

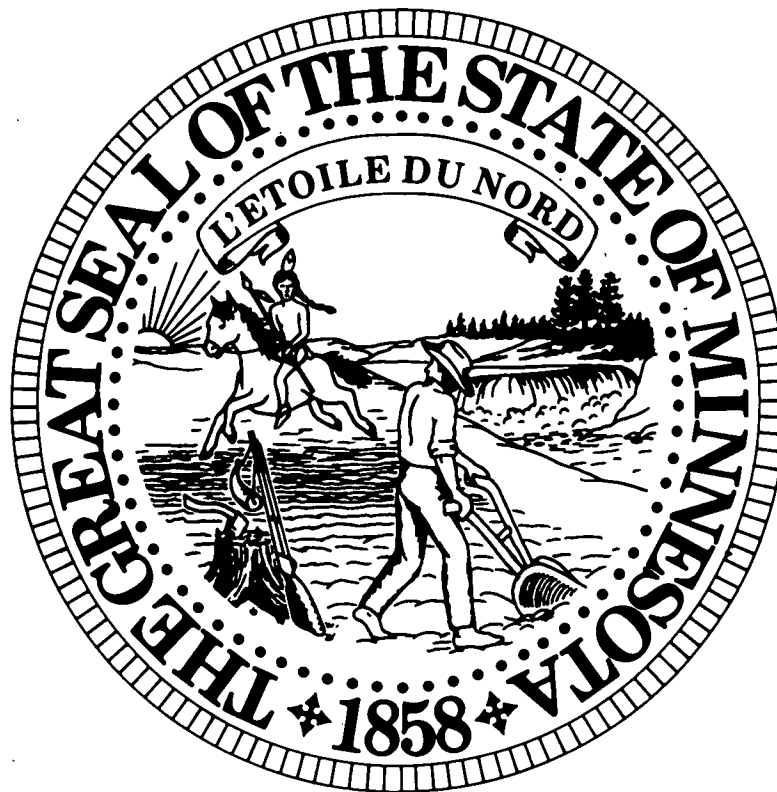
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The Minnesota  
**State  
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# State Register

## Judicial Notice Shall Be Taken of Material Published in the *State Register*

The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional, technical and consulting contracts, non-state bids and public contracts, and grants.

A *Contracts Supplement* is published Tuesday, Wednesday and Friday and contains bids and proposals, including printing bids.

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# Minnesota Rules: Amendments and Additions

## NOTICE: How to Follow State Agency Rulemaking in the *State Register*

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 75 state agencies have the authority to issue rules. Each agency is assigned specific *Minnesota Rule* chapter numbers. Every odd-numbered year the *Minnesota Rules* are published. This is a ten-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Proposed and adopted emergency rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

If an agency seeks outside opinion before issuing new rules or rule amendments, it must publish a NOTICE OF INTENT TO SOLICIT OUTSIDE OPINION in the *Official Notices* section of the *State Register*. When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or notice of intent to adopt rules without a hearing in the case of noncontroversial rules. This notice asks for comment on the rules as proposed. Proposed emergency rules and withdrawn proposed rules are also published in the *State Register*. After proposed rules have gone through the comment period, and have been rewritten into their final form, they again appear in the *State Register* as **Adopted Rules**. These final adopted rules are not printed in their entirety in the *State Register*, only the changes made since their publication as Proposed Rules. To see the full rule, as adopted and in effect, a person simply needs two issues of the *State Register*, the issue the rule appeared in as proposed, and later as adopted. For a more detailed description of the rulemaking process, see the *Minnesota Guidebook to State Agency Services*.

The *State Register* features partial and cumulative listings of rules in this section on the following schedule: issues 1-13 inclusive; issues 14-25 inclusive; issue 26, cumulative for issues 1-26; issues 27-38 inclusive; issue 39, cumulative for 1-39; issues 40-51 inclusive; and issue 52, cumulative for 1-52. An annual subject matter index for rules appears in August. For copies of the *State Register*, a subscription, the annual index, the *Minnesota Rules* or the *Minnesota Guidebook to State Agency Services*, contact the Print Communications Division, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or toll-free in Minnesota 1-800-657-3757.

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## Proposed Rules

Pursuant to Minn. Stat. §14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. The notice must advise the public:

1. that they have 30 days in which to submit comment on the proposed rules;
2. that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30-day comment period;
3. of the manner in which persons shall request a hearing on the proposed rules; and
4. that the rule may be modified if the modifications are supported by the data and views submitted

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the provisions of §§14.14-14.20, which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

Pursuant to Minn. Stat. §§14.29 and 14.30, agencies may propose emergency rules under certain circumstances. Proposed emergency rules are published in the *State Register* and, for at least 25 days thereafter, interested persons may submit data and views in writing to the proposing agency.

## Department of Health

### Proposed Permanent Rules Relating to Merit System

#### Notice of Intent to Adopt a Rule Without a Public Hearing

The Department of Health intends to adopt amendments to permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed rule and may also submit a written request that a hearing be held on the rule.

**Agency Contact Person.** Comments or questions on the rule and written requests for a public hearing must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996, fax number (612) 282-5340.

**Subject of Rule and Statutory Authority.** The Minnesota Merit System rules provide for a system of personnel administration for county and local health and human service agencies. The rules apply to all positions funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, proposed amendments to part 4670.0100 would amend the definitions of "discrimination" and "equal employment opportunity" so that they are in compliance with the Minnesota Human Rights Act. Amendments to parts 4670.0600 and 4670.0610 clarify the components required in an approved affirmative action plan and serve to make the rule consistent with the requirements of the Minnesota Human Rights Act and the Americans with Disabilities Act of 1990. Amendments are proposed to part 4670.2610 to simplify the computation of the length of probationary periods for intermittent employees.

A proposed revision to part 4670.1320 provides for a recommended salary adjustment of 0% for all incumbents on the professional and administrative, health services support, clerical, and building maintenance salary schedules who are covered by Merit System compensation plans. Amendments proposed to the compensation plan (parts 4670.4200-4240) provide for a 0% adjustment to the minimum salaries of all classifications covered by Merit System compensation plans, since this is the general salary adjustment being recommended for incumbents. Amendments are proposed to adjust the maximum salaries of the ranges in parts 4670.4200-4240 by one step, or approximately 4.5%. This is being proposed so that agencies are given maximum flexibility in administering their compensation plans.

The statutory authority to adopt these rules is *Minnesota Statutes*, section 144.071. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m., Wednesday, January 19, 1994, to submit comment in support of or in opposition to the

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Proposed Rules

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proposed rule or any part or subpart of the rule. Comment is encouraged. Each comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on Wednesday, January 19, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rule which caused your request, the reason for the request, and any changes you want made to the proposed rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

**Modifications.** The proposed rule may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rule as printed in the *State Register*. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule.

**Small Business Considerations.** The Department believes the proposed rules are exempt from the requirements of *Minnesota Statutes*, section 14.115, subdivisions 2 and 4 in regard to small business considerations. See *Minnesota Statutes*, section 14.115, subdivision 7, clause (2) which states that the requirement to consider the impact on small businesses does not apply to "agency rules that do not affect small businesses directly, including, but not limited to, rules relating to county or municipal administration of state and federal programs."

**Expenditure of Public Money by Local Public Bodies.** Adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available from the agency contact person.

**Impact on Agricultural Lands.** The proposed rules relate to county or local administration of state and federal programs and do not have a direct and substantial adverse impact on agricultural lands. Therefore, the agency is not subject to the requirements of *Minnesota Statutes*, section 17.80 to 17.84 as specified in *Minnesota Statutes*, section 14.11, subdivisions 2 and 4.

**Adoption and Review of Rule.** If no hearing is required, after the end of the comment period the agency may adopt the rule amendments. The rule and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rule is submitted to the Attorney General or be notified of the Attorney General's decision on the rule. If you wish to be so notified, or wish to receive a copy of the adopted rule, submit your request to the agency contact person listed above.

Dated: 12 November 1993

Mary Jo O'Brien  
Commissioner

### Rules as Proposed

#### 4670.0100 DEFINITIONS.

[For text of subps 1 to 13, see M.R.]

Subp. 13a. **Discrimination.** "Discrimination" means unequal treatment, intentional or unintentional, that is based on the following protected characteristics: race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, ~~or~~ political affiliation, membership or activity in a local commission, or sexual orientation.

[For text of subps 14 to 17, see M.R.]

Subp. 17a. **Equal employment opportunity.** "Equal employment opportunity" means the policy of basing all personnel activities solely on individual merit of applicants and employees in relation to job requirements, and without regard to race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, ~~or~~ political affiliation, membership or activity in a local commission, or sexual orientation.

[For text of subps 17b to 50, see M.R.]

#### 4670.0600 PROHIBITION AGAINST DISCRIMINATION.

No person shall be discriminated for or against in such matters as recruitment, examination, appointment, tenure, compensation, classification, or promotion, or in such matters as conditions, facilities, or privileges of employment because of race, color, political

affiliation, creed, religion, national origin, disability ~~where such disability does not interfere with the completion of assigned duties,~~ age, marital status, status with regard to public assistance, ~~or sex,~~ membership or activity in a local commission, or sexual orientation. Any person aggrieved by a violation of these prohibitions may file a complaint under ~~the provisions of Minnesota Statutes,~~ chapter 363, or may file a discrimination complaint under the local agency's internal complaint process.

#### **4670.0610 AFFIRMATIVE ACTION PLAN.**

Each local agency shall have an affirmative action plan for employees covered by parts 4670.0100 to 4670.4300. The plan must contain:

- A. a policy defining and prohibiting discriminatory harassment, including sexual harassment;
- B. an internal discrimination complaint policy and procedure that includes notification of the Department of Human Services ~~Affirmative Action Office~~ for Equal Opportunity, Affirmative Action and Civil Rights of complaints that are brought and their resolution;
- C. provision for appointment of a person to provide liaison between the local agency and the Department of Human Services ~~Affirmative Action Office~~ for Equal Opportunity, Affirmative Action and Civil Rights and to have responsibility for implementation of the local agency's plan; ~~and~~
- D. provision for participation by the local agency in an affirmative action committee ~~and;~~
- E. provision for notification of the Department of Human Services ~~Affirmative Action Office~~ for Equal Opportunity, Affirmative Action and Civil Rights of periodic hiring goals established by the local agency, for expanded certification purposes; ~~and~~
- F. provision for compliance with Title I of the Americans with Disabilities Act of 1990, which prohibits discrimination against disabled employees or job applicants.

These requirements may be incorporated as part of a countywide affirmative action plan or provided as an addendum to the plan.

#### **4670.1320 RECOMMENDED ADJUSTMENTS.**

The merit system general adjustment recommended for incumbents is ~~2-1/2~~ zero percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

#### **4670.2620 DURATION OF PROBATIONARY PERIOD.**

The probationary period shall consist of the equivalent of the first full six months of compensated service following the date of the appointment action requiring such period, except as provided in part 4670.2630. Intermittent employees shall serve a probationary period of six full months, not to exceed two calendar years. Unpaid leave of ten or fewer work days during the probationary period does not affect the duration of the period.

#### **4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, ~~1993~~ 1994.**

##### **Subpart 1. Plan.**

	Minimum	Maximum
Assistant Director of Environmental Health	2396	<del>3742</del> <u>3909</u>
Director of Environmental Health	2742	<del>4283</del> <u>4477</u>
Director of Public Health Nursing	2291	<del>3742</del> <u>3909</u>
Public Health Educator	1920	<del>3272</del> <u>3425</u>
Public Health Nurse	2010	<del>3128</del> <u>3272</u>
Registered Nurse (A.A. Degree, 3 year		
Diploma, or B.S. Degree)	1920	<del>2996</del> <u>3128</u>
Sanitarian	1835	<del>2996</del> <u>3128</u>

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## Proposed Rules

### 4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

#### Subpart 1. Plan.

	Minimum	Maximum
Bookkeeper	1312	<del>2050</del> <u>2148</u>
Home Health Aide	1255	<del>1876</del> <u>1961</u>
Home Health Aide Coordinator	1473	<del>2196</del> <u>2291</u>
Inspector	1473	<del>2196</del> <u>2291</u>
Licensed Practical Nurse	1473	<del>2196</del> <u>2291</u>
Public Health Aide	1075	<del>1756</del> <u>1835</u>

### 4670.4230 CLERICAL COMPENSATION PLAN.

#### Subpart 1. Plan.

	Minimum	Maximum
Clerk I	925	<del>1504</del> <u>1571</u>
Clerk II	1075	<del>1756</del> <u>1835</u>
Clerk III	1255	<del>1876</del> <u>1961</u>
Clerk-Typist I	1010	<del>1640</del> <u>1717</u>
Clerk-Typist II	1075	<del>1756</del> <u>1835</u>
Clerk-Typist III	1344	<del>2010</del> <u>2098</u>
Clerk-Steno	1075	<del>1756</del> <u>1835</u>
Switchboard Operator	1010	<del>1640</del> <u>1717</u>

### 4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

[For text of subpart 1, see M.R.]

#### Subp. 2. Shift differential; janitors.

	Minimum	Maximum
Janitor	1075	<del>1756</del> <u>1835</u>

## Department of Human Services

### Proposed Permanent Rules Relating to Merit System

#### Notice of Intent to Adopt a Rule Without a Public Hearing

The Department of Human Services intends to adopt amendments to permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed rule and may also submit a written request that a hearing be held on the rule.

**Agency Contact Person.** Comments or questions on the rule and written requests for a public hearing must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996, fax number (612) 282-5340.

**Subject of Rule and Statutory Authority.** The Minnesota Merit System rules provide for a system of personnel administration for 77 county social services and human service agencies. The rules apply to all positions and employees engaged in the administration of community social services or income maintenance programs funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, proposed amendments to part 9575.0010 would amend the definitions of "discrimination" and "equal employment opportunity" so that they are in compliance with the Minnesota Human Rights Act. Amendments to part 9575.0090 clarify the components required in an approved affirmative action plan and serve to make the rule consistent with the requirements of the Minnesota Human Rights Act and the Americans with Disabilities Act of 1990. Amendments are proposed to part 9575.0730 to simplify the computation of the length of probationary period for an intermittent employee.

A proposed revision to part 9575.0350 provides for a recommended salary adjustment of 0% for all incumbents on the professional, support, clerical, and maintenance and trades salary schedules who are covered by Merit System compensation plans.

Amendments proposed to the compensation plan (part 9575.1500) provide for a 0% adjustment to the minimum salaries of all but one of the classifications covered by Merit System compensation plans, since this is the general salary adjustment being recommended for incumbents. The minimum salary range of the Financial Worker classification is being adjusted by one-half step, or approximately 2.25%. This adjustment has been proposed to correct compensation inequities based upon comparable work value. Amendments are proposed to adjust the maximum salaries of the ranges in part 9575.1500 by one step, or approximately 4.5%. This is being proposed so that county agencies are given maximum flexibility in administering their compensation plans.

Amendments are also proposed to part 9575.1500 providing class titles and minimum and maximum salaries for newly established classifications and deleting class titles and minimum and maximum salaries for abolished classes.

The statutory authority to adopt these rules is *Minnesota Statutes*, section 256.012. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m., Wednesday, January 19, 1994, to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on Wednesday, January 19, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rule which caused your request, the reason for the request, and any changes you want made to the proposed rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

**Modifications.** The proposed rule may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rule as printed in the *State Register*. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule.

**Small Business Considerations.** The Department believes the proposed rules are exempt from the requirements of *Minnesota Statutes*, section 14.115, subdivisions 2 and 4 in regard to small business considerations. See *Minnesota Statutes*, section 14.115, subdivision 7, clause (2) which states that the requirement to consider the impact on small businesses does not apply to "agency rules that do not affect small businesses directly, including, but not limited to, rules relating to county or municipal administration of state and federal programs."

**Expenditure of Public Money by Local Public Bodies.** Adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available from the agency contact person.

**Impact on Agricultural Lands.** The proposed rules relate to county administration of state and federal programs and do not have a direct and substantial adverse impact on agricultural lands. Therefore, the agency is not subject to the requirements of *Minnesota Statutes*, section 17.80 to 17.84 as specified in *Minnesota Statutes*, section 14.11, subdivisions 2 and 4.

**Adoption and Review of Rule.** If no hearing is required, after the end of the comment period the agency may adopt the rule amendments. The rule and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rule is submitted to the Attorney General or be notified of the Attorney General's decision on the rule. If you wish to be so notified, or wish to receive a copy of the adopted rule, submit your request to the agency contact person listed above.

