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MENDOCINO STATE HOSPITAL
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INTRODUCTION

The fiscal year July 1, 1957 to June 30, 1958 witnessed the accelerated development of the clinical program of the hospital. Particularly noteworthy were the growth of the therapeutic community' programs and the increased number of clinical personnel to render essential services. For the first time in the modern history of Mendocino State Hospital vacancies for the positions of social service workers, psychologists and rehabilitation therapists were at an almost irreducible minimum.

During this year the final plans were developed for a three-year residency training program in psychiatry which was approved by the American Medical Association Council on Education for training, beginning July 1, 1958. Efforts were also expended to bring the hospital operation to an acceptable level for approval by the Joint Commission on Accreditation of Hospitals. After the inspection in June of 1958 the hospital received provisional approval by the Commission.

In keeping with more individualized treatment and attention to patients, the hospital was divided into four clinical areas, each with a physician chief of service. The physician chief of service was given considerable responsibility and authority for the operation of the clinical program in his area and interdisciplinary lines were breached in an effort to make this a well-integrated and coordinated program with maximum involvement of all clinical personnel. All of the supervisory ancillary clinical personnel assigned to an area were made responsible to the physician chief of service for their part in the treatment program.

Basic to the improvement in clinical services is the assistance of the business section of the hospital, whose object it is to facilitate the treatment program. While we know that it is necessary to have adequate trained personnel in order to carry on treatment, the necessity for safe, clean, well-maintained physical facilities with adequate space for beds and other patient activities is essential to ensure rapid recovery of the patient.

PERSONNEL

Section I - The State of the Hospital

This section covers aspects of the personnel management program of the hospital with which the Personnel Office is directly or indirectly concerned.

A. Recruitment

The following table represents the net gain in filled positions in selected professional classes between July of 1957 and June of 1958:

	Physicians	Psychiatric Social Workers	R. N.'s	Clinical Psychologists	Rehab. Therapists
July 1957	18	3	25	2	10
June 1958	23	9	45	5	10
Net Gain	5	6	20	3	0

As can be seen from the above table, Mendocino has for the first time in many years begun to function at its budgeted professional level. Positions for Psychiatric Technicians during this period remained substantially full with occasional vacancies occurring due to turnover.

B. Selection

For several months a so-called "Evaluation Board" was in operation with the selection of Psychiatric Technician Trainees as its function. During this period of time the Board accomplished a good deal in selecting the best people from lengthy eligible lists. For the last year, promotions in nursing services above the Senior Psychiatric Technician I level have been made after a thorough review of candidates by the Clinical Director, the appropriate supervisor and the Personnel Officer. We feel this has been a worthwhile activity for two reasons: 1.) It provides some further assurance that the best candidates will be selected and, 2.) It offers each candidate the opportunity to be heard by a relatively impartial group.

C. Turnover

As the result of a better labor market, better working conditions

and improved selection devices, turnover during this period has been reduced remarkably. The following table is a comparison between July of 1957 and June of 1958:

Separations Per 100 Filled Positions (Projected Annually)

	Psychiatric Tech. Trainees	Psychiatric Tech.	Food Service Assts.
July 1957	109.2	16.8	31.2
June 1958	5.0	3.2	10.0

D. Training

Mendocino State Hospital now has the following training programs in progress:

- 1.) 300 Hour In-Service program for Psychiatric Technician Trainees.
- 2.) 300 Hour In-Service program for Psychiatric Technicians.
- 3.) Employee Orientation.
- 4.) Psychiatric Technician Trainees Orientation.
- 5.) Registered Nurses Orientation.
- 6.) 120 Hour In-Service program for Registered Nurses.
- 7.) Psychiatric Residency.
- 8.) Physician Orientation.
- 9.) Affiliate Nurse program.
- 10.) Training in patient relationship for non-clinical personnel.
- 11.) Supervisory training for Nursing Supervisors.
- 12.) Safety training.
- 13.) Food Service training.
- 14.) Course in counseling and guidance.
- 15.) Group on groups for Psychiatric Technicians.
- 16.) Group on groups for Registered Nurses.
- 17.) Group on Therapeutic Community practices for Registered Nurses.
- 18.) Refresher course for medicd-surgical nursing staff.
- 19.) Advanced psychiatric nursing for Registered Nurses.
- 20.) Psychiatric nursing on the units for unit personnel.

