

Reported Recommending
 Ind. Postponed
 Passed House
 Failed to Pass House
 Passed Senate
 Failed to Pass Senate

House File 348

February 24, 1947.
 Board of Control.

By HICKLIN, FIMMEN, VAN EATON.

A BILL FOR

An Act relating to the creation of the Iowa department of state institutions, a state board of public institutions, authorizing the appointment of a state administrator of state institutions, prescribing the qualifications and duties of the members of the state department, state board, state administrator, and other administrative officers and employees of the Iowa department of state institutions; providing for the appointment and manner of appointment of a staff psychiatrist, a staff child welfare specialist, a staff penologist and a staff business manager, and to provide the method of integrating the operation and management of state institutions; and to repeal chapters two hundred seventeen (217) and two hundred eighteen (218), Code 1946; and by changing the name "board of control" wherever the same appears in the Code of Iowa, 1946, to "state board of public institutions".

Be It Enacted by the General Assembly of the State of Iowa:

1 Section 1. Definitions. As used in this act "department"
 2 means Iowa department of state institutions; "board" means state
 3 board of public institutions; "administrator" means state
 4 administrator of public institutions.

1 Sec. 2. Creation of department. There is hereby created
 2 and established an Iowa department of state institutions which
 3 shall consist of a state board of public institutions, a state
 4 administrator of public institutions and such other officers

5 and employees as may be deemed necessary by the state board.

1 Sec. 3. Appointment of state board. The state board of
2 public institutions shall consist of seven members who shall be
3 selected from the state of Iowa at large, solely with regard to
4 their qualifications and fitness to discharge the duties of the
5 office. Not more than five members shall be of the same
6 political party. The members of the state board shall be
7 appointment by the governor with the advice and consent of the
8 senate for overlapping terms of six years. The terms of two
9 members of the board shall expire on the first day of July of
10 each odd numbered year. The first two members named shall be
11 appointed for a term of two years and the next two members shall
12 be appointed for a term of four years, the next three for six
13 years. At the expiration of the first year all new appointments
14 shall be for terms of six years.

1 Sec. 4. Vacancies. Vacancies occurring while the General
2 Assembly is in session shall be filled for the unexpired portion
3 of the term in the same manner as full term appointments are made,
4 but vacancies occurring while the general assembly is not in
5 session shall be filled by the governor and shall be approved by
6 the executive council, but such appointment shall terminate at
7 the end of thirty days after the convening of the next general
8 assembly.

1 Sec. 5. Removal. The governor may, with the approval of
2 the senate, during a session of the general assembly, remove any
3 member of the board for malfeasance or nonfeasance in office, or

4 for any cause that renders him ineligible to appointment, or
5 incapable or unfit to discharge the duties of his office, and his
6 removal when so made shall be final.

1 Sec. 6. Political activity. No member, officer, or employee
2 of the board, or of any of the institutions under the control of
3 the board, shall, directly or indirectly, exert his influence to
4 induce other officers, employees, or electors of this state to
5 adopt his political views, or to favor any particular candidate
6 for office, nor shall such member, officer, or employee contribute
7 in any manner, money or other thing of value to any person for
8 election purposes. Any person violating this section shall be
9 removed from his office or position.

1 Sec. 7. Disqualification. No member of the board shall be
2 eligible to any other lucrative office, elective or appointive,
3 in the state during his term of service.

1 Sec. 8. Organization. The board shall elect annually a
2 chairman and such other officers as it may deem necessary. In
3 the absence or disability of the secretary, the board may, by
4 order entered of record, appoint a member of the board as acting
5 secretary during such absence or disability, who shall at such
6 time have the powers of secretary of the board. No additional
7 compensation shall be paid because of service of such acting
8 secretary.

1 Sec. 9. Meetings of board. The board shall meet six times
2 a year. Special meetings may be called by the board, by the
3 chairman of the board or by the secretary of the board upon

4 written request of any five members thereof.