Dated: 26 October 1993

Natalie Haas Steffen  
Commissioner

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# Proposed Rules

## Rules as Proposed

### 9575.0010 DEFINITIONS.

[For text of subps 1 to 14, see M.R.]

Subp. 14a. **Discrimination.** "Discrimination" means unequal treatment, intentional or unintentional, that is based on the following protected characteristics: race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, ~~or~~ political affiliation, membership or activity in a local commission, or sexual orientation.

[For text of subps 15 to 18, see M.R.]

Subp. 18a. **Equal employment opportunity.** "Equal employment opportunity" means the policy of basing all personnel activities solely on individual merit of applicants and employees in relation to job requirements, and without regard to race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, ~~or~~ political affiliation, membership or activity in a local commission, or sexual orientation.

[For text of subps 18b to 49, see M.R.]

### 9575.0090 PROHIBITION AGAINST DISCRIMINATION.

Subpart 1. **In general.** No person shall be discriminated for or against in recruitment, examination, appointment, tenure, compensation, classification, or promotion or in conditions, facilities, or privileges of employment because of race, color, political affiliation, creed, religion, national origin, disability ~~when such disability does not interfere with the completion of assigned duties,~~ age, marital status, status with regard to public assistance, ~~or~~ sex, membership or activity in a local commission, or sexual orientation. Any person aggrieved by a violation of these prohibitions may file a complaint under ~~the provisions of Minnesota Statutes, chapter 363,~~ or may file a discrimination complaint under the county agency's internal complaint process.

Subp. 2a. **Affirmative action plan.** Each county agency shall have an affirmative action plan for employees covered by parts 9575.0010 to 9575.1580. The plan must contain:

- A. a policy defining and prohibiting discriminatory harassment, including sexual harassment;
- B. an internal discrimination complaint policy and procedure that includes notification of the Department of Human Services ~~Affirmative Action Office~~ for Equal Opportunity, Affirmative Action and Civil Rights of complaints that are brought and their resolution;
- C. provision for appointment of a person to provide liaison between the county agency and the Department of Human Services ~~Affirmative Action Office~~ for Equal Opportunity, Affirmative Action and Civil Rights and to have responsibility for implementation of the local agency's plan; ~~and~~
- D. provision for participation by the county agency in an affirmative action committee ~~and~~;
- E. provision for notification of the Department of Human Services ~~Affirmative Action Office~~ for Equal Opportunity, Affirmative Action and Civil Rights of periodic hiring goals established by the county agency, for expanded certification purposes; ~~and~~
- E. provision for compliance with Title I of the Americans with Disabilities Act of 1990, which prohibits discrimination against disabled employees or job applicants.

These requirements may be incorporated as part of a county-wide affirmative action plan or provided as an addendum to the plan.

### 9575.0350 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~2-1/2~~ zero percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

[For text of subps 4 and 5, see M.R.]

### 9575.0730 DURATION OF PROBATIONARY PERIOD.

The probationary period shall consist of the equivalent of the first six full months of compensated service following the date of the appointment action requiring a probationary period, except as provided in part 9575.0740. Intermittent employees shall serve a probationary period of six full months, not to exceed two calendar years. Unpaid leave of ten or fewer workdays during the probationary period does not affect the duration of the probationary period.

### 9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1993~~ 1994.

Subpart 1. **Professional.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:



	Minimum	Maximum
Accountant	1920	<del>2996</del> <u>3128</u>
Accounting Supervisor	2291	<del>3742</del> <u>3909</u>
Administrative Assistant I	2396	<del>4096</del> <u>4283</u>
Administrative Assistant II	2801	<del>4380</del> <u>4569</u>
Administrative Assistant III	3198	<del>4771</del> <u>4982</u>
Adult Day Care Center Supervisor	1835	<del>2996</del> <u>3128</u>
Assistant Welfare Director	4283	<del>6360</del> <u>6631</u>
<u>Business Manager</u>	<u>3128</u>	<u>4877</u>
Chemical Dependency Coordinator	1920	<del>2996</del> <u>3128</u>
Collections and Accounting Unit Supervisor	2010	<del>3272</del> <u>3425</u>
Collection Services Supervisor II	2010	<del>3272</del> <u>3425</u>
Community Health Services Supervisor	2291	<del>3742</del> <u>3909</u>
Computer Programmer	1835	<del>2996</del> <u>3128</u>
Contract Services Representative	2098	<del>3425</del> <u>3577</u>
County Agency Social Worker (Licensing Specialist)	1835	<del>2996</del> <u>3128</u>
County Agency Social Worker	1920	<del>3272</del> <u>3425</u>
County Agency Social Worker (Child Protection Specialist)	1920	<del>3272</del> <u>3425</u>
County Agency Social Worker (MSW)	2010	<del>3272</del> <u>3425</u>
County Agency Social Worker (MSW) (Child Protection Specialist)	2010	<del>3272</del> <u>3425</u>
<u>Day Treatment Supervisor</u>	<u>2196</u>	<u>3577</u>
<u>Day Treatment Therapist</u>	<u>1920</u>	<u>3425</u>
Director of Business Management I	2801	<del>4380</del> <u>4569</u>
Director of Business Management II	3350	<del>4982</del> <u>5205</u>
Director of Financial Assistance	3350	<del>4982</del> <u>5205</u>
Director of Planning	3350	<del>4982</del> <u>5205</u>
Director of Public Health Nursing	2291	<del>3742</del> <u>3909</u>
Director of Social Services	3350	<del>4982</del> <u>5205</u>
Employment Guidance Counselor	1756	<del>2630</del> <u>2742</u>
Family Based Services Supervisor	1920	<del>2996</del> <u>3128</u>
Family Service Coordinator II	1756	<del>2630</del> <u>2742</u>
Financial Assistance Supervisor I	2010	<del>3272</del> <u>3425</u>
Financial Assistance Supervisor II	2291	<del>3742</del> <u>3909</u>
Financial Assistance Supervisor III	2396	<del>4096</del> <u>4283</u>
Fiscal Manager	2396	<del>4096</del> <u>4283</u>
Fiscal Officer	1756	<del>2630</del> <u>2742</u>
Fiscal Supervisor I	1835	<del>2996</del> <u>3128</u>
Fiscal Supervisor II	2291	<del>3742</del> <u>3909</u>
Gerontology Counselor	2010	<del>3272</del> <u>3425</u>
Human Services Director III	3659	<del>5440</del> <u>5688</u>
Human Services Supervisor I	2396	<del>4096</del> <u>4283</u>
Human Services Supervisor II	3128	<del>4674</del> <u>4877</u>
Mental Health Program Manager	2801	<del>4380</del> <u>4569</u>
Mental Health Worker	2098	<del>3425</del> <u>3577</u>
Nutrition Project Assistant Director	1835	<del>2996</del> <u>3128</u>
Nutrition Project Director	2291	<del>3742</del> <u>3909</u>
Office Services Supervisor	1756	<del>2630</del> <u>2742</u>

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## Proposed Rules

	Minimum	Maximum
Planner (Human Services)	2098	<del>3425</del> <u>3577</u>
Psychologist I	2010	<del>3272</del> <u>3425</u>
Psychologist II	2291	<del>3742</del> <u>3909</u>
Psychologist III	3058	<del>4380</del> <u>4569</u>
Public Health Educator	1920	<del>3272</del> <u>3425</u>
Public Health Nurse	2010	<del>3128</del> <u>3272</u>
Public Health Nurse (Team Leader)	2098	<del>3272</del> <u>3425</u>
Public Health Nursing Supervisor	2196	<del>3425</del> <u>3577</u>
<u>Recreational Therapist</u>	<u>1756</u>	<u>2742</u>
Registered Dietician	1835	<del>2996</del> <u>3128</u>
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	1920	<del>2996</del> <u>3128</u>
Sanitarian	1835	<del>2996</del> <u>3128</u>
Senior Staff Development Specialist	2291	<del>3742</del> <u>3909</u>
Social Services Supervisor I	2396	<del>4096</del> <u>4283</u>
Social Services Supervisor II	2742	<del>4477</del> <u>4674</u>
Social Services Supervisor III	3128	<del>4674</del> <u>4877</u>
Staff Development Specialist	1835	<del>2996</del> <u>3128</u>
Student Social Worker (Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2098	<del>3425</del> <u>3577</u>
Support Services Supervisor	1920	<del>2996</del> <u>3128</u>
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1835	<del>2996</del> <u>3128</u>
Welfare Director I	2801	<del>4380</del> <u>4569</u>
Welfare Director II	3128	<del>4674</del> <u>4877</u>
Welfare Director III	3350	<del>4982</del> <u>5205</u>
Welfare Director IV	3659	<del>5440</del> <u>5688</u>
Welfare Director V	3909	<del>5814</del> <u>6073</u>
<del>Welfare Director VI</del>	<del>4877</del>	<del>6930</del>

Subp. 4. **Support personnel.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Account Clerk	1255	<del>1876</del> <u>1961</u>
Accounting Technician	1344	<del>2010</del> <u>2098</u>
Adult Day Care Center Program Coordinator	1473	<del>2196</del> <u>2291</u>
Case Aide	1344	<del>2196</del> <u>2291</u>
Chemical Dependency Counselor	1640	<del>2339</del> <u>2449</u>
Child Health Aide	1075	<del>1756</del> <u>1835</u>
Child Support Officer (Administrative Process)	1756	<del>2630</del> <u>2742</u>
Child Support Officer I	1640	<del>2339</del> <u>2449</u>
Child Support Officer II	1756	<del>2630</del> <u>2742</u>
Collections Officer	1473	<del>2196</del> <u>2291</u>
Collection Services Supervisor I	1920	<del>2996</del> <u>3128</u>
Community Service Aide	1075	<del>1756</del> <u>1835</u>
Community Support Technician	1640	<del>2339</del> <u>2449</u>
Computer Operations Specialist	1255	<del>1876</del> <u>1961</u>
Coordinator of Aging	1756	<del>2630</del> <u>2742</u>
Crisis Center Resource Aide	1344	<del>2010</del> <u>2098</u>
Executive Assistant	1640	<del>2339</del> <u>2449</u>

## Proposed Rules

	Minimum	Maximum
Family Based Services Provider	1640	<del>2339</del> <u>2449</u>
Family Service Aide I	1255	<del>1876</del> <u>1961</u>
Family Service Aide II	1344	<del>2010</del> <u>2098</u>
Family Service Coordinator I	1473	<del>2196</del> <u>2291</u>
Family Service/Home Health Aide	1255	<del>1876</del> <u>1961</u>
Financial Assistance Specialist	1756	<del>2630</del> <u>2742</u>
Financial Worker	<del>1440</del> <u>1473</u>	<del>2339</del> <u>2449</u>
<u>Fraud Prevention Specialist</u>	<u>1640</u>	<u>2449</u>
Home Health Aide	1255	<del>1876</del> <u>1961</u>
Home Health Aide Coordinator	1473	<del>2196</del> <u>2291</u>
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	1920	<del>2996</del> <u>3128</u>
Housing Rehabilitation Specialist	1473	<del>2196</del> <u>2291</u>
Licensed Practical Nurse	1473	<del>2196</del> <u>2291</u>
Methods and Procedures Technician	1640	<del>2339</del> <u>2449</u>
Monitoring and Review Specialist	1473	<del>2196</del> <u>2291</u>
Public Health Aide	1075	<del>1756</del> <u>1835</u>
Senior Citizen's Aide	1255	<del>1876</del> <u>1961</u>
SILS Program Coordinator	1640	<del>2339</del> <u>2449</u>
<u>Social Services Administrative Aide</u>	<u>1756</u>	<u>2742</u>
Support and Collections Specialist	1756	<del>2630</del> <u>2742</u>
Support Enforcement Aide	1255	<del>1876</del> <u>1961</u>
Welfare Fraud Investigator	1756	<del>2630</del> <u>2742</u>

Subp. 7. **Clerical.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions:

	Minimum	Maximum
Administrative Secretary	1344	<del>2010</del> <u>2098</u>
Clerk I	925	<del>1504</del> <u>1571</u>
Clerk II	1075	<del>1756</del> <u>1835</u>
Clerk III	1255	<del>1876</del> <u>1961</u>
Clerk-Typist I	1010	<del>1640</del> <u>1717</u>
Clerk-Typist II	1075	<del>1756</del> <u>1835</u>
Clerk-Typist III	1344	<del>2010</del> <u>2098</u>
Clerk-Steno	1075	<del>1756</del> <u>1835</u>
Data Entry Operator	1010	<del>1640</del> <u>1717</u>
Information Systems Specialist	1075	<del>1756</del> <u>1835</u>
Legal Secretary	1255	<del>1876</del> <u>1961</u>
Switchboard Operator	1010	<del>1640</del> <u>1717</u>

Subp. 10. **Maintenance and trades.** The following minimum and maximum salary steps in monthly salary amounts shall be applicable to the specified classes of positions. Janitors who are required to work for a period of at least five hours after 6 p.m. on a regularly scheduled basis may be paid a shift differential in the amount of one salary step above their normal day-work rate.

	Minimum	Maximum
Automobile/Van Driver	1010	<del>1640</del> <u>1717</u>
Bus Driver	1075	<del>1756</del> <u>1835</u>
Janitor	1075	<del>1756</del> <u>1835</u>
Maintenance Worker	1255	<del>1876</del> <u>1961</u>

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## Proposed Rules

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### Department of Public Safety

#### Proposed Permanent Rules Relating to Merit System

##### Notice of Intent to Adopt a Rule Without a Public Hearing

The Department of Public Safety intends to adopt amendments to permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. You have 30 days to submit written comments on the proposed rule and may also submit a written request that a hearing be held on the rule.

**Agency Contact Person.** Comments or questions on the rule and written requests for a public hearing must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (612) 296-3996, fax number (612) 282-5340.

**Subject of Rule and Statutory Authority.** The Minnesota Merit System rules provide for a system of personnel administration for 22 local and county emergency management agencies. The rules apply to all positions funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, leaves of absence, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

If adopted, proposed amendments to part 7520.0100 would amend the definitions of "discrimination" and "equal employment opportunity" so that they are in compliance with the Minnesota Human Rights Act. Amendments to part 7520.0350 clarify the components required in an approved affirmative action plan and serve to make the rule consistent with the requirements of the Minnesota Human Rights Act and the Americans with Disabilities Act of 1990.

*Minnesota Rules*, part 7520.0200, subpart 3 makes *Minnesota Rules*, parts 9575.0400-9575.1300, which are the rules of the Department of Human Services Merit System, applicable to county and local emergency management agencies. The proposed change to part 9575.0730 would then apply to local and county emergency management agencies. Amendments are proposed to part 9575.0730 to simplify the computation of the length of probationary periods for intermittent employees. A copy of the Human Services rule amendments is attached.

A proposed revision to part 7520.0650 provides for a recommended salary adjustment of 0% for all incumbents on the professional and clerical salary schedules who are covered by Merit System compensation plans. Amendments proposed to the compensation plan (parts 7520.1000-1100) provide for a 0% adjustment to the minimum salaries of all classifications covered by Merit System compensation plans, since this is the general salary adjustment being recommended for incumbents. Amendments are proposed to adjust the maximum salaries of the ranges in parts 7520.1000-1100 by one step, or approximately 4.5%. This is being proposed so that local and county agencies are given maximum flexibility in administering their compensation plans.

The statutory authority to adopt these rules is *Minnesota Statutes*, section 12.22, subd. 3. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

**Comments.** You have until 4:30 p.m., Wednesday, January 19, 1994, to submit comment in support of or in opposition to the proposed rule or any part or subpart of the rule. Your comment must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on Wednesday, January 19, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rule which caused your request, the reason for the request, and any changes you want made to the proposed rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless a sufficient number withdraw their requests in writing. If a public hearing is required, the agency will proceed pursuant to *Minnesota Statutes*, sections 14.131 to 14.20.

**Modifications.** The proposed rule may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rule as printed in the *State Register*. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement describes the need for and reasonableness of each provision of the proposed rule and identifies the data and information relied upon to support the proposed rule.

**Small Business Considerations.** The Department believes the proposed rules are exempt from the requirements of *Minnesota Statutes*, section 14.115, subdivisions 2 and 4 in regard to small business considerations. See *Minnesota Statutes*, section 14.115,

## Proposed Rules

subdivision 7, clause (2) which states that the requirement to consider the impact on small businesses does not apply to "agency rules that do not affect small businesses directly, including, but not limited to, rules relating to county or municipal administration of state and federal programs."

