

49th LEGISLATIVE SESSION -- 1985

[illegible]

VISITORS' REGISTER
JOINT INSTITUTIONS SUBCOMMITTEE

BILL NO. _____

DATE January 15, 1985

SPONSOR _____

NAME (please print)	RESIDENCE	SUPPORT	OPPOSE
Bill LINGER	MVS		
Mary Clark	Helena		
Mred Swain	Helena		
Virginia Kenyon	Helena		
JIM HAUBEIN	INSTITUTIONS		
MARGARET CRUTCHER	INSTITUTIONS		
Dan Russell	Institutions		
JH Harris	ODPP		
Jim Pellegrini	OLA		
Dave Deper	MPLEA		
Gerald F. Butcher	Center for Aged		
Jerry Hoover	Dept. of Institutions		
DAVE CLARK	Center for the Aged		
GAIL BRIESE	INSTITUTIONS		

IF YOU CARE TO WRITE COMMENTS, ASK SECRETARY FOR WITNESS STATEMENT FORM

PLEASE LEAVE PREPARED STATEMENT WITH SECRETARY.

ROLL CALL VOTE

INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE

DATE January 15 BILL NO. TIME 1

[illegible]

~~Secretary~~

Chairman

Motion: Rep. MENAHAN made a substitute motion to accept a rate of
45 ADP (average daily population) for Mountain View.

ROLL CALL VOTE

INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE

DATE January 15 BILL NO. TIME 2

[illegible]

Secretary

Chairman

Motion: Sen. ADLESTAD moved to deny the purchase of the mobile
radio.

ROLL CALL VOTE

INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE

DATE January 15 BILL NO. TIME 3

[illegible]

~~Secretary~~

Chairman

Motion: Sen. HIMSL moved to amend Sen. Aklestad's motion to include
the snow blower for \$700.

ROLL CALL VOTE

INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE

DATE January 15, 1985 BILL NO. TIME 4

[illegible]

~~Secretary~~

Chairman

Motion: Sen. AKLESTAD moved to accept the OBPP recommendation on
equipment for the Center for the Aged.

MINUTES OF THE MEETING
INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE
49TH LEGISLATIVE SESSION
January 15, 1985

Tape 7, Side B

The meeting of the Institutions and Cultural Education Subcommittee was called to order by Chairman Steve Waldron on January 15, 1985, at 8:05 a.m. in Room 129 of the Capitol.

ROLL CALL: All members were present. Also present were Keith Wolcott of the Legislative Fiscal Analyst's Office (LFA), George Harris of the Governor's Office of Budget and Program Planning (OBPP), Carroll South, Director of the Department of Institutions, Bill Unger, Superintendent of Mountain View School, Fred Swain, Business Manager of Mountain View School, Gerald Butcher, Superintendent of the Center for the Aged, and Dave Clark, Business Manager for the Center of the Aged.

GENERAL: Chairman Waldron noted that the subcommittee will have to take vacancy savings but there will be a separate pay plan to fund state employees' salaries. The subcommittee will determine the level of vacancy savings for each agency budget. There was a good deal of discussion regarding vacancy savings. Sen. Himsl voiced his dislike of the vacancy savings method of saving money. Chairman Waldron explained that it is only suggested that we take vacancy savings, not required.

MOUNTAIN VIEW SCHOOL

(121) Mr. Wolcott went over the major issues that need to be addressed in executive session (Exhibit 1). The LFA included an accounting specialist that the Department said was no longer needed. Also, the LFA included psychological services contracting that the OBPP did not include. The committee questioned, if the Youth Evaluation Program in Great Falls is closed, would these contracted services be needed to handle the additional workload. Mr. South responded that there was a psychologist position which was vacant all last year. The institution filled this position with a Master of Social Work which is a lower grade than the psychologist position. Consequently, there will be some money left over that could be used for contracting services if necessary.

EXECUTIVE SESSION:

Sen. BENGTON moved to accept the OBPP recommendation of 64.49 FTE for each fiscal year.

The motion PASSED unanimously.

OPERATING EXPENSES: (254)

There was some discussion regarding the psychologist contract. Mr. South and the OBPP felt Mountain View did not need this additional funding for contracting psychological services.

