

Draft
M. Lee
2. 2. 1960

DEPARTMENT HEAD MEETING

On Wednesday, September 28, 1960, a Department Head meeting was held in the Conference Room with Mr. R. D. Lowry, Executive Director, presiding. Present were:

Ellen Adams	Hilda T. Peacock
Edward F. Brown	Ruth E. Pendleton
Katherine C. Cook	Charles F. Schraub
Walter C. Emery	E. Louise Seymour
W. Clifford Fisher	John F. Slayton
Ellen D. Howland	J. Warren Smith
Gertrude S. Jameson	Wesley D. Sprague
Richard E. Lee	Hubert D. Sycamore
William A. Meissner, M.D.	Effie M. Winger
Milton B. Nelson	Eva M. Witham

HEALTH CLINIC SERVICE REMINDER

Miss Howland announced that a notice would go out with the pay checks on Friday, September 30, about the Health Clinic service and the hours of coverage.

THEFTS

Mr. Lowry and Mr. Sprague told about the increasing number of thefts around the hospital from patients, visitors, parked cars, and so forth. It was urged that we be wary of a 15 or 16-year-old boy by the name of John McMasters who is well dressed, very polite, and wanders around asking for the Men's Room. It was urged that any department head question any suspicious person, detain him, and call Mr. Sprague, Mr. Sycamore, or Mr. Lowry for assistance. It was reiterated that no salesman is permitted to approach our personnel on hospital property.

UNITED FUND

Mr. Sycamore will be in charge of the United Fund and will be working with the department heads next week. It is hoped that the contributions will be through payroll deduction based on one hour's pay per month and that the drive be ended by October 17. No definite goal has been set by the United Fund, but the aim is about 15 per cent more than last year.

IBM INSTALLATION

Mr. Lee invited all department heads to visit the IBM installation on Deaconess V. He mentioned that the inventory for the Pharmacy was now on the machine as a trial run. Statistics on the patients will be picked up from September on, and from October 1 the distribution of patient income will be started. Our weekly payroll will be done here starting in January. It is possible later that accounts payable, invoices, cost work, and statistical data will be added. As far as the changes which will be experienced by the departments are concerned, there will be less and less use of the McBee tickets, different plates for stamping names of patients, and different code numbers. There may be a change in the system of requisitioning materials and a reshuffling of Employee Numbers to 8 or 9 digits. Mr. Lee asked that everyone be patient and work out rough spots with him.

BUDGETS

Last year at this time, with increased budgets, the Pension Plan, and certain salary increases, rates were raised \$3.00 per patient day. This was the largest increase ever, and in the Spring other adjustments made it necessary to increase the rates another \$1.00 to a total of \$25.00 a day for ward beds. To put through the budget requests for 1960-61 would mean another \$5.00 increase. It is felt that it is inadvisable to raise rates at this time.

A definite change is taking place in this hospital in regard to surgery with a swing away from a large number of cases to a smaller number, which take as much, if not more, time than in the past. More and more cases are being taken over by the Medical Department. It is not possible to predict for the next year because of this and other changes, but it is believed that the surgery will stabilize by the end of the year.

The only thing that could be done in submitting departmental requests to the Budget Committee was to pull the budgets down to a point that would meet the total anticipated income for the year. A deficit budget of \$38,000.00 was presented for the first time. The new budget is \$333,000.00 above last year's budget and \$220,000.00 above the actual amount spent. The total is \$5,407,000.00. This means each department will have to re-align its budget based on the same number of patient days as last year. Every practice that has been done in the past should be scrutinized, overtime assignments should be checked, the amount of overlap on replacements of personnel should be watched, merit must be stressed more and more in giving increases, all purchases should be looked at twice, but at the same time the same high caliber of patient care must be maintained. The same procedure on equipment will be maintained as last year, with all authorizations obtained from Mr. Sprague.

Each department head is asked to fill out the Recommended Budget Form in a general way and submit it to Mr. Lee by Friday, October 14. Mr. Lee will be glad to help wherever necessary. If it seems impossible to operate within the budget allotted, it should be discussed with Mr. Lee, Mr. Sprague, or Mr. Lowry.

Respectfully submitted:

Ellen Adams
Ellen Adams
Personnel Director

September 29, 1960