**Expenditure of Public Money by Local Public Bodies.** Adoption of these rules will not result in additional spending by local public bodies in excess of \$100,000 per year for the first two years following adoption under the requirements of *Minnesota Statutes*, section 14.11. A fiscal note prepared according to the requirements of *Minnesota Statutes*, section 3.98, subdivision 2, estimating the fiscal impact of the rule is available from the agency contact person.

**Impact on Agricultural Lands.** The proposed rules relate to local county and administration of state and federal programs and do not have a direct and substantial adverse impact on agricultural lands. Therefore, the agency is not subject to the requirements of *Minnesota Statutes*, sections 17.80 to 17.84 as specified in *Minnesota Statutes*, section 14.11, subdivisions 2 and 4.

**Adoption and Review of Rule.** If no hearing is required, after the end of the comment period the agency may adopt the rule amendments. The rule and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rule is submitted to the Attorney General or be notified of the Attorney General's decision on the rule. If you wish to be so notified, or wish to receive a copy of the adopted rule, submit your request to the agency contact person listed above.

Dated: 2 December 1993

Arne H. Carlson  
Governor

### Rules as Proposed

#### 7520.0100 DEFINITIONS.

[For text of subps 1 to 13, see M.R.]

Subp. 13a. **Discrimination.** "Discrimination" means unequal treatment, intentional or unintentional, that is based on the following protected characteristics: race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, ~~or~~ political affiliation, membership or activity on a local commission, or sexual orientation.

[For text of subps 14 to 17, see M.R.]

Subp. 17a. **Equal employment opportunity.** "Equal employment opportunity" means the policy of basing all personnel activities solely on individual merit of applicants and employees in relation to job requirements, and without regard to race, color, creed, sex, age, marital status, national origin, disability, reliance on public assistance, religion, ~~or~~ political affiliation, membership or activity in a local commission, or sexual orientation.

[For text of subps 17b to 50, see M.R.]

#### 7520.0350 PROHIBITION AGAINST DISCRIMINATION.

Subpart 1. **In general.** No person shall be discriminated for or against in such matters as recruitment, examination, appointment, tenure, compensation, classification, or promotion, or in such matters as conditions, facilities, or privileges of employment because of race, color, political affiliation, creed, religion, national origin, disability ~~where the disability does not interfere with the completion of assigned duties,~~ age, marital status, status with regard to public assistance, ~~or~~ sex, membership or activity in a local commission, or sexual orientation. Any person aggrieved by a violation of these prohibitions may file a complaint under the provisions of *Minnesota Statutes*, chapter 363, or may file a discrimination complaint under the local agency's internal complaint process.

Subp. 2a. **Affirmative action plan.** Each local agency shall have an affirmative action plan for employees covered by parts 7520.0100 to 7520.1200. The plan must contain, at a minimum, the following:

[For text of item A, see M.R.]

B. an internal discrimination complaint policy and procedure that includes notification of the Department of Human Services ~~Affirmative Action~~ Office for Equal Opportunity, Affirmative Action and Civil Rights of complaints that are brought and their resolution;

C. provision for appointment of a person to provide liaison between the local agency and the Department of Human Services

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## Proposed Rules

~~Affirmative Action~~ Office for Equal Opportunity, Affirmative Action and Civil Rights and to have responsibility for implementation of the local agency's plan; and

D. provision for participation by the local agency in an affirmative action committee ~~and~~;

~~E. provision for~~ notification of the Department of Human Services ~~Affirmative Action~~ Office for Equal Opportunity, Affirmative Action and Civil Rights of periodic hiring goals established by the local agency, for expanded certification purposes; and

~~F. provision for compliance with Title I of the Americans with Disabilities Act of 1990, which prohibits discrimination against disabled employees or job applicants.~~

These requirements may be incorporated as part of a county-wide affirmative action plan or provided as an addendum to the plan.

### 7520.0650 SALARY ADJUSTMENTS AND INCREASES.

[For text of subps 1 and 2, see M.R.]

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~2-1/2~~ zero percent for employees on the professional and clerical salary schedules.

[For text of subps 4 and 5, see M.R.]

### 7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1993~~ 1994; PROFESSIONAL.

#### Subpart 1. Plan.

	Minimum	Maximum
Administrative Officer	1920	<del>2869</del> <u>2996</u>
Assistant		
Emergency Management Director	1756	<del>2630</del> <u>2742</u>
Communications Officer	1680	<del>2507</del> <u>2630</u>
Operations Officer	1920	<del>2869</del> <u>2996</u>
Public Information Officer	1920	<del>2869</del> <u>2996</u>
Radiological Officer	1680	<del>2507</del> <u>2630</u>
Safety Services Coordinator	1920	<del>2869</del> <u>2996</u>

### 7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1993~~ 1994; CLERICAL.

#### Subpart 1. Plan.

	Minimum	Maximum
Clerk I	925	<del>1504</del> <u>1571</u>
Clerk II	1075	<del>1756</del> <u>1835</u>
Clerk III	1255	<del>1876</del> <u>1961</u>
Clerk-Typist I	1010	<del>1640</del> <u>1717</u>
Clerk-Typist II	1075	<del>1756</del> <u>1835</u>
Clerk-Typist III	1344	<del>2010</del> <u>2098</u>
Clerk-Steno	1075	<del>1756</del> <u>1835</u>

## Secretary of State

### Proposed Permanent Rules Relating to Uniform Commercial Code Filings

#### Notice of Intent to Adopt a Rule Without a Public Hearing

The office of the Secretary of State intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, section 14.22 to 14.28. You have 30 days to submit written comment on the proposed rules and may also request that a hearing be held on the rules.

**Agency Contact Person.** Comments or questions on the rules and written requests for a public hearing on the rules must be submitted to:

Katherine A. Engler  
Staff Attorney  
Office of the Secretary of State  
180 State Office Building  
100 Constitution Avenue  
St. Paul, Mn 55155-1299  
Phone: 612/297-5163  
Fax: 612/296-9073

**Subject of Rule and Statutory Authority.** The proposed rules are about Uniform Commercial Code forms. The statutory authority to adopt these rules is *Minnesota Statute* sections 336.9-403 (5) and 14.06. A copy of the proposed rules are published in the *State Register* and specify the format and contents of those forms which will be accepted as standard Uniform Commercial Code financing statements and therefore subject to a lower filing fee. The specific changes proposed by these rules are: (1) the addition of a statutorily mandated sentence to the UCC-3 form; (2) the addition of statutorily mandated language to the directions for creating a UCC-3 form on a word processor; and (3) a revised UCC-12 for requesting tax lien information. A free copy of the rules is available on request from the agency contact person listed above.

**Comments.** You have until 4:30 p.m., January 20, 1994 to submit written comments in support of or in opposition to the proposed rules and any part or subpart of the rules. Your comments must be in writing and received by the agency contact person by the due date. Comment is encouraged. Your comments should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed.

**Request for a Hearing.** In addition to submitting comments, you may also request that a hearing be held on the rules. Your request for a public hearing must be in writing and must be received by the agency contact person by 4:30 p.m. on January 20, 1994. Your written request for a public hearing must include your name and address. You are encouraged to identify the portion of the proposed rule which caused your request, the reason for the request, and any changes you want made to the proposed rule. If 25 or more persons submit a written request for a hearing, a public hearing will be held unless sufficient number withdraw their requests in writing. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, section 14.131 to 14.20.

**Modifications.** The proposed rules may be modified as a result of public comment. The modifications must be supported by data and views submitted to the agency and may not result in a substantial change in the proposed rules as printed in the *State Register*. If the proposed rules affect you in any way, you are encouraged to participate in the rulemaking process.

**Statement of Need and Reasonableness.** A statement of need and reasonableness is now available from the agency contact person. This statement describes the need for and reasonableness of each provision of the proposed rules and identifies the data and information relied upon to support the proposed rules.

**Small Business Considerations.** Small businesses who use the Uniform Commercial Code filing system may be impacted by these changes to the financing statement forms. However, the impact will be positive as the proposed changes to the UCC-3 form add statutorily mandated language to the existing rules thus clarifying filing requirements for all users of the Uniform Commercial Code system. The proposed changes to the UCC-12 form which is used to request tax lien information are designed to aid the filing officers providing the information and should have no impact on small business.

**Expenditure of Public Money by Local Public Bodies.** The adoption of these rules will not require the expenditure of public monies by local bodies. Therefore, *Minnesota Statute* section 14.11, subdivision 1 is not applicable.

**Impact on Agricultural Lands.** The adoption of these rules will not have any impact on agricultural land and so *Minnesota Statute* section 14.11, subdivision 2 is not applicable.

**Adoption and Review of Rule.** If no hearing is required, after the end of the comment period the agency may adopt the rules. The rules and supporting documents will then be submitted to the Attorney General for review as to legality and form to the extent form relates to legality. You may request to be notified of the date the rules is submitted to the Attorney General or be notified of the Attorney General's decision on the rules. If you wish to be so notified, or wish to receive a copy of the adopted rules, submit your request to the agency contact person listed above.

Dated: 3 December 1993.

Joan Anderson Growe  
Secretary of State

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## Proposed Rules


### Rules as Proposed

#### 8260.0800 STATEMENT OF CONTINUATION, ASSIGNMENT, AMENDMENT, RELEASE, AND TERMINATION: FORM UCC-3.

[For text of subps 1 and 2, see M.R.]

Subp. 3. [See repealer.]

Subp. 3a. Report format for multipart form. A standard financing statement must be in substantially the following form:

 <b>STANDARD FORM STATE OF MINNESOTA UCC-3 STATEMENT OF CONTINUATION, ASSIGNMENT, RELEASE, ETC.</b>		For Filing Officer			
<small>This statement is presented for filing pursuant to <i>Minnesota Uniform Commercial Code Minnesota Statutes Chapter 336.9-402</i> (Type in Black Ink)</small>					
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 50%; padding: 2px;">1. Original Financing Statement No.</td><td style="width: 50%; padding: 2px;">Original File Date</td></tr><tr><td style="width: 50%; padding: 2px;">2. <b>DEBTOR</b> (Name and Address)</td><td style="width: 50%; padding: 2px;">3. <b>SECURED PARTY</b> (Name and Address)</td></tr></table>			1. Original Financing Statement No.	Original File Date	2. <b>DEBTOR</b> (Name and Address)
1. Original Financing Statement No.	Original File Date				
2. <b>DEBTOR</b> (Name and Address)	3. <b>SECURED PARTY</b> (Name and Address)				
<small>The financing statement described above is changed to show a(n): (Please one function per form with the exception of amendment)</small>					
<table style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;"><p><input type="checkbox"/> <b>4. CONTINUATION</b> the original financing statement bearing the file number shown above is continued for an additional 5 years. The original statement is still effective.</p><p><input type="checkbox"/> <b>5. AMENDMENT</b> the original financing statement bearing the file number shown above is amended as described in BOX 10. See instruction 5 on the reverse side for additional information.</p><p><input type="checkbox"/> <b>6. TOTAL ASSIGNMENT</b> all of the secured party's rights under the original financing statement have been assigned to the assignee whose name and address appear in BOX 10.</p></td><td style="width: 50%; vertical-align: top;"><p><input type="checkbox"/> <b>7. PARTIAL ASSIGNMENT</b> some of the secured party's rights have been assigned to the Assignee whose name and address appear in BOX 10. A description of the collateral subject to the assignment must also be given.</p><p><input type="checkbox"/> <b>8. PARTIAL RELEASE</b> the secured party releases the collateral described in BOX 10 but retains a security interest in the original financing statement bearing the file number shown above.</p><p><input type="checkbox"/> <b>9. TERMINATION</b> the secured party of record no longer claims a security interest under the financing statement bearing the file number shown above.</p></td></tr></table>			<p><input type="checkbox"/> <b>4. CONTINUATION</b> the original financing statement bearing the file number shown above is continued for an additional 5 years. The original statement is still effective.</p> <p><input type="checkbox"/> <b>5. AMENDMENT</b> the original financing statement bearing the file number shown above is amended as described in BOX 10. See instruction 5 on the reverse side for additional information.</p> <p><input type="checkbox"/> <b>6. TOTAL ASSIGNMENT</b> all of the secured party's rights under the original financing statement have been assigned to the assignee whose name and address appear in BOX 10.</p>	<p><input type="checkbox"/> <b>7. PARTIAL ASSIGNMENT</b> some of the secured party's rights have been assigned to the Assignee whose name and address appear in BOX 10. A description of the collateral subject to the assignment must also be given.</p> <p><input type="checkbox"/> <b>8. PARTIAL RELEASE</b> the secured party releases the collateral described in BOX 10 but retains a security interest in the original financing statement bearing the file number shown above.</p> <p><input type="checkbox"/> <b>9. TERMINATION</b> the secured party of record no longer claims a security interest under the financing statement bearing the file number shown above.</p>	
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10.					
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p><small>RETURN ACKNOWLEDGMENT COPY TO: (name and address)</small></p><div style="border: 1px solid black; height: 80px; margin: 5px 0;"></div><p style="font-size: small;">Please do not type outside the bracketed area.</p><p style="font-size: x-small;">(1) Filing Officer Copy-Alphabetical amend819 Rev. 11/93</p></div><div style="width: 50%;"><div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div><p style="font-size: small;">Debtor Signature</p><div style="display: flex; justify-content: space-between;"><div style="border-bottom: 1px solid black; width: 60%;"></div><div style="border-bottom: 1px solid black; width: 35%;"></div></div><div style="display: flex; justify-content: space-between;"><p style="font-size: small;">Secured Party</p><p style="font-size: small;">Date</p></div><p style="text-align: right; font-size: small;">Approved by Secretary of State of Minnesota</p></div></div>					
<p style="font-size: small;">Approved by Revisor _____</p>					



[For text of subs 4 to 6, see M.R.]

Subp. 7. **Report format for form generated by word processor.** A standard statement of continuation, assignment, amendment, release, and termination form must be in substantially the following format:

[For text of items A to F, see M.R.]

G. describing the single transaction to be accomplished on the filing of the form such as continuation, partial release, assignment, partial assignment, termination, or amendment. An amendment may accomplish any one or more of the following:

[For text of subitems (1) to (12), see M.R.]

(13) any other change in information.

**The change must clearly be described on the UCC-3 form;**

H. if the transaction is a continuation, the social security number of an individual debtor or the internal revenue service taxpayer identification number for a business debtor and the statutorily required statement "The original statement is still effective" must be stated;

I. if the transaction is a partial release, the collateral to be released must be stated;

J. if the transaction is an assignment, the name and address of the assignee must be stated;

K. if the transaction is a partial assignment, the name and address of the assignee and a description of the collateral being assigned must be stated.

Example 1. The existing debtors are John Smith and Mary Smith. They do not have identification numbers on record and are filing a UCC-3 to add this information. After identifying the transaction as an amendment adding a debtor's identification number, the form should read as follows:

John Smith  
ID# 123-45-5789

Mary Smith  
ID# 987-65-4321

Example 2. The existing debtors are John Smith and Paul Jones. Paul Jones has moved and needs to change his address by filing a UCC-3. After identifying the transaction as an amendment, the form should read as follows:

Change debtor address for Paul Jones to 1234 Hemlock Street, Anytown, Minnesota 551...

Example 3. The existing debtor is Paul Jones. Another debtor is being added to the financing statement by filing a UCC-3. After identifying the transaction as an amendment, the form should read as follows:

Add debtor Susan Peterson, Inc., federal taxpayer identification number 41-123456, 4321 Hemlock Street, Anytown, Minnesota, 551...;

H. L. showing a box in the bottom left of the page 3-1/2 inches wide and one inch long so that a name and address can be inserted in this area and used to return the acknowledgment copy of the statement of continuation, assignment, amendment, release, and termination to the submitting party. The box is placed three-fourths inch from the bottom of the page and five-eighths inch from the left side of the page; and

I. M. showing lines for signatures by the debtor(s) and secured party on the bottom right side of the page across from the address box described in item H. L.

## **8260.1000 TAX LIEN REQUEST FOR INFORMATION OR COPIES FORMAT: FORM UCC-12.**


[For text of subs 1 and 2, see M.R.]

Subp. 3. [See repealer.]

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Proposed Rules

Subp. 3a. Report format for multipart form. A standard request for tax lien information form must be in substantially the following form:



**STATE OF MINNESOTA**  
**UCC-12 REQUEST FOR TAX LIEN INFORMATION**  
**OR COPIES**

For  
Filing  
Officer

This statement is presented pursuant to *Minnesota Statutes Sections 270.69, 272.479 and 336.9-407.*  
(Type in Black Ink)

**OPTIONS (choose one) SEARCH IS OF RECORDS OF SINGLE FILING OFFICE ONLY.**

☐ Information listing only (includes state and federal tax liens showing all taxpayer names and addresses, government entity, filing information and description of subsequent filings).