Sen. BENGTON moved to delete the funding for the psychological services contract from the Operating Expenses budget.

The motion PASSED unanimously.

Chairman Waldron recommended that the subcommittee set the average daily population (ADP) rate at 45 because the school's population has been increasing steadily. Mr. South noted that, as of today, the population at Mountain View was 51. It was established that it would cost \$1,359 per one addition to the ADP per fiscal year. Those funds would be used for food costs. Mr. Wolcott noted that the School Lunch Reimbursement would be approximately \$752 for each additional one ADP which is just over half of the cost.

Sen. BENGTON moved to set a rate of 43 ADP.

Rep. MENAHAN made a substitute motion to set a rate of 45 ADP.

A roll call vote was taken. Sens. BENGTON and AKLESTAD opposed the substitute motion. All other members approved the substitute motion. The substitute motion PASSED.

Tape 8, Side A

The committee discussed the medical expenses budget. This money would be transferred into the consolidated Corrections Medical Budget.

Sen. BENGTON moved to transfer the medical expenses for Mountain View to the Corrections Medical Budget.

The motion PASSED unanimously.

EQUIPMENT: (048)

Mr. Unger prioritized the equipment list on page 3 of Exhibit 1. He felt his priorities were the closed circuit TV, the hand-held 2-way radios, and the mobile 2-way radio. Lower on the priority list would be the sewing machine, which was on a replacement schedule, the heavy duty washer

INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE

January 15, 1985

Page 3

and dryer, the vacuum cleaner, the television which is on a five-year replacement schedule, and the projector. The age of some of the equipment is not actually known as it was purchased before Mountain View began using PAMS method of keeping track of equipment.

Sen. BENGTON moved to include funds for the purchase of the closed circuit TV.

The motion PASSED unanimously.

Mr. Unger said the hand-held 2-way radios were used during escapes and one or two of them are in need of repair all of the time. He said he would like them to be on a replacement schedule every 8 years.

Rep. MILLER moved to include funds for the purchase of two new hand-held two-way radios.

The motion PASSED unanimously.

There was a lot of discussion regarding the mobile radio. Mr. Unger said the one they have now is over 15 years old and is in a truck that doesn't run. Sen. Aklestad felt the price was far too high and that this radio could be purchased for a lot less. There was some discussion regarding the method used for coming up with this figure. Mr. South said all purchases have to go through the state Purchasing Division and the Purchasing Division lets bids throughout the state to get the lowest price possible. Sen. Aklestad was not satisfied with this explanation.

Sen. AKLESTAD moved to deny the purchase of the mobile radio.

A roll call was taken. Sens. BENGTON and AKLESTAD approved the motion. All other members opposed the motion. The motion FAILED.

Sen. Himsel said he felt this was a necessary expenditure to assist in finding runaways. Dan Russell, Administrator of the Corrections Division, said the kind of radio requested was in line with the rest of the state's equipment, i.e., Sheriff's, Police, and Highway Patrol. It was noted that compatible equipment was necessary because the girls could go into town which would be under the city police jurisdiction or out to the highway which would be under the Montana Highway Patrol. Mr. Unger noted that, usually, local authorities do not assist the institution in locating the runaways but does put out an APB (All Points Bulletin) on them.

Sen. HIMSL moved to include \$1,400 for the purchase of a mobile 2-way radio.

Sens. BENGTON and AKLESTAD opposed the motion. All other members approved the motion. The motion PASSED.

Sen. HIMSL moved to include funding for the purchase of one heavy duty washer and one heavy duty dryer.

The motion PASSED unanimously.

Sen. BENGTON moved to accept the LFA's recommendation for Operating Expenses with the adjustments previously made to be considered current level.

The motion PASSED unanimously.