E. Employee Relations

No major grievances were entertained during this year. A rash of complaints concerning our methods of timekeeping were handled by a general employee meeting and dissemination of appropriate information to the employees concerned. All in all, it is felt that employee morale is high due to the stimulating effect of our increasing treatment program.

F. Sick Leave Usage

During the quarter of April-June 1958, a fairly stable period of the year, each Mendocino State Hospital employee used an average of 2.2 days of sick leave. Assuming that this quarter is representative of the year (if anything, sick leave usage should be higher in other quarters) this usage rate costs Mendocino \$110,000 per year or 3% of all salaries. Translated into lost time this equals 27.5 man years. A reduction to the state average of 1.5 days per employee per quarter would result in a net gain of 7.6 man years per year. The state-wide average is considerably above that of private industry.

G. Safety

During the year increasing emphasis has been placed on safety training. This training has shown excellent results in nursing services with a marked decrease in the number of employee accidents. Other departments of the hospital are beginning similar programs.

H. Budget Preparation

The Assistant Superintendent, Business Services and the Personnel Officer conducted a series of meetings concerned with the evaluation of need and the preparation of budget requests. It was felt that considerable benefit was derived from the sessions in the form of better communications and a better prepared budget.

I. Discipline

Disciplinary actions during this period were few. In several

instances employees were allowed to resign with prejudice in lieu of dismissal. Corrective discipline in the form of suspension was used in two instances.

J. Overtime

During the year employees of the hospital worked a total of 1124 days of overtime, equaling approximately 1.2 days per employee. This figure does not appear to be excessive due to the seasonal nature of some of our activities.

Section II - Operation of the Personnel Office

A. The following table represents several measurements of the work load in the Personnel Office during the period under consideration. It can be seen that work load increased somewhat during the period, with a reduction of overtime worked, representing an increased level of efficiency.

	External Documents Processed	Internal Documents Processed	Exams Given	Overtime Days Worked
July 1957	125	600	14	15
August	123	550	10	12
September	147	730	13	12
October	184	775	6	1
November	130	757	3	7
December	113	712	4	5
January 1958	178	661	6	1
February	137	722	3	1
March	150	706	1	1
April	163	659	10	1
May	160	605	3	6
June	<u>112</u>	<u>776</u>	<u>5</u>	<u>7</u>
Total	1,722	8,253	78	69

Several improved procedures have been instituted in the Personnel Office. A more orderly system of attendance reporting was begun January 6, 1958 and provided improved control. The system of employee accident reporting was completely revised, and has resulted in increased information being made available to the department concerned and the Personnel Office for analysis. The routing work of the Personnel Office has been equally divided between the two transaction clerks, allowing the Supervising Clerk more time for employee counseling and supervision of the activities

for which she is responsible. In the face of increased inquiries from job seekers a system has been devised to provide them with current information relation to civil service examinations. Beneficial results of this system include an increased number of participants in examinations and improved community relations. The increased efficiency of the personnel section has allowed for the audit of time records and other records pertinent to our operation.

BUSINESS SERVICES

I. Major Construction

Remodel Ward 12: Work Order No. 3754-GC

Remodeling of the maximum security unit to a suitable modern treatment facility has been under construction for a period of more than three years. The project has been in difficulty from its inception. Briefly, the problems involved are related to misinterpretation of scope, usage of the building, and inadequate allowance for a high rate of deterioration in the building itself. These problems were gradually solved by the agencies concerned and the original funds for the building augmented several times. It was first vacated in March of 1955 and reoccupied by 100 transfers from another state hospital in April of 1955. The transfer of these patients was effected by December of 1955 and the building left unoccupied until the award of bid in March of 1956. On this date in 1956 through September of 1957 the building was in the hands of contractors or the Division of Architecture. We reoccupied the building with 286 remodeled beds late in 1957, and it has been in use ever since. The contract was let (which is now in progress) for the grounds improvements around the building.