1 Sec. 10. Seal. The board shall have an official seal and
2 every commission order or other paper executed by the board may,
3 under its direction, be attested with its seal

1 Sec. 11. Compensation and expenses. Members of the board
2 shall receive no compensation for their services other than the
3 actual amount of traveling expenses incurred in respect to the
4 performances of their official duties, and for attendance at
5 regular or special meetings of the board, and \$10.00 per diem for
6 each day actually in attendance at such board meetings. The per
7 diem of such individual member of the board shall be limited to
8 an amount not exceeding (in any one year) \$1,200.00 per year. In
9 addition to the compensation hereinbefore described each member
10 of the board shall be entitled to receive the amount of his trav-
11 eling and other necessary expenses actually incurred while engaged
12 in the performance of any other official duties, when so authorized
13 by the board. No member of the board shall have any direct
14 financial interest in or profit by any of the operations of the
15 department or any of its agencies. The secretary of the board
16 and other employees of said board, shall, in addition to salary,
17 receive their necessary traveling expenses by the nearest
18 traveled and practicable route, when engaged in the performance
19 of official business.

20 Per diem and expenses of board members, its secretary and
21 employees, shall upon claims being presented according to the law
22 of this state, be paid out of funds appropriated to the state

23 department of public institutions.

1 Sec. 12. Trips to other states. No authority shall be
2 granted to any person to make a trip to another state at the
3 expense of the state, except by resolution, which shall state
4 the purpose of the trip and why the same is necessary, adopted
5 by the board, entered of record prior to the making of such trip.

1 Sec. 13. Biennial report. The board shall, in each even-
2 numbered year, at the time provided by law, make a report to the
3 governor and general assembly, and cover therein the biennial
4 period ending with June 30 preceding, which report shall embrace:

5 1. An itemized statement of its expenditures concerning
6 each institution under its control.

7 2. A detailed statement of the management of all said
8 institutions.

9 3. A statement of all visits made to said institutions and
10 when and by whom made.

11 4. The observations and conclusions of the board relative
12 to said institutions.

13 5. Such recommendations as to changes in the laws relative
14 to such institutions as the board may deem advisable.

15 6. The name and salary of every officer or employee of
16 said board, and of the various institutions controlled by the
17 board.

18 7. The annual reports made to the board by the executive
19 officers of the several institutions.

20 8. Such other matters as the governor may direct.

1 Sec. 14. Books of accounts. The board shall keep at its
2 office a complete system of books and accounts with each
3 institution under its control. Said books shall show every
4 expenditure authorized and made at said institution and shall
5 exhibit an account of each extraordinary or special appropriation
6 made by the legislature, with every item of expenditure thereof.

1 Sec. 15. Audit. All receipts of money, goods or property
2 and all disbursements shall be subject to examination and audit
3 as by law provided.

1 Sec. 16. Institutions controlled. The state board of
2 public institutions shall have full power to contract for, manage,
3 control and govern, subject only to the limitations imposed by
4 law the following institutions:

- 5 1. Soldiers Home
- 6 2. Glenwood State School
- 7 3. State Sanatorium
- 8 4. Hospital for Epileptics and School for Feeble-minded
- 9 5. Cherokee State Hospital
- 10 6. Clarinda State Hospital
- 11 7. Independence State Hospital
- 12 8. Mount Pleasant State Hospital
- 13 9. Training School for Boys
- 14 10. Training School for Girls
- 15 11. Juvenile Home
- 16 12. Soldiers' Orphans Home
- 17 13. Women's Reformatory

18 14. Men's Reformatory

19 15. State Penitentiary

1 Sec. 17. Powers of governor. Nothing contained in section
2 16 shall limit the general supervisory or examining powers vested
3 in the governor by the laws or constitution of the state, or
4 legally vested by him in any committee appointed by him.

1 Sec. 18. Report of abuses. The board shall report, in
2 writing, to the governor any abuses found to exist in any of the
3 said institutions.

1 Sec. 19. Rules—Fire—Additional duties. The board
-2 shall prescribe such rules, not inconsistent with law, as it may
3 deem necessary for the discharge of its duties, the management
4 of each of said institutions, the admission of inmates thereto,
5 and the treatment, care, custody, education, and discharge of
6 inmates. It is made the particular duty of the board to
7 establish rules by which danger to life and property from fire
8 will be minimized. In the discharge of its duties and in the
9 enforcement of its rules it may require any of its appointees
10 to perform duties in addition to those required by statute.

1 Sec. 20. Fire protection contracts. The board shall have
2 power to enter into contracts with the governing body of any
3 city, town, or other municipal corporation for the protection
4 from fire of any property under the control of the board,
5 located in any such municipal corporation or in territory
6 contiguous thereto, upon such terms as may be agreed upon.

