

SENATE FINANCE COMMITTEE
MINUTES OF MEETING
FEBRUARY 8, 1977

The meeting was called to order at 8:30 a.m.

Senator Floyd R. Lamb was in the chair.

PRESENT: Senator Floyd R. Lamb, Chairman
Senator James I. Gibson, Vice-Chairman
Senator Eugene V. Echols
Senator Norman D. Glaser
Senator Norman Ty Hilbrecht
Senator Thomas R. C. Wilson
Senator C. Clifton Young

OTHERS: Ronald W. Sparks, Chief Deputy, Fiscal Analyst
Howard Barrett, Budget Director
Joel Pinkerton, Budget Staff
Kimberley Wood, Budget Staff
Cy Ryan, UPI
Norman Allen, Exec. Dir., Indian Affairs
Vernon Bennett, Exec. Officer, Public Employees
Retirement Administrative Fund
Carol Bailey, Chief, Accounting Division
Ed Burgess, Superintendent, Boys School
Curtis Stewart, Ass't. Superintendent
W. A. Butler, Business Manager
Jay Miller, Superintendent, Girls School
Alexander Forbes, Girls School
D. A. Wahrenbroch, Department of Human Resources

Senator Lamb asked Mr. Allen to review his budget.

INDIAN COMMISSION: The seven member Indian Commission was created in 1965 to study matters affecting the social and economic welfare and well-being of American Indians residing in Nevada. To meet this responsibility, the Commission closely examines federal and state policies and programs affecting Indians.

He listed the general procedures taken in dealing with various Indian problems. The Indian reservations in Nevada are all under federal jurisdiction except the one in Ely. This came about as a result of an election in 1975 when they were given the opportunity to vote on whether to go state or federal. One of the biggest problems that face the reservations today is law enforcement and jurisdiction.

He explained that the Bureau of Indian Affairs have only now acquired sufficient funds to provide law enforcement services. Most of the reservations have been without law and order. There are questions of federal and state jurisdiction e.g. the hunting and fishing game laws. They have not been clarified as to whether they went with the jurisdiction or whether it was just the criminal. Because so many of these questions have not been answered they result in a great many problems. Another problem is that if a non Indian person goes to an Indian reservation and violates a tribal law, nobody can touch him because on a reservation under federal jurisdiction one of the elements of a crime is that you have to be an Indian person. This applies only to a misdemeanor type crime. There are many problems with reference to court systems and jurisdictions.

Senator Young asked if there was anything that could be done at the state level to help with the problems, any legislation. Mr. Allen stated that he felt in time, if the tribes go through the proper channels, through the Legislature or possibly through the Supreme Court, they could get their own courts so established where they could start handling some of the offenders on the reservation.

Senator Young asked if a study would help or would it end up gathering dust. Mr. Allen said that if something was to be brought to the Legislature next time, that might be a very good time to have a study made.

In answer to questions on Contractual Services, he stated that this was used to try to help the Indian to gain more expertise in land and water affairs. He also stated that through the use of experts in these areas, meetings are held to try to educate both federal and state agencies on tribal government.

He stated that the Host Fund is used for the annual Nevada State Indian Conference. He recognized that the Committee might think this was a lot of money to be spent, but he felt it would be beneficial if they could attract the people who were their target.

Sen. Lamb thanked him for appearing.

PUBLIC EMPLOYEES RETIREMENT ADMINISTRATIVE FUND: By law this agency is excluded from going through the Governor's office; their budget goes directly to the Legislature. The Budget, Justification, and pertinent facts regarding their operation are attached. Mr. Bennett stated that there were no requests for new positions in this budget. He explained the internal set up of the agency. In reply to Senator Hilbrecht's inquiry as to whether they had had unsatisfactory experiences with Central Data Processing, Mr. Bennett said that they were extremely pleased with their work, but they had been very frustrated with their method of billing. They received the bills in November for July, August and September. A very complicated formula was used in figuring the bills. By direction of the Board, they were examining the possibility of going to a mini computer in house. He stated that much of this will be tied into their proposal for further autonomy which is in S. B. 173, because at the present time they are not sure whether they can legally break away and go to their own operation. They felt a mini computer for \$30,000 and full time programming for about \$50,000 would provide them a considerable savings from the present operation. He emphasized that this was merely in the evaluation stage so they were not firm and they do not have a definite recommendation from the Board at this time.

Senator Wilson asked for a clarification on the increases to classified and unclassified employees as listed in their budget. Mr. Bennett explained that the figures they were using were based on estimates that were used at the time the Budget was prepared. They did not, at that time, have an official recommendation from the Governor. He said that their classified employees will receive the same classified raise as the other classified employees, whatever that is.

Senator Young asked for more complete information on the breakdown of active and inactive membership under "Miscellaneous". Mr. Bennett said that he would get him a breakdown on that category.

