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Forty-Seventh Annual Report

of

WHITTEN VILLAGE

Clinton, South Carolina



**FISCAL YEAR ENDING
JUNE 30, 1964**

Printed Under the Direction of the
State Budget and Control Board

STAFF

Forty-Seventh Annual Report
of
WHITTEN VILLAGE
Clinton, South Carolina

BOARD OF TRUSTEES WHITTEN VILLAGE
W. H. Lacey, Chairman
W. B. Patton
Robert H. Lott
Edwin R. Walker, M. D.
W. H. Lacey, M. D.
W. B. Patton
Robert H. Lott
Edwin R. Walker, M. D.



FISCAL YEAR ENDING
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of
WHITTEN VILLAGE
Clinton, South Carolina

BOARD OF TRUSTEES WHITTEN VILLAGE

| | |
|--------------------------------------|----------------------|
| R. L. Plaxico, <i>Chairman</i> | Clinton, S. C. |
| W. H. Lacey, M. D..... | Moncks Corner, S. C. |
| W. B. Perrin..... | Greenville, S. C. |
| Robert H. Lovvorn..... | Columbia, S. C. |
| Edwin R. Wallace, M. D..... | Barnwell, S. C. |

FISCAL YEAR ENDING
JUNE 30, 1964

STAFF

B. O. Whitten, M.D.
Superintendent

Roy B. Suber, M.D.
Assistant Superintendent

D. O. Rhame, M.D.
Acting Medical Director

Charles L. Josa, M.D.
Louis L. Hajtmanszky, M.D.

Victor L. Kruger, M.D.

Allen G. Arscott, M.D.
Staff Physicians

Robert E. Livingston, M.D.—Eye, Ear, Nose & Throat

William A. Klauber, M.D.—Radiology

William P. Tinkler, M.D.—Radiology

E. N. Sullivan, M.D.—Surgery

Vernon Mustian, M.D.—Neurology

James A. McQuown, M.D.—Orthopedics

James A. Cheezem, M.D.—Orthopedics

Visiting & Consulting Physicians

Judson A. Davis, D.D.S.
Dentist

S. Cantey Gordon, Jr.
Hospital Administrator

Mrs. Lois Abrams
Treasurer

Lorenzo H. Lee, Jr.
Business Manager

W. B. Timmerman, M.A.
Director of Training & Psychology

P. W. Rogers
Personnel & General Supervisor

Mrs. Ruth Mathis
Mrs. Rosalie Brailsford
Social Service

Norwood L. Williams
Director Rehabilitation Facility

REPORT OF BOARD OF TRUSTEES

July 1, 1964

*To His Excellency, The Honorable
Donald Russell, Governor of South Carolina:*

The Board of Trustees of Whitten Village submits herewith Annual Report July 1, 1963—June 30, 1964.

In submitting this the 47th Annual Report, the Board of Trustees has noted with pride and satisfaction a year of growth in physical facilities and many renovations at the Village. This year has represented the beginning of fulfillment of long-range plans formulated sometime ago by the Superintendent and Board of Trustees. Through the issuance of bonds, moneys have become available not only to match the Federal Funds but to go ahead with renovations long needed in our physical plant. The population of the Village this year reached the 2470 mark. No additional bed space was built during the year; efforts have been made to improve living facilities, training facilities, medical programs, and habilitative services.

The renovation of the Old School Building and Shop for Vocational Rehabilitation have been substantially completed. Work on the new Cerebral Palsy Center, Recreation and Training Center, and new Laundry are well underway. Extensive renovation of several buildings in the Circle Area and Campus Area has begun and some buildings substantially completed.

Our great concern at the present time is "Where do we go from here"? We have watched with interest the developments toward building a new institution near Summerville, South Carolina. At the present time preliminary plans are not available to us regarding the type of institution to be built. It is the sincere hope of this Board that some relief will be forthcoming for the children who are on our waiting list as well as for the families of these children who have found it almost impossible for them to care for their children in the home. We wish to express our willingness to cooperate in any way that we are convinced will better serve the Mentally Retarded Children of South Carolina and their families. It is our feeling that our efforts should be coordinated. The Chairman of this Board served on a Study Committee on Mental Retardation of the Governor's Advisory Group for Mental Health Planning during

this year. Several recommendations will be forthcoming from this group that we feel will aid in coordinating institutional services for the Retarded in the State. The Governor's Inter-Agency Study Council for Mental Retardation will probably have further recommendations. Before further planning can be done by this Board and the Administration of Whitten Village as to additional space, we feel that it would be wise for us to know more definitely the type of service and plans of the new institution—especially the type of services they expect to render and the extent to which they expect to go in each category. We are informed by the Administration that applications for the admission of children who require a great amount of care, both medical and nursing, are being received at a greater rate than we can admit them. This type of application is gaining on us in spite of the fact that the last two dormitories we opened are used primarily for the care and housing of Cerebral Palsy Cases. We had hoped to reserve at least a small amount of space for Cerebral Palsy Cases which are more responsive to treatment. It is our hope that the new institution will provide some relief in this area at the earliest possible time. Certainly this Board and the Administration of Whitten Village stands ready to carry out any instructions given us by Your Excellency and the General Assembly.

We must comment briefly on the close-working relationship between this Board and the Superintendent and Assistant Superintendent at Whitten Village. This relationship is strengthened each year and permits the affairs of the institution to proceed at a minimum of confusion and difficulty. It is our sincere wish that this working arrangement be continued.

Again we express our sincere appreciation to Dr. Whitten for another year of devoted and dedicated service added to his long and distinguished record of service at Whitten Village and to Dr. Suber for his great zeal, his untiring efforts and his amazing understanding as he begins his service at the Village and to the entire staff for their loyal and faithful service. Without their loyalty and faithfulness, the caring for and treating of the children at the Village could not have been done.

Finally, we again express our appreciation for the support and confidence of Your Excellency, and our sincere thanks to the Members of the General Assembly for your sympathetic

interest in the care of those who are living at Whitten Village where we are honored to serve as Members of the Board of Trustees.

Respectfully submitted,

R. L. PLAXICO, *Chairman*

W. H. LACEY, M.D.

W. B. PERRIN

ROBERT H. LOVVORN

EDWIN R. WALLACE, III, M.D.

SUPERINTENDENT'S REPORT

July 1, 1964

To the Board of Trustees of Whitten Village:

All Board Members no doubt have observed in previous reports references to matters of important construction jobs and plans for improvements having been repetitious. Not just during the past year but for several years past, we have endeavored to plan for the future while struggling with the present. See summary near end of this report referring to permanent improvements and bonds issued to date. On this date we can express hope that one year from now our pattern of three years receipts will display considerable increase and enable us to qualify for additional bonds or notes as prescribed in Act #1100 passed during the last session of the General Assembly.

Some five years have passed since your Superintendent began trying to formulate plans that would eventually improve the status of Whitten Village more rapidly by permanent improvements and also encourage developments at some other location to expedite relief of many problems in various families who could not hope for adequate accommodations at Whitten Village without facilities and adequate personnel were made available. Our thinking included several types of care other than residential or terminal care, although those services are being supplied to a considerable number by the Village. Our interest has always extended throughout the state and our services have been to all areas and to all types of peculiar problems with various degrees of capability. Having had the experience, we were convinced that it should have been that way. At the beginning of the last fiscal year we felt that we were standing at the crossroads, as even now, July 1, 1964 our feeling is about the same. We do not regard this as ground for criticism at all but the statement is made to re-emphasize some reports previously made and again express our readiness to serve any problem anywhere to the extent that we have suitable facilities and a minimum number of personnel required. There are various economic and business affairs that may be rapidly improved but the same acceleration, diminishing incidence of human developmental defects can scarcely be expected. The important thing is implementation of the various tasks to improve what we have and prevent all we

can. Here we have the rapid population problem and the economic or revenue problem, in some degree, pitted against each other.

