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DEPARTMENT CORRESPONDENCE

TO Mary Boschult DEPT. _____
FROM Andrea Faling (1-4785) DEPT. _____
SUBJECT Milford records in DPI collection DATE 5/13/03

Hi, Mary.

Here are the relevant portions of our DPI inventory.

The Soldiers' & Sailors' Home materials are on microfilm and can be viewed in our Reference Room during regular business hours: Tuesday-Friday, 9:00-12:00 + 1:00-4:00; Saturday, 8:00-5:00

The Industrial School records are stored off-site, so you'll need to let me know in advance that you would like them retrieved.

Andrea

ARCHIVES RECORD

RG039
& film

Nebraska. Department of Public Institutions

Records: 1870-1981

Cubic ft.: 22

Approx. # of Items: 39 boxes; 6 vols.; 11 oversize items; and 2 vols. on 1 reel 35mm microfilm

NOTE: Some records of this subgroup are considered by law confidential records and are restricted from patron use by Nebraska Revised Statutes, 83-109 & 83-1068. The restricted records are designated by red dots on the inventory and on the restricted items.

HISTORICAL NOTE

The State Constitution of 1875 designated the Commissioners of Public Lands and Buildings, Secretary of State, Treasurer, and the Attorney General of Nebraska to form a board and have supervision and control of all buildings, grounds and lands of the state including the state prison, asylums, and all other institutions except those for educational purposes. These powers were further redefined by an act of the Legislature on February 13, 1877.

On July 1, 1913, the powers previously possessed by the Governor and the Board of Public Lands and Buildings with reference to the management and control of state penal, reformatory, and charitable institutions were vested in the Board of Commissioners of State Institutions. This board had earlier been created by a constitutional amendment adopted November 5, 1912. The board's name was changed to the Board of Control by another constitutional amendment in September of 1920, and again in 1961 to The Department of Public Institutions.

The Department of Assistance and Child Welfare had been established by the Legislature in 1937 under the supervision of the Board of Control. In 1953, the Division of Public Welfare was created and the Board of Control served as its supervisory body. In 1958, the state constitution was again amended to give general management, control, and government of all state institutions to a department of the state determined by the Legislature. The Department of Public Institutions, which began operation in January of 1962, inherited general control and oversight of thirteen institutions. This number was reduced in 1963 when the Nebraska Penal and Correctional Complex was established with control over the state's correctional facilities including the penitentiary at Lincoln; the Reformatory for Women at York; the Girls' Training School, Geneva; and the Boys' Training School at Kearney.

The 1969 Legislature transferred the duties of the Office of Mental Retardation from the Department of Health to the Department of Public Institutions and created a Division of Medical Services within the Department. This division administers the clinical programs and services of the state's developmental and regional centers including Beatrice State Development Center (Beatrice State Home); Hastings Regional Center (Hastings State Hospital) including a Central Nebraska Mental Hygiene Clinic; the North Platte Psychiatric Clinic; the Lincoln Regional Center (Nebraska Hospital for the Insane) including the Southeast Psychiatric Clinic; the Norfolk Regional Center (Hospital for the Insane, Norfolk); Panhandle Mental Health Center at Scottsbluff; the Nebraska Psychiatric Institute, Omaha (in conjunction with the University of Nebraska); the Nebraska Orthopedic Hospital (defunct 1971); and the Nebraska Hospital for the Tuberculous at Kearney (defunct 1972 and functions given to Department of Health).

The 1887 Legislature had created the Nebraska Soldiers and Sailors Home. It was located at Grand Island. The name was changed to the Nebraska Veterans' Home in 1969. The Milford Soldiers and Sailors Home was established by the Legislature in 1895 to handle the overflow of the home at Grand Island. The Board of Control and later the Department of Public Institutions had supervision over these homes. Additional homes are the Nebraska Veterans Home Annex on the grounds of the Norfolk Regional Center (1963); the Western Nebraska Veterans Home at Scottsbluff (1975); and the Eastern Nebraska Veterans Home at Omaha (1980).

In addition to the Medical Services Division, a Division on Alcoholism was created by the 1967 Legislature. The Division of Rehabilitation Services for the Visually Impaired, formerly known as the Division of Services for the Visually Impaired, was also added to this department.