In answer to a question by Senator Gibson, Mr. Bennett stated that they were recommending in S. B. 173 that the Retirement System receive the admin fee directly from the contributions to the fund and that it be limited to \$2 for regular members and \$2.20 a month for police and firemen. They are presently receiving 80¢ from the employer and 80¢ from the employee, which is \$1.60 and their recommendation is that they should be allowed to charge more to the police and firemen because they have separate accounts and in many cases they have two accounts. If they have a second job as regular members, they have to maintain them in two places, so it is costing more to administer the police and firemen than it is the regular members. If the Legislature does not approve the recommendation that the admin fee be paid from the contributions to the system, they will in all probability raise the regular employee and employer admin fee from 80¢ a month

to either 90¢ or a dollar a month and the police and firemen fees to 10¢ above that. He stated that in their actuarial study of 1974, the cost for normal benefits at that time with no method for funding the unfunded liability, was 18% of compensation and the 1976 study for paying present benefits and paying off the unfunded liabilities over a 40-year period was 13.9%.

He stated that they are presently paying a base contribution rate of 8% employer and 8% employee which is 16% and with the cost at 13.9%, this leaves a 2.1% of compensation differential to provide the improvements that are in S. B. 173. The bill will use this amount in full. If the Legislature feels that they can afford to pay that admin fee within the 16%, this will greatly reduce a complicated reporting procedure where they are getting 35,000 reports of 40¢ each, every two weeks. It will be an absorption of costs by the system which will absorb about \$800,000 to \$1. million a year if it is approved. If it is not, there will be a need to raise the admin fee as it is contributed by employees and employers.

On questions relative to travel expenses he explained the increase in costs in both out-of-state and in-state travel. He said they felt the out-of-state meetings were particularly productive as they provided the best possible training ground for personnel.

On the question of salaries paid to members of the Board on days they were traveling, he explained this applied particularly to board members from Ely and Elko. In the case of the Ely member he had to take a day off from work and pay someone in his place in order to get to the meeting. In general, the other members traveled on the day of the meeting. He stated that the Board was a most active and impressive one. They met every month for two full days, and a normal agenda was 13-15 pages long. He said they were having conversations with the Attorney General's office relative to pay on the day of travel and they were trying to determine what other agencies were doing in this respect. They expected a decision at the February meeting.

Senator Lamb asked where they got their legal advice and if they paid for it. Mr. Bennett stated that presently they got their legal advice from the Attorney General's office and the attorney spent a great deal of time with them. They averaged at least 3 working court cases all the time. The attorney also met with the Board regularly and they had at least one Attorney General's Opinion a Board meeting so he was very active. He said they had not yet been asked to pay for the services.

There being no more questions, Senator Lamb thanked him for appearing.

NEVADA YOUTH TRAINING CENTER: Mr. Burgess, Superintendent, stated that the Youth Training Center at Elko provides custody, training and rehabilitation treatment for boys committed as delinquent by the District Courts.

At capacity, the seven units at the Training Center can accommodate 160 boys. Two of the units have a capacity for 30 boys, and five have a capacity for 20 boys. Because it is anticipated that it will be necessary to operate all seven of these units during the biennium, the facility is budgeted for capacity in each year of the biennium. There are seven areas of program. They have an intake program which is testing; Academic testing; psychological testing; vocational counseling. A home-like program: open setting, no fences, no bars, no lockup. Twenty-four hour supervision is provided. There is a recreation program; Boy Scout Post; Explorer Post; a weight lifting program; physical

fitness; off campus trips; arts and crafts; and a variety of civic projects in the community. Mr. Burgess stated that the institution was managed with a behavior modification program which is supervised by PHD Psychologist. Their basic approach to counseling is reality therapy. The Institute has an accredited elementary and secondary school and maintains a curriculum consistent with other state schools. They have a vocational education program with five certified areas: auto mechanics; service stations; wood working; carpentry, meat cutting; and ground maintenance. Four job training areas are: building custodian, kitchen food service work, laundry and institutional maintenance.

There is an athletic program. The Institute is a special member of the Nevada Interscholastic Activities Association and presently has teams in basketball and wrestling; this fall their field should be ready. They will have a football team next year and are developing the schedule at present. In the spring they expect to go into track. In answer to a question as to whether these activities were beneficial Mr. Burgess stated that they were a most important phase in the boy's life at the Institute. They were suddenly able to compete and feel like winners, perhaps for the first time in their lives. He stated that most of the boys had at least an average IQ and when they applied themselves to any studying, generally they did very well. On costs per boy, he stated that the average daily population last year was 138 boys at \$12,889 per boy per bed. They provided service at the Institute for a total of 358 boys last year at a cost of \$4,968. The average length of stay is 7 months and 15 days. They provide service on parole for 367 boys, 61 of which were returned to them for a success rate of 84% or 16% failure. The average age per boy was 16 years and 7 months. He listed the types of crimes for which the boys were sent to the Institute and the percentages, the largest group being for felonies, 73%. In answer to a question, he stated that they had some boys in out-of-state institutions. These boys were the more serious offenders, runaways and the like, that they were not able to care for.

