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The Minnesota
**State
Register**

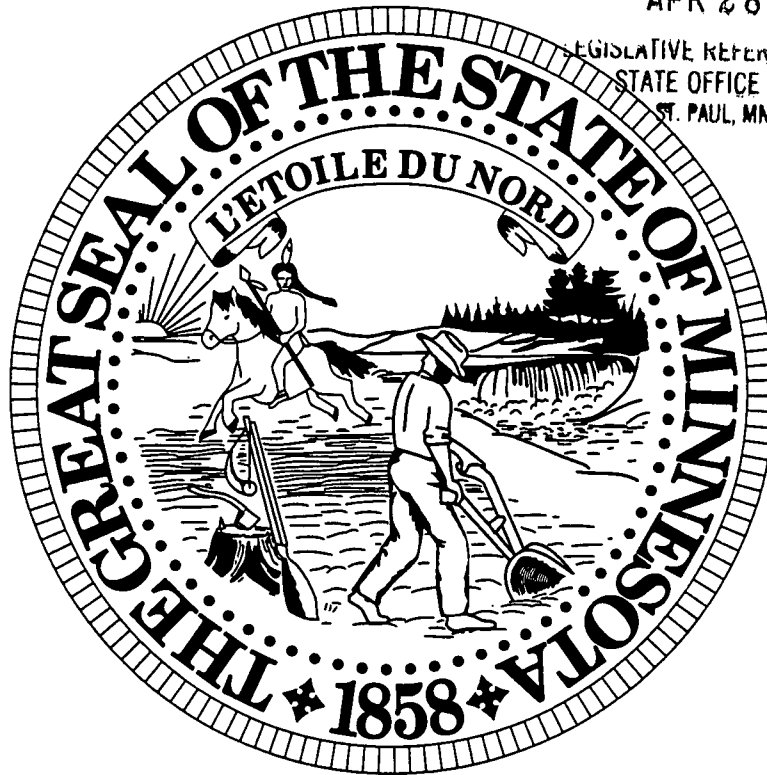
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Monday 1 May 1995

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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-consulting contracts, non-state bids and public contracts and grants.

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

Printing Schedule and Submission Deadlines

Vol. 19 Issue Number	PUBLISH DATE	Deadline for both Adopted and Proposed RULES	Deadline for: Emergency Rules, Executive and Commissioner's Orders, Revenue and Official Notices, State Grants, Professional-Technical-Consulting Contracts, Non-State Bids and Public Contracts
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45	Monday 8 May	Monday 24 April	Monday 1 May
46	Monday 15 May	Monday 1 May	Monday 8 May
47	Monday 22 May	Monday 8 May	Monday 15 May

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- *State Register* (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$150.00
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- Single issues are available for a limited time: *State Register* \$3.50, *Contracts Supplement* 50¢. Add shipping charge of \$3.00 per order.
- "*Commodity Contract Awards Reports*," – lists awards of contracts and bids published in the Tuesday-Wednesday-Friday "*Contracts Supplement*" – published every two weeks, \$5.00 per individual report, plus \$3.00 shipping if applicable. Order stock # 99-42. Six-month subscriptions cost \$75.00. Appears every two weeks. Order stock # 90-14. Available in hard copy format only.
- "*Professional-Technical-Consulting Award Reports*," – published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Individual copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Appears monthly. Order stock number 90-15. Available in hard copy format only.

FOR LEGISLATIVE NEWS

Publications containing news and information from the Minnesota Senate and House of Representatives are available free to concerned citizens and the news media. To be placed on the mailing list, write or call the offices listed below:

SENATE

Briefly-Preview—Senate news and committee calendar; published weekly during legislative sessions.

Perspectives—Publication about the Senate.

Session Review—Summarizes actions of the Minnesota Senate.

Contact: Senate Public Information Office (612) 296-0504
Room 231 State Capitol, St. Paul, MN 55155

HOUSE

Session Weekly—House committees, committee assignments of individual representatives; news on committee meetings and action. House action and bill introductions.

This Week—weekly interim bulletin of the House.

Session Summary—Summarizes all bills that both the Minnesota House of Representatives and Minnesota Senate passed during their regular and special sessions.

Contact: House Information Office (612) 296-2146
Room 175 State Office Building, St. Paul, MN 55155

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Commodities and requisitions are advertised in the *State Register Contracts Supplement*, published every Tuesday, Wednesday and Friday. "Commodity Contract Awards Reports" are published every two weeks, and "Professional-Technical-Consulting Contract Awards Reports" are published monthly. Both are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757. For subscription information call 612/296-0931. Individual awards can be obtained from the **Materials Management Helpline 612/296-2600.**

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 Commerce

Proposed Permanent Rules Relating to Cosmetology Salons

Notice of Intent to Adopt Rules Without a Public Hearing

The Minnesota Department of Commerce intends to adopt a permanent rule 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 during that 30 day period, you 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 on the rule must be submitted to:

Donna M. Watz, Staff Attorney
Minnesota Department of Commerce
133 East 7th Street
St. Paul, MN 55101
(612) 296-6593

Subject of Rule and Statutory Authority. The proposed rule is about operational requirements for cosmetology salons. The statutory authority to adopt this rule is *Minnesota Statutes*, sections 155.05 and 45.023. The proposed rule is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m. on June 1, 1995 to submit written 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 must be in writing and be received by the agency contact person by 4:30 p.m. on June 1, 1995. Your 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 follow the procedures in *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

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

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 provisions of *Minnesota Statutes*, sections 14.115, subdivision 4 have been reviewed and it has been determined that this proposed rule will affect small businesses. The proposed rule will assist small businesses by clarifying and simplifying procedures to be followed by cosmetology licensees. It is not expected that these rules will adversely affect small businesses. A detailed discussion of this topic is included in the Statement of Need and Reasonableness.

Expenditure of Public Money by Local Public Bodies. The provisions of *Minnesota Statutes*, section 14.11, subdivision 1 have been reviewed and it has been determined that this proposed rule will not require the expenditure of public money by local public bodies greater than \$100,000 in the two years following rule adoption.

Impact on Agricultural Lands. The provisions of *Minnesota Statutes*, section 14.11, subdivision 2 have been reviewed and it has been determined that this proposed rule will not affect agricultural land.

Adoption and Review of the Rule. If no hearing is required, after the end of the comment period the agency may adopt the rule. 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 want to be so notified, or wish to receive a copy of the adopted rule submit your written request to the agency contact person listed above.

Dated: 13 April 1995

James E. Ulland
Commissioner of Commerce

Rules as Proposed

2642.0380 OPERATIONAL REQUIREMENTS FOR SALONS.

It is the responsibility of the manager of the salon and of each operator to comply with the following operational requirements:

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

B. Before each use, all scissors, razors, clipper blades, tweezers, cutting tools, reusable esthetic and manicure instruments, combs and brushes, and brush rollers shall be cleaned and disinfected after use on each person. Hair and debris shall be removed from all implements instruments and items, and all instruments and items shall be washed in hot water with soap or detergent and rinsed thoroughly before disinfecting. Manicure instruments or items made of wood or other porous material must not be reused, and must be discarded after each use.

C. Rollers, pins, clippies, hairnets, shears, razors, and all other hairdressing tools instruments and items not specifically listed in any other provision of this part, shall be cleaned thoroughly and disinfected at a minimum of once per week. These items shall be stored in a clean, closed container or be covered with a clean towel until reused.

[For text of items D to I, see M.R.]

J. Each towel, robe, apron, cape, and linen used to cover or protect customers shall be used only once and then be properly laundered or disinfected according to this part. After use and until laundering or disinfecting, each item shall be placed in a container which complies with local fire codes or the state fire code where no local fire codes exist. All soiled towels and linens shall be laundered commercially, or in washing machines with laundry detergent; in using water of a temperature of at least 160 degrees Fahrenheit. Commercial laundering is acceptable. As an alternative to laundering, aprons and capes made of solid, nonwoven plastic may be disinfected on all sides with a disinfectant.

K. The procedures contained in subitems (1) to (7) shall be used to disinfect items:

(1) All hair shall be removed before disinfection.

(2) Each item shall be washed in hot water with soap or detergent and rinsed thoroughly with hot water.