1 Sec. 21. Administrator of public institutions. The board

2 shall appoint an administrative officer for the state department
3 of public institutions who shall be known as the “administrator
4 of public institutions” and who shall have such tenure of office,
5 salary and travel expense as the board may establish. The
6 administrator shall be selected and appointed with due regard to
7 the education, training and ability necessary in public
8 institution administration and organization, provided, however,
9 no person shall be appointed who has not had at least five years
10 experience in institutional administration, and such adminis-
11 trator shall be bonded in the sum of not less than \$25,000.00,
12 the premium of which bond shall be paid by the state of Iowa.
13 The administrator may be removed by the board for cause.

1 Sec. 22. General policies. The board shall be limited in
2 function to that of general policy-making, and formulation of
3 rules and regulations. All administrative and executive
4 authority, functions and duties shall be vested in the adminis-
5 trator subject to the authority of the board. All proceedings
6 of the board shall be open to the public.

7 The board shall adopt such general policies, rules and
8 regulations as necessary for the government of the department
9 or any of its agencies. All such policies, rules and regulations
10 adopted by the board shall be binding upon the institutions under
11 the control of such board.

1 Sec. 23. Personnel. The board shall establish and maintain
2 minimum standards of service and personnel and formulate salary
3 schedules for all personnel provided for by this act. A merit

4 system shall be established and maintained pertaining to
5 qualifications for appointments, tenure of office, annual merit
6 ratings, releases, promotions and salary schedules and the state
7 board shall cause examinations to be held from time to time
8 throughout the state for the purpose of establishing an available
9 qualified list in order of merit of persons eligible for appoint-
10 ment. Personnel standards shall be based on training, experience,
11 education, ability and character.

1 Sec. 24. Powers and duties of state administrator.

2 (a) The administrator shall be the executive and administra-
3 tive officer of the state department of public institutions and
4 shall act as secretary of the board. He shall prepare and submit
5 to the board for its approval a biennial budget of all funds
6 necessary to be appropriated by the legislature to the state
7 department for the purpose of this act. He shall prepare
8 annually a full report of operations and administration of the
9 department, together with suggestions and recommendations, and
10 such reports shall be submitted to the governor not later than
11 ninety days after the close of the fiscal year. Such reports
12 shall include all necessary statistical and financial information
13 in respect to the operations and administration of the department.
14 He shall cause to be published a monthly statistical bulletin
15 for the use of the public containing all necessary statistical
16 and financial information pertaining to the operation of the
17 state department.

18 (b) The administrator shall, subject to the approval of

19 the board, and in accordance with section 23 hereof, appoint
20 such department personnel as may be necessary for the efficient
21 performance of the duties and purposes prescribed in this act.

22 (c) The administrator shall, subject to the approval of the
23 board, appoint a psychiatrist of acknowledged skill and ability
24 in the treatment, care and observation of those persons who are
25 afflicted with abnormal mental conditions. The annual salary
26 of such psychiatrist shall be fixed by the board.

27 (d) The administrator shall, subject to the approval of the
28 board, appoint a penologist who shall be a well qualified and
29 experienced person of acknowledged skill and ability in the
30 administration of penal and corrective institutions. The annual
31 salary of such penologist shall be fixed by the board.

32 (e) The administrator shall, subject to the approval of the
33 state board, appoint a child welfare specialist who shall be
34 qualified by professional training, experience and ability in
35 the field of child welfare. The annual salary of such child
36 welfare specialist shall be fixed by the board.

37 (f) The administrator shall with the approval of the state
38 board appoint a business manager for all institutions under the
39 administration of the board, which manager shall hold no other
40 office and shall act in no other capacity, nor shall he be
41 eligible to any other lucrative office, elective or appointive
42 in the state during his term in service, but shall devote his
43 time entirely to his duties as business manager of the
44 institutions covered by this act. He shall receive an annual

45 salary and compensation as fixed by the board.

46 (g) The administrator shall, with the approval of the board
47 appoint such other staff assistants as he may deem necessary.

48 (h) The administrator shall, with the approval of the board
49 appoint a superintendent or warden for each institution covered
50 by this act who shall be the chief executive officer of such
51 institution, shall have the immediate custody and control subject
52 to the orders of the administrator of all property used in
53 connection with such institution, except as provided in this act.

54 The chief executive officer shall in accordance with section 23
55 appoint necessary assistants and employees for the institution
56 under his administration and keep records of such personnel.

57 The chief executive officer of each institution shall have
58 complete charge and supervision over the condition and repair
59 of all buildings, improvements, equipment and property of each
60 institution.