SCOPE AND CONTENT NOTE

This collection consists of the records of the Department of Public Institutions, 1913-current, and individual state institutions, 1870-current, arranged in the following subgroups: 1) Administration, 1881-1955; 2) Nebraska State Penitentiary, 1870-1955; 3) Girls' Training School, Geneva, 1891-1915; 4) Boys' Training School, Kearney, 1885-1954; 5) Beatrice State Developmental Center, 1891-1955; 6) Hastings Regional Center, 1887-1957; 7) Lincoln Regional Center, 1878-1915; 8) Norfolk Regional Center, 1891-1915; 9) Orthopedic Hospital, 1909-1975; 10) Nebraska Veterans' Homes, 1887-1939; 11) Department of Assistance and Child Welfare, 1935-1954; 12) Womens' Industrial School, Milford, 1889-1915; 13) Board of Purchases and

Children, 1882-1903. (A) NE. SCHOOL FOR THE BLIND, NE. CITY

The bulk of this collection consists of minutes and reports of the separate subgroups. Most of the collection came from the Governor's vaults in April of 1926 and were formerly shelved with that collection. Few records (except for newer divisional records) post date 1915 and incorporate the institutions governed by the Board of Commissioners of State Institutions and the Board of Control. The Department of Public Institutions has its own Archives and Records program. We hold some of the agencies security microfilm but all of that is considered Confidential.

Reports of the agencies include annual and biennial text reports and semi-annual financial reports. Special reports and correspondence regarding each subgroup can be found in subgroup one, Administration. Any records regarding patients or prisoners themselves would most likely be Confidential and restricted from research use. Some subgroups include records of admittances and discharges and statistical information that may be available. Of special importance are the minutes for different subgroups including the minutes of the Board of Prison Inspectors, 1870-1877, and the Home for Dependent Children, 1882-1903. The Home for Dependent Children (previously Home for the Friendless, Lincoln) became the Nebraska Center for Children and Youth (NCCY). It is currently government by the Department of Social Services but during the time covered by the minutes was under the control of the Board of Control. Also of interest are the minutes of the Department of Assistance and Child Welfare relating to the state assistance funds. Included in the collection are the Minutes of the Womens' Associate Charities of the State of Nebraska, 1889-1894. This charitable group had supervision of the Industrial School at Milford.

The most recently accessioned records of this collection (aside from security microfilm) includes the drawings of the Orthopedic Hospital (closed in 1971), the records of the Division of Services for the Visually Impaired, and the burial register of soldiers, sailors and widows at Blue Mound Cemetery in Milford.

RG039 Nebr. Department of Public Institutions Sheet 16

SG10 Nebraska Veterans' Homes, 1887-1939 & n.d.

SUBGROUP TEN NEBRASKA VETERANS' HOMES, 1887-1915

SERIES ONE SOLDIERS & SAILORS HOME, GRAND ISLAND, 1887-1915

B.1 f.1 Printed Laws & Regulations, 1887
f.2 Annual Reports, 1894, 1895, 1899, 1915
f.3 Financial Statements & Estimates, 1893
f.4 Semi-Annual Reports, 1893-1901
f.5 Semi-Annual Reports, 1902-1906
f.6 Semi-Annual Reports, 1907-1913
f.7 Supplies, 3rd Quarter, 1907
f.8 Supplies, 4th Quarter, 1907

SERIES TWO SOLDIERS & SAILORS HOME, MILFORD, 1895-1939

Roll 1

426 Exp.

#27,489

(originals
in Box 2)

Burial Register of Soldiers, Sailors, and
Widows at Blue Mound Cemetery, Milford,
1896-1939

f.1 Map of Home & Grounds, n.d.
f.2 Annual Reports, 1895, 1899, 1915
f.3 Semi-Annual Reports, 1895-1904
f.4 Semi-Annual Reports, 1905-1913
f.5 Biennial Reports, 1900, 1904, 1908, 1910, 1912
f.6 Supply Requisitions, 1907-1908

SG12

Nebraska Industrial School, Milford

SUBGROUP TWELVE

NEBRASKA INDUSTRIAL SCHOOL, 1889-1915

SERIES ONE

WOMEN'S ASSOCIATE CHARITIES OF NEBRASKA, 1889-1894

B.1

v.1

Minutes, Jan. 9, 1889 - July 25, 1894

NOTE: Vital records of this agency were transferred to the Bureau of Vital Statistics directly from DPI who still hold a variety of confidential records for the Nebraska Industrial School at Milford.