(3) Each item shall be immersed for at least ten minutes in a disinfectant solution comprised of the following: sodium hypochlorite (200 ppm of available chlorine); or iodophor germicidal detergent (200 ppm of available iodine); or quaternary ammonium germicidal detergent solution (1,600 ppm); or 70 to 95 percent ethyl or isopropyl alcohol.

(4) Metal implements and tools shall be disinfected by immersion in a solution of 70 to 95 percent ethyl or isopropyl alcohol. As an alternative to immersion, electric clippers may be treated by spraying them with a commercial spray containing active ingredients of not less than 0.25 percent o-phenyl phenol, 11 percent isopropyl alcohol, and 88.75 percent inert ingredients.

(5) Items to be air dried shall not be rinsed after disinfection.

(6) Each item shall be stored until used in a clean, closed container, drawer, or cabinet, or under a clean towel.

(7) ~~Used items and disinfected items shall not be stored in the same container, drawer, or cabinet. All disinfected and laundered items shall be stored in a clean, closed container, drawer, or cabinet, or under a clean cover until reused. Any disinfectant used to fulfill the requirements of this part must be registered with the United States Environmental Protection Agency as a tuberculocidal agent and used according to the manufacturer's instructions.~~

[For text of items L to BB, see M.R.]

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.

Secretary of State

Adopted Permanent Rules Relating to Agricultural Production Inputs

The rules proposed and published at *State Register*, Volume 19, Number 32, pages 1659-1666, February 6, 1995 (19 SR 1659), are adopted with the following modifications:

Rules as Adopted

8271.0040 DETERMINATION OF PLACE OF FILING.

Lien-notification statements ~~may~~ must be filed at the Office of the County Recorder or with the Secretary of State as directed in *Minnesota Statutes*, sections 336.9-401 and 514.956, subdivision 1.

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.

Executive Orders

Office of the Governor

Executive Order #95-3: Directing State Agencies to Reduce Fiscal Year 1995 Spending

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, on February 28, 1995, I asked the Legislature to take immediate action on my recommendations to reduce state executive and legislative branch appropriations for fiscal year 1995; and

WHEREAS, the Legislature has yet to act on these recommendations; and

WHEREAS, there is an urgent need to reduce fiscal year 1995 executive and legislative branch spending to ensure that funds are available for the next biennium;

NOW, THEREFORE, I hereby order that the heads of the following state agencies reduce their fiscal year 1995 spending and immediately unallot funds consistent with my February 28, 1995 recommendations, as follows:

State Agencies	Reductions
Administration, Department of	\$ 200,000
Agriculture, Department of	113,000
Commerce, Department of	503,000
Corrections, Department of	2,510,000
Economic Security, Department of	78,000
Education, Department of	200,000
Employee Relations, Department of	600,000
Environmental Assistance, Office of	50,000
Finance, Department of	350,000
Health, Department of	250,000
Human Rights, Department of	85,000
Human Services, Department of	2,000,000
Labor and Industry, Department of	139,000
Military Affairs, Department of	292,000
Natural Resources, Department of	802,000
Pollution Control Agency	569,000
Public Safety, Department of	242,000
Public Service, Department of	175,000
Revenue, Department of	600,000
Trade and Economic Development, Department of	371,000
Transportation, Department of	70,000
TOTAL	<u>\$10,199,000</u>

Agency heads shall ensure that these allotments do not adversely affect program and service delivery.

I urge the Legislature to join the executive branch in immediately unallotting \$665,000 of its fiscal year 1995 appropriations, as I recommended on February 28, 1995.

Pursuant to *Minnesota Statutes* 1994, Section 4.035, subd. 2, this Order shall be effective fifteen (15) days after publication in the *State Register* and filing with the Secretary of State and shall remain in effect until rescinded by proper authority or it expires in accordance with *Minnesota Statutes* 1994, Section 4.035, subd. 3.

IN TESTIMONY WHEREOF, I have set my hand this 21st day of April, 1995.

Filed According to Law:

ARNE H. CARLSON
Governor

JOAN ANDERSON GROWE
Secretary of State

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.

Minnesota Comprehensive Health Association

Notice of Actuarial Committee Meeting

NOTICE IS HEREBY GIVEN that a meeting of the Actuarial Committee of the Minnesota Comprehensive Health Association (MCHA), will convene at 1:00 p.m. on Friday, May 5, 1995 at Blue Cross Blue Shield of Minnesota, 3535 Blue Cross Road, Eagan, Minnesota, in room "B" on the third floor.

For additional information please call Lynn Gruber at (612) 593-9609.

Department of Health

Before the Commissioner of Health

Notice of Completed Application and Notice of and Order for Hearing in the Matter of the License Application of Polk County Ambulance Service, Crookston, Minnesota

PLEASE TAKE NOTICE that the Commissioner of Health (hereinafter "Commissioner") has received a completed application from Polk County Ambulance Service, Crookston, Minnesota for a change in type of license from Basic to Advanced Ambulance Service.

IT IS HEREBY ORDERED AND NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* §§ 14.57 - 14.69 and *Minnesota Statutes* § 144.802 a public hearing will be held on June 15, 1995 at Northwest Regional Correctional Center, 600 Bruce Street, Community Room, Crookston, 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 *Minnesota Statutes* § 144.802, subd. 3(g).

2. This proceeding has been initiated pursuant to and will be controlled in all aspects by *Minnesota Statutes* §§ 144.801 - 144.8093, *Minnesota Statutes* §§ 14.57 - 14.69, and Rules for Contested Cases of the Office of Administrative Hearings, *Minnesota Rules* 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. Steve M. Mihalchick, Office of Administrative Hearings, 100 Washington Square, Suite 1700, Minneapolis, Minnesota 55401-2138, telephone: (612) 349-2544, 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 *Minnesota Rules* 1400.6200 on or before May 22, 1995. 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 received by the administrative law judge on or before May 31, 1995.

6. Any subpoena needed to compel the attendance of witnesses or the production of documents may be obtained pursuant to *Minnesota Rules* 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 *Minnesota Statutes* § 14.60, subd. 2.

Official Notices

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 *Minnesota Statutes* § 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: 25 April 1995

Anne M. Barry
Acting Commissioner of Health

Minnesota Department of Health

Facility and Provider Compliance Division

Notice of Solicitation of Outside Information or Opinions Regarding Proposed Amendment of *Minnesota Rules* Parts 4665.0100 to 4665.9900, Governing Supervised Living Facilities

NOTICE IS HEREBY GIVEN that the Minnesota Department of Health is seeking information or opinions from sources outside the Department in preparing to propose the amendment of *Minnesota Rules* governing Supervised Living Facilities, parts 4665.0100 to 4665.9900. The adoption of the rules is authorized by *Minnesota Statutes*, section 144.56.

The Minnesota Department of Health requests information and opinions concerning the subject matter of the rules. Interested persons or groups may submit data or views on the subject matter in writing or orally. Written statements should be addressed to:

Maggie Friend
Facility and Provider Compliance Division
Minnesota Department of Health
393 North Dunlap Street
P.O. Box 64900
Saint Paul, MN 55164-0900

Oral statements will be received during regular business hours over the telephone at (612) 643-3615 and in person at the above address.

All statements of information and opinions will be accepted until a Notice of Hearing or Notice of Intent to Adopt a Rule Without a Public Hearing is published in the *State Register*. Any written material received by the Minnesota Department of Health will become part of the rulemaking record to be submitted to the attorney general or administrative law judge in the event that the rules are amended.

Anne M. Barry, Acting Commissioner
Minnesota Department of Health

Minnesota Historical Society

State Review Board Regular Meeting

A meeting of the State Review Board of the Minnesota Historical Society to consider nominations to the National Register of Historic Places will be held on Thursday, May 18, 1995, in the Minnesota Historical Society History Center, Cargill Commons, MacMillan Education Wing, St. Paul, Minnesota. The State Review Board will meet at 7:00 p.m. for an informational presentation on program activities made by the Preservation Office staff. The meeting will be called to order and consideration of the meeting's agenda will begin at 7:30 p.m. A sign language interpreter is available with one weeks notice, and auxiliary aids are available with two weeks notice. Call 612/296-5434, or TTY 612/282-6073. For further information contact the State Historic Preservation Office, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102, (612) 296-5434.

