELAYED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECLASID	EMPLOYEE PREFERENCE	DATE JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Selbold, Betce	HSS, Sr.	Ft.						Vets	RSH 03/23/78		X	FSW	HST	05/01/78	Vets Hastings		
Simos, Hyman	Rehab. Therapist	Ft.						Vets O.T. C.O.	O.T. 03/21/78	X		Rehab. Therapist	04/12/78	O.T. Oak Terrace			
Smith, Albert	Janitor	Ft.						Vets	O.T. 03/23/78		X		Janitor	05/01/78	Vets Hastings		
Smith, Bernice	HSS	Ft.	03/10/78	\$ 10.67 A 26.8 S 5.5	\$3,000.00			Layoff									Rejected Vets offer as HST
Smith, Elvera	Food Service Worker	Ft.						Vets	O.T. 04/13/78		X		FSW	05/01/78	Vets Hastings		
Smith, Marie	HST, St.	FT.						Vets BSH SPSH RSH	BSH 02/21/78	X		HST, Sr	04/26/78	BSH Brainerd *			
Snider, Deborah	HSS	Ft.						Vets C.O. Other O.T.	C.O. 03/24/78	X		Acct. Clerk Med Claims analyst Pers. Aide Swbd. Opnr. Sec. guard U.C. Clerk Clerk Sr. Clerk 2 HSS Voc. Rehab. Auto Driver	Clerk 2	04/26/78	C.O. St. Paul		Overcomplement and then hired off the advisory list as an account clerk 05/10-78 at Metro University.
Sophy, Merle	Painter	Ft.						Vets Other AGCNH MLSH	RSH 03/22/78	X		Gen repair worker Auto Driver	Painter	04/26/78	RSH Rochester *		Rejected offer of general repair worker with Vets.
Soucek, Donita	Special Teacher	Ft.						C.O. Other Vets	C.O. 03/02/78	X		Employee Development Specialist 1	04/26/78	C.O. St. Paul			Made arrangements for job herself.

NAME	CLASSIFICATION	EMPLOYEE STATUS	MAILED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAV.	SPECIAL SEVERANCE	DELETED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DRY JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED : ADVISORY TESTS	CLASS TRANSFERRED :	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSES WILL BE AVAILABLE AT A LATER DATE	REMARKS
Stark, George	Plant Maintenance Engineer	Ft.						Vets Other	ASH 03/24/78		X	Auto Mech.	Plant Maint	05/01/78	Vets Hastings		
Sterud, Ella	HST, Sr.	.8	03/10/78	\$ 389.52 A 23.8 S 180	\$1,000.00			Layoff									
Stevens, Mary	Dental Asst. Reg.	Ft.						Vets C.O. Other	C.O. 03/24/78	X		Health Prog. aide Clerk, Sr. Clerk 2 Clerk 1	Clerk 2	04/26/78	C.O. St. Paul		Overcomplement, rejected offer as HST from Vets.
Stewart, Ethel	HSS	Ft.						Vets C.O. Other	C.O. 03/24/78	X		Clerk Sr. Clerk 2 Subd. optr. HSS Voc. Relab.	HST	05/01/78	Vets. Hastings		
Stiles, Irma	Switchboard Operator	Ft.	03/27-78	\$ 259.08 A 170 S 125.5	\$1,000.00			Vets									
Stone, Michael	HST	Ft.						Other Vets	ASH 02/15/78	X		Clerk 1&2 Sec. guard	HST	04/26/78	ASH Anoka	*	Accepted ASH 03/03/78 Rejected ASH 03/13/78 Accepted ASH 04/24/78
Strehlow, Esther	Sewing machine optr.	Ft.						Other KSH SPSH CSH HSH FSSH FFSH Vets	SPSH 03/21/78		X		FSW	05/01/78	Vets Hastings		
Stumpf, Mary	HST	Int.	03/11/78	\$ 80.36 A 2.8 S 43.3	\$1,169.67			Did not return survey									
Svien, Mary Lou	LPN 2	Ft.	04/21/78	\$ 24.88	\$3,000.00			Vets C.O. Other	ASH 03/24/78		X	HSS Voc. Relab Health Prog. Aide					Offered a LPN 1 position with Vets but she needed additional surgery so she was not hired.
Svien, Roseann	HST Sr.	Ft.		\$ 2.86 A 3.8 S 5	\$2,714.00			Other	O.T. 03/23/78		X	neighborhood worker					