☐ Copies only (includes a state and federal tax liens showing the file number, the file date and copies of the tax liens that are filed in the filing office where the request was processed).

☐ Combination information and copies (includes data as described in information option and copies of the tax liens that are filed in the filing office where the request was processed).

**FILING OFFICER** please furnish certificate showing any presently effective tax liens as of:

☐ date of processing ☐ from \_\_\_\_\_ to date of processing

Taxpayer (Last) Name		First Name	Middle I.
Social Security # or Fed. ID #	Mailing Address		
City	State	Zip Code	

Signature of Requesting Party		Telephone Number	
-------------------------------	--	------------------	--

File Number	Date and Hour of Filing	Amount of Lien	Government Authority and Address

**CERTIFICATE**

The filing officer certifies that:

\_\_\_\_\_ the above listing is a record of all state and/or federal tax liens which name the requested taxpayer and which are on file in the filing office as of \_\_\_\_\_, 19\_\_ at \_\_\_\_\_ m.

\_\_\_\_\_ the attached certificate lists all state and/or federal tax liens which name the requested taxpayer and which are on file in the filing office as of the date and time shown on the certificate.

\_\_\_\_\_ the attached \_\_\_\_\_ pages are true and exact copies of the tax liens.

RETURN REQUESTED INFORMATION TO: (name and address)

Date \_\_\_\_\_

Signature of filing officer \_\_\_\_\_

Please do not type outside the bracketed area

Copy 1 - (11931986 Rev 11/93)

Approved by Secretary of State

Approved  
by Revisor \_\_\_\_\_

[For text of subps 4 and 5, see M.R.]

**REPEALER.** Minnesota Rules, parts 8260.0800, subpart 3; and 8260.1000, subpart 3; are repealed.

## Adopted Rules

The adoption of a rule becomes effective after the requirements of Minn. Stat. §§14.14-14.28 have been met and five working days after the rule is published in *State Register*, unless a later date is required by statutes or specified in the rule.

If an adopted rule is identical to its proposed form as previously published, a notice of adoption and citation to its previous *State Register* publication will be printed.

If an adopted rule differs from its proposed form, language which has been deleted will be printed with strikeouts and new language will be underlined. The rule's previous *State Register* publication will be cited.

An emergency rule becomes effective five working days after the approval of the Attorney General as specified in Minn. Stat. §14.33 and upon the approval of the Revisor of Statutes as specified in §14.36. Notice of approval by the Attorney General will be published as soon as practicable, and the adopted emergency rule will be published in the manner provided for adopted rules under §14.18.

## Department of Health

### Adopted Permanent Rules Relating to Plumbers

The rules proposed and published at *State Register*, Volume 18, Number 17, pages 1152-1155, October 25, 1993 (18 SR 1152), and Volume 18, Number 20, page 1341, November 15, 1993 (18 SR 1341), are adopted with the following modifications:

#### Rules as Adopted

#### 4715.3140 EXAMINATION AND LICENSING OF PLUMBERS.

Subpart 1. **Examinations.** An applicant for a plumber's license must satisfactorily pass an examination given by the commissioner of health. Examinations for journeyman and master plumber licenses shall be held in March and September of each year. Applications for the March examination must be filed not later than February 15 and for the September examination not later than August 15.

~~C. To qualify for the journeyman's examination, a plumber's apprentice whose initial registration is on or after July 1, 1995, must, in addition to the required practical plumbing experience for an apprentice, complete at least 500 hours of classroom or correspondence instruction related to plumbing design and installation through a curriculum approved by the commissioner of health. Course curriculum must provide instruction consistent with the requirements of the Minnesota Plumbing Code, chapter 4715.~~

#### 4715.3170 REGISTRATION OF PLUMBER'S APPRENTICE.

Effective July 1, 1987, no person shall work as a plumber's apprentice until that person has submitted an application and fee for registration to the commissioner of health. Registration must be renewed annually and shall be for the period from July 1 of each year to June 30 of the following year. Applications for initial and renewal registration must be submitted to the commissioner of health before July 1 of each registration period on forms provided by the commissioner, and must be accompanied by a fee of \$25. A plumber's apprentice who submits a registration application after July 1 in any year must pay the past due renewal fee plus an additional \$25 late fee.

B. At the time of registration, an apprentice must provide a name, address, date of birth, social security number, and information about education, ~~training~~, and practical plumbing experience on forms prepared by the commissioner of health.

## Department of Human Services

### Adopted Permanent Rules Relating to Provisions of Family Community Support Service

The rules proposed and published at *State Register*, Volume 18, Number 4, pages 336-346, July 26, 1993 (18 SR 336), are adopted with the following modifications:

**KEY: PROPOSED RULES SECTION** — Underlining indicates additions to existing rule language. ~~Strike outs~~ indicate deletions from existing rule language. If a proposed rule is totally new, it is designated "all new material." **ADOPTED RULES SECTION** — Underlining indicates additions to proposed rule language. ~~Strike outs~~ indicate deletions from proposed rule language.

## Adopted Rules

### Rules as Adopted

#### 9535.4010 DEFINITIONS.

Subp. 15. **Family.** "Family" has the meaning given in *Minnesota Statutes*, section 245.4871, subdivision 16; or, for an Indian child, means a relationship recognized by the Minnesota Indian Family Preservation Act in *Minnesota Statutes*, sections 257.35 to 257.3579.

Subp. 21. **Legal representative.** "Legal representative" means a guardian appointed by the court to decide on services for a child as person specified in *Minnesota Statutes*, section 525.619 a custodian or guardian as defined in *Minnesota Statutes*, section 260.015, subdivision 14; or 260.242; or an Indian custodian as defined in *Minnesota Statutes*, section 257.351 245.4871, subdivision 8 22.

#### 9535.4023 PERSONS TO RECEIVE INFORMATION AND PLAN SERVICES.

Subp. 3. ~~When the child is the only person who has the right to receive information, plan, and decide on family community support services~~ Circumstances when person other than parent has the right to consent and authorize family community support services. When one of the circumstances in item A or B applies, a child is the only person with the right to receive required notices; make decisions about family community support and other mental health services; and be included in planning family community support services.

A. The child is at least 16 years of age and the child's parent or legal representative is hindering or impeding the child's access to mental health services.

B. The child:

(1) has been married or has borne a child as specified in *Minnesota Statutes*, section 144.342;

(2) is living separate and apart from the child's parents or legal representative and is managing the child's own financial affairs as specified in *Minnesota Statutes*, section 144.341;

(3) is at least 16, but under 18, years of age and has consented to treatment as specified in *Minnesota Statutes*, section 253B.03, subdivision 6, paragraph (d); or

(4) is at least 16, but under 18, years of age and has been authorized by a county board for independent living pursuant to a court order as specified in *Minnesota Statutes*, section 260.191, subdivision 1, paragraph (a), clause (4). Consent and authorization for family community support services must be obtained from the child's parent unless otherwise obtained in accordance with *Minnesota Statutes*, section 245.4876, subdivision 5.

## Office of Secretary of State

### Adopted Permanent Rules Relating to International Student Exchange Visitor Programs

The rules proposed and published at *State Register*, Volume 18, Number 15, pages 1050-1056, October 11, 1993 (18 SR 1050), are adopted with the following modifications:

#### Rules as Adopted

#### 3650.0010 DEFINITIONS.

Subp. 7. **International student exchange visitor or student.** "International student exchange visitor" or "student" means a foreign national who:

B. is engaged in accepted for a course of study for at least 30 days at a school;

#### 3650.0020 REGISTRATION STANDARDS.

Subp. 4. **Acceptance of students.** No student shall be brought into Minnesota by an organization unless the student has been accepted in writing as a student for at least 30 days by a legally authorized person at the admitting school. The organization must maintain copies of documents authorizing enrollment for each student in its files.

# Workers Compensation publications

Minnesota's Bookstore  
117 University Avenue St. Paul, MN 55155

## **1993 Workers Compensation Statute**

Chapter 176. 93 pp. Stock No. 2-72. \$10.00.

## **Emergency Rules Relating to Workers Compensation Emergency Treatment Parameters**

Rules effective May 18, 1993. Chapter 5221.6010-5221.8900. 44 pp. Stock No. 3-72s1. \$5.95.

*NOTE: This book is also available on a 3.5" HD diskette in a Word Perfect format. Stock No. 3-72s1D. \$15.95.*

## **Workers Compensation Permanent Partial Disability Schedule**

Rules effective 1985-June 30, 1993. Chapter 5223.0010-5223.0250. Also includes schedule effective July 1, 1993 (affects all dates of injury on or after July 1, 1993). Chapter 5223.0300-5223.0650. 101 pp. Stock No. 3-72s2. \$5.95.

*NOTE: This book is also available on a 3.5" HD diskette in a Word Perfect format. Stock No. 3-72s2D. \$15.95.*

## **Workers Compensation Rehabilitation Rules**

Rules effective June 28, 1993. Chapter 5220.0100-5220.1900. 25 pp. Stock No. 3-72s3. \$5.95.

*NOTE: This book is also available on a 3.5" HD diskette in a Word Perfect format. Stock No. 3-72s3D. \$15.95.*

## **Workers Compensation Medical Services and Fees (Relative Value Fee Schedule)**

Rules effective December 20, 1993. Includes Workers Compensation Medical Fees, Medical Administration Rules, Independent Medical Examinations and Medical Reimbursement. Stock No. 3-72s4. \$7.95.

*NOTE: This book is also available on a 3.5" HD diskette in a Word Perfect format. Stock No. 3-72s4D. \$15.95.*

## **Workers Compensation Permanent Managed Care Rules**

Rules effective December 1, 1993. Chapter 5218. 10 pp. Stock No. 3-72s5. \$5.95.

*NOTE: This book is also available on a 3.5" HD diskette in a Word Perfect format. Stock No. 3-72s5D. \$15.95.*

## **Workers Compensation (four sections all effective June 28, 1993):**

### Fraud Unit Rules

Chapter 5228.0100-5228.0130.

### Safety Grants and Loans

Chapter 5203.0010-5203.0070.

11 pp. Stock No. 3-72s8. \$5.95.

### Safety and Health Committees

Chapter 5204.0010-5204.0090

### Insurance Verification Rules

Chapter 5222.2000-5222.2006

*NOTE: This book is also available on a 3.5" HD diskette in a Word Perfect format. Stock No. 3-72s8D. \$15.95.*

## **Workers Compensation Independent Contractor Rules**

Rules effective December 1, 1993. Chapter 5224.0010-5224.0340. 22 pp. Stock No. 3-72s9. \$5.95.

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15 December 1993

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	<b>Medical Fee Schedule (Book)</b>	Stock No. 3-72s4	\$ 7.95	
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Paying by credit card? Please complete

Account number \_\_\_\_\_

Expiration date \_\_\_\_\_

Authorized signature \_\_\_\_\_

### Department of Agriculture

#### Food Inspection Division

#### Notice of Withdrawal of Proposed Rule

**NOTICE IS HEREBY GIVEN** that the proposed rule governing Tom and Jerry base, batter and mix, as published in the *State Register* on October 18, 1993, pages 1085-1086, (18 S.R. 1085), is withdrawn.

Dated: 19 November 1993

Elton Redalen  
Commissioner

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## ERRATA

### ERRATA

#### Department of Health

#### Proposed Permanent Rules Relating to Public Water Supply

The Notice of Intent to Adopt Permanent Rules Without A Public Hearing published December 13, 1993 at 18 S. R. 1467 contained a typographical error. The statutory authority to adopt these rules is contained in *Minnesota Statutes*, section 144.383, paragraph (e).

#### River Stories That Warm Your Heart

***A Stretch on the River.*** 1950 novel about the son of a wealthy family who goes to work on a Mississippi River towboat to avoid being drafted. With power, gusto and humor, author Richard Bissel creates an energetic, rowdy, and delightful account of a typical trip up the river, accurately re-creating a colorful era of towboating on America's major waterway. Stock #17-6-SR, \$8.95 plus tax.

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# Executive Orders

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## Executive Department

### Executive Order 93-27 Assigning Emergency Responsibilities to State Agencies; Rescinding Executive Order 90-2

I, ARNE H. CARLSON, GOVERNOR OF THE STATE OF MINNESOTA, by virtue of the authority vested in me by the Constitution and the applicable statutes, do hereby issue this Executive Order:

**WHEREAS**, natural and technological disasters, including those involving hazardous materials, have and may occur in any part of the state; and

**WHEREAS**, national and international events, such as conflict or threats of terrorism can increase the need for emergency preparedness within the state; and

**WHEREAS**, state agencies may be called upon to effectively respond to and/or assist in the recovery from the effects of these events or disasters;

**NOW, THEREFORE**, I hereby order that:

Each department and independent state agency included in this Executive Order shall designate a member of its staff as its emergency preparedness contact/coordinator (EPC/C). Such individual shall serve as the point of contact for the Division of Emergency Management and other state agencies with regard to emergency preparedness issues, and the implementation of that state agency's tasks.

Each department, independent division, bureau, board, commission, and independent institution of the state government, hereinafter referred to as agencies, shall carry out the general emergency preparedness, response, recovery, and hazard mitigation responsibilities described in this Executive Order, the specific emergency assignments contained in the Minnesota Emergency Operations Plan, and such other duties as may be requested by the Division of Emergency Management. The head of each agency shall be accountable for the execution of the above responsibilities.

#### I. Emergency Preparedness

- A. The Division of Emergency Management shall have overall responsibility for coordinating the development and maintenance of the all-hazards Minnesota Emergency Operations Plan.
- B. Each state agency shall develop, and make available to its employees, those specific, internal emergency operating procedures that it needs in order to:
  1. Protect its personnel, equipment, supplies, and public records from the direct effects of a disaster; and
  2. Carry out its normal services during a disaster; and,
  3. Carry out the emergency responsibilities that are assigned to it in this Executive Order, and are elaborated upon in the state emergency operations plan listed above.
- C. Each state agency shall, when requested by the Division of Emergency Management, participate in emergency preparedness exercises and training efforts.

#### II. Emergency Response

- A. All state agencies responding to an emergency/disaster shall use the Minnesota Incident Management System (MIMS). In the event of an emergency/disaster resulting in a multiple state agency response, a unified command structure shall be established. If, due to the nature of an incident, a single state agency has a larger/primary role in the response to that incident, that agency may be referred to as the lead agency. The Division of Emergency Management shall have the coordinating/facilitating role in a multiple state agency response to an emergency/disaster.
- B. State agencies shall be responsible for assigning necessary personnel to report to the state, regional, and/or on-site emergency operating center(s), if such are activated, in accord with the Minnesota Emergency Operations Plan. Such individuals shall be prepared to direct the activities of their agency's response personnel.
- C. In the event of a major disaster/emergency, state agencies shall be responsible for carrying out the general emergency responsibility assignments contained in this Executive Order, and elaborated upon in the emergency operations plan referenced above.
- D. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to assist with damage assessment activities associated with the Public Assistance and Individual Assistance programs.



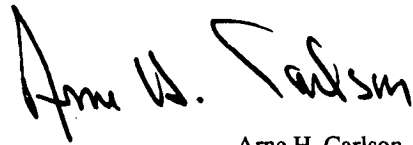
**III. Recovery/Hazard Mitigation**

- A. Each state agency that has a role in emergency management shall participate in the development of hazard mitigation strategies to reduce or eliminate the vulnerability of life and property to the effects of disasters.
- B. Following a presidential declaration of a major disaster, state agencies shall participate in the hazard mitigation activities requested by the Division of Emergency Management.
- C. State agencies shall, when requested by the Division of Emergency Management, provide appropriate personnel to serve on long-range recovery task forces and be prepared to commit and combine resources toward the long-term recovery effort.
- D. State agencies shall, when requested by the Division of Emergency Management, provide necessary personnel to staff those disaster application centers (DACs) that are established following a presidential declaration of a major disaster.

Executive Order 90-2 is rescinded.

Pursuant to *Minnesota Statutes* 1992, Section 4.035, subd. 2, this Executive Order is effective immediately and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1992, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this 10th day of December 1993.