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective May 1, 1995 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Anoka: Phase II Additions & Alterations to St Francis High School-St Francis; Alt High School Parking Lot, Alt Middle School Parking Lot-Fridley; Fridley District ADA Alt, Alt to Fridley Middle School-Fridley.

Beltrami: Bemidji Wildlife Research Area Headquarters Modular Unit-Bemidji.

Blue Earth: Mankato Public Schools 1995 Masonry Restoration-Mankato; St Clair Public School Addition and Remodeling, (ADA Modifications)-St Clair; Mankato State Univ. A & B Towers Student Room Light Fixture Abatement-Mankato.

Carlton: Carlton High School-Carlton; Tee Hanger Addition-Cloquet.

Clay: MN DOT Weigh Scale at Dilworth-Dilworth.

Dakota: Technology Upgrade for Crystal Lake Elementary & Christina Huddleston Elementary-Lakefield.

Douglas: Staff House Lake Carlos State Park/DNR Parks & Recreation-Alexandria.

Goodhue: Senior High/Elementary Fire Protection Remodel-Zumbrota.

Hennepin: MN DOT ADA Compliance/Elevator, Eden Prairie Truck Station-Eden Prairie; 1995 Masonry Wall Repairs, Pillsbury Court, U of M Minneapolis; County ADA Corrections Southdale Regional Center-Edina.

Koochiching: Falls High School Flooring Replacement-International Falls.

Ramsey: HVAC Remodeling & Renovation, District Service Center, 1030 Como-St. Paul; Washington Jr. High School Remodeling for Technology Center, St. Paul Public Schools-St. Paul.

St. Louis: Camp Austin Multi-Purpose Program Center; St. Paul Public Schools-St. Paul.

St. Louis: Camp Austin Multi-Purpose Program Center; Soudan Underground Mine Head Frame Overlook-Tower; Voss Kovach Hall Water Piping Replacement, Asbestos Abatement-Duluth.

Sherburne: Handke Elementary Remodel-Elk River.

Copies of the certified wage rate 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.

Gary W. Bastian, Commissioner

Metropolitan Council

Notice of Public Hearings on Metro Mobility Service Reductions, Fare Increases and Regular Route Social Fare Adjustments

The Metropolitan Council will hold public hearings to receive public comment regarding proposed Metro Mobility service reductions, fare increases and regular route social fare adjustments. The hearings will be held at the following times and locations:

Monday, June 5, 1995 - 11:00 a.m. to 2:00 p.m.

Chambers
Mears Park Centre
230 East Fifth Street
St. Paul

Thursday, June 8, 1995 - 11:00 a.m. to 2:00 p.m.

Minneapolis Convention Center
Room 102 ABC
1301 - 2nd Avenue South
Minneapolis

Monday, June 5, 1995 - 7:00 to 9:00 p.m.

Chambers
Mears Park Centre
230 East Fifth Street
St. Paul

Thursday, June 8, 1995 - 7:00 to 9:00 p.m.

Minneapolis Convention Center
Room 102 ABC
1301 - 2nd Avenue South
Minneapolis

All interested persons are encouraged to attend one of the hearings and offer comments. Individuals are asked to keep their com-

Official Notices

ments within a 5-minute time limit at the hearings. People may register in advance to speak by calling 229-2700 or 291-0904 TTY. A sign language interpreter will be available at each of the hearings. Written comments, which must be received by June 22, 1995, should be sent to Mark Fuhrmann, Transportation Systems Evaluation/Implementation Manager, Metropolitan Council, Mears Parke Centre, 230 E. Fifth Street, St. Paul, MN 55101. Additional information on the proposed actions is available by calling the Metro Mobility hotline at 221-0302.

Minnesota Pollution Control Agency

Water Quality Division

Notice of Intent to Solicit Outside Information or Opinions Regarding Proposed Amendment to Rules Governing Animal Feedlots, *Minnesota Rules* pts. 7020.0100-7020.0900

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (MPCA) is seeking opinion, information and comment from sources outside the MPCA to assist in the preparation of proposed amendments to *Minnesota Rules* pts. 7020.0100-7020.0900 governing the storage, transportation, disposal and utilization of animal manure. *Minnesota Rules* ch. 7020 includes rules for the control of livestock, poultry and other domesticated animal manure to protect surface and ground waters from pollution. The amendment of rule is authorized by *Minnesota Statutes* § 115.03, subd. 1, which permits the MPCA to adopt rules governing water pollution control.

Over the next two years, the MPCA will define the scope of the rule amendments and revise rule language to better abate and prevent water pollution from domesticated animal manure. To assist the MPCA with amendments to *Minnesota Rules* ch. 7020, the MPCA requests information and opinions from the public concerning the subject matter of the rule. Any interested persons or groups may submit data or views in writing or orally. Oral statements will be received during regular business hours. All statements of information and opinion will be accepted until 4:30 p.m. (CST) on June 2, 1995. Any written material received by the MPCA shall become part of the rulemaking record to be submitted to the Office of the Attorney General in the event that the rule amendment is adopted. Written or oral statements should be directed to:

Lynne M. Kolze
Minnesota Pollution Control Agency
Water Quality Division
Nonpoint Source Compliance Section
St. Paul, Minnesota 55155-4194
Telephone: (612) 296-8481
MN Toll Free: 1-800-657-3864
TTY: (612) 282-5332

The MPCA will closely work with the Feedlot and Manure Management Advisory Committee (FMMAC) during the rulemaking process. The formation of this committee was required by the 1994 Minnesota State Legislature to "identify needs, goals and suggested policies for research, monitoring, and regulatory activities regarding feedlot and manure management." The FMMAC has created several Task Forces including: 1) Land Application of Manure, 2) Alternative Methods for Treatment of Feedlot Runoff, and 3) Earthen Basins. FMMAC members will provide ongoing advice to the MPCA as it proceeds through the rulemaking process. The FMMAC includes representatives from diverse organizations concerned with agriculture in Minnesota. The organizations listed below are represented on the FMMAC. If you have any questions regarding FMMAC meetings or related matters, please contact Steve Olson, Minnesota Department of Agriculture, at (612) 297-3217 or 1-800-967-2474.

Broiler and Egg Association of Minnesota
Dairy Herd Improvement Association
Izaak Walton League
Minnesota Cattlemens' Association
Minnesota Farm Bureau
Minnesota Farmers Union
Minnesota House of Representatives
Minnesota Pork Producers
Minnesota Turkey Growers Association
Minnesota Senate
Sierra Club
Department of Natural Resources

Farm Services Administration
Minnesota Association of Soil and Water Conservation Districts
Minnesota Association of Townships
Minnesota Board of Water and Soil Resources
Minnesota Department of Agriculture
Minnesota Extension Service
Minnesota Lakes Association
Minnesota Pollution Control Agency
Natural Resources Conservation Services
University of Minnesota

The MPCA does not intend to form a separate advisory task force for this rulemaking.

Draft rule amendments are tentatively scheduled to be published in the *State Register* by September 1996.

Office of the Secretary of State

Notice of Vacancies in Multi-Member Agencies

NOTICE IS HEREBY GIVEN to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, 100 Constitution Ave., St. Paul 55155-1299; (612) 297-5845, or in person at Room 174 of the State Office Building. In accordance with the Minnesota Open Appointments Law, the Secretary of State acts as an administrator in publishing vacancies, receiving applications, and recording appointments. Applications will be reviewed and appointments made by the Appointing Authorities for these various agencies. Completed applications are to be submitted to the Secretary of State by May 23, 1995. Appointing Authorities for these agencies may also choose to review applications received by the Secretary of State after that date. Applications are kept on file for a one year period.

The 1994 Annual Compilation and Statistical Report is now available from the Minnesota Bookstore. This publication includes a complete listing of state boards and councils that follow the Open Appointments process, descriptions of these agencies and their memberships, and statistical information about appointments and vacancies made during the 1994 fiscal year. The 1994 Annual Compilation also indicates members with terms that ended in January 1995 as open for application; many of these positions may still be open. To order copies of the 1994 Annual Compilation please call the Minnesota Bookstore at 297-3000 or 1-800-657-3757.

BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS 2700 University Ave. W., St. Paul, MN 55114. 612-642-0595. *Minnesota Statutes* 144A.19.

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem.

VACANCY: One vacancy: Public member.