Grounds Improvements Ward 12: Work Order No. 4007 GC

Additional sums of money were allocated in major construction and minor construction for the completion of items within scope but not accomplished by the original sums allotted on Work Order No. 3754 GC. These involve fly screens, additional electric circuits, repair of the main water line,

replacement of the steam and condensate lines from Unit 7 to Ward 12. It is expected that by the first of November of 1958 all existing funds allocated for the remodeling of this unit will have been spent and all contracts completed. There will still remain considerable work to be done which will be budgeted in minor construction requests. Meanwhile, the building is functioning at a level below hospital standards. We expect this situation to be remedied on November 1st.

Alterations and Additions to the Laundry: Work Order No. 3822 GC

This major construction project was completed during the fiscal year. It was designed to add approximately 3600 square feet to the laundry; to do \$107,000 worth of improvements in equipment exchanges; to develop the washing capacity of 397,000 pounds per month, and to meet future standards of care. It was not designed to expand the press facilities, and requests for personnel to operate this equipment will be placed in future budgets. At the present time, the laundry does approximately 212,000 pounds of patient laundry per month, and an average of 7,334 pounds of duty laundry for employees per month. On July 1, 1957 we discontinued personal laundry services for employees resident on the grounds as the work load of the laundry, with existing employee and patient personnel, was too great to allow us to take advantage of the program permitting personal laundry of employees resident on the grounds to be done at a moderate cost. In general, the completion of this project was quite satisfactory. Final inspection of the building will occur in November, at which time the deficiencies of the contract will be noted and the contractor notified to make necessary corrective changes. Two major additions necessary at the laundry are the installation of a heated conditioning tumbler to remove as much water from flat work as possible, in order to operate flat work ironers at a higher rate per minute and the addition of individual presses to care for the pressing of all patients' clothing. The laundry itself is exceptionally hot in the summer, and this matter is being approached but no adequate solution is in sight.

Construct Incinerator: Work Order No. 3718 GC-48

During the 1957-58 fiscal year a new incinerator was constructed at this hospital at a cost of \$54,698.76. It was put into operation the latter part of January of 1958 and is functioning efficiently. No position was authorized for this new structure in this year's budget. This has caused a loss of 1040 man hours to the maintenance and transportation sections as they alternate in the operation of the equipment. We have requested this position in the 1959-60 budget.

Improvements to the Boiler Plant: Work Order No. 3878 GC

During the past year and a half, improvements to the boiler equipment have been under construction. Changes in controls and the repair of existing equipment has occurred. By January 1, 1959 we expect this project to be completed, and no further alterations of a major nature to the boiler plant will occur until natural gas is available in this area, or until regular maintenance schedules call for the replacement of boiler or boiler parts.

II. Minor Construction

A. 1955-56 Projects Completed this Year

1. Electrical repairs and replacements, in the amount of \$25,000 were completed on Units 7, F and the Employee Building No. 1. This program continued in 1957-58 and is in 1958-59. The project is handled by the Division of Architecture and, in general, consists of the elimination of fire hazards, the added electrical service necessary and increased lighting for day rooms, dining rooms and dormitories.
2. The Property Warehouse was completed for a total of \$8,126.53. The old slaughterhouse was remodeled to provide this property warehouse. \$1,173,47 was reverted from the original appropriation.
3. The additional cost for the main electrical panel was completed at a cost of \$652.86. This took care of additional service to

the major construction project of the laundry and put a modern new small panel in the maintenance office in lieu of a large sub-station that was formerly there.

B. 1956-57

1. Improvements to Scullery, Ward H, were completed. There remains \$1,003.22 in this fund which is being spent, as approval can be obtained, on various other scullery improvements within the six older buildings of the hospital.
2. A new project was established this year from 1956 money, entitled Emergency Replacement of Ward Water Lines, in the amount of \$1,000. This was an experiment on Unit G in an attempt to solve our plumbing problems which have harassed us.

C. 1957-58

1. The landscaping of the front entrance proceeded under Phase II on the north side of Mendocino Drive. During the fiscal year we spent \$7,481.80 on this project.
2. Replace two deep-well pumps: during the year we traded our obsolete 25 year old pumping system on our main domestic well for two new 60 hp deep-well pumps at a cost of approximately \$6,000.
3. We continued with the installation of thermostatic temperature controls in various buildings and have completed the program under scope. There remains, of an original allotment of \$10,000, the sum of \$6,680. We will attempt to convert the use of this money to other urgent projects related to correcting infiltration in our sewer lines by under-ground spring water and/or storm drains.
4. Replace gas storage tank - \$6,793. We have replaced the main gas mixing tank and have on hand \$5,168 with which we will attempt to tear down, by contract, the elevated water tower and the grandstand. Funds remaining in this project and the thermostatic control project mentioned above will then be converted

to use in constructing a dike around our main oil storage tanks as we cannot afford to put these tanks below ground.