NAME	CLASSIFICATION	EMPLOYEE CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELAYED SPECIAL SEVERANCE	RESIGNED, RETIRED, DISCHARGED, DECEASED	EMPLOYEE PREFERENCE	DPF: JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE WILL BE AVAILABLE AT A LATER DATE	REMARKS
Swanholm, Julie	HST	Fc.						WSH ASH	WSH 03/10/78	X			HST	03/21/78	WSH Willmar	*	
Swanson, Duane	HST, Sr.	Fc.				NA		Other Vets	ASH 03/24/78	X		Janitor Gen maint. worker Sec. guard Scores clerk Mail handler Clerk 2 Auto Driver	Janitor	04/26/78	ASH Anoka	*	
Swanson, Milton	Chemical Dependency Supervisor	Fc.	04/19-78	\$1,140.54 A 216 S 389	\$2,500.00			Other	MLSH 03/21/78		X	Group day care spec. Health prog. Vets emp. rel.	rep.				
Swanson, Nancy	HST	.3						Vets Other C.O.	ASH 03/24/78	X		FSW	HST	04/26/78	ASH Anoka	*	
Tindal, Gerald	HSS	Int.	03/10/78 03/24/78	\$ 179.47 A 11.5 S 88.5	\$1,026.90												
Truax, Betty	RN 3	Fc.						Vets C.O. Other	O.T. 03/22/78		X	Health Prog. Rep. Health Fac. Eval. 1 Nursing Eval. 1	RN 1	05/01/78	Vets Hastings		
Warner, Joan	HSS	Fc.		\$ 630.14 A 118 S 273.5	\$3,000.00			Did not return survey	RSH 03/24/78		X	Clerk 1&2					
Warner, Mariann	HST, Sr.	.4		\$ 24.60 A 9 S 12.5	\$1,781.47			Vets	O.T. 03/23/78		X						
Wasburn, Ann	RN 3	.8					resigned 09/08/77										
Webber, Lekoy	Stationary Engineer	Fc.						WSH ALASH MLSH	MLSH 03/21/78	X			Stat. Engineer	04/26/78	MLSH	*	Rejected offer from Vets

NAME	CLASSIFICATION	EMPLOYMENT STATUS	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & STOCK LEAVE	SPECIAL SEVERANCE	DELATED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPN: JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED ADVISORY TESTS	CLASS TRANSFERRED	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSE *WILL BE AVAILABLE AT A LATER DATE	REMARKS
Weiss, Carl	Sr. Staff Physician	.4		\$ 314.84 A 5 S 46.3	\$1,735.50			Vets U.T.	MLSH 03/30/78		X						
Werner, Judy	LPN 2	.4		\$ 33.54 A 7.5 S 15.5	458.28			Vets	O.T. 03/23/78		X						
Werner, Lorraine	Janitor	Ft.						Vets Other	ASH 03/23/78		X	gen. maint. worker	Janitor	05/01/78	Vets- Hastings		
Wieners, Mildred	Dietitian 2	Ft.	03/10/78	\$1,825.42 A 223.8 S 468.5	\$3,000.00			Layoff									Mandatory retirement 5-22-78
Wilson, Caroline	HST, Sr.	Ft.	04/21/78	\$ 44.36 A 23 S 20.5	\$3,000.00			Vets	MLSH 03/23/78		X						
Wolcott, Everene	RN 3	.8	03/13/78	\$ 370.88 A 60 S 122	\$3,000.00			Vets									
Wollmering, Joan	LPN 2	.8		\$ 163.12 A 94.3 S 70.8	\$3,000.00			Vets Other	ASH 03/23/78		X	HSS Voc. Rehab.					
Wright, Mark	HST, Sr.	Ft.						Other Vets	ASH 04/13/78		X	Auto Driver Groundskeeper Parks worker Nat. Res. aide	Auto Driver	05/01/78	Vets Hastings		
Wronski, Richard	Sr. Rehab. Therap.	Ft.						Vets HSH Other	HSH 03/22/78		X		Vol. Serv. coordinator	05/01/78	Vets Hastings		
Yanz, John	Baker	Ft.						Vets Other	O.T. 04/13/78		X	Bldg. & greds worker Cook	Cook	05/01/78	Vets Hastings		
Young, Connie	HST, Sr.	.8		\$ 418.30 A 103 S 193.3	\$3,000.00			Vets C.O.	C.O. 03/24/78		X	Clerk Sr. Clerk 2 Subd. operator Mail handler Auto Driver Food Service worker					Rejected offer from Vets as Security guard.