The board licenses administrators of nursing homes, board/care homes and mental retardation facilities; conducts studies of nursing home administration; approves continuing education programs for administrators; investigates complaints and allegations of rule violations. The board consists of eleven members including four owners or managers of nursing homes, one doctor, one nurse, and three public members. Representatives of the Department of Health and the Department of Human Services are ex-officio members. Quarterly meetings. Members must file with the Ethical Practices Board. The board does not expire.

COUNCIL ON BLACK MINNESOTANS 2233 University Ave., Suite 426, St. Paul, MN 55114. 612-642-0811. *Minnesota Statutes* 3.9225.

APPOINTING AUTHORITY: Governor.

COMPENSATION: Per diem for public members.

VACANCY: One vacancy: Public member.

The council makes recommendations to the Governor and legislature on improving the economic and social conditions of African American and Native African Minnesotans. The Governor appoints eleven public members who must represent persons of African descent throughout the state, and must include at least five males and five females. The legislature appoints two senators and two representatives who serve as ex-officio, non-voting members. Approximately 6-8 meetings a year at statewide locations, usually at the council office. The council expires June 30, 1997 per *Minnesota Statutes* 15.059 subd. 5 as amended by *Laws of 1993*.

Official Notices

INVESTMENT ADVISORY COUNCIL M.E.A. Bldg., Room 105, 55 Sherburne Ave., St. Paul, MN 55155. 612-296-3328.

Minnesota Statutes 11A.08.

APPOINTING AUTHORITY: Board of Investment/Governor.

COMPENSATION: None.

VACANCY: One vacancy: Must be experienced in general investment matters.

The council advises the Board of Investment on policy relating to investments of state funds. The council consists of seventeen members including ten members experienced in general investment matters. Other members include the Commissioner of Finance, the executive director of the Minnesota State Retirement System, the executive director of the Public Employees Retirement Association, the executive director of the Teachers Retirement Association. A retiree and two public fund members are appointed by the Governor. Quarterly meetings generally scheduled for the first Tuesday of the first full week in March, June, September, and December. Members must file with the Ethical Practices Board. The council does not expire per *Minnesota Statutes 11A.08.*

MARKET ASSISTANCE PROGRAM COMMITTEE 133 E. 7th St., St. Paul, MN 55101. 612-297-3238. *Minnesota Statutes 621.09.*

APPOINTING AUTHORITY: Commissioner of Commerce.

COMPENSATION: None.

VACANCY: Twelve vacancies: Six representatives of insurers, two insurance agents, two public members, and two representatives of groups insured by the Minnesota Joint Underwriting Association.

The committee reviews applicants of the Minnesota Joint Underwriting Association to ascertain if coverage is available in private insurance. The committee consists of twelve members including six representatives of insurers, two insurance agents, two public members, and two representatives of groups insured by the Minnesota Joint Underwriting Association. Meeting schedule varies, usually monthly or bimonthly. The committee expires June 30, 1997 per *Minnesota Statutes 15.059* subd. 5 as amended by *Laws of 1993.*

METROPOLITAN PARKS AND OPEN SPACE COMMISSION Mears Park Centre, 230 E. 5th St., St. Paul, MN 55101. 612-291-6333. *Minnesota Statutes 473.303.*

APPOINTING AUTHORITY: Metropolitan Council.

COMPENSATION: \$50 per diem.

VACANCY: Four vacancies: One resident from Precinct E (Council District 9 or 10) which includes Anoka County; one from Precinct F (Council Districts 11 or 12) which includes most of Ramsey County and the northern two-thirds of Washington County; one from Precinct G (Council Districts 13 or 14) which includes St. Paul, Falcon Heights, and Lauderdale; one from Precinct H (Council Districts 15 or 16) which includes all of Dakota County except Lakeville.

The commission assists the Metropolitan Council in planning the regional recreation open space system, advises the council on grants for the acquisition and development of facilities, and reviews the master plan for facilities. The commission consists of nine members including eight selected from districts of equal population and a chair representing the region at large. Members may not be members of any other metropolitan agency, board or commission, or hold judicial office. Members must reside in the district to which appointed, except chair. Meetings twice monthly. Members must file with the Ethical Practices Board. The commission does not expire.

MINNESOTA-WISCONSIN BOUNDARY AREA COMMISSION 619 2nd St., Hudson, WI 54016. 612-436-7131. *Minnesota Statutes 1.31.*

APPOINTING AUTHORITY: Governor (01).

COMPENSATION: Reimbursed for expenses.

VACANCY: One vacancy: Must be a citizen of the State of Minnesota.

The commission studies, makes recommendations, coordinates intergovernmental activities and provides public information on the use, development and protection of the St. Croix and Mississippi rivers that form the interstate border of Minnesota and Wisconsin. Members include five commissioners from each state, each Minnesota member has a four year term. Terms are staggered. Bi-monthly commission meetings; more frequent committee meetings. The commission does not expire.

MINNESOTA COMPREHENSIVE HEALTH ASSOCIATION BOARD OF DIRECTORS Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. 612-297-1118. *Minnesota Statutes 62E.10.*

APPOINTING AUTHORITY: Commissioner of Commerce.

COMPENSATION: Per diem plus expenses for public members.

VACANCY: Four vacancies: Public members.

The board will govern the activities of the Minnesota association which provides basic health insurance coverage to persons in Minnesota unable to obtain coverage through the open market. The board consists of nine members of which four are public members. Quarterly meetings in the Twin Cities area. The board does not expire.

MINNESOTA RACING COMMISSION 7825 Washington Ave. S., Suite 800, Bloomington, MN 55439. 612-341-7555. *Minnesota Statutes 240.02.*

APPOINTING AUTHORITY: Governor. Senate confirmation.

COMPENSATION: \$55 per diem.

VACANCY: One vacancy: Must be a resident of Minnesota for at least five years. Appointees must file a bond of \$100,000.

The commission licenses persons and organizations to operate racetracks, conduct horse racing, conduct pari-mutual wagering on horse racing, enforces and collects all applicable taxes and license fees, and establishes a Minnesota Breeders' Fund. The commission consists of nine members. Prescribed qualifications for membership include being a Minnesota resident for five years preceding appointment. No more than five members may belong to the same political party. Appointees must file a bond of \$100,000. Terms are staggered and are for six years. Members must file with the Ethical Practices Board. Meetings are the third Wednesday of every month, usually at the Hennepin County Government Center in downtown Minneapolis. The commission does not expire.

REAL ESTATE APPRAISER ADVISORY BOARD Dept. of Commerce, 133 E. 7th St., St. Paul, MN 55101. 612-297-3238. *Minnesota Statutes 82B.05.*

APPOINTING AUTHORITY: Commissioner of Commerce.

COMPENSATION: \$35 per diem plus expenses.

VACANCY: One vacancy: Public member.

The advisory board makes recommendations to the Commissioner as to rules regarding pre-licensing and continuing education, license examination specifications, periodic review of standards for development and communication of real estate appraisals, and other matters necessary under statute. The board consists of fifteen members, including eight licensed real estate appraisers, two of whom are to be Level Two, four consumers of appraisal services, and three members from the public. Members may not serve more than two consecutive terms. Meetings will be held at least quarterly, location not established. The board does not expire.

REHABILITATION ADVISORY COUNCIL FOR THE BLIND DES, State Services for the Blind, 2200 University Ave. W., #240, St. Paul, MN 55114-1840. 612-642-0887. *Minnesota Statutes 248.10* amended by *Laws of 1993, Ch. 97.*

APPOINTING AUTHORITY: Governor.

COMPENSATION: \$55 per diem plus expenses.

VACANCY: One vacancy: The majority of members must be blind or visually handicapped and not employed by State Services for the Blind.

The council advises the Commissioner of Economic Security about programs of the division of services for the blind and visually handicapped. The council is limited to fifteen members, a majority of whom must be blind or visually handicapped and not employed by State Services for the Blind. Meeting schedule to be determined, meetings will be held at State Services for the Blind. The council expires June 30, 1997 per *Minnesota Statutes 15.059* subd. 5 as amended by *Laws of 1993.*

REHABILITATION REVIEW PANEL Dept. of Labor and Industry, Special Compensation Fund 443 Lafayette Rd., St. Paul, MN 55101. 612-296-2117. *Minnesota Statutes 176.102, Subdivision 3.*

APPOINTING AUTHORITY: Commissioner of Labor and Industry.