CENTER FOR THE AGED

(524) Jim Pellegrini of the Office of the Legislative Auditor explained the performance audit done by his office (Exhibit 2). The major recommendations which resulted from that audit are:

1. Clarify role and mission of the Center for the Aged through the Administrative Rules.
2. Physicians should be reviewing patients and medications every 90 days but this schedule has been loosely followed. This should be followed for all patients.
3. Board of Visitors reports in 1982 and 1983 found that some medications were used improperly. There was a professional disagreement between the Board and the medical director for the Center. The audit recommended that the medications should be reviewed periodically.
4. There was a lack or weakness in controls over the pharmacy, i.e., missing drugs. The audit recommended tighter controls.
5. It was noted that residents' money was not kept in an interest bearing account and these funds totalled \$123,000. It was recommended that these funds be deposited into an interest-bearing bank account and the interest be divided proportionally.
6. The physical plant was in very good condition as was the food service.

7. The purchasing was not only adequate but also economical.
8. The laundry services was cited by the Department of Health for deficiencies.

Tape 8, Side B

The LFA went over the major differences that need to be dealt with during executive session (Exhibit 3). The major issues he cited were the .5 FTE Rehabilitation Aide for recreation activities, the ADP of 180 instead of the 190 budgeted for last session, 1:3.6 ratio between direct care staff:patients versus the posting method, and the authority for the Center to spend donated funds.

(084) There was a lot of discussion regarding posting versus ratio. It was determined after a lengthy discussion that it is not set by law that there be any set amount of direct care staff to any number of patients. It has just been the policy of the institutions to use ratios. Mr. South said the Prison changed to the posting method and it makes staffing levels more stable instead of decreasing or increasing every two years to adjust to an increase or decrease in population.

Chairman Waldron suggested a motion to accept a policy of posting rather than ratio for all the institutions. Sen. Bengtson was not comfortable with that in the case of all of the institutions but she did feel it was a good idea for this one.

Sen. BENGTON moved to set a 180 ADP rate with staffing based on posting which would add 1.04 FTE to the LFA current level and accept the LFA current level for Personal Services.

The motion PASSED unanimously.

Mr. South explained the advantage of posting as the relief factor. It takes 1.6 FTE for every 8 hour shift when you take into consideration sick leave, paid holidays, and vacation time. If you use ratios, your staffing will fluctuate with the population and that is not good when you have to have a certain number of people on staff at all times. Mr. South distributed a breakdown of the direct care nursing staff for the Center (Exhibit 4).

(355) The committee discussed the need for a .5 FTE recreation therapist to run activities for the Center. The nurses do some recreational therapy but they are usually too busy doing their required duties to do much with the residents. This .5 FTE would have activities in which each resident could participate 1 hour per day, 5 days per week. Sen. Bengtson did not feel this position was necessary. No action was needed.

OPERATING EXPENSES: (630)

The LFA current level reflects the ADP rate adjustment from 190 to 180 ADP.

Sen. BENGTON moved to accept the LFA current level for Operating Expenses.

The motion PASSED unanimously.

Tape 9, Side A

EQUIPMENT: (028)

Mr. Butcher addressed each equipment request and outlined the need for each request. The committee discussed each request in length.

Rep. MENAHAN moved to authorize the purchase of four of the lounge chairs for \$718 and to accept the remainder of the LFA's recommendation for equipment.

Sen. AKLESTAD made a substitute motion to accept the OBPP recommendation on equipment. Rep. MENAHAN agreed to the substitute motion and withdrew his motion.

Sen. HIMSL moved to amend Sen. AKLESTAD's motion to include the snow blower.

A roll call vote was taken. Sens. AKLESTAD and BENGTON opposed the amendment to the motion. All other members approved the amendment. The amendment to the motion PASSED.

A roll call vote was taken on Sen. AKLESTAD's motion. Rep. MENAHAN opposed the motion. All other members approved the motion. The motion PASSED.

For clarification, the motion was to accept the OBPP's recommendation for equipment including \$700 for a snow blower.

(361) Mr. South wanted the committee to know that he does not allow his superintendents to purchase equipment until the end of the fiscal year. This way, if the institution should have an emergency which requires unanticipated funds, the equipment appropriations could be used to offset these costs. If such an emergency doesn't arise and they have saved money by being frugal, he has, in the past, allowed the superintendent's to buy whatever equipment they felt they needed. Mr. South asked that, by the committee's actions on the equipment that they did not accept, does that mean the committee does not want the institution to purchase that equipment or do they just not want to appropriate money for that equipment.