1 Sec. 25. Powers and duties of business manager. Subject
2 to the orders and direction of the board such business manager
3 shall have the following powers, duties and responsibilities:

4 (a) He shall be the general business manager of all the
5 institutions covered by this act, shall have general charge and
6 supervision of all business matters and financial affairs
7 relating thereto.

8 (b) Under the direction of the board he shall have general
9 charge of all the accounting and all other statistical records
10 and keeping the same in a manner and as directed by the secretary

11 of the board, which manner, method, system and form shall be
12 approved by the auditor of state. He shall file such accounting
13 and other statistical reports and statements with the auditor of
14 state as the auditor may designate by written request to the
15 secretary of the board, at such times and periods as the auditor
16 might require.

1 Sec. 26. Divisions of administration. The administrator,
2 with the approval of the board, shall establish divisions in
3 the department for the administration of this act, and may
4 allocate and reallocate functions among divisions as may be
5 necessary or desirable for competent administration. Such
6 divisions shall include: 1. A division of psychiatry. 2. A
7 division of penology. 3. A division of child (juvenile) welfare,
8 and any other divisions that may be deemed necessary.

1 Sec. 27. Duties of psychiatrist. The psychiatrist appointed
2 under the provisions of this act shall have general control over
3 the Mt. Pleasant State Hospital, the Independence State Hospital,
4 the Clarinda State Hospital, and the Cherokee State Hospital,
5 Glenwood State School, Hospital for Epileptic and School for
6 the feeble-minded, and shall cooperate with the control and
7 administration of all other institutions.

1 Sec. 28. Duties of penologist. The penologist appointed
2 under the provisions of this act shall have general control of
3 the Women's Reformatory, Men's Reformatory, and the State
4 Penitentiary, and shall cooperate with the child welfare
5 specialist in the control and administration of the training

6 school for girls and the training school for boys.

1 Sec. 29. Duties of child welfare specialist. The child
2 welfare specialist appointed under the provisions of this act
3 shall have general control of the Juvenile Home, Soldiers'
4 Orphans Home, the Training School for Girls and the Training
5 School for Boys, and cooperate in the control of the Hospital
6 for Epileptics and the school for Feeble-minded with the
7 psychiatrist provided for by this act.

1 Sec. 30. Bonds. The board shall require its secretary and
2 each officer and employee of said board, and of every institution
3 under its control who may be charged with the custody or control
4 of any money or property belonging to the state, to give an
5 official bond, properly conditioned, and signed by sufficient
6 sureties, in a sum to be fixed by the board, which bond shall be
7 approved by the board, and filed in the office of secretary of
8 state. It may require bonds of other officers and employees not
9 enumerated above.

1 Sec. 31. Dwelling house and provisions. The board shall
2 furnish the executive head of each of said institutions, in
3 addition to salary, with a dwelling house or with appropriate
4 quarters in lieu thereof, and from supplies purchased for the
5 institution, the necessary household provisions for himself, wife,
6 and minor children.

1 Sec. 32. Salaries — how paid. The salaries and wages shall
2 be included in the monthly payrolls and paid in the same manner as
3 other expenses of the several institutions.

1 Sec. 33. Authority for vacations of all employees
2 shall only be taken at such times as the executive officer or the
3 business manager in charge of said officer or employee, as the
4 case may be, may direct, and only after written authorization
5 by him, and for the number of days specified therein. A copy of
6 such permit shall be attached to the payroll of the institution
7 for the month during which the vacation was taken, and the pay-
8 roll shall show the number of days the person was absent under
9 the permit.

1 Sec. 34. Record of employees and inmates. The board shall
2 require the proper officer of each institution to keep in a book
3 prepared for the purpose, a record, to be made each day, of the
4 number of hours of service of each employee. The monthly pay-
5 roll shall be made from such time book, and shall be in accord
6 therewith. When an appropriation is based on the number of
7 inmates in or persons at an institution the board shall require
8 a daily record to be kept of the persons actually residing at
9 and domiciled in such institution.

1 Sec. 35. Districts. The board shall, from time to time,
2 divide the state into districts from which the several institu-
3 tions may receive inmates. It shall promptly notify the proper
4 county or judicial officers of all changes in such districts.

1 Sec. 36. Place of commitments. — Transfers. Commitments,
2 unless otherwise permitted by the board, shall be to the insti-
3 tution located in the district embracing the county from which
4 the commitment is issued. The board may, at the expense of the

5 state, transfer an inmate of one institution to another like
6 institution.