COMPENSATION: \$55 per diem and reimbursed for expenses.

VACANCY: One vacancy: Labor representative.

The panel advises the Department of Labor & Industry on rehabilitation matters relating to workers compensation and may issue penalties for violation of rules following a contested case hearing under Chapter 14 under *Minnesota Statutes 176.103*, subd. 3. Members include two representatives each from employers, insurers, rehabilitation and medicine, one representative of chiropractors, four representing labor plus three alternates. The Commissioner of Labor and Industry, or designee, is an ex-officio member. Members must file with the Ethical Practices Board. The panel does not expire.

Official Notices

SMALL BUSINESS PROCUREMENT ADVISORY COUNCIL 112 Administration Bldg., St. Paul, MN 55155. 612-297-4412. *Minnesota Statutes 16B.20.*

APPOINTING AUTHORITY: Commissioner of Administration (02).

COMPENSATION: \$55 per diem.

VACANCY: One vacancy.

The council advises on the Small Business Procurement Program, reviews complaints from vendors, and reviews compliance reports. The council consists of thirteen members. The council expires June 30, 1997 per *Minnesota Statutes 15.059 subd. 5* as amended by *Laws of 1993*.

SPECIAL EDUCATION ADVISORY COUNCIL Office of Special Education, 811 Capitol Square Bldg., 550 Cedar St., St. Paul, MN 55101. 612-296-8246. *Public Law 94-142.*

APPOINTING AUTHORITY: State Board of Education.

COMPENSATION: Reimbursed for expenses.

VACANCY: Five vacancies: Members must be knowledgeable of the needs of children and youth with disabilities; able to advise the State of Board of Education and the Minnesota Department of Education on special education policy development.

The council assists the state in developing policies, plans and practices that will assure effective and efficient special education programs for learners with disabilities ages birth to 21. The fifteen member council represents parents of children with disabilities, consumers, advocacy organizations, special education teachers and administrators, regular education teachers and administrators, and higher education teacher training programs, school boards, and congressional districts. Members are appointed for three year terms. The council generally meets five times each school year. Meetings are one and one-half days in length. Reimbursement is provided for travel costs, lodging and meals. The council expires June 30, 1997 per *Minnesota Statutes 15.059 subd. 5* as amended by *Laws of 1993*.

Teachers Retirement Association

Notice of Regular Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, May 18, 1995, at 9:00 a.m., in Suite 500, Gallery Building, 17 W. Exchange St., St. Paul, MN to consider matters which may properly come before the Board.

Minnesota Public Utilities Commission

Notice of Intent to Solicit Outside Information and Opinion in Regard to a Rulemaking to Amend or Repeal and Replace Existing Rules Governing Customer Information and Complaints, Parts 7820.0200 through 7820.5600, Docket No. G, E-999/R-95-40

NOTICE IS HEREBY GIVEN that the Minnesota Public Utilities Commission is seeking information or opinions from outside sources in preparing to amend or repeal and replace its rules governing customer service standards for gas and electric utilities. Amendment or replacement of the rules is authorized by *Minnesota Statutes* §§ 216B.08, 216B.09, and 216B.095 (1994).

This rulemaking may address the following issues:

- (a) billing cycles;
- (b) meter reading schedules;
- (c) disconnection procedures;
- (d) billing disputes;
- (e) deposit and guarantee requirements;
- (f) financial liability for service rendered;
- (g) customer data collection and retention practices;

- (h) late charges;
- (i) any other issue addressed or closely related to any issue addressed in the existing rules.

The commission will form an advisory task force to assist in this rulemaking. The Commission intends to solicit membership that represents the interests of gas and electric utilities, all ratepayer classes, and low and fixed income households.

Attached is a list of companies, agencies, and associations the Commission intends to invite to serve on the task force. The Commission may invite others to serve in addition to or in place of those on the list based on further analysis, public input, and willingness to serve.

The commission will select task force members within 20 days after the deadline for comments in this notice. The commission expects the rulemaking to be completed within approximately 18 months. The task force will meet, under staff direction, approximately four times. Meetings should begin in August of this year. The Commission expects the task force to complete its work with staff by the end of January, 1996.

The Commission requests information and opinions on the subject matter of this rulemaking. Interested persons or groups may submit data or views in writing or orally. Written statements or comments should be directed to:

Carol Casebolt
Staff Attorney
Minnesota Public Utilities Commission
121 7th Place East
Suite 350
St. Paul, Minnesota 55101-2147
(612) 296-6029

Oral statements or comments will be received during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday.

Statements of information and opinion provided in response to this notice should be submitted to the Commission by 4:30 p.m. on June 23, 1995. Any written materials received by the Commission pursuant to this notice shall become part of the rulemaking record.

Dated: 24 April 1995

Burl W. Haar
Executive Secretary

The following is a list of those the Commission intends to invite to serve on an advisory task force to assist in amending or repealing and replacing the Commission's rules on customer information and complaints.

1. Minnesota Department of Public Service
2. Office of the Attorney General - Residential and Small Business Utilities Division
3. Minnesota Public Interest Research Group
4. Minnesota Legal Services Legislative Advocacy Coalition
5. Minnesota Senior Federation
6. Salvation Army Heat Share
7. Tenants Union
8. Energy Cents Coalition
9. Minnesota Rural Electric Association
10. Minnesota Municipal Utilities Association
11. Otter Tail Power Company
12. Minnesota Power
13. Minnegasco
14. Northern States Power Company
15. Peoples Natural Gas Company

State Grants

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.

Minnesota Department of Economic Security

Requests for Proposals for Emergency Shelter Grant Program and Transitional Housing Program Funds

The Minnesota Department of Economic Security announces the availability of Emergency Shelter Grant Program (ESGP) and anticipated availability of Transitional Housing Program (THP) funds.

Emergency Shelter Grant Program (ESGP)

The purpose of the Emergency Shelter Grant Program is to assist programs that provide shelter or transitional housing to homeless individuals or provide homeless prevention services. Eligible activities include:

- 1) Renovation, rehabilitation or conversion of buildings to be used as shelters or transitional housing for the homeless.
- 2) Operating costs of shelter or transitional housing including rent, maintenance, insurance, utilities, furnishings, or up to ten percent for staff costs for operations.
- 3) Provision of essential services to residents of shelter or transitional housing programs including (but not limited to) services concerned with employment, physical health, mental health, substance abuse, education, or general support, and staff salary necessary to provide these services.
- 4) Homeless prevention activities or programs designed to prevent the incidence of homelessness.

ESGP Eligible Applicants

Eligible applicants include units of general local government and non-profit organizations. A private non-profit organization applying for assistance must certify that the local unit of government in which the project is located approves the project and that the project is consistent with the applicable Consolidated Plan/Comprehensive Housing Affordability Strategy.

ESGP Funding Available

A total of \$1,198,000 is available for the fiscal year 1995 program; to be awarded under four categories as follows:

Category I — \$754,739 will be set aside for areas of the state serving more than one percent of the sheltered population as determined by the Department of Economic Security Quarterly Shelter Survey. Areas qualifying for a set aside are listed below:

Area	Amount
Anoka CAP Area (Anoka)	\$ 165,759
Bi-County CAP Area (Bemidji)	\$ 43,169
Clay-Wilkin CAP Area (Moorhead)	\$ 30,872
Koochiching-Itaska CAP Area (Grand Rapids)	\$ 22,442
Minneapolis CAP Area - Hennepin Cty (Mpls)	\$ 265,844
Olmsted CAP Area (Rochester)	\$ 47,268
Ramsey Cty CAP Area (St. Paul)	\$ 67,964
Scott-Carver-Dakota CAP Area (Shakopee)	\$ 46,756
Tri-Cty CAP Area (St. Cloud)	\$ 42,657
Western CAP Area (Marshall)	\$ 21,008
TOTAL	\$ 754,739

Category II — \$167,721 will be awarded through competition to those areas of the state which provided less than one percent of the states on-site shelter in the past year.

Category III — \$95,840 will be awarded through competition to areas of the state which rely on the use of motels or other commercial facilities to provide shelter.

Category IV — \$119,800 will be awarded through competition for programs which address the causes of homelessness on a statewide level. Emergency mortgage, rental and utility assistance will not be eligible activities under this category.