Chairman Waldron said the committee has looked at the institution's needs and determined what they are and given them a dollar amount. As an administrator, Chairman Waldron said he felt Mr. South could spend that money as he saw fit. There was some discussion on this subject by the committee. If the committee strongly felt they did or did not want the institution to have certain equipment, the committee would have to line item the equipment portion of the budget. Rep. Menahan said there could be boilerplate language in the bill that would allow only certain things to be purchased. Chairman Waldron said that would work unless the boiler did blow up in the institution. Because of the boilerplate language, a new boiler could not be purchased and the institution would have to go without until the next legislative session or have the Governor call a special session to deal with the problem.

Chairman Waldron stated for the record that, "the dollar amount that we give you on equipment doesn't tie your hands as to the type of equipment that you can purchase. There is some reflection, however, of legislative intent." Chairman Waldron said it is part of the Legislative Fiscal Analyst's job to check up on these things to see that legislative intent is followed.

FUNDING: (506)

Sen. BENGTON moved to put language in the Appropriations Bill to allow the agency to use donated funds.

The motion PASSED unanimously.

INSTITUTIONS AND CULTURAL EDUCATION SUBCOMMITTEE
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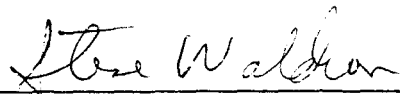
There was some question as to goods donated to an agency. Mr. Harris said goods are not a problem. They are simply added to the PAM system. This language would be for funds donated to the institution without any strings attached, no purpose given to their use.

Sen. BENGTON moved to treat the posting method of funding as a modified.

The motion PASSED unanimously.

Being no further business to come before this committee, the meeting was adjourned at 11:35 a.m.

Respectfully Submitted:



Steve Waldron, Chairman

SW/lt

MOUNTAIN VIEW SCHOOL

<u>PERSONAL SERVICES</u>	<u>1986</u>	<u>1987</u>
Executive FTE	64.49	64.49
LFA Current Level FTE	<u>65.49</u>	<u>65.49</u>
Difference	<u>(1.00)</u>	<u>(1.00)</u>

Executive	\$1,400,071	\$1,404,167
LFA Current Level	<u>1,421,307</u>	<u>1,425,531</u>
Difference	<u>\$ (21,236)</u>	<u>\$ (21,364)</u>

- - - - - Personal Services Issues - - - - -

1. Accounting Specialist		
Position 1.00 FTE	\$22,126	\$22,135

Comments: Position is no longer needed according to the executive budget.

<u>OPERATING EXPENSES (Base Only)</u>	<u>1986</u>	<u>1987</u>
Executive	\$ 249,697	\$ 239,791
LFA Current Level	<u>252,611</u>	<u>242,705</u>
Difference	<u>\$ (2,914)</u>	<u>\$ (2,914)</u>

- - - - - Operating Expenses Issues - - - - -

1. Psychological Services Contract	\$ 8,919	\$ 8,919
2. Average Daily Population of 43 versus 39	5,435	5,435
3. Average Daily Population Increase due to Closure of YEP; add 3 ADP	4,077	4,077
4. Transfer Medical Expenses to Corrections Medical	18,810	19,751

Comments: The executive claims psychological contract is not needed with full time psychologist on staff. The department is asking for additional operating funds for an ADP of 43 rather than 39 and operating funds for three additional students if the Youth Education Program is closed.

EQUIPMENT

Executive	\$ 2,426	\$ 2,150
LFA Current Level	<u>3,526</u>	<u>2,903</u>
Difference	<u><u>\$(1,100)</u></u>	<u><u>\$(753)</u></u>

Comments: Please see detail attached.