NAME	CLASSIFICATION	EMPLOYMENT CONDITION	WAIVED TRANSFER & DATE	REGULAR SEVERANCE ANNUAL & SICK LEAVE	SPECIAL SEVERANCE	DELAYED SPECIAL SEVERANCE	RESIGNED, RETIRED, DECEASED	EMPLOYEE PREFERENCE	DPW JOB OFFER & DATE	ACCEPT	REJECT	CLASSES QUALIFIED : ADVISORY TESTS	CLASS TRANSFERRED :	DATE	DEPARTMENT & LOCATION	RELOCATION EXPENSES *WILL BE AVAILABLE AT A LATTER DATE	REMARKS
Young, Robert	HST (disability leave)	Fr.			\$3,000.00												
Vule, Donna	HSS	Fr.					Resigned 07/02/77										
Zgoda, Dorothy	Food Service worker	Fr.						Vets 01/29/78			X			FSM 05/01/78	Vets lastings		

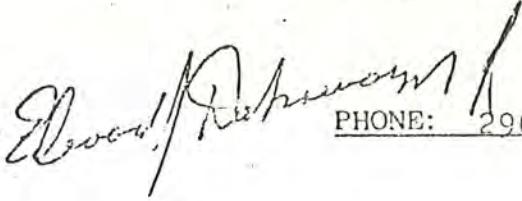
Office Memorandum

DEPARTMENT PUBLIC WELFARE

TO : Dick Dobrick
Chief Executive Officer
Hastings State Hospital

DATE: 9/21/77

FROM : Edward J. Dirkswager, Jr.
Acting Commissioner



PHONE: 296-2701

SUBJECT: Hastings State Hospital - Closure Plan

In accordance with the action taken by the 1977 Legislature, Hastings State Hospital will close on May 1, 1978.

Mr. Wesley G. Restad, Assistant Commissioner, Residential Services Bureau, Department of Public Welfare, who has the responsibility for the operation of our institutions, has assigned Mr. Al Beck to coordinate all activities relating to the closure of Hastings. In addition to yourself and the staff at Hastings, Ms. Tish Halloran from the Community Services Bureau and Mr. Ralph Corey from our Personnel Office will be working closely with Mr. Beck to finalize and implement the closure plan. It is our intent to involve all concerned parties in the development of this plan. In this way, we will be able to close operations at Hastings State Hospital while providing maximum concern for the patients and employees.

Attached to this memorandum is a draft plan which outlines the various activities which will need to be accomplished in order to close the Hospital. It is our intent to use this draft plan as the basis for discussion at a meeting with yourself and interested others on October 4, 1977. Following this meeting, the modifications will be made in the draft plan and a final plan document will be produced.

We request that you and appropriate staff from the Hastings State Hospital arrange to attend the meeting scheduled for ~~7:00-9:30 p.m.~~, October 4, 1977 at Hastings State Hospital.

EJD:rek

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Proposed Plan for Closing
Hastings State Hospital
May 1, 1978

Closing the Hastings State Hospital on May 1, 1978, as mandated by the 1977 Minnesota State Legislature involves many issues, tasks and events that will need attention during the coming months. In order to effect an orderly process of terminating this Department's operation at the Hastings State Hospital, the following plan and general timetable will be implemented.