SERIES TWO

REPORTS, 1893-1915

(old RG1, SG1, S29)

B.1

f.1

Semi-Annual Reports, 1893-1902

f.2

Semi-Annual Reports, 1903-1913

f.3

Annual Report, 1915

2-28-85

Bailey's Sanitarium, also known as Green Gables
Lincoln, NE Located on South Street

Closed in 1958.

Mrs. Hutto, long-time secretary, took the records to her home when it closed. In 1970 she contacted the Nebr. Hospital Association and an attorney, and based on their advise, records were destroyed.

MEMORANDUM

TO: Dr. W. Ralph Michener
FROM: Marjorie Smith
DATE: March 31, 1980
SUBJECT: Focus of My Position Under Different Directors

1. GEORGE L. MORRIS (1962-1967)

Mr. Morris' mode of operation was to make assignments and then leave procedures, policies, and action in the hands of the responsible individual. He asked to be notified only of matters which, by law, required the Director's attention. However, he was always available for advice. On days when he wasn't required to be in the office for appointments or meetings, he left at 8:30 A.M. for an institution and returned at 4:00 P.M. to sign letters, etc., and to transact business. He maintained close contact with each institution.

We had a stenographer-receptionist in the Director's Office who took some of the Director's dictation and some of mine, but most reports and letters of any length were dictated to me.

In addition, my responsibilities included coordinating the work of Juvenile Parole Officers who worked out of the Director's Office. With the aid of the stenographer all parole reports were typed, schedules maintained, and, at time, parolees reported to the office. When, in 1963, the Nebraska State Legislature enacted into law the Interstate Compact on Juveniles (delinquent) and the Interstate Agreement on Detainers (adult offenders), I was appointed administrator of the two, set up procedures and handled all the work. For a couple of years I served on the Board of Directors of the National Association of Juvenile Compact Administrators. This work was turned over to the Department of Correctional Services when it was formed in 1973.

The Board of Control functioned, also, as the Board of Public Welfare. Therefore, Institutions, Corrections, and Welfare were under one operation. Interstate transfers of mental patients were on the basis of residence only. Welfare investigated residence, but Institutions made determinations of responsibility for maintenance costs and the actual transfer based on Nebraska law. This was before the days of our Financial Responsibility Law and was one of my duties. Whenever a problem arose to which I could find no solution in either the laws or in an Attorney General's opinion, I contacted Mr. Kammerlohr for advice or a formal opinion.

Other duties were to maintain records of administrative action (a continuation of Board of Control minutes); opening and routing all mail addressed to the entire Department; keeping track of all legislation, with the corresponding duty of keeping the Central Office personnel and institutions

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informed; and serving as secretary of committees, including the Advisory Committee to the Departments of Public Institutions and Public Welfare. This committee was formed in 1962 to continue citizen input into the departments which, otherwise, might have disappeared with the change-over from the Board of Control to a directorship.

2. DONALD W. DUNCAN (1967-1971)

Mr. Duncan had been the first chairman of the Advisory Committee, so Central Office staff and Facility Superintendents were accustomed to working with him. His mode of operation was very different from that of Mr. Morris. For twenty-five years he had been the Associate Administrator of St. Elizabeth's Hospital in Lincoln. (The Administrator was a nun.) Unfortunately, before Mr. Duncan was appointed by Governor Tiemann to the directorship, the Governor had made administrative appointments of Deputy Directors for Medical Services and Corrections. (There was no statutory provision for the two divisions or deputy directors at that time.) The two deputy directors actually selected Mr. Duncan. He was aware of this, felt he was serving at their pleasure, and, consequently, let them have free rein in operating their divisions. There were times when these reins were too loose and firm control was needed.

It was in these years that the Director's Office participated in a survey resulting in the closure of the Nebraska Orthopedic Hospital at a later date (Senator John Knight was chairman of the committee); and began holding meetings on a regular basis with directors of the Departments of Health, Welfare, Education, and Comprehensive Health Planning (a separate agency). Also, the Director was asked by the Governor to serve as chairman of the Governor's Committee on Mental Retardation. I served as secretary to these groups. Also, the responsibilities listed under the previous administration continued, with the exception of Juvenile Parole supervision which was taken over by the Division of Corrections. There were many studies in these years, including the A. T. Kearney Staffing Study; and the Henningson, Durham, and Richardson Study (of physical facilities).

Also, a Personnel Director was appointed (one who had served previously under the Board of Control); a Division on Alcoholism was created by the Legislature; the Financial Responsibility Law was passed, resulting in the establishment of a new section; and a Management Information System was set up in the area of mental health, but operating under Mr. Cleavenger's supervision. These innovations changed my responsibilities somewhat by removing the maintenance cost surveys for interstate transfers, but increasing liaison activities.