During the past year or more, applications sent to us supported by personal visits, letters and telephone calls, indicate a pressing need for all types of service and those with nearly every type handicap, the preponderance of emergency calls coming for relief of persons with serious physical disorders, complicated further by much impairment of mental capability. As soon as there was good reflection from that picture we discontinued construction of dormitory space for the more capable individuals and began providing additional space for the less capable. That decision was made in 1955. One needs to make a careful study of the whole situation, inside and outside, to understand the task regarding acceleration in providing the training and guidance necessary for separating individuals from the Village. Increasing construction of facilities for the less capable or trainable could not be started until other improvements had been made and a gradual accumulation of funds provided by notes issued by the State Treasurer after we had qualified by establishing a pattern of receipts to safeguard repayment of trust funds borrowed, and this was a slow process. Along with this we had to develop gradual increase of appropriations for the necessary personnel. Suffice it to say that we consider ourselves fortunate in having been on the move rather than in a static situation, as we have continued gradual developments of the type of multipurpose service the Village has been called upon to give for three decades. Although the original enabling Act of 1918 stated that preference "may" be given to the more trainable boys and girls and young men and women, the word "shall" was not employed and thus did not signify the exclusion of less trainable or even helpless, nor did it exclude men and women of advanced age eligible under the law who we were compelled to admit, but other details need not be placed on record here.

Records show that throughout the years the Village has provided training of boys and girls for future independence and useful service, and it was necessary for us to develop trained personnel while facilities for training were extremely limited. Funds for more personnel and additional facilities to enrich

and accelerate our training program should now be available by the Agency of Vocational Rehabilitation; joined in service here with us, we expect to make more progress.

A new building designed for pre-vocational training and treatment of the physically handicapped and another center for recreation and training should be in operation by the end of the ensuing fiscal year. The service to be provided there should be of immeasurable help to a considerable number who probably will remain at the Village for many years, and a good percentage who may return to their homes even though with minimal or no real earning capacity.

A new Laundry building, for which contract was let some time ago, is due to be finished and, we hope, occupied by the end of 1964. A new Maintenance Shop stands nearby the Laundry building and that facility will provide maintenance services far beyond the capacity of the old shop, which has been enlarged and modernized for good training of boys in the Vocational Rehabilitation Department. Another type of improvement—major repairs—and one of great importance started 2 or 3 years ago, is still in progress and there remains much work to be done to buildings that were designed and constructed under conditions where funds were totally inadequate but there was always a pressing need for more bed space. Instead of abandoning and removing several buildings that were inadequate, it was considered best to give them major repairs, hoping that they will provide comfortable if not commodious space for another generation. The General Assembly has been aware that we were in need of these improvements but was faced with the same problem at all types of institutions throughout the state, and we are confident the needed developments will be continued here just as rapidly as the men who operate our state government can provide the funds and not take any risk of jeopardizing the solvency and credit of our good state.

The Village has grown to a size which many individuals may say should not have been. We doubt the wisdom of arguing the subject but accept the opportunity to be of service to as many as possible and follow suggestions and requests of those who pass the laws and provide the funds. We know our state needs time to do many things needed here. During the past we have considered setting a maximum population but took care

to provide certain basic utilities as they were being developed, such as water, sewerage and culinary service, in the event accommodations were not provided elsewhere and that we might need to alter our figures. As the population will have exceeded 2500 in the near future we feel we should await legislative approval of additional dormitory construction. It is to be hoped that other ways and means to relieve urgent needs will appear on the horizon in due course. We do not know whether geriatric services will be continued indefinitely here. We only know the services are needed and are given to the extent we are able and have space. We have been embarrassed by one handicap. Since the federal government has offered grants, with rigid compliance of new regulations, for a sizable number which might help carry the load, all of our funds for the state share were encumbered when this information reached us, yet the question of qualifying as regards difference between long term care and custodial care seems not to have been clearly defined.

It is appropriate for all to make the observation that in spite of the considerable number of residents who suffer chronic disorders as age advances, and so many younger ones severely and permanently damaged by various causes from birth or early life, the mortality index has been remarkably low during the past fiscal year. Tables providing those records will be found in pages that follow. Our duty and responsibility are to serve in deep reverence toward life and its preservation, and the low death rate bears testimony to the skillful and dedicated service which comes from a good organization of the medical, dental and nursing personnel, and even all personnel.

During the past fiscal year 271 were admitted, 11 readmitted. Separations for the year total 81. Several of the 81 individuals had a limited amount of training in the Vocational Rehabilitation Dept. and a few others were referred who did not take actual training before other arrangements were made which accomplished their separation. Average daily population was 2439. Total enrollment as of June 30, 1964 was 2470. The average cost per diem was \$3.38. Appropriation of \$2,760,486.50 received. There were no unpaid accounts or deficits at the close of the fiscal year.

Reports of other department heads follow as a part of this annual report and we feel sure all activities will be sufficiently covered.

BONDS AND NOTES

Beginning early 1959 we started building up collections for maintenance to provide funds for permanent improvements and new facilities. Total amount authorized to date \$2,600,000.00. We anticipate several hundred thousand dollars additional being available July 1, 1965. Projects not completed prior to end of fiscal year others encumbered but not finished June 30, 1964:

- Major Repairs
- New Laundry
- Pre-vocational and Cerebral Palsy Center
- Recreation and Training Center
- Lagoons and Outfall Lines
- Vocational Rehab. Shop and Old School Building (almost complete)
- Dual Lane Road from U. S. Highway #76 to front.

Anticipated needs:

- Home Economics addition to new School Building, Campus
- Additional Major Repairs
- New Dining Hall and Cafeteria for Campus
- Enlargement and changes of Administration Building
- Major Repairs to old Hospital and to other dormitory buildings
- Additional 6 inch Water Line to City of Clinton
- One large Water Storage Tank
- Central Heating Plant when funds available.

ACKNOWLEDGEMENT

If granted indulgence to express his feelings of gratitude, thanks and acknowledgment of the services of all personnel, the Superintendent could never satisfy his heart's desire reporting affairs of that nature. Your Superintendent has the honest conviction that no head of an institution could have had more encouragement, support and guidance than the Board of Trustees of Whitten Village has given and he shall refrain from making an attempt here to give full expression of his feeling of gratitude.

Respectfully submitted,
 B. O. WHITTEN, M.D.
 Superintendent

REPORT OF MEDICAL DEPARTMENT

July 1, 1964

To the Superintendent:

The year 1963-1964 was noteworthy in that it brought about a much more complete use of our medical facilities, resident staff, and consulting staff as an efficient working organization. This is the first full year using all these components and the results have been gratifying. As shown from the statistics recorded elsewhere in this report, the increase in the number of operative and diagnostic procedures has been noteworthy. Likewise, the overall mortality dropped from 44 to 32, for a death rate of 1.3% or 13 per 1,000 population. Our financial records will show that this improvement has probably been costly in money, but it is felt that this extra expenditure is well warranted.

The personnel of the Medical Staff—resident and consulting—is listed on the second page of this booklet and need not be repeated here. A notable addition is Dr. A. G. Arscott, a native Canadian, who joined the staff as resident physician and anesthesiologist in November, 1963. The presence of a full time trained anesthetist made the surgical program much more efficient and effective.

