

7506.0110 INTERNAL PROCEDURES.

Subpart 1. **Executive director.** The executive director has the following duties:

- A. to manage the day-to-day business of the board;
- B. to set the agenda for board meetings;
- C. to bring specific and general matters before the board at board meetings;
- D. to present the position and reasoning of the board at hearings before the Office of Administrative Hearings;
- E. to conduct background investigations and report to the board on board reviews, new applications, and complaints concerning license holders; and
- F. other duties related to board business as directed by the board.

Subp. 2. **Licensing procedure.** The board shall follow the procedures in items A to C for issuing licenses.

A. The board shall review each initial license application. The initial license review shall consist of:

- (1) a review of the application;
- (2) a review of the findings of the executive director's investigation; and
- (3) an in-person interview of the applicant or the applicant's qualified representative and Minnesota manager, if applicable.

B. The board shall review each application for license reissuance. The reissuance review shall consist of:

- (1) a review of the documentation submitted by the applicant;
- (2) a review of the findings of the executive director's investigation; and
- (3) an in-person interview which may be requested by the applicant or required by the board if supplemental information is necessary to complete the board's review of the application.

C. If the initial application is not complete within four months of the first submission, the board shall review the application and determine whether some or all of the application process shall be repeated by the applicant or if the application shall be denied and reapplication required. The board's determination shall be based on the following factors:

- (1) whether the information required in the application has lost substantial probative value due to the passage of time; and

(2) whether the delay in processing the application is due to delay by the applicant or the workload of the board.

Statutory Authority: *MS s 326.3331*

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