5. Repair and control flood damage at the Clark Ranch involves the laying of an irrigation line in steel that is now in concrete. Materials for this have been ordered. It also involves the drilling of a well on the Clark Ranch in order that we may move the vegetable garden there. Plans and specifications for this well are now being drawn by the maintenance section.
6. Install homogenizer at the dairy: we put out to bid a complete new pasteurizer, homogenizer, plate cooler and surge tank. We now have received and are using this equipment. We have also ordered a new can washer which means that all of the equipment at the dairy is or will be new and we are operating on a completely modern equipment basis.
7. Elimination of fire hazards: during the year we designed, constructed and installed metal fire escapes from the second story buildings, one at each end, where these fire escapes have not previously been installed. We also cut openings in the ends of each building and installed steel fire doors there for ready egress in the event of fire.

D. 1958-59

In minor construction during 1958-59, the current budget year, we received the sum of \$122,350 for thirteen projects. We have transferred \$24,000 of this to the Division of Architecture to continue their electrical distribution and lighting system improvements. We have encumbered \$28,400 to purchase and install a larger x-ray machine. The low bid of \$26,976.03 for this project was bid by Westinghouse and installation is expected in November. We are also expanding and enlarging our gas line to take care of the motor pool opposite the property warehouse. We have ordered materials for mechanical replacements to our sewage, water and steam lines, and materials to

Install screening on all gutters not previously screened. Projects on which we have funds but no work has yet been done include: paving around the laundry; extending the loading dock at the commissary; installing metal dividers between the toilets on patient ward buildings; improvements and repairs to the sewage plant; additions to the storm sewer system; installing ground irrigation systems to Unit F and the visitors' and patients' picnic area; extending storm drains on Cottage Lane; continuing with the remodeling of the maximum security ward. We have also received \$40,500 in special repairs. This amount includes the portion transferred to salaries and wages. Little progress will be made on these projects until December.

III. Food Service

During July of 1957 we hired 36 new Food Service Assistants as a group and presented an intensive three-week training course, combining lectures, movies, demonstrations and on-the-job training. At the conclusion of the training period we took over eight unit dining rooms from nursing service. Three new Food Service Assistants were assigned to the main kitchen for pot room duty, and one as butcher's assistant. In October, Units 5 and 6 were put into operation with the dining room manned by our personnel. During the year we have made steady improvements in the food service on the units, in areas of sanitation, and correct food handling. Housekeeping schedules and written instructions for various procedures were developed and are in a constant condition of checking, revision, etc. The new position of Food Service Supervisor I was filled in October, giving us more effective supervision on the units. New equipment and other physical changes in the units have increased the ease and effectiveness of our service. New serving counters on Units I, K and 15, coffee urns on Unit 7 and the Patients' Dining Room, pot sinks in Units 5, 6 and F, backbars, assorted tables, carts, etc. have facilitated procedures. All units are now equipped with milk dispensers. An extensive campaign has been waged regarding proper bleaching of plastic ware, prevention of breakage and effective dishwashing.

The main kitchen area has undergone many changes in the past year, both in personnel and procedure. A new Supervising Cook II, Supervising Cook I and Baker II were appointed. Emphasis has been on improvement of sanitation, work simplification, better organization of the various phases of operation, recipe standardization, food distribution and improvement in the quality of patients' food. The increased food ration which went into effect in July of 1957 was the primary activator of the latter. Grilled items on the patient menus have increased many fold, with a breakfast grill special weekly on each unit and an average of three dinner grill specials, such as steaks, chops, etc. Grilling is done on units where we have both grills and food service personnel, which procedure served not only to insure food hot from the grill but takes the load from the kitchen and makes a more extensive program possible. Food service assistants in the pot room plus a new FMC utensil washer have worked wonders in this area. Improved communication, on-the-job training now becomes our primary objectives, as well as continued efforts in other areas already mentioned. Meetings of supervisory personnel are held every two weeks, and meetings of food service assistants monthly. Meetings with the cooks are held occasionally and regular monthly meetings are planned for the future.