1. Between now and November 28, 1977, the Department will announce formally the designation of the following as receiving hospitals for persons from Ramsey, Washington and Dakota Counties who are mentally ill or chemically dependent:

- | | |
|---------------------------------------|---|
| Rochester State Hospital will serve: | Dakota County M.I., and such areas of Ramsey County for M.I. as are negotiated* |
| | Dakota County C.D. |
| Anoka State Hospital will serve: | Washington County M.I., and such areas of Ramsey County for M.I. as are negotiated* |
| Moose Lake State Hospital will serve: | Ramsey County C.D.
Washington County C.D. |

* Regarding Ramsey County M.I. the options are:

- a. Rochester State Hospital - if the objective is to utilize only one hospital for the M.I.
- b. Anoka State Hospital - for certain designated areas of Ramsey County
Rochester State Hospital - for the rest of Ramsey County
- c. Anoka State Hospital - until 35 beds have been utilized
Rochester State Hospital - the rest of Ramsey County.

All appropriate agencies such as county welfare departments, court system, mental health agencies, law enforcement officials and appropriate union officials, will be notified of the effective date of the designation of those facilities as receiving hospitals for the areas named above.

The foregoing designations are based on consideration of the desires of the affected county agencies together with the current availability of bed space in the designated hospitals. Should the abilities of the hospitals to serve as indicated above be affected, it should be understood that changes in the receiving designations may need to be made.

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If there are no available community resources, geriatric patients at Hastings State Hospital will be transferred to Oak Terrace or appropriate units in other state operated facilities.

2. Within the month following the announcement of the newly designated receiving hospitals, the appropriate staff of those facilities will arrange to meet with staff from the affected agencies in order to get acquainted and to review and agree on policies and procedures regarding referrals for admission and intake, individual treatment program planning, discharge, and orientation to the hospitals overall programs in mental illness and chemical dependency. The newly designated receiving hospitals will initiate invitations to the various agencies to meet regarding the foregoing.

3. During the month of December, 1977, the case conference schedule for each of the affected patients at Hastings State Hospital will be developed and at that time notification of the dates for those conferences (to begin in January, 1978) will be sent to each patient, the patient's family, appropriate county welfare department, mental health center, etc.

The purpose of the case conferences will be to:

- a. Determine, if possible, the length of time each patient will need to continue in treatment, and
- b. Where the patient will continue in treatment (state hospital or community resource)
- c. Determine date for discharge or transfer.

In instances where the family of the patient is not able to attend the case conference for their relative, every effort will be made to contact that family as soon as possible after the conference to inform them of the results. Also, a 30 day notice will be given to each patient and his family regarding the action being contemplated as a result of each conference.

If the case conference results in a determination that transfer to another state hospital is the most appropriate course to follow, the staff of Hastings State Hospital will make the referral, arrange transportation for the patient and his or her personal belongings, transfer of the patient's file, utilize discharge procedures where appropriate and document transfers and notification to the Central Office Transfer Committee as appropriate.

Cases in which the conferences result in determinations that non-state hospital placement is the most appropriate, the patients will be formally referred to the appropriate counties by the Hastings State Hospital staff.

It is intended that the case conferences will begin January 16, 1978, and should be completed no later than March 15, 1978.

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4. On January 15, 1978, admission and intake of persons who are mentally ill and in need of hospitalization and treatment will cease. By closing intake on that date, it is anticipated that persons who were admitted to Hastings State Hospital on or before January 14, 1978, will be either successfully treated and discharged from the hospital or transferred to other facilities by the May 1, 1978 closing date.

5. The admission and intake of persons who are chemically dependent and in need of hospitalization and treatment will close on February 1, 1978. It is anticipated that persons admitted to Hastings State Hospital on or before January 31, 1978, will have completed the course of treatment and discharged from that facility by May 1, 1978.