Drs. James McQuown and James Cheezem of Greenwood have joined our staff as visiting and consulting orthopedists, giving us regular orthopedic clinics, as well as doing corrective surgery here.

This year also noted the initiation of eye surgery by Dr. R. E. Livingston in our hospital.

The bulk of medical care is carried on by our fine resident staff; and we have regular and available visiting consultants in surgery; eye, ear, nose, and throat; orthopedic surgery; and neurology. We have also used the facilities of the Medical College Hospital in Charleston for our more complicated diagnostic and treatment problems.

The efficiency of the Medical Department got a tremendous boost in the presence of Dr. Roy Suber in his first full year as Assistant Superintendent. Dr. Suber was continuously available to iron out organization and administrative problems; and he

was always ready to consult on medical problems when needed. His ability and enthusiasm kept the department "on its toes", so to speak.

To avoid repetition, attention is called to the report of last year concerning personnel and organization.

The Medical Staff continues to hold monthly meetings, occasionally joined by the Administrative Staff.

An overall immunization program was put into effect this year. All children received Sabin Polio Vaccine as part of the community effort.

The hospital record system was brought up to State licensure standards. Mr. Gordon has made every attempt to see that all hospital departments qualify in accordance with Board of Health standards.

As time goes on we hope to add a urological consultant to our staff.

Attention is called to the report of the Dental Department by Dr. Judson Davis, as well as to some interesting tables of statistics and procedures printed below which will show better than words the progress of our medical and surgical program.

D. O. Rhame, M.D.
Acting Medical Director

MEDICAL DEPARTMENT STATISTICS

FACILITIES:

| | Fiscal Years | | |
|---|--------------|---------|----------|
| | 1962-63 | 1963-64 | Increase |
| X-ray and Laboratory | | | |
| X-ray Films made | 465 | 962 | 107% |
| Fluoroscopies | None | 17 | 1700% |
| Urinalysis | 2,321 | 3,406 | 47% |
| Blood Examinations | 6,140 | 9,863 | 61% |
| Stool Examinations | 589 | 811 | 38% |
| Other Examinations | 448 | 899 | 101% |
| Tissue Exam. to Med. Col. of S. C. .. | 5 | 24 | 380% |
| Electroencephalograms | 64 | 101 | 58% |
| Note: 1,387 Chest Films made by SC Bd. of Health of Children over 19 years | | | |

Surgery

| | | | |
|--|----|-----|------|
| All Operating Room Surgical Procedures | 26 | 152 | 485% |
|--|----|-----|------|

Patient Care Areas

| | | | |
|---------------------------------------|---------------|--------|-------|
| Acute Hospital Admissions | 946 | 949 | Same |
| Hospital In-patient Days | 12,651 | 14,060 | 11% |
| Average Daily Hospital Census | 35 | 38 | 9% |
| Clinic Visits, Hospital | 13,588 | 17,588 | 30% |
| Clinic Visits, Circle #1 and #2 | Not Available | 60,519 | ----- |
| Medical B, In-patient Days | Not Available | 78,799 | ----- |
| Average Daily Medical B Census | Not Available | 215 | ----- |

Mortality

Causes:

| | | | |
|----------------------------|----|----|--------------------------|
| Respiratory Diseases | 22 | 13 | -9 |
| Heart Diseases | 16 | 10 | -6 |
| Cancer | 0 | 2 | 2 |
| Other Causes | 6 | 7 | 1 |
| ----- | | | |
| Totals | 44 | 32 | -12 or (27% decrease) |

SURGICAL PROCEDURES

| | |
|---|----|
| Dental extractions | 49 |
| T & A's and tonsillectomies | 46 |
| Herniorrhaphies | 7 |
| Hysterectomies | 2 |
| Hemorrhoidectomy | 1 |
| Appendectomy | 1 |
| Tubal ligations | 3 |
| Circumcision | 1 |
| Caesarean section and ligation | 1 |
| Enucleation of eye | 1 |
| Excision of chalazions | 2 |
| Excision of papilloma of tongue | 1 |
| Excision of papilloma from eyelid | 1 |
| Excision of pterygium | 1 |
| Eversion of eyelids | 2 |
| Discission of eye | 1 |
| Incision and drainage | 4 |
| Rib resection | 1 |
| Excision of pilonidal cyst | 5 |
| Excision of cysts | 3 |
| Amputation of stub of finger | 1 |
| Repair of lacerations | 2 |
| Removal of ingrowing toenails | 5 |
| Egger's release—bilateral | 1 |
| Repair of ruptured gastric ulcer and drainage | 1 |
| Gastrostomy | 1 |

MORTALITY TABLE

| Chrono- logical Age | CAUSES OF DEATH | | | Total |
|---------------------------|--|------|--------|-------|
| | | Male | Female | |
| Under 5 | Acute pneumonia | 1 | | 1 |
| | Bronchopneumonia | | 1 | 1 |
| 5-9 | Aspiration pneumonia | 1 | | 1 |
| 10-14 | Bronchopneumonia | 2 | 2 | 4 |
| | Acidosis | 1 | | 1 |
| 15-19 | Acute uremia | | 1 | 1 |
| | Torsion of the stomach | | 1 | 1 |
| | Myocardial infarction | | 1 | 1 |
| | Cerebral hemorrhage | 1 | | 1 |
| | Functional disease of the heart | | 1 | 1 |
| 20-24 | Heart failure | 1 | | 1 |
| | Septicemia | 1 | | 1 |
| | Diabetes mellitus—acidosis | | 1 | 1 |
| 25-29 | Pulmonary embolism | | 1 | 1 |
| | Cardiac arrest | 1 | | 1 |
| 30-34 | Acute myocardial infarction | 1 | | 1 |
| 40-44 | Bronchopneumonia | 1 | | 1 |
| 45-49 | Suffocation due to aspiration of food | | 1 | 1 |
| | Fulminant pneumonia | | 1 | 1 |
| | Acute pneumonia, unspecified | 1 | | 1 |
| 50-54 | Intestinal obstruction | | 1 | 1 |
| | Cardiac failure | 1 | | 1 |
| 55-59 | Coronary sclerosis | | 1 | 1 |
| | Metastatic cancer of the abdomen | | 1 | 1 |
| | Congestive heart failure | 1 | | 1 |
| 60-64 | Intracranial hemorrhage following injury | 1 | | 1 |
| 65-69 | Acute myocardial infarction | | 1 | 1 |
| | Myocarditis and myodegeneration | | 1 | 1 |
| 70+ | Cancer of face and neck | 1 | | 1 |
| | GRAND TOTAL | 16 | 16 | 32 |

REPORT OF DENTAL DEPARTMENT

July 1, 1964

To the Superintendent:

The fiscal year 1963-64 evolved as a milestone for the dental department in that hospital dentistry came to the forefront in our new intensive treatment hospital. It is a good example of what is now available, as compared with that before the hospital was completed. The wisdom and long-range plans and hopes of our Superintendent continue to reveal themselves in this fine structure and its facilities. The efficiency of the dental department hygienist and dental assistant continue to make a most workable dental team.

Dr. Roy B. Suber, our Assistant Superintendent, and Dr. D. O. Rhame, our Acting Medical Director, have worked tirelessly in their efforts to coordinate all facets of the hospital into a complete health center for Whitten Village, both dental and medically. Our monthly medical staff meetings are invaluable in keeping us abreast of all medical aspects and methods. These meetings are supplemented at times by films which relate directly to our work here and are made available free to us through the efforts of our hospital administrator, Mr. Cantey Gordon.