IV. Maintenance Section

During the fiscal year of 1957-58 many changes were made in the Maintenance Section to promote a more efficient organization for the care and improvement of the physical plant, always keeping in mind the theory a pleasant and pleasing atmosphere is beneficial to the treatment and care of patients. Changes worthy of comment are:

- a.) Weekly meetings held by the section heads to discuss, plan and coordinate projects, policies and personnel.
- b.) Hiring of new personnel in key positions.
- c.) Elimination of the practice of manufacturing items which can be purchased at a cheaper price.

Condition of the Plant

In planning and programming the major and minor construction projects in the past and for the future the physical condition of the plant is approaching the point of excellent condition.

Listed below is the work accomplished in each building, or the proposed plans:

1. Administration Building

The Medical Library was moved to the Receiving and Treatment Building and this space was converted into an office for the Assistant Superintendent, Business Services. Additional room is needed for administrative positions. It will be accomplished by either enlarging present wings or the addition of a wing.

2. Receiving and Treatment Building

One large recovery room was eliminated, and the Medical Library was moved into it, doubling the size of the Medical Library.

3. Auditorium and Library

Material is on hand for acoustical treatment of the projection room. The project is to be accomplished during the rainy season.

4. Food Service Building

Many pieces of equipment were replaced. They included potato peelers, slicers, refrigeration coils, and the ice-making equipment. Future plans are for a new floor in the bakery, and insulation of the flour room.

5. Boiler House

Installation of a metering control system and the replacement of auxiliary equipment is expected to raise the efficiency of the boilers. Replacement of boilers will be requested under the major construction program.

6. Garage

New facilities will be constructed in 1958. A major change

in the servicing of equipment was put into effect. All equipment is serviced every month regardless of mileage.

7. Shops and Maintenance Storeroom

Major construction project has been submitted for new shops and storeroom. There will be a reassignment of space when construction is completed six years from now.

8. Canteen and Education Building

During the past year major alterations occurred on the first floor to facilitate the operation of the canteen. The building was painted and a new roof installed. Future plans are to remodel the educational section of the building so it will be adaptable to our training program.

9. Firehouse

A new roof was installed, and the kitchen and toilet areas were remodeled. Plans are to replace the floors and heating systems.

10. Laundry Building

Remodeling of the laundry was completed. Vinyl-asbestos floor and cool shades were installed. Paving and landscaping will complete the area. Paving will be accomplished during the 1958-59 fiscal year; landscaping at a later date.

11. Industrial Building and Cannery

Additional equipment was installed to facilitate the canning operations. Interior of building was painted. Paving has been requested in order to eliminate dust in the area.

12. FX Warehouse

This warehouse is now being utilized by the service and supply department for housekeeping supplies, since the old dairy barn was remodeled for a property warehouse. When maintenance shops are built, this warehouse will be moved to a new location.

13. Quonset Warehouses

Quonset warehouses under the supervision of the maintenance

storekeeper are to be removed or reused, if possible, when maintenance shops are constructed.

14. Employee Buildings 1, 2 and 3

All buildings are generally considered to be sound and in good repair. Plumbing fixtures are requested in Building No. 1 and heater replacement in Building No. 2. Driveways and parking areas are to be resurfaced this year. Additional carports have been requested in the 1959-60 budget.

15. Units G, H, Eye, K, 14 and 15

These are six of our older buildings, and a program bringing them up to standard was started four years ago in minor construction. This program was changed to major construction for the years 1958, 1959 and 1960. The following work has been accomplished to date:

Remodeling of pantries and serving areas in 14, 15, Eye and K.

Replacement of heating systems.

New electrical distribution systems in G and H. (This project is continuing.)

Fire exits have been installed in all buildings to meet the State Fire Marshal's request.

Each unit is to be reinspected, renovated and remodeled to meet the needs of our treatment program.