The budget was then reviewed in detail with Mr. Burgess explaining the policy of staffing during holidays; justification of travel which covered the boys going to other schools in the general area to compete in athletic events; he explained the procedures of review prior to recommending a boy for release. He was asked about boys sent to Spring Mountain and Angel Peak. Mr. Bennett stated that they did not see the court orders on the boys sent to Spring Mountain or Angel Peak, but they assumed that these boys were the ones with a better chance of rehabilitation success.

In answer to Senator Young's query, he explained that they had school sessions for twelve months of the year, but they did carry on work programs with the Division of Forestry; the boys participated in some fire fighting activities, this was the only work area for which they received compensation.

He answered other general questions relative to the budget and activities at the Institute. Senator Lamb then directed their attention to the Youth Parole Budget.

YOUTH PAROLE - BOYS SCHOOL: Mr. Wahrenbroch from the Department of Human Resources, presented this budget to the Committee. This budget reflects the parole function of the Nevada Youth Training Center. Counselors are stationed at Reno, Las Vegas, and Elko. A counselor is assigned to a boy at the time he is committed to the care of the Nevada Youth Training Center. The counselor works with the family and the offender to identify and implement positive action that will permit successful social adjustment when the youth is returned to the community.

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Each counsellor has 50 or 60 boys assigned to him. He works with the boy while he is at the Institute and when he leaves, works up a parole plan which covers pertinent needs such as where he will live, who he is going to live with, does he need a job or does he need further education. The counsellor works very closely with the people at the Institute.

Senator Lamb referred to the next budget.

YOUTH TRAINING CENTER - ESEA TITLE I: This is a project for the educationally deprived and low achievers at the Nevada Youth Training Center. The Department of Education provides a grant for teaching and testing personnel as well as the necessary testing material to carry on this project.

In order to provide the highest quality instruction possible, it is recommended that the entire grant be used in salaries to retain full academic teachers rather than the teacher's aides previously utilized. Mr. Burgess stated that under this program some of the kids will advance as much as 5 years in reading and mathematics. Senator Lamb asked them to move on to the next budget.

BOYS SCHOOL - GIRLS SCHOOL OUTSIDE AGENCY CARE: In this budget are the sums for outside agency care for both boys and girls. This account is administered by the Office of the Director of Human Resources. The Outside Agency Care is for contracting services for severely disturbed boys and girls who are in need of the resources of a psychiatric program. This budget plans upon increases in per placement costs billed to the State. Mr. Wahrenbroch stated that sometimes a judge refers a boy or girl to the California Youth Authority and the Nevada authorities object to this procedure. They felt very strongly that they should make the decision as to whether to send a boy or girl out of state, rather than have the judge or a juvenile probation officer do it. If a boy or girl is sent out of state upon their determination, they can control when the boy or girl is going to return. They work cooperatively with the California Youth Authority in terms of their treatment program but they remain under this state's jurisdiction. The next budget was:

YOUTH PAROLEE FOSTER HOMES: This budget was previously requested and shown in the Welfare Budget, and is now being requested through the Office of the Director of Human Resources. The money is used to assist youth parolees in foster home placements. The amount recommended is based on 25 youths at \$168.00 per month for fiscal year 1978, and \$179.00 per month for fiscal year 1979. The next budget under consideration was:

NEVADA GIRLS TRAINING CENTER: Mr. Forbes presented the Committee with a statistical summary over the past eight years, showing the record of girls at the Center; also an annual cost analysis for fiscal year 1974-1975 and fiscal year 1976. He listed all the positions at the Center together with the vacancies presently existing. (Copy Attached). Mr. Miller, Superintendent, stated that the school at Caliente is the only one in Nevada where there are delinquent girls from the State of Nevada, which is operated as a state institution.

They have an intensive program of academic, vocational instruction and training. In answers to questions, Mr. Miller explained the difference in budgets between the Girls Center and Boys Institute at Elko. He stated that girls' clothing was much more expensive than boys', but conversely girls did not eat nearly as much as boys. There was less interest among the girls in athletic programs and they did not do as much in athletics as

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they would like. They had found that public schools did not like to place themselves in the position of having the girls from Caliente possibly taking a state title.

He said it was easier to cut down on the number of girls being sent to the Center than boys, as they can control a problem girl easier in the judicial district. However, he stated that there was an indication of an increase in mentally disturbed girls who were being sent to the Center.

The educational facilities at Caliente are operated by contractual agreement with the Lincoln County School Board. They have one of the three high schools there. They graduate about 25 girls a year and each girl is graduated from the Lincoln County School District so there is no stigma about graduating from a correctional school.

They do well in these schools. The authorities always plan to release the girls at the semester break, so they can pick up their studies without a break. They have a pretty intensive vocational training program where the girls work off the grounds in town. These are through CETA and other funds areas.

The girls participate in speaking contests, and art work and poetry competitions and they do very well. They come to Caliente about 2 years retarded in grades because of lack of attendance. However they are above the national average in intelligence. Senator Lamb thanked them for appearing.

GIRLS TRAINING CENTER ESEA TITLE I: The federal government, through the State Department of Education under the Elementary and Secondary Act, Title I, provides money to the Girls Training Center to reimburse Lincoln County for providing school counseling not covered under the contract between Lincoln County and the Center. There were no questions on this budget.