Consultations with our staff physicians, Drs. Josa, Hajtman-szky, Kruger, and Arscott, are always most welcome and enlightening, and I will add here that without the excellent anesthesia offered by our staff anesthetist, Dr. Allan Arscott, many dental cases would be unable to receive treatment.

The work load of the dental department increased considerably this fiscal year and these statistics can be compared by the accompanying report with that of last fiscal year. One noteworthy statistic is the increase in extractions from 984 last year to 1420 this year, an increase of over 400. This is due to the fact that many who were unable to receive dental treatment in the past did so this year by being able to receive general anesthesia. As a result, 54 dental cases received general anesthesia and our backlog was decreased considerably.

The dental department cannot begin to mention all those without whose assistance our job could not have been accomplished—administrative department, nursing staff, operating room personnel, matrons and attendants of all dormitories—all these and more, and if the dental department has rendered some little help along the way, it is because we have received so much.

Judson A. Davis, D.D.S.

COMPILATION OF DENTAL WORK
For Fiscal Year July 1, 1963 - June 30, 1964
Whitten Village, Clinton, S. C.

| | |
|---|-------|
| No. of referrals | 4,046 |
| No. of extractions | 1,420 |
| No. of patients undergoing General Anesthesia | 54 |
| No. of examinations | 1,444 |
| No. of prophylaxis | 1,318 |
| No. of operative restorations | 157 |
| No. of cement bases | 50 |
| No. of treatments | 581 |
| Impressions for full dentures | 23 |
| Full dentures seated | 22 |
| Impressions for partial dentures | 24 |
| Partial dentures seated | 7 |
| Denture repairs | 22 |
| Partial denture repairs | 24 |
| Denture adjustments | 47 |
| Partial denture adjustments | 6 |
| Post-op. cases | 168 |
| X-rays | 452 |
| Full mouth x-rays | 2 |
| Waxup tryin | 9 |
| Trenchmouth cases | 10 |
| Thrush cases | 1 |
| Full denture reline | 3 |
| Frenulectomy | 1 |
| Sub Gingival Currettage | 1 |
| Pulp cap | 1 |
| Partial Alveolectomy | 1 |
| Mandibular Alveolectomy | 1 |

Judson A. Davis, D.D.S.

REPORT OF THE DEPARTMENT OF TRAINING AND EDUCATION

To the Superintendent:

The most significant factors affecting this department during the year were the transfer of those activities carried on under Mrs. Beatrice Sloan's direction to the less adequate quarters of the Staff House, the expansion of the Vocational Rehabilitation program, and the extensions of the training and recreational program to the physically handicapped children in the two new dormitories. The principal personnel change was in the appointment of Mr. Tony Benson as Recreation Director to succeed Mr. Audry McCroskey, resigned.

SCHOOL DEPARTMENT

Mrs. Ayliffe Jacobs, Supervisor

The staff for the campus school this year has remained the same in number, with the fourteen academic teachers, one music teacher, a part-time dancing instructor and one woodwork shop teacher. There was an increase in pupil enrollment of fourteen over the previous year.

The expansion of the Rehabilitation Facility has resulted in an improved program for certain older boys and girls who required some additional schooling, but also a diversification of programming. This group of approximately fifteen children attended school and the Rehabilitation program on a part-time basis.

The dispersed facilities of the Home-making Department created some scheduling difficulties, but the close cooperation of the Director of Homemaking classes enabled us to work these out with some satisfaction.

During the year fifty boys were enrolled in the woodworking shop. We continue to find the schedule in this area inadequate to meet the needs of all boys eligible, and recommend as a minimum that Mr. Matthews' work-day schedule be extended to 5:00 P.M.

EXTRA-CURRICULAR ACTIVITIES

Home-Making

Mrs. Beatrice B. Sloan, Director

One hundred thirty-nine girls and ten boys, ages twelve to twenty, were enrolled in the classes and participated in the program and activities of the group.

The younger girls learned to embroider and to do huck weaving. They made lovely tea towels, place mats, pillow cases and table cloths, also skirts and blouses. The older girls selected patterns and fabric, made the clothes, also planned and prepared the meals. The boys learned to press their clothes, sew on buttons and do short order cooking.

In this Department, lunches were packed for the boys who worked in town, picnic lunches were prepared for groups of the whole Institution, parties were planned and carried out for girls and boys on the Campus. These were small party groups due to lack of space. During the summer months the birthday parties for the Circle children were planned and carried out by personnel and girls in the Campus Home-making Department. The home-making program extended into the dormitories. Here the girls repaired and laundered their clothes and did the housekeeping. As a matter of training, the girls were assigned jobs in the School Cafeteria, the laundry and the hospital.

4-H CLUB

Mrs. Beatrice B. Sloan, Director

Sixty-five girls participated in the 4-H program on the local, county, district and state levels. Ten members attended 4-H Camp at Camp Long, near Aiken, S. C., the second week in July and three members attended State 4-H Meet at Clemson University the second week in August. One of our girls placed in the blue ribbon group in Dress Revue at Clemson. The other two girls placed in the red ribbon group with their demonstrations on breads and dairy foods. The Whitten Village 4-H Booth at the Laurens County Fair won first place. At the County Achievement Banquet at Presbyterian College in Clinton on November 9, 1963, ten Whitten Village girls received five year seals and two received six year seals for their certificates.

The Whitten Village Staff and the County Staff were guests of the Whitten Village 4-H Club at their annual banquet on April 8, 1964. A very important event of the year was the achievement program and Dress Revue on May 22, 1964 in our school auditorium. The Whitten Village Club was hostess for the Laurens County 4-H Rally on May 2, 1964.

Our girls enjoy the activities of the 4-H Club. This gives them an opportunity to make friends with, and to work with girls in the County and the State.

CIRCLE SCHOOL

Although there was no increase in the teaching personnel of ten classroom teachers and one full-time music teacher, we have been able this year to reach an approximately 100 additional children in different phases of this program. In keeping with the special setting that our program for trainable children requires, the cooperation of school, recreation, and dormitory personnel has been a source of continuing gratification.

Holidays have been appropriately proclaimed and parties have been included as special features. In small groups we have celebrated seventy-five birthdays. We would like to make grateful acknowledgement to the Whitten Village volunteers who have added so much to the children's pleasure throughout the year.

CIRCLE DORMITORY TRAINING PROGRAM

The Dormitory Training Program has continued under the direction of Mrs. Mary Jim Horton. In addition to her usual, but seldom routine duties, Mrs. Horton has been of much assistance in developing programs for children with special problems, and has initiated activities for the physically handicapped until such time as they can be more permanently assigned. She has been of much help in facilitating activities of the Volunteer Program.

RECREATION DEPARTMENT

Tony L. Benson, Director

In addition to the director, there are three full-time positions and one one-half-time position in this department.

Added to our usual schedules this year, were activities for the physically handicapped in the two new dormitories. In anticipa-

tion of the appointment of a physical therapist, the director developed a physical therapy program within the limits permitted by the schedule.

Particularly gratifying has been the considerable increase in the number of children who have learned to swim. We have been impressed by the numerous therapeutic advantages in this program.

Personnel of this department have arranged and assisted with many special events throughout the year. Their resourcefulness and interest are a continuing source of pride.

BOY SCOUTS

Our Boy Scout (Troop 177) program continued very active this year, under the leadership of Mr. Harold Rhodes. There were twenty-five boys participating. They attended the District Camporee held in Laurens and they also spent a week at Camp Old Indian this summer. In the fall we organized a Boy Scout Craft Class as part of our program.