16. Units 7 and F

These units are made up of ten dormitories, dining room, day hall and community bathing and toilet facilities. One dormitory in each unit was remodeled as an experiment to discontinue mass bathing. As a result, it has been requested that all dormitories be remodeled. Floor tile has been installed along with renovation of the electrical systems. Landscaping of the areas in and around the units will start this year.

17. Unit 8

We have requested the demolition of this building. Consequently,

it has been suspended pending outcome of our request. However, it has been painted inside and out to preserve it, and to maintain our program for beautifying the hospital.

18. Units 5 and 6

These units have been undergoing renovation for the past three years. It is expected to be completed prior to 1959.

19. Units A, B, C, D, 1, 2, 3 and 4

These are our newer units, and they are in sound condition. New floors were installed in Units 1 and 3 dining rooms, and minor alterations were made to the interiors for more efficient usage. A major air conditioning project has been requested for these units.

20. Residences

All of our residences are in good condition and were painted on the exterior. Residences 3, 5, 7, and 8 had new linoleum installed. Sinks were replaced in 3, 5, 7, and 8. Steam heat was discontinued in 2, and gas floor furnaces were installed. The steam boiler was reused at our gas plant. Hot water heaters were replaced in 1, 2, 3, 4, 7, and 8. Residences 2, 3, 4, 5, 7, 9, and 16 were painted on the interiors.

21. Dairy Buildings

The dairy buildings are in good repair. This past year a new pasteurizer and homogenizing equipment were installed. The milking barns were sand blasted and painted. One-third of the pasture land was put under permanent irrigation. Only two small pastures remain to be done.

22. Grounds

The care and maintenance of the grounds is a major factor in the appearance of the physical plant. Our master plan is composed of three projects in order to accomplish and maintain our grounds. The first is to clear the areas. Then streets, curbs, gutters and sidewalks are installed. Landscaping the area is always the last

phase of work, because without borders landscaping cannot be properly planned. This past year the front entrance, nursery and Unit 7 were 50% complete. This year work will continue on these, Unit F and the picnic area.

23. Utilities - Electrical System

This is an increment program that covers both the primary and secondary circuits. Last year Units 7, G, and part of H were renovated on the secondary circuits. Primary and secondary circuits were renewed throughout the dairy. A complete new primary and secondary circuit was installed on the south side of the residential area. This year electrical renovation of Units H, Eye, K, farm area and auto pool areas will be done.

24. Sewage

A major work order was completed at the sewage plant. Its main purpose was to be able to by-pass different phases of treatment. This year the biofilter will be overhauled and new distributor arms installed. Also, an air-gap will be constructed on the domestic water to the sewage plant.

25. Water

A major project was completed on our water system. Its purpose was to provide a single potable water supply to the hospital with storage capacity, completely eliminating the old fire and flushing system. Problems were noticed almost immediately on changing over, the results being insufficient pipe sizing from the mains to the fixtures. An example is Unit Eye. The supply pipe for flushing 24 toilets using flush valves was only 1½" galvanized pipe. We are in the process of installing new supply mains to all units; 4" is the minimum size being used.

26. Steam

Replacement of steam and condensate distribution lines has been an increment program. Last year lines to Units 15 and K were com-

pleted. This will complete the mains. However, there are projects programmed for on the replacement of heating systems in various units.

V. Service and Supply Section

Cannery

The cannery received \$16,000 to operate during the 1957-58 fiscal year. This sum was to finance the program as shown in the chart below:

<u>Item</u>	<u>Quota</u>	<u>Packed</u>	<u>Item</u>	<u>Quota</u>	<u>Packed</u>
Apricots	7500	4525	Tomato Juice	943	2381
Peaches	9500	4952	Tomato Relish	500	412
Pears	8000	8277	Tomato Catsup	200	265
Plums	1200	----	Beets	5000	6826
Berries	173	----	Carrots	3500	2625
Tomatoes	14567	13308	Pickles	300	----
Tomato Puree	7903	4484	Pumpkin	723	----
			Apples	----	126

The above are all No. 10 cans. The short pack in some items was due to crop conditions and shortage of patient help to complete the quota before the next item was ready to harvest.

During the winter we purchased and installed a 42 foot dual conveyor belt system which has speeded up operations and cut down on labor. This enables 20 workers to produce as much as 35 workers previously. A better quality pack, better inspection and less time lag between preparation table to canning tables is possible with the new equipment.