YOUTH PAROLE - GIRLS' SCHOOL: This budget account reflects the parole function of the Nevada Girls Training Center which is separate from the institutional budget account. Three counselors and a supervisor of Girls Parole Services are employed in Las Vegas to cover southern Nevada, one counselor is employed in Caliente to cover the rural center portion of the state, and two counselors are employed in Reno to cover northern Nevada.


When a girl is committed to the Training Center by the court, a counselor is assigned to her case. The counselor works with the family and the offender to identify and implement positive action that will permit successful social adjustment when a girl is returned to the community.

Senator Lamb thanked everyone for appearing and the meeting adjourned at 10:30 a.m.

RESPECTFULLY SUBMITTED:


MURIEL P. MOONEY, SECRETARY

APPROVED:


FLOYD R. LAMB, CHAIRMAN

PUBLIC EMPLOYEES RETIREMENT ADMIN FUND

	1975-76 ACTUAL	976-77 WORK PROGRAM	77-78 AGENCY REQUEST	78-79 AGENCY REQUEST
Bal Fwd From Old Year	\$ 67,502	\$105,597	\$ 48,970	\$ 55,494
Admin Fees	642,419	684,749	842,400	883,440
Interest Earned	2,390	2,390	2,390	2,390
Actuarial Fees	1,120	600	600	600
Performance Contract	-0-	37,425	38,925	38,925
Discounts	43	- 0 -		
TOTAL FUNDS AVAILAABLE	\$713,474	\$830,761	\$933,285	\$980,849

GOVERNOR RECOMMENDS LEG AP.

GOVERNOR RECOMMENDS LEG AP.
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 LEGISLATIVE COUNCIL BUREAU

DEC 14 1976

OFFICE OF FISCAL ANALYSIS

EXISTING POSITIONS

EXECUTIVE

Executive Officer	1	31,200	31,200
Assistant Executive Officer	1	22,880	22,880
Auditor	1	15,727	15,744
Investment Analyst	1	10,411	10,882
Administrative Sec. I	1	10,859	11,359
Senior Clk Steno	4	35,514	36,775

ACCOUNTING

Principal Accountant	1	19,860	19,860
Accountant	4	55,556	57,777
Retirement Exam. II	1	12,540	12,540

BENEFITS

Retirement Exam. IV	1	13,222	13,837
Retirement Exam. III	2	20,945	21,922
Retirement Exam. II	1	9,528	9,958
Retirement Exam. I	1	9,349	9,777

DATA PROCESSING

Retirement Exam II	1	9,561	9,994
Key Punch Oper.	3	25,547	26,492
Account Clerk	1	8,404	8,770

MEMBERSHIP

Retirement Exam V	1	14,996	15,714
Retirement Exam II	2	22,259	22,703
Account Clerk	2	17,169	17,943
Sr. Clerk Typist	1	7,390	7,710
Clerk Typist	1	6,356	6,641
Clerk	2	14,159	14,766

Subtotal		\$393,432	\$405,244
Longevity/Overtime		5,920	6,697
Cost of Living Increase		44,273	95,485
Related Payroll Costs		65,656	75,109
Bank Service Fee		650	650

Total Salary Payroll	\$356,315	\$475,049	\$509,931	\$583,185
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PUBLIC EMPLOYEES RETIREMENT ADMIN FUND

	1975-76	77-78		78-79				
	ACTUAL	WORK PROGRAM	AGENCY REQUEST	GOVERNOR RECOMMENDS	LEG AP.	AGENCY REQUEST	GOVERNOR RECOMMENDS	LEG AP.
BOARD MEMBER FEES	\$11,400	\$ 9,120	\$10,560			\$10,560		
OUT-OF-STATE TRAVEL-STAFF	1,350	1,485	1,485			1,634		
OUT-OF-STATE TRAVEL-BOARD	1,650	1,815	1,815			1,996		
TOTAL OUT-OF-STATE TRAVEL	3,000	3,300	3,300			3,630		
IN-STATE TRAVEL-STAFF	3,865	6,751	7,426			8,169		
IN-STATE TRAVEL-BOARD	12,207	13,428	15,565			17,121		
TOTAL IN-STATE TRAVEL	\$16,072	20,179	\$22,991			\$25,290		
Office Supplies	\$ 5,786	6,950	\$ 7,645			\$ 8,410		
Postage and Freight	13,596	17,920	19,712			21,683		
Communications	7,974	9,475	10,423			11,465		
Printing	12,851	14,200	15,620			17,182		
Bonds & Insurance	190	209	230			253		
Contract Services	29,664	29,408	34,152			35,217		
Vehicle Lease Costs	2,810	2,916	3,207			3,527		
Equipment Rental	7,602	8,360	9,196			10,116		
Equipment Repair	424	467	514			565		
Building Rent	46,685	47,838	52,622			52,622		
Maint. of Bldgs. & Grds.	57	300	300			300		
DP Computer Services	125,831	120,000	132,000			145,200		
Dues & Registration	420	462	508			558		
Medical Expenses	3,899	3,938	4,380			4,680		
Licenses & Fees	3	-0-	-0-			-0-		
Special Reports	-0-	1,200	-0-			1,200		
Contingency Fund	-0-	500	500			500		
Off FURNITURE & EQUIP	2,903	10,000	10,000			10,000		
MICRO-FICHE PROJECT	-0-	-0-	30,000			10,000		
BALANCE FORWARD		48,970	\$55,494			\$24,706		
TOTAL AGENCY ENTITLEMENTS	\$647,482	\$830,761	\$933,285			\$980,849		
AGENCY BALANCE	65,992							
PRICR YEAR'S ADJUSTMENT	39,605							
TOTAL BALANCE	\$105,597							