1 Sec. 37. Record of inmates. The board shall, as to every
2 person committed to any of said institutions, keep the following
3 record: Name, residence, sex, age, nativity, occupation, civil
4 condition, date of entrance or commitment, date of discharge
5 whether a discharge was final, condition of the person when
6 discharged, the name of the institutions from which and to which
7 such person has been committed.

1 Sec. 38. Record privileges. Except with the consent of
2 the board, or on an order of a judge or court of record, the
3 record provided in section 37 shall be accessible only to the
4 members, secretary, and proper clerks of the board.

1 Sec. 39. Reports to board. The managing officer of each
2 institution shall, within ten days after the commitment or
3 entrance of a person to the institution, cause a true copy of
4 his entrance record to be made and forwarded to the board. When
5 a patient or inmate leaves, or is discharged, or transferred, or
6 dies in any institution, the superintendent or person in charge
7 shall within ten days thereafter send such information to the
8 office of the board on forms which the board may prescribe.

1 Sec. 40. Questionable commitment. The superintendent is
2 required to immediately notify the board if there is any question
3 as to the propriety of the commitment or detention of any person
4 received at such institution, and said board, upon such notifi-
5 cation, shall inquire into the matter presented, and take such

6 action as may be deemed proper in the premises.

1 Sec. 41. Religious beliefs. The chief executive officer,
2 receiving a person committed to any of said institutions, shall
3 inquire of such person as to his religious preference and enter
4 the same in the book kept for the purpose, and cause said person
5 to sign the same.

1 Sec. 42. Religious worship. Any such inmate, during the
2 time of his detention, shall be allowed, for at least one hour
3 each week and in times of extreme sickness, and at such other
4 suitable and reasonable times as is consistent with proper
5 discipline in said institution, to receive spiritual advice,
6 instruction, and ministrations from any recognized clergyman
7 of the church or denomination which represents his religious
8 belief.

1 Sec. 43. Religious belief of minors. In case such inmate
2 is a minor and has formed no choice, his preference may, at any
3 time, be expressed by himself with the approval of parents or
4 guardian, if he has any such.

1 Sec. 44. Investigation of other institutions. The board,
2 or any member thereof, may investigate charges of abuse, neglect,
3 or mismanagement on the part of any officer or employee of any
4 county home in which insane persons are kept, and of any private
5 institution which is subject to the supervision of said board.

1 Sec. 45. Witnesses. In aid of any investigation the board
2 shall have the power to summon and compel the attendance of
3 witnesses; to examine the same under oath, which any member

4 thereof shall have power to administer; to have access to all
5 books, papers, and property material to such investigation, and
6 to order the production of any other books or papers material
7 thereto. Witnesses other than those in the employ of the state
8 shall be entitled to the same fees as in civil cases in the
9 district court.

1 Sec. 46. Contempt. Any person failing or refusing to obey
2 the orders of the board issued under section 47, or to give or
3 produce evidence when required, shall be reported by the board
4 to the district court in the county where the offense occurs or
5 any judge thereof, and shall be dealt with by the court or judge
6 as for contempt of court.

1 Sec. 47. Transcript of testimony. The board shall cause
2 the testimony taken at such investigation to be transcribed and
3 filed in its office at the seat of government within ten days
4 after the same is taken, or as soon thereafter as practicable,
5 and when so filed the same shall be open for the inspection of
6 any person.

1 Sec. 48. State Agents. The administrator of public
2 institutions may appoint, and discharge at its pleasure, such
3 number of persons as may be authorized by law to act as state
4 agents for the soldiers' orphans home, the two training schools,
5 the juvenile home, and the women's reformatory.

1 Sec. 49. Rooms and supplies. The board shall furnish such
2 agents office rooms and all necessary supplies in the same manner
3 supplies are furnished other officers of the board. Such agents

4 while stopping at any of said institutions may be furnished with
5 rooms, board, and facilities therein, free of cost.

1 Sec. 50. Duties of agents. Said agents shall:

2 1. Perform such duties as may be required by law or by said
3 board.

4 2. Find suitable homes and employment for inmates of said
5 institutions who are to be or who have been released.

6 3. Inspect such homes.

7 4. Exercise supervision over such discharged or released
8 persons and examine into their conduct and environment.