Arne H. Carlson  
Governor

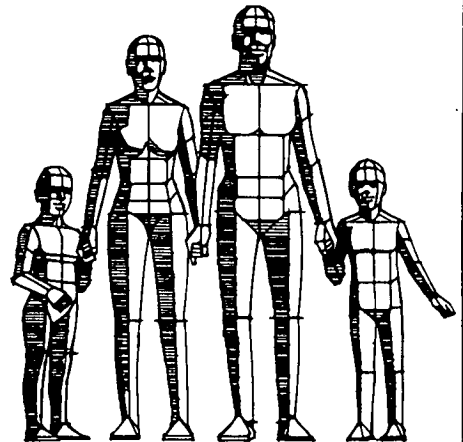
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Secretary of State

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### I. DEPARTMENT OF ADMINISTRATION

- Section 100 The Department of Administration shall provide architects, engineers, and/or other technically qualified personnel to prepare damage assessment and damage survey reports of public buildings damaged by disaster.
- Section 101 The Department of Administration shall administer the state self insurance program as it relates to federal disaster assistance, as set forth under Public Law 93-288.
- Section 102 The Department of Administration shall provide administrative support to state government agencies during a disaster. This support would include, but is not limited to, assigning administrative staff, equipment, stenographic, printing and duplicating materials and maintenance, at state and regional emergency operating centers.
- Section 103 The Department of Administration shall furnish computer services needed for operations and resource management in an emergency. These services include the use of computer facilities and support staff to provide needed information on a 24 hour basis during and immediately following an emergency.
- Section 110 The Department of Administration shall provide emergency telecommunications support and shall coordinate planning and delivery of statewide telecommunications systems and services for emergency operations during an emergency.
- Section 111 The Department of Administration shall be responsible for providing telephone operation support during exercises and emergencies in state and regional operating centers.

#### Building Codes and Standards Division

- Section 120 The Building Codes and Standards Division shall provide technically qualified personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of a major disaster.
- Section 121 The Building Codes and Standards Division shall provide a representative when requested to serve on a state review and selection panel, in order to assist in the evaluation of projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.
- Section 122 The Building Codes and Standards Division shall provide technical assistance in determining appropriate minimization projects in the Individual Assistance program.

### II. DEPARTMENT OF AGRICULTURE

- Section 200 The Department of Agriculture shall provide guidance for the use of agricultural land and crops affected by disaster.
- Section 201 The Department of Agriculture, with assistance from the Board of Animal Health, shall develop procedures for the protection of farm animals affected by a disaster.
- Section 202 The Department of Agriculture shall assist in the preparation of damage estimates for the Division of Emergency Management on agricultural losses to support disaster declaration requests.
- Section 203 The Department of Agriculture shall develop emergency procedures for a statewide food supply and distribution program in order to maintain adequate emergency food supplies. These procedures will make provisions for the control and distribution of primary and secondary foods as prescribed by federal guidelines.
- Section 204 The Department of Agriculture shall be responsible for a statewide program for the decontamination and salvage

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of animals and crops exposed to radiation and the use of contaminated agricultural land to include decontamination methods, cultivation guidance, and types of crops to be grown.

- Section 205 The Department of Agriculture has a significant role in responding to hazardous materials incidents. The Department of Agriculture shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### III. ATTORNEY GENERAL

- Section 300 The Attorney General shall be responsible for providing legal advice and opinions in support of state emergency operations to include preparing and reviewing proclamations and special regulations issued by the governor.
- Section 301 The Attorney General shall provide representation at disaster application centers (DACs) and public meetings as requested by the Division of Emergency Management, to provide consumer information to persons affected by a disaster.
- Section 302 The Attorney General shall prepare procedures and support the response to hazardous materials incidents in the state as requested by the Division of Emergency Management and detailed in the Minnesota Emergency Operations Plan.

### IV. STATE AUDITOR

- Section 400 The State Auditor shall be responsible for assuring that audits of project applications submitted by political jurisdictions meet the applicable state requirements. The State Auditor is responsible for conducting audits where audits are required by the Single Audit Act of 1984.
- Section 401 The State Auditor shall be responsible for conducting state audits for applicants of *Minnesota Statutes* Chapter 9.061 (the "Calamity Act").

### V. DEPARTMENT OF COMMERCE

- Section 500 The Department of Commerce shall provide representation at disaster application centers (DACs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to insurance claim procedures to persons affected by a disaster.
- Section 501 The Department of Commerce shall develop procedures and provide the necessary staff to support the state's responsibility in emergency banking and fiscal matters of the economic stabilization program established by the Federal Reserve Bank of Minneapolis and the Federal Reserve System.
- Section 502 The Department of Commerce shall assist state and local government with damage assessment of private or individual dwellings and businesses, as requested by the Division of Emergency Management.

### VI. DEPARTMENT OF JOBS AND TRAINING

- Section 600 The Field Operations Branch shall be responsible for coordinating and directing the use of personnel within the state during disaster operations from state and regional emergency operating centers.

#### Unemployment Insurance Branch

- Section 610 The Unemployment Insurance Branch shall develop procedures to provide unemployment assistance to eligible individuals whose unemployment results from a disaster declared under Public Law 93-288. It will also arrange for payment of benefits under regular unemployment compensation laws to eligible individuals in cases where a disaster has not been declared.
- Section 611 The Unemployment Insurance Branch shall provide representation at disaster application centers (DACs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to disaster unemployment.

#### Community Based Services Division

- Section 620 The Community Based Services Division shall use its network of service delivery areas to assist vulnerable individuals and families during and after a disaster. This includes, but is not limited to, Energy Assistance, Weatherization, and dislocated worker/job training programs.
- Section 621 The Community Based Services Division shall provide representation at disaster Application Centers (DACs) and public meetings as requested by the Division of Emergency Management, to furnish information relative to the applicable programs.

**VII. DEPARTMENT OF EDUCATION**

- Section 700 The Department of Education shall encourage local school districts to cooperate with local government authorities to ensure the preparation of plans for the protection of school children in an emergency. These plans shall include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations.
- Section 701 The Department of Education shall assist local school districts in preparing and submitting a request for financial assistance from the federal government when public school facilities have been damaged or destroyed by a major disaster.

**Division of Management Effectiveness**

- Section 710 The Division of Management Effectiveness, Child Nutrition Section shall have the responsibility for providing federal government food commodities. (The Department of Human Services shall be responsible for coordinating the distribution of these provisions to victims in the disaster area.)

**VIII. DEPARTMENT OF EMPLOYEE RELATIONS**

- Section 800 The Department of Employee Relations shall support the Department of Jobs and Training in the management of personnel services at state and regional emergency operating centers during a disaster, and will assist in the development of emergency employment utilization procedures.

**IX. DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT**

- Section 900 The Commissioner of the Department of Trade and Economic Development, with the assistance of the Policy Analysis, Science and Technology Division, shall provide the Division of Emergency Management with an estimate of the immediate economic impact of a disaster and, where applicable, provide estimated projections of long range effects of a major disaster, using relevant data from other state agencies if needed.
- Section 901 The Commissioner of the Department of Trade and Economic Development shall be responsible for the management of essential services and directing emergency industrial production, if directed to do so by the Governor. The Commissioner, with the assistance of the Policy Analysis, Science and Technology Division, shall prepare plans and procedures for controlling this production from state and regional emergency operating centers in coordination with the federal government.

**Community Development Division**

- Section 910 The Community Development Division shall provide a representative, when requested, to serve on a state review and selection panel that evaluates projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

**X. DEPARTMENT OF FINANCE**

- Section 1000 The Department of Finance shall develop procedures for fiscal management of the state during a disaster.
- Section 1001 The Department of Finance shall (within three days after receipt of payment authorization from the Department of Public Safety, Division of Emergency Management) process and issue checks for disaster victims that have applied for assistance through the Individual and Family Grant Program.

**XI. DEPARTMENT OF HEALTH**

- Section 1100 The Department of Health shall develop procedures for providing emergency health services for those critically ill and injured as a result of a disaster. These procedures shall include provisions for blood donor programs (in coordination with the American Red Cross), disease control, sewage and waste disposal, the handling of radioactive materials, potable water supply, disposition of mass casualties, and health assessment and training programs for health care and support personnel.
- Section 1101 The Department of Health has a significant role in responding to hazardous materials incidents. The Department of Health shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

**Bureau of Health Delivery Systems**

- Section 1110 The Bureau of Health Delivery Systems, in cooperation with the Office of Electronic Communications of the Technical Services Division of the Department of Transportation, shall develop a statewide emergency medical services radio communication system.
- Section 1111 The Bureau of Health Delivery Systems, through its emergency medical services field staff and district represen-

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tative, shall assist in the coordinating of emergency medical resources, including hospitals, blood banks and ambulance services to respond to disasters.

### Bureau of Health Protection

- Section 1120 The Bureau of Health Protection shall provide assistance to local officials in conjunction with the local health agency to ensure the safety of food and water for human consumption during and immediately following a disaster.
- Section 1121 The Bureau of Health Protection shall provide engineers, environmental health specialists, and/or other technically qualified personnel to prepare damage survey reports (DSRs) of health and public water facilities damaged by a disaster. They will assist communities in determining the cost to repair or replace damaged health facilities and public water distribution systems so federal financial assistance can be requested under Public Law 93-288.
- Section 1122 The Bureau of Health Protection shall be responsible for providing guidance on protective action levels and medical assistance to state and local authorities in areas affected by accidents/incidents involving radioactive or any other hazardous materials. They shall develop procedures to accomplish this and conduct in-service training to maintain this response capability.
- Section 1123 The Bureau of Health Protection shall coordinate food service activities in an emergency, conducting food inspections at mass feeding facilities.

### XII. MINNESOTA HOUSING FINANCE AGENCY

- Section 1200 The Minnesota Housing Finance Agency shall administer home improvement grants and loans, available through its own agency, to homeowners of low and moderate incomes, that have sustained disaster related damage to their principal residence.
- Section 1202 The Minnesota Housing Finance Agency shall provide a representative, when requested, to serve on a state review and selection panel that evaluates projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

### XIII. DEPARTMENT OF HUMAN SERVICES

- Section 1300 The Department of Human Services shall be responsible for coordinating the provision of government commodity foods and food stamps to disaster victims. Legal responsibility for government commodities is placed with the Minnesota Department of Education, Child Nutrition Section.
- Section 1301 The Department of Human Services shall be responsible for coordinating the mass emergency repatriation of Minnesota residents upon an emergency declaration by the federal government or upon a request from the U.S. State Department.
- Section 1302 The Minnesota Board on Aging (Aging and Adult Program) shall provide representation at disaster application centers (DACs) and the disaster area itself, as deemed necessary by the Division of Emergency Management, to identify and assist elderly victims.
- Section 1303 The Department of Human Services shall be responsible for coordinating, with local government and voluntary agencies at state and/or regional operating centers, the provision of emergency human services following a disaster.
- Section 1304 The Department of Human Services shall provide personnel, as requested, to assist the state in the delivery of individual assistance following a presidential disaster declaration.
- Section 1305 The Department of Human Services shall assist with immediate services grants and administer regular grants for mental health programs for disaster victims.
- Section 1306 The Department of Human Services shall provide assistance in long term disaster recovery using existing programs, streamlining or waiving regulatory functions where possible, and providing technical assistance and/or administrative support to stricken communities.
- Section 1307 The Department of Human Services has a significant role in responding to a hazardous materials incident. The Department of Human Services shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignment as described in the Minnesota Emergency Operations Plan.

### XIV. DEPARTMENT OF MILITARY AFFAIRS

- Section 1400 The Department of Military Affairs (Minnesota National Guard) shall prepare plans and procedures to support civil authorities in an emergency that exceeds local resources. National Guard assistance may be made available

when a natural disaster, civil disorder, hazardous material incident or other state emergency occurs which is beyond the capability of local government. As Commander-in-Chief of the National Guard, the Governor can direct the Guard to take whatever action is necessary to cope with the emergency. Both local government and state agency requests for National Guard assistance are to be forwarded to the Minnesota Duty Officer (Division of Emergency Management). County sheriffs or mayors of cities of the first class are authorized to request National Guard assistance.

#### XV. DEPARTMENT OF NATURAL RESOURCES

- Section 1500 The Department of Natural Resources shall be responsible for preparing plans and procedures for chemical, biological and radiological monitoring/sampling of plants, animals, and water in cooperation with the Departments of Health and Agriculture.
- Section 1501 The Department of Natural Resources is responsible for assigning personnel to state and regional emergency operating centers.
- Section 1502 The Department of Natural Resources shall be responsible for providing technical assistance, personnel, and equipment for debris removal from state waterways and forested areas, subject to the availability of funds.
- Section 1503 The Department of Natural Resources shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The department shall also provide engineers, when requested, to help prepare damage survey reports (DSRs) following a presidential declaration of disaster.
- Section 1504 The Department of Natural Resources shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of disaster, and provide hazard mitigation information to the general public.
- Section 1505 The Department of Natural Resources shall provide a representative, when requested, to serve on a state review and selection panel to evaluate projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.
- Section 1506 The Department of Natural Resources has a significant role in responding to hazardous materials incidents. The Department of Natural Resources shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

#### Waters Division

- Section 1510 The Waters Division shall be responsible for coordinating the Flood Plain Management Program and the National Flood Insurance Program in Minnesota.
- Section 1511 The Waters Division shall, following a presidential disaster declaration due to flooding, be responsible for the development, revision, and implementation of the hazard mitigation plan as required by Public Law 93-288, in consultation with the Department of Public Safety, Division of Emergency Management.
- Section 1512 The Waters Division shall assist local units of government in applying for grants through the Department of Natural Resources, Flood Hazard Mitigation Grant Assistance Program.
- Section 1513 The Waters Division shall establish plans for the conservation and allocation of surface and underground waters during emergencies.
- Section 1514 The Waters Division shall assign the state climatologist to prepare climatological reports as well as other related weather data in support of emergency operations.
- Section 1515 The Waters Division shall provide personnel at disaster application centers to disseminate information to and solicit information from flooding victims.

#### Enforcement Division

- Section 1520 The Enforcement Division shall provide personnel and equipment support to the State Patrol in emergency law enforcement and traffic control operations, when requested by the Division of Emergency Management.
- Section 1521 The Enforcement Division shall prepare procedures for providing communications support in a disaster area.
- Section 1522 The Enforcement Division shall prepare plans and provide support to local government agencies during disasters. During floods, storms and other disaster emergencies, the Enforcement Division will assist local law enforcement for both search and rescue, will provide special equipment such as boats, ATVs, snowmobiles, etc., and provide any other needs identified.

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### Forestry Division

- Section 1530 The Forestry Division shall provide personnel and equipment support to the state Fire Marshal in emergency operations, when requested by the Division of Emergency Management.
- Section 1531 The Forestry Division shall be responsible for coordinating fire suppression activities in forested and grassland areas of the state.
- Section 1532 The Forestry Division shall assist state and local governments in applying for grants from the federal government for the purpose of reimbursing expenses actually incurred by a property owner in the removal of timber damaged by a disaster.
- Section 1533 The Forestry Division shall assist local government in training for fire and rescue operations in full coordination with the state Fire Marshal Division and the Minnesota Technical College System.

### XVI. POLLUTION CONTROL AGENCY

- Section 1600 The Pollution Control Agency shall, upon instructions from the office of the Governor, waive, modify, or suspend selected enforcement rules of the agency for areas stricken by disaster, when statute provides for such waivers. This action will relieve or expedite recovery operations and avert an even greater disaster from occurring, while ensuring continued protection of the public.
- Section 1601 The Pollution Control Agency shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The agency shall also provide engineers, when requested, to help prepare damage survey reports (DSRs) of damage to publicly owned waste disposal and utility systems, following a presidential declaration of disaster.
- Section 1602 The Pollution Control Agency shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of disaster.
- Section 1603 The Pollution Control Agency shall provide a representative, when requested, to serve on a state review and selection panel to evaluate projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.
- Section 1604 The Pollution Control Agency shall review the environmental effects of an emergency diking project and recommend approval or disapproval before work begins.
- Section 1605 The Pollution Control Agency has a significant role in responding to hazardous materials incidents. The Pollution Control Agency shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### XVII. DEPARTMENT OF PUBLIC SAFETY

#### Capitol Complex Security Division

- Section 1700 The Capitol Complex Security Division shall be responsible for providing protection to property and equipment in the Capitol complex during an emergency.
- Section 1701 The Capitol Complex Security Division shall provide 24-hour security for the state emergency operating center (EOC) and the joint public information center (JPIC) during an emergency.
- Section 1702 The Capitol Complex Security Division shall act as backup for the activation of the National Warning System (NAWAS) for the Metro Warning Point.
- Section 1703 The Capitol Complex Security Division shall provide backup radio operators for duty officers operating the radio console in the EOC, as needed.

#### Criminal Apprehension Division

- Section 1710 The Criminal Apprehension Division shall be responsible for the timely dissemination of warnings over the Minnesota Law Enforcement Teletype Network.
- Section 1711 The Criminal Apprehension Division shall make its field agents available, when possible, to assist other state agencies with search and rescue, evacuation and traffic control, and law enforcement, during a disaster.