Administrative Costs — \$59,900 will be used to defray the administrative costs of the program. The Department of Economic Security will provide each of its grantees which have more than one subgrantee with an administrative allowance of 2.5 percent of their grant amount. The remaining funds will be used by the Department to pay for State administrative costs.

Transitional Housing Program (THP)

The Minnesota Department of Economic Security announces the anticipated availability of Transitional Housing Program grant funds. The actual availability and amount of funds is contingent upon approval by the 1995 Minnesota Legislature.

The purpose of the Transitional Housing Program (*Minnesota Statute 268.38*) is to initiate, maintain or expand programs which provide transitional housing and support services to homeless individuals to facilitate long-term independent living. Funds are to pay for the operating costs associated with the provision of transitional housing.

Transitional Housing Program funding is not intended for crisis overnight shelters or for rehabilitation of transitional housing or shelters.

THP Eligible Applicants

Eligible applicants include Community Action Agencies, Housing and Redevelopment Authorities, Indian Reservation Governments, and other public and private non-profit agencies.

THP Anticipated Funding Available

\$860,000 in grant funds are anticipated to be available for the state fiscal year 1996 program.

Application Submission

The Minnesota Department of Economic Security (MDES) encourages regions of the state to submit *one* application from a Community Action Agency (CAA) service area on behalf of all parties interested in funding under this RFP.

Application Packages for the Emergency Shelter Grant Program and Transitional Housing Program can be obtained by calling Susan Allread in the Community Based Services Division at 612/297-3403. Return an original and three copies of the application to:

Minnesota Department of Economic Security
Community Based Services Division
390 North Robert Street, 1st Floor
St. Paul, MN 55101
Attn: Patrick Leary

All applications must be received in the Community Based Services Division office by 3:00 p.m., Wednesday, May 31, 1995. An announcement of awards is expected by June 27, 1995.

For further information, contact Patrick Leary at (612) 297-3409 or Judy Johnson at (612) 296-5759.

Department of Economic Security

Notice of Request for Proposals for Community Food and Nutrition Program Funds

The Department of Economic Security announces the availability of FFY 1995 Community Food and Nutrition Program (CFNP) funding in the amount of \$65,018 to be awarded through a statewide competition to statewide public or private, non-profit agencies.

Eligible Activities

The proposed activities must be statewide in scope and intend to meet at least one of the following three purposes of the program:

- 1) **Improve coordination** of existing private and public assistance resources to better serve low-income communities.
- 2) **Assist low-income communities** to identify potential sponsors of child nutrition programs and initiate programs in unserved and under-served areas; and
- 3) **Develop innovative approaches** at the state and local levels to meet nutritional needs of low-income individuals.

Activities funded through this award must also include outreach and public education activities designed to inform low-income and unemployed individuals of the nutrition services available under various federally-assisted programs.

State Grants

Program Timelines

Five copies of the proposal must be received by 4:30 P.M. on Monday, June 5, 1995 at the following address:

Minnesota Department of Economic Security
Community Based Services Division
390 North Robert Street, Room 125
St. Paul, Minnesota 55101
Attn: Patrick Leary

All proposals should be submitted on the application package provided by the Department. Application packages can be obtained by calling Susan Allread at (612) 297-3403.

Proposals will be reviewed and ranked by a review committee comprised of State officials versed in food and poverty issues. Final awards will be announced by June 26, 1995. The grant period will run from July 1, 1995 to June 30, 1996. Questions regarding this program should be addressed to Patrick Leary at (612) 297-3409.

Housing Finance Agency

Request for Proposals Capacity Building Grant Program

The Minnesota Housing Finance Agency (MHFA) announces the anticipated availability of \$100,000 in grant funds from the Capacity Building Grant Program. The Legislature authorized the program to assist non-profit organizations, local units of government, Indian Tribes, and Indian Tribal Organizations to expand their capacity to provide affordable housing and housing related services (*Minnesota Statutes*, Sect. 462A.21, subd. 3b). The program's purpose is to fund projects which will enable an organization to more effectively address the housing needs of low income persons and families within the organization's service area.

ELIGIBLE APPLICANTS:

Eligible applicants are non-profit organizations, housing and redevelopment authorities, regional development commissions, Minnesota cities and towns, Indian tribes, bands, communities, or tribal organizations.

ELIGIBLE USES OF GRANT FUNDS:

The maximum grant amount awarded will be \$10,000. Grants may be awarded for the following activities: (1) Studies and analyses of housing needs within the applicant's service area and the development of plans and strategies to meet those needs. (2) Staff training related to the management of the organization, real estate development, housing management, or other housing related activities. (3) Legal and other professional services associated with the establishment or incorporation of an organization as a provider of housing or housing related services. (4) Other activities that expand the capacity of the applicant to meet housing needs in the applicant's service area.

APPLICATION PROCESS:

Applicants should request an application form from MHFA staff:

Minnesota Housing Finance Agency
400 Sibley Street, Suite 300
St. Paul, MN 55101
Phone: (612) 297-3294

Applications must be received at the Minnesota Housing Finance Agency by 4 p.m. on Friday, June 30, 1995.

Any questions concerning the Capacity Building Grant Program or the application process should be directed to Warren Kramer at (612) 297-5142.

This Request for Proposals (RFP) is subject to all applicable federal, state, and municipal laws, rules, and regulations and appropriations by the 1995 session of the Minnesota Legislature. MHFA reserves the right to modify or withdraw this RFP at any time and will not reimburse any applicant for costs incurred in the preparation or submittal of applications.

It is the policy of the Minnesota Housing Finance Agency (MHFA) to further fair housing opportunity in all Agency programs and to administer its housing programs affirmatively, so that all Minnesotans of similar income levels have equal access to Agency programs regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to receipt of public assistance, disability, or familial status.

State Board of Technical Colleges

Notice of Request for Proposals for Single Parents, Displaced Homemakers, Single Pregnant Women, and Sex Equity

The State Board of Technical Colleges is seeking proposals in the areas of Single Parents, Displaced Homemakers, and Single Pregnant Women; and Sex Equity through the Carl D. Perkins Vocational and Applied Technology Education Act of 1990. All applications must be made through a Minnesota Technical College.

NOTE: In the Single Parent, Displaced Homemaker, and Single Pregnant Women categories, community based organizations are eligible to apply, but must be submitted through a Technical College.

Proposal for Single Parent, Displaced Homemakers, Single Pregnant Women, and Sex Equity

Proposals to implement Single Parent, Displaced Homemakers, Single Pregnant Women and Sex Equity programs designed to meet the unique needs of the described special populations and to provide vocational education information and activity whereby students enter occupations not traditionally associated with their gender. The RFP application and additional information should be requested from:

Shirlee Walker
State Board of Technical Colleges
Room 365 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
(612) 297-1484

Approximately \$312,000 for Sex Equity and approximately \$900,000 for Single Parent, Displaced Homemakers and Single Pregnant Women will be available. Proposals for postsecondary must be received by Shirlee Walker at the above address by 4:00 p.m. on Friday, June 2, 1995.

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].

Department of Corrections

Faribault Correctional Facility

Notice of Request for Proposals for Providing Employee Physicals

NOTICE IS HEREBY GIVEN that the Minnesota Correctional Facility - Faribault is requesting proposals for providing employee occupational physical examinations to prospective and existing employees. The contract period will run from July 1, 1995 through June 30, 1997. The estimated contract is \$14,500. Specific details on the purpose and scope of these physical examinations can be obtained by calling MCF-Faribault, Human Resource Assistant Director at (507) 334-0724. The proposal must be submitted by 4:00 p.m. on May 8, 1995. Send the proposals to: Joan Thielbar, MCF-Faribault, 1101 Linden Lane, Faribault, MN 55021.

Department of Corrections

Faribault Correctional Facility

Notice of Request for Proposals for Providing Optometric Service to the Inmate Population

NOTICE IS HEREBY GIVEN that the Minnesota Correctional Facility - Faribault is requesting proposals for providing optometric service to the inmate population. The contract period will run from July 1, 1995 through June 30, 1997. The estimated contract is \$45,000. Specific details on the purpose and scope of this service and a copy of the "Request for Proposal" can be obtained by calling Jan Hanlon, MCF-Faribault, Health Services Administrator at (507) 334-0784. The proposal must be submitted by 4:00 p.m. on May 8, 1995. Send the proposals to: Jan Hanlon, MCF-Faribault, 1101 Linden Lane, Faribault, MN 55021.