9 5. Return to the institution from which released, all
10 inmates who have been conditionally released and whose conduct
11 has been bad, or in violation of their release.

12 6. Obtain new homes or new employment for released inmates
13 when their environment is bad.

14 7. Keep records of their acts as agents and make all
15 reports called for by the board.

1 Sec. 51. Advancing expense fund. The state board of public
2 institutions may cause to be advanced to each agent, from time to
3 time, from the funds appropriated for such purpose, sums to be
4 used in defraying the official expenses of such agent. The
5 aggregate amount of money so advanced and not expended at any
6 time shall not exceed the sum of two hundred fifty dollars.

7 The agent shall give security, to be approved by the board, for
8 the proper use and accounting each month for all money so advanced.

1 Sec. 52. Expenses. Said agents shall receive their actual

2 and necessary expenses incurred in the discharge of their duties.

1 Sec. 53. Receiving officers—duties. The proper officers,
2 designated by the board, or each institution, shall each:

3 1. Have charge of and be accountable for all supplies and
4 stores of such institution and be chargeable therewith, at their
5 invoice value.

6 2. Issue stores and supplies upon requisition approved by
7 the superintendent or other officer designated by the board,
8 which requisition shall be his voucher therefor.

9 3. Present, monthly, to the board an abstract of all
10 expenditures, together with the accounts and payrolls for the
11 preceding month.

12 4. Examine and register all goods delivered, as to their
13 amount and quality, and certify to the correctness of the bills
14 therefor, if the goods correspond to the samples, are in good
15 order, and correct in prices.

16 5. Take an invoice, quarterly, of the subsistence supplies
17 and stock in his possession and control, and transmit a copy
18 thereof, duly verified by him, to the board.

19 6. Make to the board, at the close of the biennial period,
20 a consolidated report of all purchases and transactions of his
21 department.

22 7. Pay into the state treasury, from time to time, such
23 amount as the board may determine is necessary to reimburse the
24 state for his negligent loss of such stores or supplies, and
25 shall so do within sixty days of determination by the board.

26 If default be made in such payment, he shall be discharged and
27 suit shall be brought on his bond.

1 Sec. 54. Services required. Inmates of said institutions
2 subject to the provisions hereinafter provided, may be required
3 to render any proper and reasonable service either in the
4 institutions proper or in the industries established in connec-
5 tion therewith.

1 Sec. 55. Custody. When an inmate of an institution is
2 so working outside the institution proper, he shall be deemed
3 at all times in the actual custody of the head of the
4 institution.

1 Sec. 56. Wages of inmates. When an inmate performs
2 services for the state at an institution, the board may, when
3 it deems such course practicable, pay such inmate such wages as
4 it deems proper in view of the circumstances, and in view of
5 the cost attending the maintenance of such inmate. In no case
6 shall such wage exceed the amount paid to free labor for a like
7 service or its equivalent.

1 Sec. 57. Deduction to pay court costs. If such wage be
2 paid, the board may deduct therefrom an amount sufficient to
3 pay all or a part of the costs taxed to such inmate by reason
4 of his commitment to said institution. In such case the amount
5 so deducted shall be forwarded to the clerk of the district
6 court or proper official.

1 Sec. 58. Wages paid to dependent—deposits. If such
2 wages be paid, the board may pay all or any part of the same

3 directly to any dependent of such inmate, or may deposit such
4 wage to the account of such inmate, or may so deposit part
5 thereof and allow the inmate a portion for his own personal use.
6 All deposits shall be on the best attainable terms.

1 Sec. 59. Conferences. Quarterly conferences of the chief
2 executive officers of said institutions shall be held with the
3 administrator at Des Moines, for the consideration of all matters
4 relative to the management of said institutions. Full minutes
5 of such meetings shall be preserved in the records of the board.
6 The board may cause papers to be prepared and read, at such
7 conferences, on appropriate subjects.

1 Sec. 60. Scientific investigation. The board shall
2 encourage the scientific investigation, on the part of the
3 executive heads and medical staffs of the various institutions,
4 as to the most successful methods of managing such institutions
5 and treating the persons committed thereto, shall procure and
6 furnish to such heads and staffs information relative to such
7 management and treatment, and, from time to time, publish
8 bulletins and reports of scientific and clinical work done in
9 said institutions.

1 Sec. 61. Monthly report. The chief executive officer of
2 each institution, shall, on the first day of each month, account
3 to the board for all state funds received during the preceding
4 month, and, at said time, remit the same to the treasurer of
5 state.