#### Division of Emergency Management

- Section 1720 The Director of the Division of Emergency Management (DEM) shall serve as the state coordinating officer (SCO) and the Governor's authorized representative (GAR) for all presidentially declared emergencies or disasters.



- Section 1721 The Director of the Division of Emergency Management shall designate a DEM staff member to serve as the state Hazard Mitigation Officer (HMO). The state HMO shall be responsible for ensuring that the hazard mitigation requirements in Public Law 93-288, including implementation of the Hazard Mitigation Grant Program, are carried out.
- Section 1722 The Division of Emergency Management shall monitor the operations of the state portion of NAWAS and coordinate any actions necessary to maintain service or extend coverage.
- Section 1723 The Division of Emergency Management shall assist local communities in the completion of all prerequisite actions needed to construct flood protection works. The Division of Emergency Management will also help to obtain the concurrence of the Departments of Natural Resources and Transportation, and the Pollution Control Agency in any project before requesting construction assistance from the U.S. Army Corps of Engineers.
- Section 1724 The Division of Emergency Management shall maintain the 24-hour Minnesota Duty Officer system to ensure the proper receipt and dissemination of emergency/disaster notifications to appropriate state and local government agencies.
- Section 1725 The Division of Emergency Management shall activate the state emergency operating center (EOC) when any type of major disaster threatens or has occurred. DEM staff shall establish an EOC or field office in or adjacent to the disaster to coordinate field operations. When an EOC or field office has been opened, the division shall notify state agencies so that they may provide staff to the EOC to carry out their emergency responsibilities.
- Section 1726 The Division of Emergency Management shall (on behalf of state and local government) coordinate the obtaining of damage assessment information required for federal and/or state disaster assistance.
- Section 1727 The Division of Emergency Management shall request all appropriate state agencies to provide representatives to the disaster application centers (DACs) that are established following a presidential declaration of disaster.
- Section 1728 The Division of Emergency Management shall organize long term disaster recovery efforts by assembling appropriate state and federal agency representatives for the purpose of coordinating available state and federal disaster grants.
- Section 1729 The Division of Emergency Management shall administer the Public Assistance Program and the Individual and Family Grant Program provided under Public Law 93-288.
- Section 1730 The Division of Emergency Management shall have overall responsibility for coordinating local government emergency planning. This responsibility includes the development and maintenance of prototype emergency plans and supporting documents, as well as planning requirements guidance.
- Section 1731 The Division of Emergency Management regional program coordinators shall review all county and city emergency operations plans to determine if the plans are in compliance with state and federal requirements.
- Section 1732 The Division of Emergency Management shall provide guidance and information sufficient to allow local government to request assistance under the provisions of *Minnesota Statutes* Chapter 9.061 (the "Calamity Act") and Chapter 273.123 (reassessment of Homestead Property Damaged in a Disaster). The division shall also present such a request for assistance to the state Executive Council.
- Section 1733 The Division of Emergency Management shall keep the Governor, Executive Council, and the legislature, as appropriate, informed of all actual or impending emergency operations.
- Section 1734 The Division of Emergency Management shall coordinate the emergency training needs/requests of other state agencies and local government.
- Section 1735 The Division of Emergency Management shall be responsible for the administrative tasks associated with the Hazardous Materials Regional Response Teams.
- Section 1736 The Emergency Response Commission shall provide emergency response personnel with access to hazardous chemical storage information required to be provided to the Commission by facilities subject to regulation under Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986.
- Section 1737 The Emergency Response Commission shall provide technical guidance and assistance to political subdivisions in meeting requirements of SARA Title III.
- Section 1738 The Emergency Response Commission, through the Regional Review Planning Committees of the Commission, shall review the SARA Title III elements contained in local government emergency operations plans.

Office of Public Information

- Section 1740 The Office of Public Information shall provide emergency public information support following the occurrence

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of a disaster, including disaster exercises, in coordination with the Division of Emergency Management and the Governor's Office.

### Fire Marshal Division

- Section 1750 The state Fire Marshal Division shall assist local government in planning for fire protection, and in obtaining fire fighting and rescue assistance in an emergency in accordance with the state emergency operations plan.
- Section 1751 The state Fire Marshal Division shall assist local government in training for fire operations in full coordination with the Department of Natural Resources Forestry Division and the Minnesota Technical College System.
- Section 1752 The state Fire Marshal Division shall coordinate the state response to major fires, except those that involve grass and forest land and assign personnel to state and regional emergency operating centers.
- Section 1753 The state Fire Marshal Division has a significant role in responding to hazardous materials incidents. The Fire Marshal Division shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.
- Section 1754 The state Fire Marshall shall be responsible for the operational tasks associated with the Hazardous Materials Regional Response Teams.

### State Patrol Division

- Section 1770 The State Patrol Division shall be responsible for law enforcement and traffic control on all interstate and state trunk highways in an emergency.
- Section 1771 The State Patrol Division shall assist local police agencies with available resources in law enforcement and traffic control when requested by proper local authority to do so.
- Section 1772 The State Patrol Division shall act as net control for the National Warning System (NAWAS) within the state for the dissemination of national and local emergency information and warnings.
- Section 1773 The State Patrol shall be responsible for providing assistance that may be required by the Capitol Complex Security Division to protect the personnel in the capitol complex during an emergency, and shall prepare plans and procedures to accomplish this.
- Section 1774 The Chief of the State Patrol shall be in charge of the law enforcement function and shall coordinate its emergency operations in the state, including the assignment of personnel as law enforcement representatives at the state and regional emergency operating centers.
- Section 1775 The State Patrol radio frequencies shall serve as the direction and control net. The State Patrol is responsible for providing, if needed, personnel to operate the radio console in the state emergency operating center (EOC) during exercises, drills, and emergencies.
- Section 1776 The State Patrol has a significant role in responding to hazardous materials incidents. The State Patrol shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### Office of Pipeline Safety

- Section 1780 The Office of Pipeline Safety shall act as a liaison with pipeline companies, local units of government, federal pipeline authorities, and provide post incident enforcement and investigation.
- Section 1781 The Office of Pipeline Safety has a significant role in responding to hazardous materials incidents. The Office of Pipeline Safety shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

### XVIII. DEPARTMENT OF PUBLIC SERVICE

- Section 1800 The Department of Public Service shall develop procedures for the conservation and management of energy resources during energy emergencies, in coordination with energy suppliers in the state.
- Section 1801 The Department of Public Service shall coordinate their activities with the Division of Emergency Management in the implementation of energy emergency procedures.
- Section 1802 The Department of Public Service shall develop various public information releases for use in an energy emergency.

- Section 1803 The Department of Public Service shall provide personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The department shall also provide personnel, when requested, to help prepare damage survey reports (DSRs) following a presidential declaration of a major disaster.
- Section 1804 The Department of Public Service shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of a major disaster.
- Section 1805 The Department of Public Service shall provide a representative, when requested, to serve on a State Review and Selection Panel, in order to assist in the evaluation of projects proposed for funding under the (Public Law 93-288) Hazard Mitigation Grant Program.

**XIX. DEPARTMENT OF REVENUE**

- Section 1900 The Communication Division and Taxpayer Services Division shall provide representatives at Disaster Application Centers (DACs), as requested by the Division of Emergency Management, to provide guidance to clients on how their tax burden will be affected by their disaster losses.
- Section 1901 The Communication Division and Taxpayer Services Division shall assist local governments and help citizens certify tax losses sustained as a result of a major disaster.

**Local Government Services Division**

- Section 1910 The local Government Services Division shall assist local government in conducting a damage assessment of private homes and businesses as needed.

**Petroleum Division**

- Section 1920 The Petroleum Division shall assist the Division of Emergency Management and the Department of Public Service in the implementation of an energy plan which provides for the allocation and conservation of energy resources and provides staff for the state and regional emergency operating centers.

**Alcohol, Tobacco, and Special Taxes Division**

**Collection Division and Audit Division**

- Section 1930 The Alcohol, Tobacco, and Special Taxes Division, Collection Division, and Audit Division shall assign personnel to assist with compliance activities associated with the economic stabilization function.

**XX. DEPARTMENT OF TRANSPORTATION**

- Section 2000 The Department of Transportation shall provide personnel, when requested, to serve on an Interagency Hazard Mitigation Team/Hazard Mitigation Survey Team following a presidential declaration of a major disaster.
- Section 2001 The Department of Transportation shall provide a representative, when requested, to serve on a State Review and Selection Panel, to assist in the evaluation of projects proposed for funding under the (PL-93-288) Hazard Mitigation Program.
- Section 2002 The Department of Transportation has a significant role in responding to hazardous materials incidents. The Department of Transportation shall support the Division of Emergency Management's overall responsibility for the coordination of a multi-agency state response to a hazardous materials incident, and carry out their specific assignments as described in the Minnesota Emergency Operations Plan.

**Aeronautics Division**

- Section 2010 The Aeronautics Division shall restrict flights over disaster areas when requested by the Division of Emergency Management or other appropriate authority.
- Section 2011 The Aeronautics Division shall coordinate flights with the Civil Air Patrol in search and rescue missions and aerial radiological monitoring.
- Section 2012 The Aeronautics Division shall coordinate civilian and military air transportation in a disaster situation.
- Section 2013 The Aeronautics Division shall provide personnel, when requested, to participate in a preliminary damage assessment (PDA) effort, and to prepare damage survey reports (DSRs) for airports and airport facilities damaged in any type of major disaster.
- Section 2014 The Aeronautics Division shall provide transportation and/or reconnaissance as requested by the Division of Emergency Management during a declared disaster situation.
- Section 2015 The Aeronautics Division shall have a plan for the utilization of aircraft available for emergency operations.

## Executive Orders

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- Section 2016 The Aeronautics Division shall, during a disaster, be responsible for providing and coordinating the use of air transportation resources within state government.
- Section 2017 The Aeronautics Division shall maintain current records of airport facilities, aircraft registrations, and licensed pilots that could be used to provide transportation to various parts of the state in the event of a disaster.

### Operations Division

- Section 2020 The Operations Division shall develop procedures for emergency engineering services in disaster operations and shall assign personnel to state and regional emergency operating centers.
- Section 2021 The Operations Division shall make available the Maintenance Construction Communications System for use as the Division of Emergency Management's command net, should the direction and control net (State Patrol) fail.
- Section 2022 The Operations Division shall be responsible for debris and wreckage removal from all interstate and state trunk highways and for other assistance to political subdivisions on other roadways as may be required.
- Section 2023 The Operations Division shall provide any highway clearances and waivers required to expedite the transportation of high priority materials and personnel during periods of declared emergency, including mass relocation of the populace.
- Section 2024 The Operations Division shall determine the impact of an emergency diking project on the interstate and trunk highway system and recommend approval or disapproval of the project before work begins.
- Section 2025 The Operations Division shall provide technically qualified personnel, when requested, to participate in a preliminary damage assessment (PDA) effort following the occurrence of a disaster. The division shall also provide engineers, when requested, to help prepare damage survey reports (DSRs) following a presidential declaration of disaster.
- Section 2026 The Operations Division, working with the state Health Department and State Patrol, shall assist in radiological emergency response and protection efforts such as radiological monitoring and decontamination of state highways and vital facilities.
- Section 2027 The Operations Division shall prepare emergency highway traffic plans and procedures for the regulation of highway travel during periods of emergency operations.
- Section 2028 The Operations Division shall prepare plans and procedures and be responsible for the coordination of all rail, bus, and truck transportation in the state during an emergency, including emergency transportation in the disaster area.

### Program Management Division

- Section 2040 The Program Management Division shall develop procedures for receiving and disseminating information to appropriate agencies concerning the shipment of chemicals, radiological substances, and other materials that are potentially hazardous.

### Technical Services Division Office of Electronic Communications

- Section 2050 The Office of Electronic Communications shall provide for the maintenance of radio communications systems essential to operations during an emergency or disaster.
- Section 2051 The Director of the Office of Electronic Communications shall be the state radio officer.
- Section 2052 The Office of Electronic Communications shall provide technical assistance in developing radio capabilities for statewide emergency preparedness, when multiple state agencies or multiple levels of government need to carry out a coordinated response.

### XXI. MINNESOTA TECHNICAL COLLEGE SYSTEM

- Section 2100 The Minnesota Technical College System shall assist local government by providing training in fire, rescue, and hazardous materials emergency operations through the technical colleges located statewide.

The Department of Revenue began issuing revenue notices in July of 1991. Revenue notices are statements of policy made by the department that provide interpretation, detail, or supplementary information concerning a particular statute, rule, or departmental practice. The authority to issue revenue notices is found in *Minnesota Statutes* §270.0604.

## Department of Revenue

### Revenue Notice #93-26: MinnesotaCare - Medical Supplies, Appliances and Equipment - Sale, Rental and Repair

#### Who pays the tax?

Under the MinnesotaCare laws, beginning January 1, 1994 persons engaged in the business of selling, renting or repairing medical supplies, appliances or equipment will pay a tax of 2% on the gross revenues they receive from the sale, rent or repair of these items to consumers. This includes pharmacies, medical supply stores or any store that sells, rents, or repairs medical supplies, appliances or equipment. This also includes businesses that sell or rent hearing aids, prosthetics, orthotic devices or eyewear directly to a patient or consumer, or businesses that repair these items.

#### What is subject to tax?

The tax is imposed on revenues received from the sale, rent or repair of medical supplies, appliances and equipment (or parts thereof that are customarily and primarily used to serve a medical purpose and are not subject to the Minnesota Sales tax. Health care products that are used for treating minor cuts, scratches, abrasions, burns and injuries, minor aches and pains, or for measuring body temperature, are not subject to the MinnesotaCare tax.

The MinnesotaCare Tax Division has prepared a list of medical supplies, appliances and equipment which are subject to the MinnesotaCare tax. The list will be updated periodically. If you are not able to determine whether receipts from a particular item are taxable, call the MinnesotaCare Tax Division at 282-5533 (in the Twin Cities) or at 1-800-657-3886.

#### Examples of items that are subject to the MinnesotaCare tax on medical supplies:

- Wheelchairs (including parts), braces, walkers and canes; in case of rental of medical equipment, only amounts representing revenues from rental after December 31, 1993 are subject to tax;
- Prescription eyewear (including prescription contact lenses); if the eyewear is sold as part of a package, the total receipts for the entire package are taxable;
- Hearing Aids;
- Orthopedic shoes and devices.

#### Examples of items that are not subject to the MinnesotaCare tax on medical supplies:

- Ace bandages, elastic bandages and supports, fever thermometers, hot water bottles and ice bags or ice collars; these are home health care products which treat or aid in the treatment of minor injuries or minor aches and pains;
- Air cleaners and air conditioners; these items are primarily and customarily used as environmental control equipment rather than for medical purposes;
- Oxygen tanks, apnea monitors and blood pressure machines; these items are subject to the Minnesota Sales tax.

Dated: 20 December 1993

Debra L. McMartin  
Assistant Commissioner for Tax Policy

# Official Notices

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Pursuant to the provisions of Minnesota Statutes §14.10, an agency, in preparing proposed rules, may seek information or opinion from sources outside the agency. Notices of intent to solicit outside opinion must be published in the *State Register* and all interested persons afforded the opportunity to submit data or views on the subject, either orally or in writing.

The *State Register* also publishes other official notices of state agencies, notices of meetings, and matters of public interest.

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## Office of Attorney General

### Public Finance Division

#### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendment of Rule Governing Attorney General Rule Review

NOTICE IS HEREBY GIVEN that the State Attorney General's Office is seeking information or opinions from sources outside the agency in preparing to propose the amendment of the rule governing rules review without a public hearing. The adoption of the rule is authorized by *Minnesota Statutes*, sections 14.06, 14.09 and 14.225, which requires the attorney general to prescribe rules governing the form, submission, consideration and disposition of petitions for the adoption, suspension, amendment or repeal of rules without a public hearing.

The State Attorney General's Office requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Specific comments should be addressed to:

Ms. Patricia Nolte  
Attorney General's Office  
525 Park Street, Suite 200  
St. Paul, Minnesota 55103  
(612) 296-9715  
TDD (612) 282-2525  
FAX (612) 297-1235

Oral statements will be received during regular business hours over the telephone and in person at the above address. All statements of information and opinions shall be accepted until the amendment of the rule is adopted. Any written material received by the State Attorney General's Office shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 13 December 1993

Alan M. Becicka  
Assistant Attorney General  
Public Finance Division

## Department of Human Services

### Quality Services Division

#### Notice of Publication of State Title XX Intended Use Report

The Quality Services Division of the Minnesota Department of Human Services has submitted a Title XX Intended Use Report for the period of October 1, 1993 through September 30, 1994 to the United States Department of Health and Human Services, Office of Community Services. The report is intended to meet federal requirements for funds provided under Title XX of the Social Security Act.