The following items were declared surplus and sold to various hospitals:

Plums	174 cases
Peaches	450 cases
Beets	300 cases
Apricots	250 cases
Pears	333 cases

The following local production fruits and vegetables were consumed at the hospital:

Apricots	4180 No. 10 cans	Tomato Puree	7210 No. 10 cans
Peaches	5800 No. 10 cans	Tomato Relish	787 No. 10 cans
Pears	7884 No. 10 cans	Tomato Catsup	102 No. 10 cans
Plums	1746 No. 10 cans	Beets	3784 No. 10 cans
Apples	186 No. 10 cans	Carrots	4089 No. 10 cans
Berries	69 No. 10 cans	String Beans	23 No. 10 cans
Tomatoes	8472 No. 10 cans	Pumpkin	640 No. 10 cans
		Pickles	137 No. 10 cans

Carry-over for the 1958-59 fiscal year was as follows:

Apricots	2432 No. 10 cans
Peaches	1397 No. 10 cans
Pears	1989 No. 10 cans
Plums	98 No. 10 cans
Tomatoes	7307 No. 10 cans
Tomato Puree	----
Tomato Juice	11 No. 10 cans
Tomato Catsup	170 No. 10 cans
Beets	4210 No. 10 cans
Carrots	1898 No. 10 cans
Pumpkin	206 No. 10 cans

This carry-over was not sufficient as we were out of many items before the 1958-59 pack started. We also processed 18,572 pounds of dried prunes and 3027 pounds of walnuts were graded and shelled for the bakery.

In March of 1958 a sub-store for housekeeping supplies was set up to be operated by the Supervising Housekeeper and cannery personnel. It is stocked with 105 items. This has greatly assisted the storekeeper, and keeps cannery personnel busy during slack season.

Dairy

During the past year a number of improvements have been inaugurated concerning the dairy department. The low producing cows have been disposed of, enabling us to produce the required amount of milk with less cows. This close culling has been reflected in the reduced cost of producing milk which amounts to 10¢ per gallon.

A completely new modern milk processing operation has been installed. The equipment consists of a new pasteurizer, new homogenizer, new plate cooler, all stainless steel throughout. This new equipment enables us to furnish a very good product. The latest bacteria count was less than three hundred.

Our mature herd, consisting of all milk cows and service bulls have been classified. As a result of this classification, we are better prepared to improve our herd and it will guide us in the selection of future herd sires. The male offspring of classified animals demand a better price to individual breeders who may purchase them. It not only

helps us to keep our production costs down but helps the individual breeder to improve his stock.

During the past year we have converted to pellet grain. We find that there is less dust and no waste whatever. It took some time for the animals to adjust to pellets but are now doing as well, if not better, than on coarse grain.

Farm

The farm general had many changes this year. We have begun a crop rotation program which we feel will improve our products to a great extent. The program begins with 40 acres of new alfalfa planted each year and the plowing out of 40 acres of old alfalfa, keeping about 200 acres planted at all times. This will mean that the old planting will not be over 5 years old at any time, keeping the fields young and vigorous. This will result in a better quality hay. The land plowed out will be planted to corn one season, then to vegetables one season, one season to grain, then back to alfalfa again. This will rest the land from a continuous one crop program thus building it back to production. We have planted 40 acres of new alfalfa this year; 40 black walnut trees were grafted to english walnuts; the missing trees in the orchards were replanted, and approximately 30 seedling plum trees were grafted to prunes. Ground at the hospital entrance was leveled for new lawns. The farm took care of a fly and deodorizing program for the kitchens and wards two days per week. Personnel from the farm operated the incinerator for about three months all told. A fly control program for the dairy and hog ranch was started and maintained. This included the cleaning up and hauling of manure from these departments. We hope to obtain a tractor in 1959-60 for this project that will enable us to keep these areas in better shape. At the present time this work is being done with borrowed equipment, which is not satisfactory as it conflicts with maintenance work. Grain was ground for use at the hog ranch. Hay production should reach 700 tons in 1958-59 which will be our total annual requirement.