Department of Economic Security

Division of Services for the Blind

Request for Bids to Provide Vending Machine Services at 35 Interstate Rest Areas and State Highway Locations

The Minnesota Department of Economic Security, Division of Services for the Blind, Business Enterprises Program (BEP), desires bids for the provision of selected vending machine service at interstate rest areas and state highway locations state-wide.

Equipment, product and services will be provided under contract, and all relevant information is outlined in detail in the Bid. The formal Request for Bid may be requested and inquiries directed to: Charles E. Hamilton, Director of Business Enterprises, Services for the Blind, 2200 University Avenue West #240, St. Paul, MN 55114-1840, (612) 642-0512. The deadline for submittal of completed Bids is the end of the business day (4:00 p.m.), May 19, 1995.

Department of Education

Notice of Request for Proposals for Due Process Hearing Review Officers

The Department of Education is requesting proposals to provide timely, effective, and knowledgeable hearing appeals of Independent Hearing Officers' decisions in Special Education Due Process Hearings.

The Minnesota Department of Education reserves the right to hire multiple vendors and/or contract for the work as the need for hearing review officers arises. The Department reserves the right to add vendors who meet the criteria of the request for proposals at any time during the contract period.

SCOPE OF THE PROJECT

To assure the parent, student, and school district's rights to an impartial and timely resolution of a disagreement over special education issues under Federal and State laws.

PROJECT TASKS

1. To review, in its entirety, the "record" of a Special Education Due Process Hearing (Hearing). This includes the Independent Hearing Officer's (IHO) decision, briefs for all parties, and underlying transcript.
2. To evaluate the Hearing in an effort to assure compliance with the standards of Federal and State special education law and rule.
3. To render a decision to uphold or overturn, in total or in part, the IHO's decision based on the record and the standards set forth in #2.
4. To render a decision and notify the parties of the decision within thirty (30) days of Department of Education's receipt of a request for a review.
5. To attend, on their own time and without compensation, such training as may be required of the Hearing Review Officer (HRO).
6. To stay current with administrative law procedures, Federal and State special education laws, recent court cases involving special education, and state of the art education appeal practices.

PROJECT COSTS

HROs will be compensated at the rate of \$86.00 per hour. It is anticipated the average hearing review will require between 50 and 75 hours of work. The Department estimates total expenditures during the term of the contract will not exceed \$300,000. The Department cannot predetermine services needed and actual expenditures, therefore, no commitment is made to spending any given funds in any given year. All expenditures are contingent upon continued program requirements and state and federal funding.

PROJECT COMPLETION DATE

The anticipated term of the project is July 1, 1995 until June 30, 2000. Initial contracts will be awarded for a two year period, July 1, 1995 through June 30, 1997. Contingent upon funding, and with the agreement of both parties, contracts may be renewed in FY 1998, 1999 and 2000.

COPIES OF RFP/SUBMISSION OF PROPOSALS

Copies of the RFP may be obtained by contacting:

Adele W. Ciriacy, Jr.
Due Process Specialist
Minnesota Department of Education
Office of Monitoring and Compliance
533 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Tel: (612) 296-6946
FAX: (612) 282-9812

Proposals must be received by 4:30 PM on June 9, 1995.

Professional, Technical & Consulting Contracts

Department of Health

Division of Disease Prevention and Control AIDS/STD Prevention Services Section

Request for Proposals for Conference Coordination Services

NOTICE IS HEREBY GIVEN that the AIDS/STD Prevention Services Section, Division of Disease Prevention and Control, Minnesota Department of Health is seeking proposals from qualified agencies for conference coordination services to plan, schedule, administer, and evaluate the 1996 Statewide HIV/STD Conference.

Background

The Minnesota Department of Health may have \$50,000 of federal funds for conference coordination services for the period, September 1, 1995 - August 31, 1996. This project is dependent upon the availability of federal HIV prevention funds.

Eligibility

- Any public or private agency that can demonstrate administrative, organizational, programmatic, and fiscal capability to plan, schedule, administer, and evaluate a statewide conference.
- Other desirable qualifications include experience with public or government-supported health conferences.

Minimum Expectations

The selected agency for this contract will be required to: staff a planning committee which develops program content; manage all correspondence with speakers and exhibitors; select a conference facility; make all arrangements with the hosting facility; conduct and oversee the registration process; ensure that conference support services run smoothly; develop and mail all written materials and correspondence; maintain all income and expenses associated with the conference; develop a conference evaluation process; and prepare a final conference summary report that includes content summaries of each session provided during the conference and conference evaluations.

Proposal Information

Proposals are due to the Minnesota Department of Health by 4:00 p.m., Friday, June 16, 1995. Late proposals will not be accepted. Notice of awards will be made on or after July 24, 1995. The complete Request for Proposals is available from:

Roy Nelson
AIDS/STD Prevention Services Section
Minnesota Department of Health
717 S.E. Delaware Street
P.O. Box 9441
Minneapolis, Minnesota 55440-9441
(612) 623-5698

Department of Health

Family Health Division

Notice of Request for Expressions of Interest in the Provision of Undercover Investigative Services for the Minnesota WIC Program

The Minnesota Department of Health is exploring interest on the part of potential contractors in responding to a Request for Proposal to perform undercover compliance investigations on the retail food stores participating in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program). The Minnesota WIC Program currently contracts with approximately 1300 retail food vendors throughout the state to provide WIC approved foods to over 96,000 program participants per month. In accordance with state and federal requirements, the WIC Program must monitor authorized vendors' compliance with WIC program rules and investigate vendors which are determined to be at high risk for committing program abuse. If program violation is documented in an investigation, a vendor may be disqualified from participating as a WIC vendor. A vendor has the right to appeal such a disqualification, and in any resulting administrative hearing the WIC Program must support the disqualification.

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The individual contractors will be required to perform undercover investigations of stores identified by the WIC Program. Each contractor must have two employees perform every undercover investigation: one person to transact WIC vouchers while posing as a WIC customer, and one individual to document the materials obtained. These individuals will also be required to complete evidentiary reports and provide expert testimony at administrative appeal hearings.

The Department of Health plans to issue a Request for Proposal for Contractual Undercover Investigative Services on or about September 1, 1995. All contracts will be for a minimum two year time period. We are requesting that potential contractors indicate their interest in responding to this Request for Proposal by submitting a written response to this Expression of Interest. Please include in this written response the name and address of the potential contractor; the name, title and phone number of a primary contact person; and information addressing each of the following areas:

1. In what area(s) of the State the potential contractor can provide investigative services.
2. The ability of the potential contractor to provide undercover services in culturally diverse neighborhoods, and the manner in which such services would be provided.
3. The relevant experience which the potential contractor has in performing undercover investigations and testifying in administrative or court proceedings.
4. The training and qualifications of the staff who would perform the undercover investigations.
5. A description of the fee structure for the provision of undercover investigative services and the estimated amount of the fee.
6. The extent of the potential contractor's liability insurance coverage.

All responses to this Request for Expressions of Interest must be submitted in writing on or before 4:30 p.m. on Friday, June 2, 1995. Please submit your responses to:

Mary Rogness, WIC Compliance Specialist
Minnesota Department of Health
717 S.E. Delaware Street
P.O. Box 9441
Minneapolis, MN 55440-9441

If you have any questions regarding this notice you may contact Ms. Rogness at (612) 623-5685.

The commissioner reserves the right to limit consideration of Request for Proposal responses to those potential contractors who submit written responses to this Request for Expressions of Interest.

Department of Health

Family Health Division

Request for Proposals for Supplemental Services Consulting Services

The Family Health Division of the Minnesota Department of Health is seeking proposals from qualified firms or individuals to assist in the development of recommendations on the structure of supplemental health care services. These services include but are not limited to: 1) assisting the department in defining what supplemental services are involved; 2) assisting the department in developing recommendations on the funding and delivery of supplemental services; 3) assisting the department in developing cost estimates for supplemental services for adolescents, children with special health care needs, and children at psychosocial risk; and 4) assisting the department in exploring appropriate quality indicators for the three populations mentioned above.