Mr. Duncan was very methodical, enjoyed detailed planning, and was in the office most of the time. Visitation, for the most part, were left to the two deputy directors. There was a certain amount of dictation, but, again, much of the work was done on my own initiative.

In 1969, when Nebraska entered into the Interstate Compact on Mental Health, I became the coordinator and was given responsibility for setting up procedures, coordinating with other states, etc. This was a natural extension of the work that had been done with interstate transfers on the basis of residence.

3. MICHAEL D. LaMONTIA (1971-1972)

With a change of administration came a change of directors. Mr. LaMontia had been a nursing home administrator and active in labor organizations. He made frequent visits to institutions and took a much more active role in supervising Medical Services and Corrections. This resulted in friction in Medical Services; however, in the area of Corrections, where he was a novice, relationships were cordial. His appointment as a Deputy State Sheriff was one of his joys.

The committee work continued as well as the previous work. Part of the time there was additional secretarial help in our office.

The position was far more demanding than Mr. LaMontia had anticipated and his health wouldn't permit him to continue.

4. JACK R. ANDERSON, M.D. (1972-1974)

Dr. Jack Anderson was Director of the Division of Medical Services and a previous Superintendent of the Lincoln Regional Center. He was an innovator who, naturally, because of his background in mental health and his wearing three "hats" for a time (Director of Public Institutions, Director of the Division of Medical Services, and Superintendent of the Lincoln Regional Center), concentrated upon the area of mental health. It was during his tenure that the Department of Correctional Services was formed and the first director appointed. During the first years of the new department, both the Department of Public Institutions and the Department of Correctional Services shared the same offices and much of the same personnel. The Department of Correctional Services consisted at first of only the Director and a part-time secretary--actually, Mr. Cleavenger's secretary who assisted the new Director.

During this time, also, our first Legal Counsel was appointed and the Data Systems Division was established with Dr. Bill Ford, a clinical psychologist at the Norfolk Regional Center, as the first director.

There was a blind interest group at this time pressuring the Director to hire a blind person as Director of the Division of Rehabilitation Services for the Visually Impaired. Many meetings were held and, after much searching, Dr. Nyman was appointed to this position. Also, the Orthopedic Hospital and the Nebraska Hospital for the Tuberculous were closed, necessitating

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the transfer of records in one case to the Department of Public Welfare and, in the other case, a transfer of responsibility to the Department of Health. Closing the Hospital for the Tuberculous resulted, also, in the transfer of mentally retarded children from a Beatrice Annex in Kearney to the Hastings Regional Center. All of this required much paperwork in the Director's Office.

Dr. Anderson was a socially-minded individual who tried to become acquainted with each person in the Central Office and the Lincoln Regional Center. Sometimes I felt like a social secretary. In addition, my services were volunteered for many meetings and committees, and Dr. Anderson did a great amount of writing for publication. Therefore, I found it was necessary to arrive at the office at 5:30 A.M. five days a week, work eight hours on Saturday, and, usually, from 6:00 A.M. to 10:00 A.M. every Sunday. This continued until health problems developed. Then it was necessary to take home what work could be taken.

Dr. Anderson was always seeking new worlds to conquer. When work became routine, he was ready to move on, and that is what happened in 1974.

5. JACK M. CLEAVENGER (1974-1979)

Mr. Cleavenger had been called upon many times in the past by various Governors to serve as acting director when a director was ill or when we were "between directors." Therefore, Governor Exon asked him to step in again as acting director when Dr. Anderson resigned. He did this with great reluctance, because his interests were in accounting, not in departmental management. As a long-time member and officer of the National Reimbursement Officers' Association, he had been instrumental in the introduction of the Financial Responsibility Act, the Management Information System, plus instigating staffing studies. During the first years of the Department's operation, he handled personnel matters in addition to accounting, budgeting, etc. When the Governor was unsuccessful in finding a director at the salary the State would offer, Mr. Cleavenger was appointed Director, with the understanding that he could return to his former position when a Director could be found. In this position he did not feel that innovation was in order, but he carried on all the committee assignments and the normal departmental duties.

Due to the need for a Director of Medical Services and inability to pay a full-time director the salary one would demand, Dr. Hartmann was asked to combine these duties with those of Clinical Director of the Lincoln Regional Center where an administrator, Mr. Wermers, was appointed. When the Department moved to our present building, the Office of Mental Retardation, in order to foster greater cooperation, moved from quarters in the

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old Nurses' Building at the Orthopedic Hospital.