The Cub Scouts, under Den Mother, Mrs. Roberta Templeton, had a good year. She had thirteen Cubs registered this year. They had parties and also attended the District Camporee in Laurens.

RELIGIOUS ACTIVITIES

The religious program has continued as formerly. Bob Jones University students conduct Sunday School classes throughout Whitten Village, and late afternoon Vespers for the campus group. There are worship services each Sunday afternoon.

Our service for children whose parents are members of the Catholic Church is conducted on the first Wednesday of each month.

VOCATIONAL REHABILITATION

The expansion of this program at the beginning of the fiscal year enabled many more of our older boys and girls to be referred for vocational evaluation and training service. In coordinating details of this service with other aspects of the program, there have arisen numerous problems relating to organization and communication, but we feel that considerable progress has

been made. Continued work needs to be done in consolidating all phases of the training and education program toward common aims and goals.

Respectfully submitted,

W. B. Timmerman

Director of Training and Education

WBT/cc

ANNUAL SCHOOL REPORT
(Campus and Circle)
Chronological Age — Psychological Classification — 1963-64

| Chronological Age | Grand Total | | Total | | I.Q. Under 20 | | I.Q. 20-49 | | I.Q. 50-69 | | I.Q. 70 and Above | | Unclassified | |
|--|----------------------|--|-------|-----|---------------|---|------------|----|------------|----|-------------------|----|--------------|----|
| | M & F | | M | F | M | F | M | F | M | F | M | F | M | F |
| | School—Campus | | | | | | | | | | | | | |
| Kindergarten and Reading Readiness | | | | | | | | | | | | | | |
| 5-7 | 3 | | 2 | 1 | | | | | | | 1 | 1 | 1 | |
| 8-10 | 15 | | 9 | 6 | | | 2 | 1 | 6 | 5 | 1 | | | |
| 11-13 | 20 | | 10 | 10 | | | 3 | 7 | 5 | 3 | 2 | | | |
| 14-16 | 6 | | 2 | 4 | | | 1 | 3 | | | | | 1 | 1 |
| 17-19 | 2 | | 2 | | | | | | 1 | | | | 1 | |
| Sub Total | 46 | | 25 | 21 | | | 6 | 11 | 12 | 8 | 4 | 1 | 3 | 1 |
| Academics | | | | | | | | | | | | | | |
| 5-7 | 2 | | | 2 | | | | | | | | 2 | | |
| 8-10 | 6 | | | 6 | | | | | | 3 | | 3 | | |
| 11-13 | 40 | | 25 | 15 | | | 1 | 1 | 11 | 8 | 12 | 5 | 1 | 1 |
| 14-16 | 115 | | 58 | 57 | | | 5 | 2 | 34 | 38 | 19 | 16 | | 1 |
| 17-19 | 104 | | 49 | 55 | | | 2 | 5 | 29 | 39 | 18 | 11 | | |
| 20-22 | 4 | | 2 | 2 | | | | 1 | | 1 | 2 | | | |
| Sub Total | 271 | | 134 | 137 | | | 8 | 9 | 74 | 89 | 51 | 37 | 1 | 2 |
| Total in School Campus Area | 317 | | 159 | 158 | | | 14 | 20 | 86 | 97 | 55 | 38 | 4 | 3 |
| School—Circle | | | | | | | | | | | | | | |
| Modified Kindergarten and Pre-Readiness | | | | | | | | | | | | | | |
| Under 5 | 3 | | 1 | 2 | | | | | 1 | | | | 1 | 1 |
| 5-9 | 43 | | 24 | 19 | 4 | | 10 | 14 | 2 | 3 | | | 8 | 2 |
| 10-14 | 117 | | 70 | 47 | 7 | 5 | 43 | 17 | 9 | 5 | | | 11 | 20 |
| 15-19 | 36 | | 22 | 14 | 4 | 2 | 12 | 6 | 2 | 2 | | | 4 | 4 |
| 20-24 | 1 | | | 1 | | | 1 | | | | | | | |
| 25+ | | | | | | | | | | | | | | |
| Sub Total | 200 | | 117 | 83 | 15 | 8 | 65 | 38 | 13 | 10 | | | 24 | 27 |
| Academics | | | | | | | | | | | | | | |
| 10-14 | 5 | | 3 | 2 | | | 2 | | 1 | 2 | | | | |
| 15-19 | 8 | | 8 | | | | 5 | | 2 | | | | 1 | |
| 20-24 | 12 | | 9 | 3 | 1 | | 5 | | 2 | 3 | | | 1 | |
| 25+ | 2 | | | 2 | | | | 1 | | | | | | 1 |
| Sub Total | 27 | | 20 | 7 | 1 | | 12 | 1 | 5 | 5 | | | 2 | 1 |
| Science of Living, Crafts & Hand-work | | | | | | | | | | | | | | |
| 10-14 | 3 | | | 3 | | | | 3 | | | | | | |
| 15-19 | 42 | | 15 | 27 | | 3 | 7 | 19 | 7 | 3 | | | 1 | 2 |
| 20-24 | 26 | | | 26 | | 1 | | 19 | | 4 | | | | 2 |
| 25+ | 13 | | 1 | 12 | | | | 8 | | 4 | | | 1 | |
| Sub Total | 84 | | 16 | 68 | | 4 | 7 | 49 | 7 | 11 | | | 2 | 4 |

Chronological Age — Psychological Classification — 1963-64

| Chronological Age | Grand Total | Total | | I.Q. Under 20 | | I.Q. 20-49 | | I.Q. 50-69 | | I.Q. 70 and Above | | Unclassified | | |
|-----------------------------|-------------|-------|-----|---------------|----|------------|-----|------------|-----|-------------------|----|--------------|----|---|
| | | M & F | M | F | M | F | M | F | M | F | M | F | M | F |
| Music | | | | | | | | | | | | | | |
| 15-19 | 5 | 4 | 1 | | | 3 | | 1 | 1 | | | | | |
| 20-24 | 31 | 17 | 14 | 1 | 1 | 13 | 12 | 2 | 1 | 1 | | | | |
| 25+ | 126 | 48 | 78 | | | 28 | 62 | 18 | 15 | 1 | 1 | 1 | | |
| Sub Total | 162 | 69 | 93 | 1 | 1 | 44 | 74 | 21 | 17 | 2 | 1 | 1 | | |
| Adjustment classes | | | | | | | | | | | | | | |
| 10-14 | 4 | | 4 | | | | 1 | | 1 | | | | | 2 |
| 15-19 | 45 | 24 | 21 | 4 | 5 | 16 | 12 | 2 | 1 | | | | 2 | 3 |
| 20-24 | 19 | 9 | 10 | 2 | 2 | 4 | 8 | 2 | | | | | 1 | |
| 25+ | 4 | | 4 | | | 1 | 3 | | | | | | | |
| Sub Total | 72 | 33 | 39 | 6 | 8 | 20 | 24 | 4 | 2 | | | | 3 | 5 |
| Total in School Circle Area | 545 | 255 | 290 | 23 | 21 | 148 | 186 | 50 | 45 | 2 | 1 | 32 | 37 | |
| Grand Total School | 862 | 414 | 448 | 23 | 21 | 162 | 206 | 136 | 142 | 57 | 39 | 36 | 40 | |

(Not in school — Bldgs. 30, 31, Circle, Campus, and Med. B.)