NOTE: INCOME IS BASED ON AN INCREASE IN ADMIN FEES.

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PUBLIC EMPLOYEES RETIREMENT SYSTEM - Continued

This budget is not subject to the usual executive review and is presented as requested.

Program Statement

The Public Employees Retirement Board is responsible for the administration of the Public Employees Retirement System. This system includes the employees of Nevada counties, cities, school districts, and State government. The System provides retirement, disability and death benefits for eligible employees of the public employers listed above.

The governing authority of the system is a seven-member board appointed by the Governor. The day-to-day operation of the System is managed by the Executive Officer. The Administrative Fees portion of the Funds Available, as shown in this budget, represent a total monthly charge of \$1.80 for each active member, paid equally by the employee and the employer.

Pending Legislation states that the Administrative Fee shall not exceed \$2.00 for regular members and \$2.20 for Police and Firemen members.

Workload Measurements or Comparative Data

The following chart shows the membership and year-end Retirement Fund balance in the Public Employees Retirement System.

Membership in the Public Employees Retirement System

<u>Year</u>	<u>Membership</u>	<u>Year End Balance Retirement Fund</u>
1965-66	20,573	\$ 76,501,991
1966-67	21,770	94,505,571
1967-68	23,264	116,543,936
1968-69	24,450	127,423,553
1969-70	25,939	147,675,421
1970-71	27,258	172,212,471
1971-72	30,713	201,580,414
1972-73	32,472	234,219,498
1973-74	33,778	244,826,946
1974-75	43,010	295,439,214
1975-76	52,809	368,604,382
1976-77 Estimate	55,449	396,986,919
1977-78 Estimate	58,221	427,554,912
1978-79 Estimate	61,132	460,476,640

A breakdown of active and inactive membership on June 30, 1976, follows:

	<u>Active Members</u>	<u>Inactive Members</u>	<u>Total</u>
State Agencies	5,756	2,898	8,654
Highway Department	1,422	259	1,681
University of Nevada	2,789	835	3,624
School Districts	11,748	3,085	14,833
Counties (Includes Elko Hospitals)	6,226	2,371	8,597
County Hospitals	3,159	2,865	6,024
Cities	4,143	1,286	5,429
Utilities	128	68	196
Irrigation Districts	104	38	142
Miscellaneous	245	3,384	3,629
	<u>35,720</u>	<u>17,089</u>	<u>52,809</u>

In addition to current active membership of over 35,000, approximately 3,900 retired or disabled employees are now receiving benefits from the System.

Sub-Account Explanations

Salary - In addition to present figures, the salary expense has been augmented for the following: Longevity Pay allowances for current employees who will be eligible for longevity pay; and salary adjustments of 20% for unclassified and 10% for classified employees in FY 1977-78 and 10% for unclassified and classified in 1978-1979.

Out-of-State Travel - Board - 10% increase to allow for increasing costs.

Out-of-State Travel - Staff - 10% increase to allow for increasing costs.

In-State Travel - Staff - Increased by 10% plus \$2,500 per year for Field Auditor. Staff performs audits and provides training and counselling programs to agencies.

In-State Travel - Board - Increased 10% to allow for increase in costs. The Retirement Board meets monthly.

Operating - All costs increased by 10% to allow for the increasing costs and volume, except as otherwise noted.

Postage and Freight - Allows for increase in volume and costs.

Contract Services - Allows for actuarial contract, annual audit and equipment maintenance contracts.

Building Rent - Allows for increase in rent when present lease expires.

Office Furniture and Equipment - Will be purchased as needed.

Medical Expense - Allows 20% increase for medical consultant.

Special Reports - Springmeyer Legislative Report.

Micro-Fiche Project - Proposed to convert to Micro-Fiche System for PERS. Estimate for conversion is \$30,000. Ongoing costs are estimated at \$10,000 per year.

Contingency Fund - Special fund to handle unusual expenses.

Justification of Present Positions

EXECUTIVE

Executive Officer Responsible for Administration of the Public Employees Retirement System.

Assistant Executive Officer Assists Executive Officer, acts for Executive Officer during his absence.

Auditor Field Audit of Agency records and payrolls.

Investment Analyst Analyzes investments of the Retirement System.

Administrative Secretary I Secretary to Executive Officer, supervises stenographic section.

Senior Clerk Stenos (4 positions) Provide stenographic services to Staff and Board.