1 Sec. 62. Annual reports. The executive head of each

2 institution shall make an annual report to the board and embrace
3 therein a minute and accurate inventory of the stock and
4 supplies on hand, and the amount and value thereof, under the
5 following heads: Livestock, farm produce on hand, vehicles,
6 agricultural implements, machinery, mechanical fixtures, real
7 estate, furniture, and bedding in inmates' department, state
8 property in superintendent's department, clothing, dry goods,
9 provisions and groceries, drugs and medicine, fuel, library,
10 and all other state property under appropriate heads to be
11 determined by the board.

1 Sec. 63. Contingent fund. The board may permit the
2 executive head of each institution to retain a stated amount
3 of funds in his possession as a contingent fund for the pay-
4 ment of freight, postage, commodities purchased on authority
5 of the board on a cash basis salaries, and bills granting
6 discount for cash.

1 Sec. 64. Requisition for contingent fund. If necessary,
2 the board shall make proper requisition upon the state comp-
3 troller for a warrant on the state treasurer to secure the said
4 contingent fund for each institution.

1 Sec. 65. Monthly reports of contingent fund. A full,
2 minute, and itemized statement of every expenditure made during
3 the month from such contingent fund shall be submitted by the
4 proper officer of said institution to the board under such
5 rules as said board may establish.

1 Sec. 66. Supplies—competition. The board shall, in the

2 purchase of supplies, afford all reasonable opportunity for
3 competition, and shall give preference to local dealers and
4 Iowa producers when such can be done without loss to the state.

1 Sec. 67. Dealers may file addresses. Jobbers or others
2 desirous of selling supplies shall, by filing with the board
3 a memorandum showing their address and business, be afforded
4 an opportunity to compete for the furnishing of supplies,
5 under such rules as the board may prescribe.

1 Sec. 68. Samples preserved. When purchases are made by
2 sample, the same shall be properly marked and retained for six
3 months after the delivery of such purchase.

1 Sec. 69. Purchase from an institution. The board may
2 purchase supplies of any institution under its control for
3 use in any other such institution, and reasonable payment
4 therefor shall be made as in case of other purchases.

1 Sec. 70. Purchase of supplies. The board shall, from time
2 to time, adopt and make of record, rules and regulations govern-
3 ing the purchase of all articles and supplies needed at the
4 various institutions, and the form, verification, and audit
5 of vouchers for such purchases.

1 Sec. 71. Combining appropriations. The state comptroller
2 is authorized to combine the balances carried in all specific
3 appropriations into a special account for each institution under
4 the control of the board, except that the support fund for each
5 institution shall be carried as a separate account.

1 Sec. 72. State architect. Said board may employ a competent

2 architect, and such draftsmen as may be authorized by law. Said
3 architect shall, in addition to salary, be reimbursed for his
4 actual and necessary expenses within the state while engaged in
5 official business. In cases of sufficient magnitude the board
6 may secure the advice of a consulting architect, or may secure
7 plans and specifications from other architects, at a cost not
8 exceeding one thousand five hundred dollars in any year.

1 Sec. 73. Plans and specifications. Said board shall cause
2 plans and specifications to be prepared for all improvements
3 authorized and costing over one thousand dollars. No appropri-
4 ation for any improvement shall be expended until the adoption
5 of suitable plans and specifications, prepared by a competent
6 architect, and accompanied by a detailed statement of the
7 amount, quality, and description of all material and labor
8 required for the completion of such improvement.

9 No plans shall be adopted, and no improvement shall be
10 constructed, which contemplates an expenditure of money in
11 excess of the appropriation.

1 Sec. 74. Letting of contracts. The board shall, in
2 writing, let all contracts for authorized improvements costing
3 in excess of three hundred dollars to the lowest responsible
4 bidder, after such advertisement for bids as the board may deem
5 proper in order to secure full competition. The board may reject
6 all bids and readvertise.

1 Sec. 75. Preliminary deposit. A preliminary deposit of
2 money, or certified check upon a solvent bank in such amount

3 as the board may prescribe, shall be required as an evidence
4 of good faith, upon all proposals for the construction of said
5 improvements, which deposit or certified check shall be held
6 under the direction of the board.

1 Sec. 76. Improvements by day labor. Authorized improve-
2 ments costing three hundred dollars or less may, under authorization
3 of the board, be made by the executive head of any institution
4 by day labor.