| | | | | | | | | | | | | | | | |
|---------------------------|------|------|------|-----|-----|-----|-----|-----|-----|----|----|-----|-----|----|----|
| Out of School | | | | | | | | | | | | | | | |
| Under 5 | 20 | 7 | 13 | | | 2 | 1 | 1 | | | | | | 6 | 10 |
| 5-9 | 102 | 62 | 41 | 18 | 5 | 11 | 12 | | | 1 | | | | 32 | 24 |
| 10-14 | 155 | 83 | 72 | 40 | 30 | 18 | 10 | 4 | 3 | 1 | 1 | | | 20 | 28 |
| 15-19 | 238 | 146 | 92 | 44 | 37 | 48 | 23 | 29 | 13 | 9 | 6 | 16 | 13 | | |
| 20-24 | 252 | 137 | 115 | 47 | 43 | 42 | 26 | 25 | 16 | 11 | 18 | 12 | 12 | | |
| 25-29 | 145 | 69 | 76 | 26 | 25 | 27 | 37 | 11 | 10 | 3 | 3 | 2 | 1 | | |
| 30-34 | 131 | 70 | 61 | 19 | 21 | 41 | 34 | 5 | 4 | 3 | 1 | 2 | 1 | | |
| 35-39 | 105 | 52 | 53 | 16 | 12 | 25 | 34 | 8 | 6 | 2 | | 1 | 1 | | |
| 40-44 | 134 | 66 | 68 | 17 | 8 | 38 | 48 | 7 | 7 | 3 | 3 | 1 | 2 | | |
| 45-49 | 119 | 60 | 59 | 13 | 6 | 34 | 41 | 7 | 8 | 4 | 3 | 2 | 1 | | |
| 50-54 | 77 | 32 | 45 | 5 | 8 | 22 | 23 | 4 | 3 | 1 | 1 | | | | |
| 55-59 | 50 | 17 | 33 | 6 | 7 | 9 | 23 | 1 | 2 | 1 | 1 | | | | |
| 60-64 | 41 | 16 | 25 | 2 | 8 | 10 | 10 | 2 | 7 | 1 | | 1 | | | |
| 65-69 | 24 | 12 | 12 | 2 | 1 | 6 | 7 | 3 | 4 | 1 | | | | | |
| Over 70 | 14 | 3 | 11 | | | 2 | 3 | 6 | 2 | | 1 | | | | |
| Grand Total Out of School | 1608 | 832 | 776 | 255 | 215 | 335 | 345 | 106 | 85 | 41 | 38 | 95 | 93 | | |
| Total in School | 862 | 414 | 448 | 23 | 21 | 162 | 206 | 136 | 142 | 57 | 39 | 36 | 40 | | |
| GRAND TOTAL | 2470 | 1246 | 1224 | 278 | 236 | 497 | 551 | 242 | 227 | 98 | 77 | 131 | 133 | | |

MOVEMENT OF POPULATION 1963-64

| | |
|---|-------|
| Population Total, July 1, 1963 | 2324 |
| 1,155 Females | |
| 1,163 Males | |
| Admissions, Total | 282 |
| 144 Females | |
| 138 Males | |
| (Eleven re-admissions; 5 males, 6 females) | |
| Separations | 114 |
| Deaths | 32 |
| 16 Female | |
| 16 Male | |
| Discharges | 82 |
| 45 Female | |
| 37 Male | |
| Net gain in population for the year | 168 |
| Population, June 30, 1964 (including current Home and Wage Absentee) | 2,488 |
| 1,235 Females | |
| 1,253 Males | |

STATUS OF HOME AND WAGE ABSENTEES

| | 1962-63 | 1963-64 |
|------------------------|---------|---------|
| Wage Absentees, Female | 9 | 6 |
| Wage Absentees, Male | 0 | 0 |
| Home Absentees, Female | 6 | 5 |
| Home Absentees, Male | 9 | 7 |
| | — | — |
| Totals | 24 | 18 |

COUNTIES REPRESENTED JUNE 30, 1964

| | | | |
|--------------------|-----|--------------------|------|
| Abbeville | 26 | Hampton | 10 |
| Aiken | 75 | Horry | 48 |
| Allendale | 8 | Jasper | 16 |
| Anderson | 138 | Kershaw | 36 |
| Bamberg | 18 | Lancaster | 46 |
| Barnwell | 23 | Laurens | 57 |
| Beaufort | 8 | Lee | 22 |
| Berkeley | 14 | Lexington | 80 |
| Calhoun | 5 | McCormick | 10 |
| Charleston | 186 | Marion | 27 |
| Cherokee | 54 | Marlboro | 36 |
| Chester | 38 | Newberry | 31 |
| Chesterfield | 49 | Oconee | 52 |
| Clarendon | 31 | Orangeburg | 60 |
| Colleton | 27 | Pickens | 65 |
| Darlington | 42 | Richland | 165 |
| Dillon | 43 | Saluda | 15 |
| Dorchester | 22 | Spartanburg | 204 |
| Edgefield | 15 | Sumter | 56 |
| Fairfield | 16 | Union | 37 |
| Florence | 118 | Williamsburg | 26 |
| Georgetown | 15 | York | 99 |
| Greenville | 242 | | |
| Greenwood | 59 | Total | 2470 |

REPORT OF SPEECH AND HEARING SERVICES

July 1, 1964

To the Superintendent:

I. STAFF

Director of Speech & Hearing Program—Dr. Arthur I. Weiss
 Staff Therapists: Mrs. Melinda B. Tingler
 Mrs. Aileen Lau
 Miss Sarah Dawson

As in the previous years, the Speech and Hearing Program was operated on a part-time basis. However, this year staff members were able to provide services on a semi-weekly basis, whereas, in previous years the program operated only one day each week. Further expansion of services is contemplated for the coming year as plans have been approved for the addition of a new staff member who would visit Whitten Village on a semi-weekly basis.

II. NUMBER OF REFERRALS

During the past year, there were a total of fifty-six new referrals. The staff found it possible to provide diagnostic evaluations for thirty-six of these new referrals, thus, twenty of these clients still remain on the clinic's waiting list. They will be scheduled as soon as time permits.

A total of twenty-eight clients were carried over from the previous year's active file, thus, the Speech and Hearing Clinic received a total of *eighty-four* referrals.

During the previous year, 1962-1963, there had been a total of thirty-seven referrals and twenty-eight diagnostic evaluations were provided. As shown above for the current year, 1963-1964, there has been an increase in both the number of new referrals and diagnostic evaluations provided.

III. NUMBER RECEIVING SERVICES

A total of fifty-three clients received diagnostic examinations during the past year. Of these nine were given hearing tests only. The others received complete speech and hearing workups.

The diagnostic examinations included the following procedures:

1. Articulation and connected speech tests to determine the nature of the defective sounds.

2. Laboratory examinations to check the structure and function of the organs of speech such as the tongue, teeth, palate, etc.

3. Audiometric tests to determine hearing acuity for the various frequencies in the speech range.

4. When necessary, medical referrals were completed and miscellaneous services were offered, such as fitting of hearing aids and psychometric evaluations.

It is interesting to note that during the previous year, 1962-1963, a total of thirty-four clients received diagnostic evaluations and for this year, 1963-1964, a total of fifty-three clients were provided this kind of service.

IV. SPEECH THERAPY PROGRAM

Those children who were found to have satisfactory prognosis for speech therapy were scheduled for approximately one-half hour of therapy once each week. Clients were usually seen on an individual basis, however, occasionally they were seen in groups of two and in some cases in a special larger group.

A new innovation in the speech therapy program was the establishment of a special group situation for those children who needed more effective carry over techniques. Emphasis was placed on the reinforcement of newly learned speech patterns through the use of "real life" speech situations. Eleven children were enrolled in this special group program which was divided into two groups meeting for one hour each week. All of the children enrolled in the group had received, or were receiving, individual therapy as well.