KWLEG:jt:MVS 1-14-5

Mountain View School
Equipment

<u>Equipment Item</u>	<u>Fiscal 1986</u>			<u>Fiscal 1987</u>		
	<u>OBPP</u>	<u>LFA</u>	<u>LFA</u>	<u>OBPP</u>	<u>LFA</u>	<u>Amount</u>
	<u>Qty.</u>	<u>Amount</u>	<u>Qty.</u>	<u>Qty.</u>	<u>Qty.</u>	<u>Amount</u>
Slide Projector					1	\$ 435
19" Portable TV					1	600
Refrigerator 17 Cu. Ft.			1			
Washer Heavy Duty	1	\$ 380	1		1	403
Dryer Heavy Duty	1	298	1		1	315
Vacuum Cleaner			1		1	400
Closed Circuit TV & Monitor	1	1,098	1			
Hand Held 2-Way Radio			1	1	1	750
Mobile Truck 2-Way Radio				1		1,400
Sewing Machine	1	650				
Total		<u>\$2,426</u>				<u>\$2,150</u>
						<u>\$2,903</u>

KWLEG:jt:MVS 1-14-5

State of Montana
Office of the Legislative Auditor
Performance Audit
CENTER FOR THE AGED

This report contains recommendations concerning the Center's role and programs. These recommendations include:

- ▶ Clarifying the role and mission of the Center.
- ▶ Establishing procedures to review medications administered to residents.
- ▶ Conducting periodic inventories of scheduled drugs in the pharmacy.
- ▶ Establishing an interest-earning checking account for residents' money.

Office of the Legislative Auditor
Room 135, State Capitol
Helena, Montana 59620

CENTER FOR THE AGED

<u>PERSONAL SERVICES</u>	<u>1986</u>	<u>1987</u>
Executive	103.43	103.43
LFA Current Level	<u>100.24</u>	<u>100.24</u>
Difference	<u><u>3.19</u></u>	<u><u>3.19</u></u>
Executive	\$2,003,864	\$2,011,024
LFA Current Level	<u>1,952,450</u>	<u>1,958,986</u>
Difference	<u><u>\$ 51,414</u></u>	<u><u>\$ 52,038</u></u>

- - - - - Personal Services Issues - - - - -

1. Direct Care Staff 1.04 FTE	\$ 17,313	\$ 17,340
2. Rehabilitation Aid .50 FTE	8,587	8,590

Comments: Agency accepts direct care staffing for 180 ADP but proposes staffing based on posting rather than a ratio of 1 to 3.6. This would add 1.04 FTE to the LFA current level base.

OPERATING EXPENSES

Executive	\$ 574,667	\$ 562,681
LFA Current Level	<u>584,685</u>	<u>601,258</u>
Difference	\$ (10,018)	\$ (38,577)

- - - - - Operating Expenses Issues - - - - -

1. Executive base over LFA Current Level Base	\$ 13,302	\$ 13,480
2. Increase laundry contract to do all laundry out	24,353	26,454

Comments: Agency accepts operating reduction.

EQUIPMENT

Executive	\$ 7,103	\$ 622
LFA Current Level	<u>24,718</u>	<u>2,938</u>
Difference	<u><u>\$ (17,615)</u></u>	<u><u>\$ (2,316)</u></u>

- - - - - Equipment Issues - - - - -

1. Difference Executive/
Current Level \$ 17,615 \$ 2,316

Comments: Please see equipment detail attached.

FUNDING

Executive Donations	\$ 416	\$ 416
LFA Current Level Donations	<u>-0-</u>	<u>-0-</u>
Difference	<u><u>\$ 416</u></u>	<u><u>\$ 416</u></u>

- - - - - Funding Issues - - - - -

1. Establish special revenue fund for funds donated to the center for the general benefit of the residents.

3

KWLEG:jt:MVS 1-14-5

UNIT _____ PER FOR THE AGED

CENSUS: 180

	POSTS REQUIRED (7 Day)			REFIEF REQUIRED		
	6-2	2-10	10-6	6-2	2-10	10-2
NURSING DISCIPLINE						
RN SUPR.	1	1	1	.6	.6	.6
RN II	1	1	.3	.6	.6	.18
LICENSED PRACTICAL NURSES	2	1	.6	1.2	.6	.36
PA II	2	2	2	1.2	1.2	1.2
PA I	8	7	2	4.8	4.2	1.2
TOTAL	14	12	5.9	8.4	7.2	3.54

	TOTAL REQUIRED	AUTHORIZED	ADDITIONAL REQUESTED
RN	4.8	Present 9	- .52
RN II	3.68		
LICENSED PRACTICAL NURSES	5.76	5.8	- .04
PA II	9.6	37.89	
PA I	27.20		-1.06
TOTAL	51.04	52.89	-1.65