The plan is available for public review and comment. A copy of the plan can be obtained by contacting:

Minnesota Department of Human Services  
Quality Services Division  
Title XX Intended Use Report - 1994  
444 Lafayette Road  
St. Paul, MN 55155-3839

## **Department of Health**

### **Notice of Completed Application and Notice of and Order for Hearing: In the Matter of the License Application of Norman County Ambulance, Ada, Minnesota**

**PLEASE TAKE NOTICE** that the Commissioner of Health (hereinafter "Commissioner") has received a completed application from Norman County Ambulance, Ada, Minnesota to change the type of service from Basic Ambulance to Advanced Ambulance for their current primary service area that includes all of Norman County.

**IT IS HEREBY ORDERED AND NOTICE IS HEREBY GIVEN** that, pursuant to *Minn. Stat.* §§ 14.57 - 14.69 and *Minn. Stat.* § 144.802 a public hearing will be held on January 18, 1994 at Dekko Community Center, 4th Avenue East, Ada, Minnesota, commencing at 7:00 p.m.. If you have an interest in this matter you are hereby urged to attend the public hearing. Failure to do so may prejudice your rights in this and any subsequent proceedings in this matter.

1. The purpose of the hearing is to determine whether the application from this ambulance service should be granted based upon the criteria set forth in *Minn. Stat.* § 144.802, subd. 3 (g).

2. This proceeding has been initiated pursuant to and will be controlled in all aspects by *Minn. Stat.* § 144.801 - 144.8093, *Minn. Stat.* §§ 14.57 - 14.69, and Rules for Contested Cases of the Office of Administrative Hearings, *Minn. R.* 1400.5100-1400.8402. Copies of the rules and statutes may be obtained for a fee from the Department of Administration, Public Documents Division, 117 University Avenue, St. Paul, Minnesota 55155, telephone: (612) 297-3000.

3. Jon Lunde, Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, telephone: (612) 341-7645, will preside as administrative law judge at the hearing, and will make a written recommendation on this application. After the hearing, the record and the administrative law judge's recommendation will be forwarded to the Commissioner to make the final determination in the matter.

4. Any person wishing to intervene as a party must submit a petition to do so under *Minn. R.* 1400.6200 on or before January 10, 1994. This petition must be submitted to the administrative law judge and shall be served upon all existing parties and the Commissioner. The petition must show how the contested case affects the petitioner's legal rights, duties or privileges and shall state the grounds and purposes for which intervention is sought and indicate petitioner's statutory right to intervene if one exists.

5. In addition to or in place of participating at the hearing, any person may also submit written recommendations for the disposition of the application. These recommendations must be mailed to the administrative law judge on or before January 20, 1994.

6. Any subpoena needed to compel the attendance of witnesses or the production of documents may be obtained pursuant to *Minn. R.* 1400.7000.

7. At the hearing the applicant will present its evidence showing that a license should be granted and that all persons will be given an opportunity to cross-examine witnesses, to be heard orally, to present witnesses, and to submit written data or statements. All persons are encouraged to participate in the hearing and are requested to bring to the hearing all documents, records, and witnesses needed to support their position. It is not necessary to intervene as a party in order to participate in the hearing.

8. Please be advised that if nonpublic data is admitted into evidence, it may become public data unless an objection is made and relief is requested under *Minn. Stat.* § 14.60, subd. 2.

9. You are hereby informed that you may choose to be represented by an attorney in these proceedings, may represent yourself, or be represented by a person of your choice if not otherwise prohibited as the unauthorized practice of law.

10. A Notice of Appearance must be filed with the administrative law judge identified above within 20 days following receipt of the Notice by any person intending to appear at the hearing as a party.

11. In accordance with the provisions of *Minn. Stat.* § 14.61, the final decision of the Commissioner in this proceeding will not be made until the Report of the Administrative Law Judge has been made available to the parties in this proceeding for at least 10 days. Any party adversely affected by the Report of the Administrative Law Judge has the right to file exceptions and present arguments to the Commissioner. Any exceptions or arguments must be submitted in writing and filed with the Commissioner of Health, 717 Delaware Street Southeast, Minneapolis, Minnesota 55440, within 10 days of the receipt of the Administrative Law Judge's Report.

Dated: 7 December 1993

Mary Jo O'Brien  
Commissioner of Health

## Official Notices

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### Department of Labor and Industry

#### Notice of Solicitation of Outside Information and Opinions Regarding Proposed Amendments to the Rules Governing Prevailing Wage, Master Job Classifications

**NOTICE IS HEREBY GIVEN** that the Minnesota Department of Labor and Industry, Labor Standards Division is seeking information or opinions from sources outside the department in preparing proposed amendments to *Minnesota Rules*, part 5200.1100, relating to prevailing wage master job classifications.

The amendments are authorized by *Minnesota Statutes*, section 175.171 and 174.44, subd. 3. Amendments to the master job classifications are necessary to update the existing classifications to include new classifications which have arisen and come into practice in construction.

The Minnesota Department of Labor and Industry, Labor Standards Division, requests information and opinions concerning the subject matter of these rule amendments. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Donald Jackman, Director  
Labor Standards Division  
Minnesota Department of Labor and Industry  
443 Lafayette Road  
St. Paul, MN 55155  
(612) 297-3349

Oral statements will be received during regular business hours either by telephone at the number listed above or in person at the above address.

All statements of information and opinions will be accepted until further notice is published in the *State Register*. However, statements of information and opinion received by January 10, 1994 will be considered prior to proposal of the amendments. All statements received at any time prior to adoption of the amended rules will be considered. All written material received by the Department of Labor and Industry, Labor Standards Division will become part of the rule making record to be submitted to the attorney general or administrative law judge in the event that the amended rules are adopted.

Nancy Christensen  
Assistant Commissioner for  
John B. Lennes, Jr.  
Commissioner

### Labor and Industry Department

#### Labor Standards Division

#### Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective December 20, 1993 prevailing wage rates were determined and certified for commercial construction projects in: Anoka county: Columbia Ice Arena Locker Room-Fridley. Clearwater county: Itasca State Park Douglas Lodge Area Cabin, Club House Remodel-Near Lake Itasca. Hennepin county: U of M 19th Avenue Parking Ramp-Minneapolis. Lyon county: Recreation/Athletic Facility-Marshall. Ramsey county: Central High School Daycare Remodeling-St.Paul. St. Louis county: Expansion of Toivola V.F.D. Firehall-Toivola, U of M/Duluth Kirby, Bohannon & Montague Hall Roof Replacement-Duluth, Ely Golf Club New Clubhouse-Ely.

Copies of the certified wage rates for these projects may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306. The charge for the cost of copying and mailing are \$1.36 per project. Make check or money order payable to the State of Minnesota.

John B. Lennes, Jr.  
Commissioner

### Board of Medical Practice

#### Notice of Solicitation of Outside Information or Opinions Regarding *Minnesota Rules*, part 5606 (EMERITUS REGISTRATION)

**NOTICE IS HEREBY GIVEN** that the Minnesota Board of Medical Practice is seeking information or opinions from sources



outside the Board in preparing to propose non-controversial amendments to *Minnesota Rules*, part 5606, relating to emeritus registration of physicians in Minnesota. The amendment of the rule is authorized by *Minnesota Statutes*, section 214.06, subd. 2, which permits the Board to promulgate rules as necessary to provide for the renewal of licenses.

All interested persons or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements should be addressed to:

H. Leonard Boche, Executive Director  
Minnesota Board of Medical Practice  
2700 University Avenue West, Suite 106  
St. Paul, Minnesota 55114

Oral statements will be received during regular business hours over the telephone at (612) 642-0538 (Minnesota Relay Operator (612) 297-5353 or (800) 627-3529) and in person at the above address.

All statements of information and comment will be accepted until further notice is given or the Notice of Hearing or Notice of Intent to Adopt Without a Hearing are published in the *State Register*. Any written material received by the Minnesota Board of Medical Practice shall become part of the rulemaking record to be submitted to the Attorney General in the event that the rule is adopted.

Dated: 8 December 1993

H. Leonard Boche  
Executive Director

## **Board of Medical Practice**

### **Notice of Solicitation of Outside Information or Opinions Regarding *Minnesota Rules*, part 5605 (CONTINUING EDUCATION)**

**NOTICE IS HEREBY GIVEN** that the Minnesota Board of Medical Practice is seeking information or opinions from sources outside the Board in preparing to propose non-controversial amendments to *Minnesota Rules*, part 5605, relating to continuing education for physicians in Minnesota. The amendment of the rule is authorized by *Minnesota Statutes*, section 214.12, which permits the Board to promulgate rules as are necessary to promote the continuing professional competence of licensees.

All interested persons or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements should be addressed to:

H. Leonard Boche, Executive Director  
Minnesota Board of Medical Practice  
2700 University Avenue West, Suite 106  
St. Paul, Minnesota 55114

Oral statements will be received during regular business hours over the telephone at (612) 642-0538 (Minnesota Relay Operator (612) 297-5353 or (800) 627-3529) and in person at the above address.

All statements of information and comment will be accepted until further notice is given or the Notice of Hearing or Notice of Intent to Adopt Without a Hearing are published in the *State Register*. Any written material received by the Minnesota Board of Medical Practice shall become part of the rulemaking record to be submitted to the Attorney General in the event that the rule is adopted.

Dated: 8 December 1993

H. Leonard Boche  
Executive Director

## **Board of Medical Practice**

### **Notice of Solicitation of Outside Information or Opinions Regarding *Minnesota Rules*, part 5600.2500 (licensure)**

**NOTICE IS HEREBY GIVEN** that the Minnesota Board of Medical Practice is seeking information or opinions from sources outside the Board in preparing to propose non-controversial amendments to *Minnesota Rules*, part 5600, relating to administrative

## Official Notices

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fees charged to licensees and registrants in Minnesota. The amendment of the rule is authorized by *Minnesota Statutes*, section 147.01 and 148.74, which permits the Board to promulgate rules as are necessary to carry out and make effective the provisions and purposes of chapters 147 and 148.

All interested persons or groups are requested to participate. Statements of information and comment may be made orally or in writing. Written statements should be addressed to:

H. Leonard Boche, Executive Director  
Minnesota Board of Medical Practice  
2700 University Avenue West, Suite 106  
St. Paul, Minnesota 55114

Oral statements will be received during regular business hours over the telephone at (612) 642-0538 (Minnesota Relay Operator (612) 297-5353 or (800) 627-3529) and in person at the above address.

All statements of information and comment will be accepted until further notice is given or the Notice of Hearing or Notice of Intent to Adopt Without a Hearing are published in the *State Register*. Any written material received by the Minnesota Board of Medical Practice shall become part of the rulemaking record to be submitted to the Attorney General in the event that the rule is adopted.

Dated: 8 December 1993

H. Leonard Boche  
Executive Director

## Department of Natural Resources

### Bureau of Real Estate Management

#### Notice of Solicitation of Outside Information or Opinions Regarding Proposed Rule Governing Establishing Appraisal Methods and Appeal Process for Lakeshore Lease Lots

**NOTICE IS HEREBY GIVEN** that the State Department of Natural Resources is seeking information or opinions from sources outside the agency in preparing to propose the adoption of the rule governing establishing appraisal methods and appeal process for lakeshore lease lots. The adoption of the rule is authorized by *Minnesota Statutes*, section 92.46, subdivision 1, which requires the agency to adopt rules to establish procedures for leasing land under that section of statute.

The State Department of Natural Resources requests information and opinions concerning the subject matter of the rule. Interested persons or groups may submit data or views on the subject matter of concern in writing or orally. Written statements should be addressed to:

Patricia Kandakai  
Department of Natural Resources  
Bureau of Real Estate Management  
500 Lafayette Road  
St. Paul, Minnesota 55155-4030.

Oral statements will be received during regular business hours over the telephone at (612) 296-4496 and in person at the above address.

All statements of information and opinions shall be accepted throughout the rulemaking process until the rule is either adopted or withdrawn. Any written material received by the State Department of Natural Resources shall become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rule is adopted.

Dated: 9 December 1993

Rodney W. Sando  
Commissioner

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grant funds available through any agency or branch of state government. Although some grant programs specifically require printing in a statewide publication such as the *State Register*, there is no requirement for publication in the *State Register* itself.

Agencies are encouraged to publish grant notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

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## Department of Human Services

### Chemical Dependency Program Division

#### Request for Proposals on Prevention/Education, Information and Referral, Short-Term Counseling and Training Programs that Provide Services to American Indian Citizens of Minnesota

The Chemical Dependency Program Division (CDPD) of the Minnesota Department of Human Services is soliciting proposals from American Indian human services providers, non-profit organizations, private organizations, and units of government to provide chemical dependency services for American Indian citizens of Minnesota. Proposals must address at least one of the following services: chemical dependency prevention/education; information and referral, short-term counseling services; and professional training. Proposals are due February 1, 1994.

The funded programs should begin on or about July 1, 1994. One year grants will be awarded to qualified applicants. Approximately \$139,000 is available to fund grantees for this one-year grant period. Grant funds under this RFP cannot be used to pay for chemical dependency treatment services.

The goal of this RFP is to reduce the effects of alcohol/drug abuse on American Indian youth and adults.

Telephone requests for programmatic information concerning this RFP should be directed to Ron Welch, Minnesota Department of Human Services, at (612) 296-4043. Budget/fund use questions should be directed to Mike Zeman, Minnesota Department of Human Services, at (612) 297-1863.

## Department of Human Services

### Family and Children's Services Division

#### Request for Proposals to Provide Crisis Nursery Services from Existing and Potential Crisis Nursery Programs in Minnesota

The Minnesota Department of Human Services is soliciting proposals from private and public agencies to provide early intervention crisis nursery services to families. The federal funding is available for:

- 1) developing or expansion crisis services to serve specific communities of color or undeserved geographic community; and
- 2) crisis nursery funds to enhance the current crisis nursery components providing a more comprehensive family-centered approach.

This federal funding period grant is for a three year period ending September 29, 1996, contingent upon an annual re-application process. The total amount of funding available is \$132,000 for the development or expansion of crisis nursery services and \$45,000 for enhancement components.

This Request for Proposals does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered in its best interest.

All proposals must be submitted no later than January 17, 1993.

For a copy of a more detailed explanation of this Request for Proposals, please contact:

Suzanne B. Pollack  
Department of Human Services  
Family and Children's Services Division  
Early Intervention/Child Protective Services  
444 Lafayette Road  
St. Paul, Minnesota 55155-3830  
(612) 297-3634

# Professional, Technical & Consulting Contracts

Department of Administration procedures require that notice of any consultant services contract or professional and technical services contract which has an estimated cost of over \$10,000 be printed in the *State Register*. These procedures also require that the following information be included in the notice: name of contact person, agency name and address, description of project and tasks, cost estimate, and final submission date of completed contract proposal. Certain quasi-state agencies are exempted from some of the provisions of this statute.

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (612)296-2600 or [TDD (612)297-5353 and ask for 296-2600].

## Minnesota Center for Arts Education

### Notice of Request for Proposal for an Impact Study of the Resource Programs network

The Minnesota Center for Arts Education is seeking proposals from qualified individuals or organizations to design and conduct a comprehensive study to document, measure and predict the impact of the Resource Programs network, which provides arts education opportunities for educators, artists, and students (K-12) throughout Minnesota. The individual or organization contracted with will have demonstrated experience in evaluating the broad impact of not-for profit and/or public sector programs. Direct experience in evaluating arts education programs for K-12 teachers, artists and students is preferred.

The specific services to be provided under this contract are outlined in detail in the Resource Programs network Request for Proposal (RFP) Statement of Project Scope and Tasks. The formal RFP may be requested from:

Pamela Paulson, Ph.D., Director, Resource Programs network  
Minnesota Center for Arts Education  
6125 Olson Memorial Highway  
Golden Valley, Minnesota 55422  
(612) 591-4708 or 1-800-657-3515 (toll free)

Services are to be provided during the contract periods from March 1, 1994 to June 30, 1994 (Phase I), and July 1, 1994 to October 30, 1994 (Phase II) to correspond with fiscal year budgets. Phase I involves collection of data; Phase II involves documentation and writing of the reports. It is anticipated that the cost of the contracted services as described in the Request for Proposals will not exceed a total of \$20,000.00.