Another innovation in the speech and hearing program this year has been the establishment of special services for those residents who wear hearing aids. All residents who wear aids were seen in a special clinic on May 7th and they will return for evaluation on a quarterly basis. At those times, their hearing aids will be checked to see that they are in proper working condition. A policy was established whereby the Hospital Administrator's Office will keep a six month's supply of batteries and other hearing aid parts on hand. All users of hearing aids will be required to procure hearing aid parts from the Administrator's Office.

The Speech and Hearing Clinic found two clients during the past year who required hearing aids, and these were procured for these individuals with the assistance of the office of Vocational Rehabilitation.

A total of thirty-one clients was enrolled for speech therapy services during this past year. Sixteen of these were new clients and fifteen were carried over from the previous clinic year.

There were four children who required miscellaneous services, including the administration of special psychological tests and these were not noted as having received regular diagnostic and therapeutic services.

"Follow-up" procedures utilized for the children enrolled in therapy included a weekly report to the child's teacher indicating progress made and assignments to be carried out with the help of the teacher and, in some situations, the dormitory matrons. Case summaries and progress reports were prepared for each of the children enrolled for speech therapy.

V. DISMISSALS

A total of eighteen persons was dismissed from the speech and hearing program during the past year. Some of these were seen for hearing evaluations only, but most received some type of diagnostic and therapeutic service for speech problems.

VI. PLANS AND RECOMMENDATIONS FOR 1964-65 CLINIC YEAR

A plan to provide additional services has been approved by the Director of Whitten Village whereby an additional staff member will be employed for semi-weekly visits to Whitten Village. This additional staff member will help in providing diagnostic and therapeutic services for clients who are now on the Speech Clinic's waiting list. It is also hoped that the additional staff member might allow for the beginning of a program in which all of the residents of Whitten Village might eventually receive hearing screening tests.

There is need to secure some additional equipment and material for the Clinic program, and these will be outlined in a requisition to be completed some time during the next few months.

Arthur I. Weiss, Ph.D.
Director

REPORT OF THE TREASURER

July 1, 1964

To the Superintendent:

The appropriation for the last fiscal year was \$2,735,486.50 plus \$23,976.10 refunded for perquisites. The past year we had a deficiency appropriation of \$25,000.00. The largest single item of expenditure was for personal service. The total expenditure for personal service was \$1,817,322.15. The Whitten Village share for Rehabilitation was \$29,450.83. The balance of \$937,689.62 was allocated to the business manager's office for expenses in the categories of contractual services, supplies, fixed charges and contribution and equipment.

An exhibit of all classified expenditures is displayed in our financial statement for the last fiscal year. Total collection for care, training and supervision of residents of the Village was \$247,636.57. This was remitted to a special fund in the State Treasurer's office.

Total Collections in other accounts were as follows:

| | |
|--|--------------|
| Trust Account (funds received from government sources and used for benefit of individual recipients) | \$197,267.17 |
| Personal fund of residents | 65,107.64 |
| Contributions Fund (consisting of memorial and special gifts earmarked for special purposes) | 7,338.44 |

FINANCIAL STATEMENT
July 1, 1963 - June 30, 1964

Receipts

FROM:

| | |
|--|-----------------|
| 1. Perquisites Refunded by Employees (Refunded to maintenance appropriation) | \$ 23,976.10 |
| 2. Appropriation (Maintenance) | 2,735,486.50 |
| 3. Deficiency Appropriation | 25,000.00 |
| 4. Perquisites Refunded by Employees (Remitted to State Treasurer) | 4,926.96 |
| Total | \$ 2,789,389.56 |

Disbursements

FOR:

| | |
|--|-----------------|
| 1. Maintenance Appropriation | \$ 2,735,486.50 |
| 2. Deficiency Appropriation | 25,000.00 |
| 3. Refunded for Perquisites | 23,976.10 |
| 4. Remitted to State Treasurer for General Fund .. | 4,926.96 |
| Total | \$ 2,789,389.56 |

PERMANENT IMPROVEMENTS

The expenditures to date in other projects now in progress are as follows:

| | |
|---|---------------|
| 1. Major Repairs | \$ 193,466.99 |
| 2. Cerebral Palsy Center | 136,065.18 |
| 3. Laundry | 21,893.25 |
| 4. Recreation And Training Center | 17,784.07 |
| 5. Sewage Treatment And Outfall Lines | 275.00 |

Respectfully submitted

Lois M. Abrams,
Treasurer

WHITTEN VILLAGE

MAINTENANCE:

A. Personal Service:

| | |
|----------------------------|-----------------|
| A-1 Salaries | \$ 1,788,914.53 |
| A-2 Wages | 15,573.36 |
| A-3 Special Payments | 12,834.26 |

Total Personal Service

\$ 1,817,322.15

B. Contractual Services:

| | |
|---|-----------|
| B-2 Travel | 2,745.59 |
| B-3 Telephone & Telegraph | 13,228.02 |
| B-4 Repairs | 18,677.69 |
| B-5 Binding, Printing & Advertising | 17.41 |
| B-6 Water, Heat, Light & Power | 36,353.03 |
| B-7 Other Contractual Services | 12,733.28 |

Total Contractual Services

\$ 83,755.02

C. Supplies:

| | |
|---|---------------|
| C-1 Food Supplies | \$ 304,776.35 |
| C-2 Fuel Supplies | 69,553.06 |
| C-3 Feed & Veterinary Supplies | 54,122.29 |
| C-4 Office Supplies | 12,229.31 |
| C-5 Household, Laundry & Janitorial Supplies | 46,310.79 |
| C-6 Medical Supplies | 85,293.54 |
| C-7 Educational Supplies | 5,987.16 |
| C-8 Motor Vehicle Supplies | 6,982.97 |
| C-9 Agricultural Supplies | 14,606.68 |
| C-10 Clothing & Dry Goods | 87,040.62 |
| C-11 Maintenance Supplies | 66,058.04 |
| C-12 Other Supplies | 22,998.51 |

Total Supplies

\$ 775,959.32

D. Fixed Charges and Contributions:

| | |
|--------------------------------|-------------|
| D-1 Rents | \$ 3,616.51 |
| D-2 Insurance | 11,311.72 |
| D-3 Contributions & Dues | 40.00 |
| D-4 Other Fixed Charges | 260.75 |

Total Fixed Charges and Contributions

\$ 15,228.98

G. Equipment:

| | | |
|--------------------------------------|----|-----------|
| G-1 Office Equipment | \$ | 2,022.03 |
| G-2 Medical Equipment | | 6,500.61 |
| G-3 Household Equipment | | 12,993.50 |
| G-4 Motor Vehicles & Equipment | | 543.45 |
| G-5 Agricultural Equipment | | 3,106.94 |
| G-6 Livestock | | 6,493.91 |
| G-7 Educational Equipment | | 1,038.04 |
| G-8 Other Equipment | | 30,047.82 |
| | | <hr/> |
| Total Equipment | \$ | 62,746.30 |

VOCATIONAL REHABILITATION:

| | | |
|---------------------------------------|----|-----------|
| Personnel | \$ | 18,055.44 |
| Case Services | | 3,486.90 |
| Travel | | 1,987.54 |
| Consumable Supplies | | 5,920.95 |
| | | <hr/> |
| Total Vocational Rehabilitation | \$ | 29,450.83 |

TOTAL MAINTENANCE

| | | |
|--|----|--------------|
| | \$ | 2,784,462.60 |
|--|----|--------------|

REPORT OF THE BUSINESS MANAGER

To the Superintendent:

We have ended the fiscal year with a reasonably good inventory of food, clothing, and laundry supplies. The farming seasons during this past year have not been as good as last year, therefore we did not increase production of farm crops as expected. However, the over-all farm picture looks well except for the beef operation. Notice the Farm Production Report.