Following is a production schedule for the 1957-58 fiscal year:

479.50 tons ensilage corn
100 tons stock beets
30,970 pounds dried prunes
3,027 pounds walnuts
987,520 pounds alfalfa hay
74,910 pounds grain hay
233,350 pounds straw
29,440 pounds wheat
102,810 pounds barley
30,290 pounds oats

Hog Ranch

The hog ranch has continued the herd improvement started last year by selling old sows which become too heavy and lame. This has developed a nice clean herd. We are also carrying on an active fly control program with the cooperation of the farm.

We are slaughtering hogs at about 220 pounds which requires more animals. 562 head of hogs were delivered to the slaughterhouse for a total of 124,480 pounds. These animals dressed out to 82,381 pounds of pork for hospital consumption.

The following animals were sold:

33 sows	auction
7 boars	4-H Club projects and other farms
11 feeder pigs	4-H Club projects and other farms

18,905 pounds total weight

We have operated a garbage cooking program on the hog ranch using garbage from the dining rooms and kitchens, excess vegetables from the vegetable garden culls, etc.

Vegetable Garden

During the past year the vegetable garden has endeavored to better the quality of vegetables raised. Inspection has also been more critical. A plan of rotation of vegetables and alfalfa has been planned for the coming year. We intend to plant some river bottom land which we hope will raise good vegetables. We have planned to use the new chemical weed sprays available. It will also be necessary to use commercial fertilizers.

Laundry

The laundry processed 2,576,892 pounds of soiled linens and clothing for the 1957-58 fiscal year. Of this amount, 87,100 pounds were employee duty clothes.

During this time the laundry underwent a complete remodeling process, and due to this remodeling and additional new equipment we have been able to give better service to all units and departments associated with the laundry. Working conditions have been greatly improved in the washroom and flatwork ironer areas. Production has been increased in the press room; however, we are still in need of additional presses and improved ventilation if we are to meet the demand of pressed clothing for patients. We are now pressing all cotton dresses and blouses for female patient units plus khaki pants and shirts for Units 5 and 6. This is approximately one-fifth of the male clothing to be pressed.

It is very difficult to get patients to work in the press room during the summer months because of inadequate ventilation. Our patient help problem has improved some the last few months, but we are far from having a sufficient amount of reliable workers. The only solution to this problem will be all employee help.

Laundry Mending Room

The mending and drapery shop in the laundry annex was opened and organized on November 15, 1957. This is an added facility to the laundry. The draperies made for many patient dormitories have done much to create a pleasanter and more homelike atmosphere, especially in Units 7 and F. The intensive sheet mending project has done much to reduce the cost of hospital linen.

Mail and Baggage Department

The mail and baggage room was reorganized in March of 1958. The operation is now handled by two employees and one full-time patient. One of these full-time employees operates the mimeographing machine. This employee also delivers all mail to the Receiving and Treatment Building three

times per day in addition to a limited amount of messenger service. Registered, certified and special delivery mail is now picked up and signed for in Talmage and delivered to the Agent's Office. The incoming mail is picked up at Talmage, sorted and distributed twice per day, and the outgoing mail is delivered to Talmage twice a day. Baggage for storage is picked up at the outlying units by the mail truck in conjunction with the regular daily mail run, and baggage is delivered to units for patients going out. This system is working very smoothly, and allows the mail clerk to keep a closer check on all phases of the operation.

Sewing Room

The sub-storeroom at the sewing room has been a help in filling orders quickly and possibly with more accuracy due to the fact that only female clothing is handled. Shortage of funds and factory delivery are a great hindrance to supplies, particularly underwear.

The sewing room produced the following items during the 1957-58 fiscal year:

1,723 dresses
2,015 slips
517 gowns

In addition to the above, items were made for the kitchen, laundry, units such as drapes, caps, aprons, tea bags, bibs, smocks, etc. These items are used to augment supplies where enough money is not available to buy the ready-made item. We expect to increase production in areas where the budget does not have available funds during the next fiscal year.

Shoe Shop

Shoes are now fitted to the patient as we have three different selections of shoes. Also, the patients are getting so they look forward to being fitted instead of being handed a pair of shoes. Approximately 3000 pair of shoes were repaired during the year. Shoes issued totaled 1,368 pair not including slippers. Romeo slippers are being used on all units where men cannot stoop to tie shoe laces. A new Auot-Soler machine increases the temp of work; i. e. less time is involved in each operation. A new