1 Sec. 77. Improvements at institutions. The requirement
2 that contracts in excess of three hundred dollars shall be let
3 under contract shall not be mandatory as to improvements at
4 any institution where the labor of inmates may be utilized on
5 the particular work to be done, to the advantage of the inmates
6 or of the state.

1 Sec. 78. Payment for improvements. No payment shall be
2 authorized for construction purposes until satisfactory proof
3 has been furnished to the board, by the proper officer or
4 supervising architect, that the contract has been complied with
5 by the parties; and all payments shall be made in a manner
6 similar to that in which the current expenses of the several
7 institutions are paid.

1 Sec. 79. Property of deceased inmate. The chief executive
2 officer of each institution shall, upon the death of any inmate
3 or patient, immediately take possession of all property of the
4 deceased left at said institution, and deliver the same to the
5 duly appointed and qualified representative of the deceased.

1 Sec. 80. Property of small value. If administration be
2 not granted within one year from the date of the death of the
3 decedent, and the value of the estate of decedent is so small
4 as to make the granting of administration inadvisable, then
5 delivery of the money and other property left by the decedent
6 may be made to the surviving spouse and heirs of the decedent.

1 Sec. 81. When no administration granted. If adminis-
2 tration be not granted within one year from the death of
3 decedent, and no surviving spouse or heir is known, said
4 executive officer may convert all said property into money and
5 in so doing he shall have the powers possessed by a general
6 administrator.

1 Sec. 82. Money deposited with treasurer of state. Said
2 money shall be transmitted to the treasurer of state as soon
3 after one year after the death of the intestate as practicable,
4 and be credited to the support fund of the institution of which
5 the intestate was an inmate.

1 Sec. 83. Permanent record. A complete permanent record
2 of the money so sent, showing by whom and with whom it was left,
3 its amount, the date of the death of the owner, his reputed
4 place of residence before he became an inmate of the
5 institution, the date on which it was sent to the state
6 treasurer and any other facts which may tend to identify the
7 intestate and explain the case, shall be kept by the chief
8 executive officer of the institution, as the case may be, and
9 a transcript thereof shall be sent to, and kept by, the .

10 treasurer of state.

1 Sec. 84. Payment to party entitled. Said money shall be
2 paid, at any time within ten years from the death of the
3 infestate, to any person who is shown to be entitled thereto.
4 Payment shall be made from the state treasury out of the
5 support fund of such institution in the manner provided for the
6 payment of other claims from that fund.

1 Sec. 85. Special policemen. The board may, by order
2 entered of record, commission one or more of the employees
3 at each of said institutions as special police. Such police
4 shall, on the premises of the institution of which they are
5 employees, and in taking an inmate into custody, have and
6 exercise the powers of regular peace officers. No additional
7 salary shall be granted by reason of such appointment.

1 Sec. 86. Temporary quarters in emergency. In case the
2 buildings at any institution under the management of the board
3 are destroyed or rendered unfit for habitation by reason of
4 fire, storms, or other like causes, to such an extent that the
5 inmates cannot be there confined and cared for, said board shall
6 make temporary provision for the confinement and care of the
7 inmates at some other place in the state. Like provisions may
8 be made in case any pestilence breaks out among the inmates.
9 The reasonable cost of the change, including transfer of
10 inmates, shall be paid from any money in the state treasury
11 not otherwise appropriated.

1 Sec. 87. Industries. The board may establish such

2 industries as it may deem advisable at or in connection with
3 any of said institutions.

1 Sec. 88. Chapters two hundred seventeen (217) and two
2 hundred eighteen (218), Code 1946, are hereby repealed.

1 Sec. 89. Wherever in the Code 1946, as amended, the words
2 "board of control" appear or similar words are used in
3 referring to said board of control, as applied to the public
4 institutions of this state, such words are hereby changed to
5 "state board of public institutions" or similar words when
6 referring to said board, and the code editor is hereby
7 directed to make such changes in conformity with the intent
8 of this act.

EXPLANATION OF H. F. 348

This bill sets up a state board of public institutions to take over the management and control of all of the state institutions presently under the board of control. The board consists of seven part time members, similar to the state board of education. The board selects a state administrator for the administration of the state institutions and provides for the selection of a psychiatrist, a child welfare specialist, an administrative business manager and other personnel to efficiently administer and operate our state institutions.

The provisions of the bill are in accordance with many of the recommendations made for the improvement of such institutions.