The Maintenance Department has been reorganized to give greater strength in supervisory capacity. Mr. T. C. Johnson, Jr. was promoted to Supervisor of Buildings and Grounds Maintenance and Mr. Guy G. Smith was promoted to Assistant Supervisor of Buildings and Grounds Maintenance. Both of these men are most capable and able to give the leadership and supervision this department needs. However, it will take some time and a considerable number of additional personnel to build the type of Maintenance Department which is needed to properly maintain Whitten Village in the manner and condition required to adequately care for Whitten Village children. During the past year this department has substantially completed major renovations on Dormitories Nos. 5, 7, 8, and a new Maintenance Shop building. With the help of Permanent Improvement (temporary) personnel, major renovations are now being carried out in Dormitories Nos. 6, 15, 16, and 18. This includes replacing roofs, ceilings, replastering walls, repairing and replacing floors as needed, replacing heating systems, and installing charcoal filter systems and humidification systems in Nos. 15, 16, and 18. All doors and hardware are being replaced and improved to meet fire code standards. Dormitory No. 6 received a new clothes room. Dormitories Nos. 15, 16, and 18 had some alterations to the dining rooms and recreation rooms to make more space available and more convenient for the care of the children. Wiring systems in all buildings are being improved for safety and for fire prevention. It is expected that this work should be completed in January, 1965, at the latest. All of this work is good and necessary, but it will be to no avail if the building cannot be properly maintained when this work is completed. These dormitories are terribly crowded which causes excessive abuse to the buildings and we do not have adequate maintenance personnel to carry on a preventive maintenance

program and keep them in good condition. This coming year, we will do well to keep up with things which completely wear out or break. In the long run this is costing more than a good preventive maintenance program would cost, not considering inconvenience to personnel who are directly involved in caring for the children. Mr. Johnson, Mr. Smith, and I recommend consideration be given toward reducing the number of children in these dormitories, and employing an adequate number of qualified maintenance personnel to properly care for Whitten Village maintenance needs. Plans are being made now for programs to improve other dormitories and buildings. These will be submitted to you soon.

We have again realized a considerable savings (profit above cost of operation) from the poultry, swine, and dairy operations. The beef farm operation showed a loss again this year. Savings on the dairy operation increased from \$72,766.62 last year to \$91,129.48 this year. The poultry farm cleared \$3,965.14, which is better than last year's savings of \$1,057.44. The swine farm cleared \$3,247.30. We are continuing to work closely with the County Agent and representatives from Clemson University in all of our farming operations. This summer we have started increasing the number of hens per house, which should allow them to produce nearly all of our egg needs. It may prove more profitable next year to add another laying house and increase our hens to meet our complete needs for eggs. The raising of hogs on open land is not as good as it should be. It causes deterioration of land and does not afford the close care which hogs should receive on a production basis. We recommend that consideration be given toward building a proper facility as suggested by Clemson University Specialist. When funds are available, a milking parlor system should be installed in the dairy. This would help conserve labor and improve sanitation. Notice that the average number of cows milked increased from 91 last year to 99 this year, and average gallons per cow per day increased from 3.75 to 3.90 this year. This year we continued to rent approximately 306 acres of farm land at a cost of \$1,810.00. Next year we will be renting a total of 456 acres to meet our needs for feed and hay. The price of land seems to go higher each year, particularly in our area. We again recommend that as soon as money is available, additional land should be pur-

chased for farm use. Our farming operations are saving us enough money to pay for the land needed, in less than two years. If we were to do away with all of our farm and dairy operations and remove from our payroll all of the personnel involved in these operations, we would have to request an increase in our budget equal to the total savings shown this year (\$88,049.41). Considering this, it would hardly prove practical to do away with our farm and dairy operations.

The most important needs of service departments remain substantially the same as last year. They are as follows:

- (1) A Central Dining Room, twice the size of the present building, is needed for campus area children numbering approximately 500. Children are presently being served on two shifts. The present building should be replaced with a new one. It is not adequate in size, its foundation is not stable and would not support renovation safely without extensive work. It is felt that a new building of adequate size can be built for very little more than the cost of repairing the old one. In making plans for this building, consideration should be given toward including a full basement area which could be used as a Civil Defense Fallout Shelter for children in the campus area.
- (2) A new bakery and a warehouse for storage is needed in the Food Service and Supply Departments. The present bakery is not adequate in its sanitation construction nor its location. Supplies are now being stored in six different locations throughout the institution, which is very costly due to extra handling required. The present bakery building should be used for warehouse storage and additional space adjoining this area should be constructed to serve all warehousing needs. Here again, consideration could be given for possible development of a Civil Defense Fallout Shelter which could take care of a good portion of our population.
- (3) The Maintenance Department needs a small building for storage of maintenance supplies, special tools, and equipment. Adjoining this building should be adequate open storage for different types of salvage materials.

Further, it is recommended that engineers be employed to study:

- (1) Whitten Village's present and future needs for water and water storage to determine whether or not the present system is adequate or needs to be improved.
- (2) Whitten Village's present and future needs for electric services to determine whether or not the present system is adequate or needs to be improved.
- (3) Whitten Village's present and future needs for heat and hot water, and the feasibility of using a central plant to provide these services. Such a plant could possibly serve as an emergency generating plant for electricity.

Such surveys should be made at the earliest possible date, considering our present expansion program for service facilities and any future expansion which may be considered. Our service needs have expanded three or four times greater in the past two years than in the ten years prior to this.

Respectfully submitted,

Lorenzo H. Lee, Jr.
Business Manager

FARM PRODUCTION

July 1, 1963 - June 30, 1964

| | | |
|---------------------------------|-------|----------------|
| 1,200 Tons | | Ensilage |
| 300 Tons | | Hay |
| 2,500 Bushels | | Corn |
| 79,524 Dozen | | Eggs |
| 10,665 Pounds | | Poultry |
| 87,065 Pounds | | Pork |
| 36,080 Pounds | | Beef |
| 141,659 Gallons | | Raw Milk |
| 19,488 Gallons | | Chocolate Milk |
| 776 Gallons | | Buttermilk |
| 2,808 Gallons | | Skim Milk |
| Average number cows milked | | 99 |
| Average gallons per cow per day | | 3.9 |

DISBURSEMENTS AND RECEIPTS ON FARM ACCOUNTS
July 1, 1963 - June 30, 1964

Beef Farm

| | |
|---------------------|--------------|
| Receipts | \$ 58,651.95 |
| Disbursements | 68,944.46 |
| | _____ |
| Loss | \$ 10,292.51 |

Swine Farm

| | |
|---------------------|--------------|
| Receipts | \$ 67,744.29 |
| Disbursements | 64,496.99 |
| | _____ |
| Profit | \$ 3,247.30 |

Poultry Farm

| | |
|---------------------|--------------|
| Receipts | \$ 52,584.48 |
| Disbursements | 48,619.34 |
| | _____ |
| Profit | \$ 3,965.14 |

Dairy

| | |
|---------------------------|--------------|
| Receipts | \$282,022.10 |
| Disbursements | 190,892.62 |
| | _____ |
| Profit | \$ 91,129.48 |
| | |
| Total Receipts | \$461,002.82 |
| Total Disbursements | 372,953.41 |
| | _____ |
| Total Profit | \$ 88,049.41 |