The Legal Council's secretary, who, as part of her duties, assisted me, was asked to take over the task of tracking and distributing legislative material. Also, various and sundry duties, which I had assumed through the years because others contended they didn't fall within their job descriptions, were given to others at Mr. Cleavenger's insistence. With these exceptions, my responsibilities changed very little.

This was an era of excellent cooperation with the Governor's Office, other departments of State Government, and the Legislature with which Mr. Cleavenger had always had good rapport. No boats were rocked and the sailing was quite smooth except when the Word Processing Center and Time Clocks were introduced. Then I became a counseling service.

NEBRASKA VETERANS' HOME

<u>AVERAGES FOR BIENNIUM</u>	<u>1961-1963</u>	<u>1963-1965</u>	<u>1965-1967</u>	<u>1967-1969</u>
Population end of Biennium	217	288	293	317
Average Population	206	278	286	312
Number on Parole	77	86	78	39
Number on Escape	0	0	0	0
Number of Employees	124	153	213	272
Average Per Capita Cost	6.47	6.81	7.51	9.00
Average Monthly Payroll	27,778	38,069	45,428	105,957

NEBRASKA VETERANS' HOME

	<u>1961-1963</u>	<u>1963-1965</u>	<u>1965-1967</u>
Budget by Major Classification:			
Personal Services	649,250	922,083	1,111,697
Operating Expenses	287,900	447,816	533,904
Capital Expenditures	<u>20,000</u>	<u>36,974</u>	<u>41,927</u>
TOTAL	957,150	1,406,873	1,687,528
Funding:			
General Fund	747,070	940,885	1,218,105
Institution Cash	<u>210,080</u>	<u>465,988</u>	<u>469,423</u>
TOTAL	957,150	1,406,873	1,687,528

	<u>1967-1969</u>	<u>1969-1971</u>	<u>Expenses First Six Months</u>
Budget by Major Classification:			
Personal Services	1,528,834	2,543,501	524,659
Operating Expenses	673,442	732,326	163,916
Capital Expenditures	<u>22,065</u>	<u>50,000</u>	<u>2,085</u>
TOTAL	2,224,341	3,325,827	690,660
Funding:			
General Fund	1,630,753	1,530,015	
Institution Cash	<u>593,588</u>	<u>1,795,812</u>	
TOTAL	2,224,341	3,325,827	

BEATRICE STATE HOME

<u>AVERAGES FOR BIENNIUM</u>	<u>1961-1963</u>	<u>1963-1965</u>	<u>1965-1967</u>	<u>1967-1969</u>
Population end of Biennium	2,146	2,253	2,254	- 1,940
Average Population	2,190	2,167	2,166	- 1,874
Number on Parole	275	297	269	143
Number on Escape	6	2	3	1
Number of Employees	563	599	660	- 880
Average per Capita Cost	2.76	3.50	4.03	- 5.67
Average Monthly Payroll	127,774	144,785	187,956	- 426,487

BEATRICE STATE HOME

	<u>1961-1963</u>	<u>1963-1965</u>	<u>1965-1967</u>
Budget by Major Classification:			
Personal Services	3,121,110	3,667,284	4,459,822
Operating Expenses	1,241,800	1,656,607	1,778,336
Capital Expenditures	<u>50,000</u>	<u>66,938</u>	<u>46,550</u>
TOTALS	4,412,910	5,390,829	6,284,708
Funding:			
General Fund	184,035	1,214,253	5,095,323
County Levy	3,628,122	3,574,136	5,542
Institution Cash	<u>600,753</u>	<u>602,440</u>	<u>1,183,843</u>
TOTALS	4,412,910	5,390,829	6,284,708

	<u>1967-1969</u>	<u>1969-1971</u>	<u>Expenses 1st Six Months</u>
Budget by Major Classification:			
Personal Services	6,746,009	10,227,509	2,057,446
Operating Expenses	2,245,751	2,075,573	837,459
Capital Expenditures	<u>95,183</u>	<u>209,668</u>	<u>34,413</u>
TOTALS	9,086,943	12,512,750	2,929,318
Funding:			
General Fund	7,543,213	9,820,564	
Institution Cash	1,268,919	1,470,498	
Federal Funds	<u>274,811</u>	<u>1,221,688</u>	
TOTALS	9,086,943	12,512,750	