ACCOUNTING

Principal Accountant Responsible for supervising Accounting Section and Data Processing Section.

Accountants (4 positions)

Responsible for maintenance of the Retirement Fund, Police and Firemen's Fund, Administrative Fund, Legislative Retirement Fund, and Investments.

Principal Account Clerk Responsible for processing payroll reports received from Public Employers.

Data Processing

Retirement Examiner II Daily balancing of contributions, directs workflow in data processing, researches problem areas.

Key Punch Operators (3 positions) Input payrolls, check activity, refunds, file maintenance, and benefits. Balance and post payrolls, check exception reports.

Account Clerk Checks file maintenance to be sure maintenance balances with source documents. Logs payrolls in and out, distributes daily reports, balance payrolls.

MEMBERSHIP

Retirement Examiner V Supervises membership section.

Retirement Examiner II (2 positions)

1. Preparation and payment of refunds, calculates service time and contribution information.
2. Process repayment of withdrawn contributions, calculation for purchase or service.

Account Clerk (2 positions)

1. Handles membership registration; adjustment of member records.
2. Calculates contribution rates; prepares worksheets documenting either reimbursement to members or amount due PERS on wrong contributions rates.

Senior Clerk Typist Calculates service time; files records.

Clerk Typist Files records

Clerk (2 positions) Mail and messenger service and other clerical functions.

BENEFITS

Retirement Examiner IV Supervises Benefits Section

Retirement Examiner III (2 positions) Processes disability, survivor benefits, and service retirement applications.

Retirement Examiner II Processes retirement applications.

Retirement Examiner I Maintains and balances computer input.

NEVADA GIRLS TRAINING CENTER
CALIENTE, NEVADA

STATISTICAL SUMMARY

YEAR	NEW COMMITMENTS	AVERAGE LENGTH OF STAY	AVERAGE POPULATION FOR YEAR	PAROLE REVOCATIONS	RECIDIVISM RATE *
1968-69	76	9.5 months	55.3	16	14.7
1969-70	90	8.5 months	84.5	25	14.7
1970-71	80	8.6 months	88.8	36	16.6
1971-72	71	8.9 months	87.2	34	14.3
1972-73	61	10.1 months	85.5	27	14.0
1973-74	66	10.4 months	80.3	28	16.9
1974-75	71	8.8 months	87.5	23	17.0
1975-76	55	8.7 months	77.4	29	16.0

* Recidivism rate is based on the number of girls on parole compared with number of girls returned as parole revocations.

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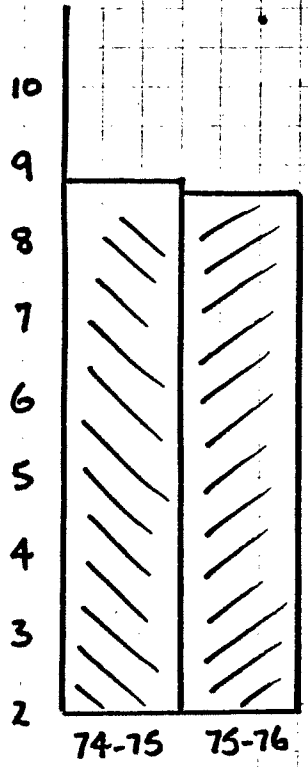
FISCAL YEARS

1974-75

1975-76

LENGTH OF STAY

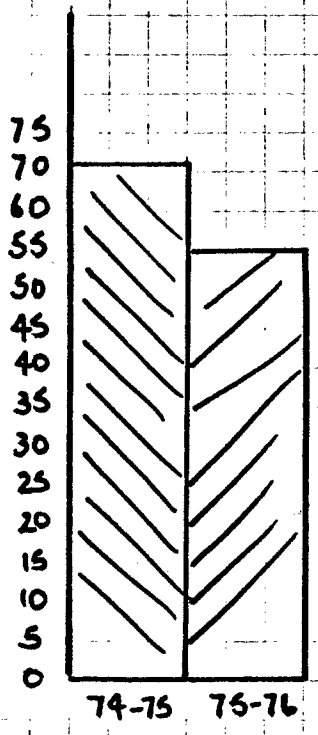
8.8 MONTHS
8.7 MONTHS



LENGTH OF STAY (MONTHS)

NEW COMMITMENTS

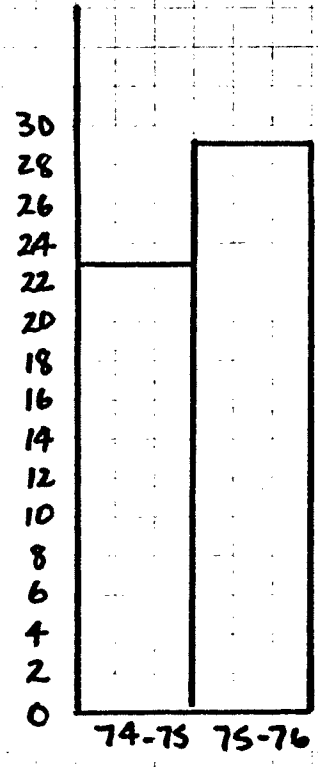
71
55



NEW COMMITMENTS (NUMBERS)