Because of the short term nature of the Chemical Dependency Treatment Program at Hastings State Hospital, together with the fact that all patients who are chemically dependent will have been discharged as indicated above, there will not be a need for case conferences to be conducted for patients with a chemical dependency disability.

6. The Residential Services Bureau of the Department of Public Welfare has indicated to the Dakota County Welfare Department, the Dakota County Court and the Dakota law enforcement offices that Hastings State Hospital may be used by them subsequent to the January 15, 1978, closure of intake for persons who need to be hospitalized on short term hold orders not to exceed ten days while hearings or other dispositions regarding those persons are pending.

It is anticipated that the Hastings State Hospital staff will not provide clinical treatment to persons remanded to them under those conditions. It should also be noted that this extension of assistance will continue only as long as Hastings State Hospital staffing is such that the patients in that facility who are currently undergoing treatment are not adversely affected by this accommodation. The extension of this service to Dakota County will terminate March 15, 1978.

7. Already completed (during July, 1977) is a questionnaire that was distributed to each of the Hastings State Hospital staff. This is the first attempt to acquire some indication regarding the number who wish to: 1. remain in employment with the Department of Public Welfare system, 2. transfer to other governmental units, 3. terminate their employment with the State of Minnesota.

The results of this survey are not considered to be conclusive because of the ambiguity that is generated by the possibility that some of the staff could be retained in their employment at the Hastings facility should alternative uses of that facility be developed. The indications are, however, that most of the current staff wish to continue in employment with the State of Minnesota.

8. Between September 28, 1977 and December 31, 1977, a series of meetings will be held to review, discuss and provide information regarding those issues and problems that affect the personnel of the Hastings State Hospital. The intended meetings will be as follows:

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- a. A meeting of the Commissioners of the Departments of Public Welfare, Personnel and Economic Security to identify degree and type of involvement each will need to have in the forthcoming months.

This meeting is scheduled for September 28, 1977.

- b. A meeting of the Commissioner of Public Welfare with the staff of the Hastings State Hospital and their bargaining unit business representatives to discuss such issues as continuing state employment, eligibilities, procedures for transfer, date lines for decision and to answer questions that have been raised. This meeting will be scheduled as soon as possible but no later than October 21, 1977.
- c. A period of a week to ten days (or however much time is needed) for a faculty of representatives from the Department of Welfare, Department of Personnel and Department of Economic Security to spend at the Hastings State Hospital meeting with each employee to discuss his or her individual employment situation. This work activity will be initiated within two weeks following the meeting referred to in item B above.
- d. Other meetings to be scheduled as needs indicate.

Oct 19 2
at H.S.H.
Meeting at H.S.H.
Oct 25

9. The Community Services Bureau of the Department of Public Welfare has already begun to develop the rule by which the affected county welfare departments will be eligible for and may receive reimbursements for those patients whose discharge from Hastings State Hospital is directly related to the closing of that facility. This rule will be finalized and distributed for comment by October 1, 1977, and will be ready to be submitted for hearing by November 1, 1977.

10. During the period from January 2, 1978 through May 1, 1978, the Hastings State Hospital Chief Executive Officer, together with such staff as he designates will attend to tasks that include, but are not limited to the following:

- Finalizing the inventories of fixed and transferrable equipment, supplies, repair parts and materials, food stuffs, medical supplies and drugs.
- Arrange with the Assistant Commissioner, Residential Services Bureau, Department of Public Welfare, for the disposition of those inventories.
- Arrange for discontinuance of vendor accounts.
- Disposition of administrative records.
- Consolidation of current activity as it relates to the use of the physical plant and lessening need for space.
- Retention of staff subsequent to the May 1, 1978, closure date for the purpose of continuing to maintain the physical plant and providing for plant security.

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- Retention of such staff subsequent to May 1, 1978, as needed to complete those tasks that because of their nature cannot be finalized prior to the May 1, 1978 deadline, in accordance with Department of Administration policies.

11. Recognizing the impact of terminating an operation the size of Hastings State Hospital on the patients who are in treatment there and on the employees who work there, a follow-up of both patients and employees will be conducted for a period of one year subsequent to the closing of the Hastings State Hospital. The development of the methodology for this follow-up study will be completed by December 31, 1977. Implementation will begin as early as individual circumstances dictate, but no later than May 1, 1978, and will be completed on April 30, 1979.