The deadline for submission of proposals is 4:00 p.m., Wednesday, January 5, 1994. Faxed proposals will not be accepted. Selections will be made by December 20, 1993. Proposals should be submitted to Pamela Paulson, Ph.D., Director, Resource Programs network.

## Department of Human Services

### Child Support Enforcement Division

### Request for Information on On-line Manual Software

The Minnesota Department of Human Services (State) is soliciting information from vendors of on-line manual software. The Department will be implementing an on-line manual as an integral part of the statewide child support computer system. The on-line manual must include the Child Support Enforcement Program Manual and the Child Support Enforcement System User Manual in an on-line format. It should have random access capability, such as indexing, searching, and hypertext capability, as well as sequential access capability, such as an automated table of contents, to help workers locate appropriate policy material, including appropriate regulatory and statutory citations and language. The on-line manual must also give workers context-sensitive help to quickly find information about the computer system, to assist them in entering and interpreting information on the system.

The Department is seeking information on types of software and the range of features available. All interested firms are invited to submit information about their products and products' capabilities to:

Mary Arvesen  
Office of Child Support Enforcement  
Minnesota Department of Human Services  
Suite 800 Bremer Tower  
82 7th Place East  
St. Paul, MN 55101-2014

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## Professional, Technical & Consulting Contracts

Information will be accepted until February 5, 1994. This request for information does not obligate the Department to use this technology in any manner, and the Department reserves the right to cancel the request if it is considered to be in its best interest.

### Department of Human Services

#### Office of Child Support Enforcement

#### Request for Proposals to Secure Under Contracts, the Services of Qualified Paternity Blood Testing Laboratories

##### I. Introduction

The Minnesota Department of Human Services, Office of Child Support Enforcement is soliciting proposals from qualified paternity testing laboratories to provide paternity testing for the 84 Minnesota County child support offices at fixed rates.

Upon review of the proposals by an evaluation committee, three to five laboratories will be selected to perform testing for the Minnesota child support program. A list of the successful bidders will be provided to the 84 local offices who will have the sole discretion as to which laboratory or laboratories they will utilize.

Approximately \$1 million per year is expended by the county child support offices for paternity blood testing, however, there will be no guarantee of the amount of work for any particular laboratory.

##### II. Qualifications

Responders must demonstrate experience and expertise in the field of paternity blood testing and must be AABB certified.

##### III. Proposal Content

A complete Request for Proposal is available from the Minnesota Office of Child Support Enforcement. Contained within the Request for Proposal is an extensive outline of the work to be performed, the required information to be submitted in the proposal, the evaluation methodology, and the necessary bidding forms. Those firms wishing for a copy of the proposal should contact either by mail or phone the:

Department of Human Services  
Office of Child Support Enforcement  
444 Lafayette Road  
St. Paul, Minnesota 55155-3846  
(612) 297-1113

Proposals must be sent to and received by Anne Martineau at the above address by 4:30 p.m. Friday, January 14, 1994. Late proposals will not be accepted.

### Department of Human Services

#### Request for Proposals: Inpatient hospital medical review agent.

The Minnesota Department of Human Services is requesting proposals for the medical review of inpatient hospital services provided by Minnesota and Minnesota local trade area hospitals under the Medical Assistance (MA), General Assistance Medical Care (GAMC) and MinnesotaCare Programs. Approximately 198 Minnesota and local trade area hospitals with an annual budget in state fiscal year 1995 of \$405 million are included.

Responsibilities of the medical review agent are contained in *Minnesota Rules* and will also be supplemented by requirements imposed under the contract.

The areas of activity generally include the following:

A. *Minnesota Rules*, Parts 9505.0500 to 9505.0545 (Rule 48) establish standards and procedures for the review of medical necessity in an inpatient hospital setting. This involves certification of inpatient admission based on criteria to determine medical necessity, the determination of medical necessity for continuing stay and services provided, and assurance that all medically necessary services were provided. Clinical areas for review include medicine, surgery, obstetrics, and adult, child, and adolescent psychiatry. In addition, readmissions within a specified time frame will be reviewed.

B. *Minnesota Rules*, Parts 9500.1090 to 9500.1140 (Rule 54) relate to inpatient hospital rate setting and reimbursement. This involves the monitoring of transfers and day outliers.

C. *Minnesota Rules*, parts 9505.5000 to 9505.5105 (Rule 68) establish standards and procedures for second surgical opinions. This involves determining the medical appropriateness of specified surgical procedures through second surgical opinions.

## Professional, Technical & Consulting Contracts

D. Review of hospitals' implementation of their utilization review plan to assure conformity with federal utilization control and review regulations.

E. Perform review and certification of the need for admission for inpatient psychiatric services for persons under age 21, using a properly constituted independent review team of health care professionals.

The contract period will be from July 1, 1994 through June 30, 1997. During the state fiscal year ending June 30, 1994 this contract was valued at \$897,504. The responsibilities of the medical review agent will change in substantive ways beginning on July 1, 1994, and the Department of Human Services anticipates that these changes will affect the value of the new contract. The Department will accept for consideration any size and type of proposal which is responsive to the RFP. The changes in responsibilities are described in detail in the Request for Proposals. This request does not obligate the Department to accept a proposal or to accept the lowest cost proposal.

The deadline for receipt of proposals is February 18, 1994 at 4:00 p.m. Selection and notification of any contract award will occur by March 18, 1994. A detailed description of the contract requirements and specifications for submission of the proposal may be obtained from:

Paul Olson  
Hospital Section  
Health Care Policy Division  
Minnesota Department of Human Services  
444 Lafayette Road  
Saint Paul, Minnesota 55155-3853  
612/296-5620

## Department of Jobs and Training

### Notice of request for proposal for development of weatherization policies and procedures affecting multi-family housing for the Department of Jobs and Training.

**Purpose of Project:** The Department of Jobs and Training Weatherization Program is commissioning this project to develop and write policies and procedures that will be used to conduct energy conservation improvements to multi-family structures exceeding four units and to train local weatherization deliverers to implement those policies and procedures. The project will require close communications with Weatherization staff at the Department.

**Eligible Applicant:** Any public, non-profit or private agency or individual may submit a proposal.

**Project Costs:** The Department has estimated that the cost of this project should not exceed \$30,000.

**Deadline for submission of proposals:** Proposals must be received by 4:00 p.m. Monday, January 31, 1994.

**Proposal must, at a minimum, address the following:**

1. Identification of the individual(s) who will be doing the work and a description of his/her residential, multi-family, low-income, and DOE energy conservation experience.
2. Description of the applicant's experience in developing and writing policies, procedures and training plans.
3. Philosophy for implementing energy conservation work on multi-family structures specifically occupied by low-income people, so that the benefit accrues to the occupants.
4. The proposed work plan, to include:
  - a. Goals and objectives for energy conservation work on multi-family structures.
  - b. Process for on-going comment on policies and procedures, especially by Weatherization local deliverers.
  - c. List of activities to take place, with timeline.
5. Budget broken down by work plan topics, and by personnel/non-personnel costs.
6. Assurance that the project will be completed by June 1, 1994.

**Standard for completed work:**

Policy and procedures format and content is consistent with existing DJT Energy manuals.

Procedures include job book and other standardized materials useful for local weatherization deliverers.

Policies/procedures include work by DOE.

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## Professional, Technical & Consulting Contracts

### Evaluation criteria:

Proposal reflects an understanding of multi-family conservation work and DOE Weatherization.

Proposed staff demonstrate knowledge and experience in developing and writing policies and procedures.

Work plan is complete and, in the judgement of DJT, will result in a multi-family policy and procedures that can be implemented by local weatherization deliverers.

Budget is within established limits and adequate to complete proposed work plan.

### Submission:

Submit 5 copies of the proposal. Late proposals will not be accepted. Proposals must be sealed in mailing envelopes or packages with the responder/s name and address and "Multi-Family Proposal" clearly written on the outside. Each copy must contain an original authorized signature.

All proposals must be sent to and received, no later than 4:00 p.m. on January 31, by:

Dave Geary, Director  
DJT Energy Unit  
390 N. Robert St., 1st Floor  
St. Paul, MN 55101

Any questions regarding this RFP should be addressed to Alan Chapman (612) 282-2377. He is the only employee authorized to answer questions regarding this RFP.

## The Legislative Commission on Minnesota Resources (LCMR)

### Announces a Request for Proposals

Proposals are due by 4:30 p.m., February 4, 1994 for Two-Year Projects beginning July 1, 1995.

The LCMR will be accepting proposals for projects designed to help enhance and protect Minnesota's natural resources. Proposers are asked to respond to priority strategies for funding. The priority strategy areas include the following: State regional parks and trails, native plants, wildlife, forests, land, water, wetlands, aquatic resources, environmental education, alternative energy, waste, and environmental health. Proposals will be evaluated according to the priority strategies and criteria. Although other proposals may be considered, stated strategies will receive priority. Total estimated funding amount available is \$28 million. The LCMR makes funding recommendations from the following revenue sources:

- Minnesota Future Resources Fund (MS 116P.13)
- Minnesota Environmental and Natural Resources Trust Fund (Trust Fund) (MS 116P.08)
- Oil Overcharge Money (MS 4.071)
- Great Lake Protection Account (MS 116Q.01)

Anyone interested in receiving a copy of the detailed Request for Proposals should contact:

Legislative Commission on Minnesota Resource (LCMR)  
Room 65, State Office Building  
100 Constitution Avenue  
St. Paul, Minnesota 55155

Or phone (612) 296-2406 TDD: (612) 296-9896 or 1-800-657-3550 Relay: (612) 297-5353 or 1-800-627-3529

All applications must be received at the above address by 4:30 PM, February 4, 1994. LCMR staff will conduct a workshop for people who intend to respond to the LCMR Request for Proposals. Persons whose proposals deal with strategies A-J may participate on January 11, 1994 from 10:00 a.m. to Noon. Persons whose proposals deal with strategies K-R may attend the January 12th, 1994 workshop from 10:00 a.m. to Noon. Both workshops will be held in the Basement Hearing Room of the State Office Building. If you have special needs that may necessitate accommodations at the meeting, please call Tammie Wishard at (612) 296-2406.

The Legislative Commission on Minnesota Resources (LCMR) consists of 16 select legislators who are appointed by their peers. The function of the LCMR is to make funding recommendations to the legislature for natural resource projects. Today's LCMR developed from a program initiated in 1963. Since that time, over \$270 million has been spent on projects recommended by the LCMR to protect and enhance Minnesota's natural resources.

This document can be made available in alternate formats, such as large print or cassette tape, upon request.

## **Professional, Technical & Consulting Contracts**

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### **Pollution Control Agency**

**The Minnesota Pollution Control Agency is seeking proposals for professional services to conduct infiltration and inflow studies for various cities in the 1993 Presidentially declared disaster counties.**

A list of potential cities is included in the request. Details are contained in a Request for Proposals which may be obtained by calling or writing:

Connie Minetor, P.E.  
Minnesota Pollution Control Agency  
520 Lafayette Road  
St. Paul, Minnesota 55155-4194  
Telephone: (612) 296-7765  
Telephone Device for Deaf (TDD): (612) 297-5353

Proposals will be accepted by the Minnesota Pollution Control Agency until 4:00 p.m. on January 20, 1994.

Three (3) copies of your proposal should be submitted to Connie Minetor at the address listed above.

The estimated cost of the contract is \$130,000. Possible additional grant funds may increase the cost of the contract(s) to \$970,000. The Minnesota Pollution Control Agency reserves the right to issue multiple contracts as a result of this Request for Proposals.

The Minnesota Pollution Control Agency reserves the right to reject any or all proposals.

## **The Minnesota State Universities**

### **Request for Proposals for Qualification**

The Minnesota State Universities invites interested parties to submit initial qualifications for the operation of campus food service including board facilities, catering, and retail operations on all of the Minnesota State University campuses located in Bemidji, Mankato, St. Paul, Moorhead, St. Cloud, Marshall, and Winona. St. Paul has no board facilities. There are approximately 51,000 FYE students and 4,680 faculty and staff on the combined campuses.

For a request for the Qualification Form, please call or write:

Elaine Bellew  
Associate Vice Chancellor for Finance and Facilities  
The Minnesota State Universities  
555 Park Street, Suite 230  
St. Paul, MN 55103  
Phone: 612-297-1626  
FAX: 612-296-3214

Interested operators must submit their Qualification Form on or before 3:00 pm Central Standard Time, December 30, 1993. Operators who are considered to be best qualified will be asked to submit a more detailed proposal.



## — Volunteer Services of Minnesota Publications —

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Outlines learner outcomes for leaders in developing service and mentoring programs. 10-48SR \$16.00

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#### *Trainer's Manual: Part II*

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#### *Community Handbook, Part I:*

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#### *Community Handbook, Part II:*

##### *Basic Volunteer Program Management*

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## — Gambling in Minnesota —

#### *Lawful Gambling Statutes 1992*

Chapter 349. 65 pp. 2-5 SR \$ 6.95

#### *Lawful Gambling Rules 1993*

Chapter 7861 thru 7865. 80pp. 3-3 SR \$ 6.95

#### *Gambling Manager's Handbook 1992*

Requirements of gambling activities 10-19SR \$16.95

#### *High Stakes: Gambling in Minnesota 1992*

Overview to gambling in Minnesota 10-46SR \$ 8.95

#### *Gambling in Minnesota 1993*

Supplement to High Stakes Gambling 10-26s1SR \$ 5.95

#### *Gaming News Subscription*

Yearly subscription. 90-8SR \$40.00

#### *Gambling Organizations Directory*

Lists name and address of licensed gambling organizations in Minnesota 99-2SR \$29.95

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Procedures guide includes tax forms 10-40SR \$14.95

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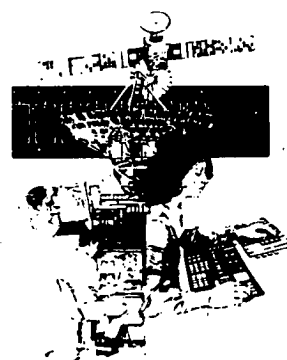
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## Minnesota Manufacturer's Directory 1993



UPDATED: Name, address, phone number, staff size, sales volume, market area, year of establishment, type of firm, C.E.O., Sales or Marketing Manager, Purchasing Manager and four major manufactured products. Code #40-2-SR. \$95.00.

NEW: In the directory this year are two titles (where applicable) Chief Engineer and Data Processing Manager.



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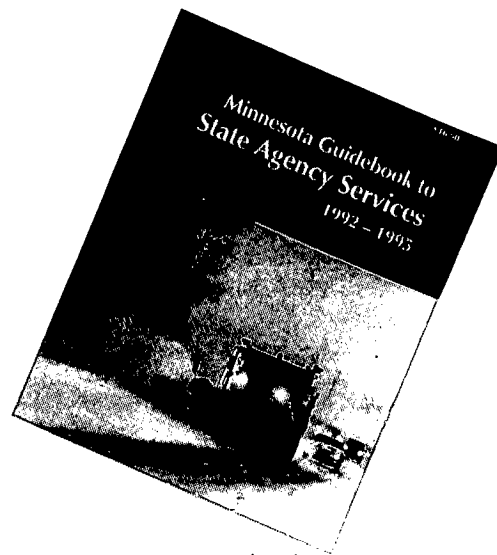
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An obvious "headline" on any list for the business reference desk.

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A MUST for the Minnesota business person. 710 pp. **Stock No. 1-11 SR** ~~REDUCED PRICE -- \$16.00~~ **NOW \$9.95**



#### **Minnesota Manufacturer's Directory 1993**

Lists companies alphabetically, by community, and by type of product manufactured. Includes name, address, phone number, sales volume, market products, area sales, marketing and purchasing. Also FAX numbers, data processing managers and chief engineers, when available.

742 pp. **Stock No. 40-2 SR \$95.00**

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List of airports throughout the state. Approaches, rivers, all detailed markings, and much more. 178 pp. (pocket-size)

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Directory of state law enforcement agencies, sheriffs and police departments 51pp. **Stock No. 1-6 SR \$7.00**

#### **Healing Arts (Physician's) Directory 1991**

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Comprehensive listing of chemical dependency treatment programs in Minnesota. Information on services provided, funding and staff, and a map are also included. 282 pp.

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Orders are now being taken for the **1994 Directory**.

This directory lists all State of Minnesota government agencies. Features a greatly expanded FAX section with over 250 numbers, alphabetical employee listings, a classified section, organized by department, and "yellow pages" listing state offices in Greater Minnesota. 264pp. **Stock No. 1-87 SR \$12.95**

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