PAROLE REVOCATIONS

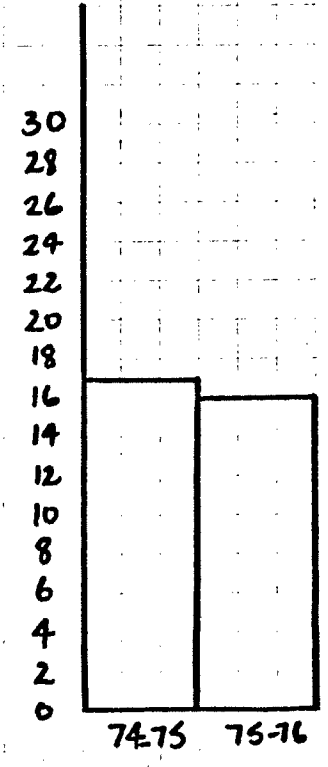
23
29



PAROLE REVOCATIONS (NUMBERS)

RECIDIVISM RATE

17%
16%



RECIDIVISM RATE (PERCENTAGE)

NEVADA GIRLS TRAINING CENTER

1974 - 75

POPULATION CHART

1975 - 76

273

Girls in Residence at End of Month



AVE. MONTHLY

87.5

AVE. MONTHLY

77.4

NEVADA GIRLS TRAINING CENTER

ANNUAL COST ANALYSIS FOR FISCAL YEAR 1976

274

<u>DESCRIPTION</u>	<u>TOTAL EXPENDITURE</u>	<u>GROUP LIVING</u>	<u>ADMINISTRATION</u>	<u>EDUCATION</u>	<u>MEDICAL & DENTAL</u>	<u>GENERAL MAINTENANCE</u>
1 PERSONNEL SERVICES	\$808,927.07	\$630,403.63	\$117,363.83	- 0 -	\$12,968.26	\$48,191.35
2 OUT OF STATE TRAVEL	703.15		703.15			
3 IN STATE TRAVEL	9,923.65	7,457.65	2,466.00			
4 OPERATING	216,576.64	123,167.76	30,472.39	5,573.95	31,496.46	25,866.08
5 EQUIPMENT	10,954.83	5,974.90	714.65			4,265.28
7 LIBRARY	216.01			216.01		
3 L.C.S.D. CONTRACT	86,991.00			86,991.00		
TITLE I	40,552.99			40,552.99		
	\$1,174,845.34	\$767,003.94	\$151,720.02	\$133,333.95	\$44,464.72	\$78,322.71

Average Daily Population	77.4	Daily Cost per Girl	\$ 42.16
Total Girls Served	160	Monthly Cost Per Girl	\$ 1,264.90
Average Length of Stay	8.7 Mo. 261 Days	Annual Cost Per Girl	\$ 15,178.88
		Cost Per Girl 261 Days	\$ 11,003.76
		Cost Per Girl Served	\$ 7,342.78

NEVADA GIRLS TRAINING CENTER

ANNUAL COST ANALYSIS FOR FISCAL YEAR 1974-75

<u>DESCRIPTION</u>	<u>TOTAL EXPENDITURE</u>	<u>GROUP LIVING</u>	<u>ADMINISTRATION</u>	<u>EDUCATION</u>	<u>MEDICAL & DENTAL</u>	<u>GENERAL MAINTENANCE</u>
01 PERSONNEL SERVICES	\$747,383.22	\$581,732.46	\$108,901.20		\$12,032.87	\$44,716.69
02 OUT OF STATE TRAVEL	480.32		480.32			
03 IN STATE TRAVEL	14,201.68	10,652.82	3,548.86			
04 OPERATING	206,551.06	133,106.78	29,279.73	4,824.78	26,010.13	13,329.64
05 EQUIPMENT	2,591.56	2,476.56	115.00			
07 LIBRARY	2,378.25			2,378.25		
L.C.S.D. CONTRACT	73,880.00			73,880.00		
TITE I PROGRAM	40,431.44			40,431.44		
	\$1,087,897.53	\$727,968.62	\$142,325.11	\$121,514.47	\$38,043.00	\$58,046.33

Average Daily Population 87.5
 Total Girls Served 188
 Average Length of Stay 8.8 Months/264 Days

Daily Cost Per Girl \$ 34.53
 Monthly Cost Per Girl \$ 1,036.09
 Annual Cost Per Girl \$12,433.11
 Cost Per Girl 264 Days \$ 9,115.92
 Cost Per Girl Served \$ 5,786.68

POSITIONS AT
NEVADA GIRLS TRAINING CENTER

SUPERINTENDENT (1)

Is responsible for the administration of the Nevada Girls Training Center. This includes the developing and implementing of the philosophy and treatment programs at the Center. He directs the supervision of 56.5 employees, as well as, the girls parole program throughout Nevada.

ASSISTANT SUPERINTENDENT (1)

Assists and acts for the Superintendent in the planning, organizing and administration of the Center. Provides day to day supervision over supervisory staff who are directly working with the delinquent girls and, also, all business management functions.