The foregoing plan for the closure of Hastings State Hospital by May 1, 1978, is an attempt to recognize the issues and problems that need to be addressed in order to effect closure by the mandated date. Certainly there are items that have not been included that need to be included but are not necessarily apparent at this time; however, we believe this plan is flexible enough and the time spans are long enough to accommodate most issues as they arise.

The foregoing plan is predicated on our current circumstances. Assuming there occurs no radical or unforeseen changes in these circumstances, we will anticipate an orderly process in obtaining closure of Hastings State Hospital on May 1, 1978. A calendar of events designed to effect that closure is attached.

It should be recognized, however, should there occur a radical reduction in the numbers of patients at Hastings State Hospital, or should there be a severe drop in the numbers of available staff to provide adequate care and treatment, serious consideration will be given to an earlier closing date. In that event, the attached timetable will need to be altered.

Attachment - Timetable

BROOK
D. J. J.

Timetable Related to
Hastings State Hospital
Closure

The following is a general calendar of the dates on which certain events and tasks related to the closure of the Hastings State Hospital will take place. Also included are the anticipated completion dates for each item.

<u>Beginning Date</u>		<u>Completion date</u>
July 6, 1977	Distribution of staff questionnaire	July 15, 1977
September 1, 1977	Formal announcement regarding receiving hospitals for Dakota, Ramsey and Washington Counties	November 28, 1977
September 1, 1977	Development of a reimbursement rule complete	December 1, 1977
September 1, 1977	Meetings with Hastings State Hospital staff completed	December 15, 1977
September 1, 1977	Development of patient/staff follow-up study completed	December 31, 1977
November 28, 1977	Announcement regarding receiving hospital complete	November 28, 1977
December 1, 1977	Begin meetings between new receiving hospitals and county agencies	December 31, 1977
December 1, 1977	Develop case conference schedule	December 31, 1977
December 16, 1977	Begin sending out notices regarding case conference dates	February 16, 1977
January 2, 1978	Hastings State Hospital administrative tasks	May 1, 1978 or later
January 15, 1978	M.I. intake closed	January 15, 1978
January 16, 1978	Patient case conferences begin	March 15, 1978
February 1, 1978	C.D. intake closed	
March 15, 1978	All patient case conferences completed	
April 15, 1978	All patients at Hastings State Hospital should have been discharged or transferred	

DEPT

Timetable

<u>Beginning Date</u>		<u>Completion Date</u>
May 1, 1978	All staff except those retained for post closing work assignments deleted from Hastings State Hospital payroll	
May 1, 1978	Hastings State Hospital officially closed	
May 1, 1978	Begin follow-up study (patient and staff)	April 30, 1979
July 1, 1979	Report of follow-up study available for review	



STATE OF MINNESOTA
DEPARTMENT OF PUBLIC WELFARE
CENTENNIAL OFFICE BUILDING
ST. PAUL, MINNESOTA 55155

OFFICE OF THE
COMMISSIONER
612/296-2701

GENERAL
INFORMATION
612/296-6117

October 27, 1977

Sent to:

Washington
Ramsey - Director of CWD
Dakota Mental Health Centers

The attached memorandum together with a schedule of bi-weekly meetings which will deal with activities related to the closing of Hastings State Hospital is sent to you for your information and to extend to you an invitation to attend them and participate in them whenever your schedule permits.

These meetings are intended to brief and up date everyone in attendance regarding the status and progress of the many activities in which we are involved that are aimed at the Hastings State Hospital closure on May 1, 1978.

Please feel free to attend and participate in any of the scheduled meetings whenever your schedule permits or, perhaps more importantly, whenever there are issues that need to be brought to our attention.

Yours very truly,

Al Beck
Residential Services Bureau

AB/1s
Attachment

AN EQUAL OPPORTUNITY EMPLOYER



DPW - 628
(8-78)