HEAD GROUP SUPERVISOR (1)

Supervises and coordinates staff assigned to work as Assistants, as Senior Group Supervisors, and Group Supervisors in the custody, care, training and welfare of girls with established treatment programs at the Center.

ASSISTANT HEAD GROUP SUPERVISORS (4)

Under the direction of the Head Group Supervisor assists in planning, coordinating and directing of the Senior Group Supervisor and Group Supervisor staff who are assigned to specific cottages. Their work schedule is considered shift work as twenty-four hour shift coverage is necessary.

SENIOR GROUP SUPERVISORS (5)

Under the supervision of the Assistant Head Group Supervisor the Senior is responsible for a specific cottage unit and the supervision of six group supervisors assigned to that cottage. They not only train and supervise staff, but are responsible for the training, care, health and welfare of those girls assigned to that unit.

GROUP SUPERVISOR (30)

Under the direct supervision of the Senior Supervisor performs guidance control, individual counseling, large group counseling, recreational programs, food preparation, personal care and etiquette in the training and rehabilitation for girls assigned to their specific cottage unit.

PSYCHOLOGIST V (1)

Performs psychologicals, contributes to the preparation of an individual treatment plan for each girl and conducts individual counseling and small group sensitivity counseling sessions with selected girls. Her strengths are utilized by individual concentration with girls who have severe problems.

YOUTH TRAINING CENTER COUNSELOR (1)

Conducts monthly progress reviews of girls and presents cottage recommendations to the Progress Review Committee. Writes an individual treatment program for every girl who enters the Center. Acts as the Training Officer and counsels with girls, parents, and staff as needed.

INSTITUTIONAL BUSINESS MANAGER I (1)

Under the direction of the Assistant Superintendent plans, organizes, and directs all nonsecurity, nonmedical, non-rehabilitational activities at the Center. Is responsible for food management and preparation, storage of all supplies, building and grounds maintenance, purchasing and recordkeeping accountability.

INSTITUTIONAL MAINTENANCE SUPERVISOR (1)

Is responsible for the maintenance of buildings, equipment and grounds, as well as, the supervision of a General Building Tradesman and a Groundsman. Daily requests for repairs are coordinated with the Maintenance Supervisor.

GENERAL BUILDING TRADESMAN (1)

Performs a wide variety of building maintenance skills. This includes his expertise in plumbing, electrical, air-conditioning, operating of equipment and the repairs within all of those skilled areas.

GROUNDSKEEPER (1)

Is responsible for the care and maintenance of existing plants, shrubs, and 25 acres of lawn. Maintains the underground and irrigational water systems.

COOK III (1)

Is responsible for the supervision of cooks and the preparation of meals. Performs menu preparation, meal planning and the ordering of food supplies. Is accountable by inventory for all food supplies received.

COOK II (2.5)

Prepares meals and trains girls in the art of food preparation, delivery and cleanup of kitchen area. Supervises two to four girls on a daily work shift basis.

LAUNDRY WORKER (1)

Performs laundry work of washing, extracting, drying and ironing. Supervises and trains girls who are on work assignments to develop these skills.

LICENSED PRACTICAL NURSE (1)

Performs general nursing care and treatment as directed by the medical doctor and Superintendent. Coordinates medical and dental services when required.

PRINCIPAL ACCOUNT CLERK (1)

Is responsible for the accurate maintenance of accounts. Prepares and submits payroll sheets, voucher payables and shows current encumbrances and balances on a day to day expenditure basis.

SENIOR CLERK TYPIST (2)

Performs personal secretarial skills by typing correspondence, filing, maintaining current and accurate records of girls committed to the Center, as well as, providing services and skills as a receptionist. Maintains girls personal money accounts and the timekeeping records.

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PAROLE POSITIONS
N.G.T.C.

SUPERVISOR - YOUTH PAROLE SERVICES (1)

Responsible for the supervision of the parole offices in Reno, Las Vegas, and the rural area. Supervises the training and performance of parole services by the parole counselors. Counsels with staff, parents, and girls. Coordinates on-going community advocates programs where local professionals are utilized in the training and rehabilitation of girls on parole.

YOUTH PAROLE COUNSELOR (6)

Provides parole supervision for girls paroled from the Center. Performs parole planning, conducts field investigations, and submits required progress reports. Attends Progress Reviews monthly at the Center and counsels with assigned counsees. Locates foster homes, job placements and coordinates school reports and activities with the parolee.

SENIOR CLERK TYPIST (2)

Performs personal secretarial skills by typing correspondence, filing, maintaining current and accurate records of girls on parole, as well as, providing services and skills as a receptionist.

NEVADA GIRLS TRAINING CENTER
CALIENTE, NEVADA

The following positions are vacant:

1. GROUP SUPERVISOR

Position #39

Employee died January 5, 1977. In the process of recruiting.

2. GROUP SUPERVISOR

Position #59

Employee terminated January 14, 1977. In the process of recruiting.

3. GROUP SUPERVISOR

Position #55

Employee promoted on January 1, 1977. In the process of recruiting.