A request for proposal, including evaluation criteria, may be obtained by contacting:

John Hurley
Department of Health
Family Health Division
717 Delaware Street SE
PO Box 9441
Minneapolis, MN 55440-9441
(612) 623-5269

Proposals must be received no later than 4:00 p.m. on Friday, May 19, 1995.

Professional, Technical & Consulting Contracts

Department of Human Services

Notice of Request for Proposals for Psychiatric Services for Inpatients at Fergus Falls Regional Treatment Center

The Minnesota Department of Human Services is soliciting proposals from qualified parties to provide psychiatric services to inpatients at the Fergus Falls Regional Treatment Center, Fergus Falls, Minnesota.

SCOPE OF PROJECT

The psychiatrist selected will need to be a Board Eligible or Board Certified psychiatrist trained in the assessment and evaluation of acute psychiatric patients. The psychiatrist must have a good working knowledge of psychotropics and the Jarvis procedures required in the State of Minnesota. The psychiatrist chosen will generally be assigned to the fifteen-bed admission services of the Regional Treatment Center.

GOALS AND OBJECTIVES

The goal of the project is to provide prompt and accurate assessment of newly admitted patients. The psychiatrist must have the ability to work closely with the treatment team and developing the treatment plan within stated guidelines, and must oversee the carrying out of the treatment plan. All legal requirements for the admission, treatment, and discharge of the patients must be followed. JCAHO and HCFA guidelines are used throughout the Regional Treatment Center.

PROJECT TASKS

1. Assess and evaluate newly admitted psychiatric patients.
2. Timely dictation of results according to established guidelines.
3. Treatment team leader.
4. Deal with any psychiatric emergencies that may occur.
5. Refer psychiatric patient to medical sources if patient requires medical treatment in addition to psychiatric treatment.

HUMAN RIGHTS COMPLIANCE

It is hereby agreed between the parties that *Minnesota Statutes*, section 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification to it. A copy of *Minnesota Statutes*, section 363.073 and *Minnesota Rules*, parts 5000.3400 to 5000.3600 is available upon request from the contracting agency, the Department of Human Services.

SUBMISSION OF PROPOSAL

All proposals must be sent to and received by:

Gordon Abbo, MD
Acting Medical Director
Fergus Falls Regional Treatment Center
PO Box 157
Fergus Falls, MN 56538-0157

not later than 12:00 noon on May 22, 1995.

FIXED PROJECT COSTS

\$575,000.00

COMPLETION DATE

The projects will be completed by June 30, 1996

PROPOSAL CONTENTS

1. A Board Eligible or Board Certified psychiatrist.
2. Ability to provide detailed and accurate assessment of psychiatric patients, and to outline with the treatment team the plan for treatment.
3. Knowledge of the legal requirements for the admission and treatment of patients within a Regional Treatment Center.

EVALUATION

Proposals will be evaluated based on the following factors:

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1. Psychiatric qualifications and experience.
2. Team leadership ability and ability to properly interact with the team.
3. Timeliness of and completeness of required reports in accordance with Hospital guidelines.

DEPARTMENT CONTACTS

Prospective responders who have any questions over this proposal may call or write:

Gordon Abbo, MD
Acting Medical Director
Fergus Falls Regional Treatment Center
PO Box 157
Fergus Falls, MN 56538-0157
(218) 739-7200

Department of Human Services

St. Peter Regional Treatment Center

Notice of Request for a Proposal for Various Medical Services: Psychiatrists, a Physical Therapist, Psychologists, a Radiologist and an Audiologist

NOTICE IS HEREBY GIVEN that the St. Peter Regional Treatment Center, Residential Facilities Administration, Department of Human Services, is seeking services which are to be performed as requested by the Administration of the St. Peter Regional Treatment Center. The following contracts will be written for the period July 1, 1995 through June 30, 1997.

1. Services of four psychiatrists to serve the needs of the mentally ill and dangerous and psychopathic personality.
2. Services of one physical therapist and one audiologist to serve the needs of developmentally disabled and mentally ill.
3. Services of one psychologist to serve the needs of the mentally retarded/mentally ill.
4. Services of one psychiatrist to serve the needs of the developmentally disabled and chemically dependent.
5. Services of one Ph.D level psychologist to serve as resource person to staff psychologist.
6. Services of one psychologist to serve the needs of the hearing impaired.
7. Services of one radiologist and one anesthetist.

Responses must be received by Friday May 19, 1995. Direct inquires to:

Cindy Zahratka, Contract Coordinator
St. Peter Regional Treatment Center
100 Freeman Drive
St. Peter, MN 56082
Phone: (507) 931-7715

Department of Human Services

Notice of Request for Proposals for Professional Services to Analyze Reimbursement Rates for Home and Community-Based Services

NOTICE IS HEREBY GIVEN that the Minnesota Department of Human Services is seeking professional services from qualified parties to analyze current reimbursement rates for services that are unique to home and community-based service programs and provide a management tool for rate setting that includes the following:

- 1) identification of factors that contribute to the variances in rates per type of service unit;
- 2) state parameters that identify a reasonable rate or range of rates for each type of service unit; and
- 3) guidelines that include known factors contributing to cost to be used by county agencies to determine and evaluate unit rates for home and community based services.

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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 to be in its best interest.

I. Background

Medicaid (Title XIX) Home and Community-Based services (HCBS or waived services), as authorized under Section 1915(c) of the Social Security Act, are offered as a cost effective alternative to institutional care. Minnesota offers the following Home and Community-Based Service Programs:

MR/RC Home and Community-Based Services for Persons with Mental Retardation or a Related Condition (MR/RC waiver) as an alternative to ICF/MR placement.

ACS Alternative Community-Based Services for persons with mental retardation or a related condition who are inappropriately placed in a nursing facility and require ICF/MR level of care.

EW Elderly Waiver for persons who are 65 years of age or older and would otherwise require nursing facility placement.

CADI Community Alternatives for Disabled Individuals for persons under 65 years of age who would otherwise require nursing facility placement.

CAC Community Alternative Care for Chronically ill Individuals for persons who are under 65 years of age who would otherwise require hospital placement.

TBIW Traumatic Brain Injury Waiver for persons under the age of 65. The TBIW has two levels of institutional care comparisons: one for those individuals at risk of nursing facility (TBIW-NF), and one for those individuals at risk of neuro-behavioral hospitalization (TBIW-NB).

In addition to the 1915(c) HCBS waivers, the state funds the:

AC Alternative Care Program for persons who are 65 years of age or older, who would otherwise require nursing facility placement. Persons served on AC would be financially eligible for Medicaid within 180 days of nursing facility admission.

Attachment A summarizes eligibility and service information about each HCBS program.

Minnesota's HCBS programs differ in several areas, including management of cost effectiveness. Cost effectiveness for the MR/RC and ACS HCBS programs is managed on an aggregate daily average reimbursement level for HCBS services that is less than the aggregate costs of ICF/MR would be in the absence of HCBS. County social service agencies have the authority to negotiate rates and arrange for the provision of services to a recipient as long as the average daily cost for all recipients is within the limit established by the Department.

The EW, AC, CADI and TBIW-NF programs use a case mix classification structure to manage cost effectiveness. Each recipient's services must be cost effective compared to the nursing facility statewide average case mix classification for that individual.

TBIW-NB measures cost effectiveness of services to an individual against the Medicaid cost of neuro-behavioral hospital services for that individual.

The CAC program used DRG comparisons when determining the cost of services as an alternative to hospital level of care. Each recipient's services must be cost effective compared to the costs for that individual in a hospital.

The Minnesota Department of Human Services is the Medicaid agency responsible for the administration of home and community-based services programs. Minnesota's 87 county agencies have authority for a number of administrative activities, including the development of contracts with qualified providers for the provision of home and community-based services.

County agencies negotiate rates with providers for the home and community-based services included in the scope of this proposal within maximum service rate limits established by the Department of Human Services. Service rates vary from county to county as well as vary within a county between different HCBS programs or within one program between recipients. Variations in rates for a single type of service unit are due to a number of factors, which may include:

- a) characteristics of individuals being served;
- b) living arrangements (examples include a person living in his/her own home, a foster care arrangement where one to four persons receiving services live with a foster care provider or a congregate living setting in which services are shared between a number of recipients with varying staffing levels and qualifications);
- c) scope of services ("package" of services to meet all needs contrasted with a situation where several providers are each responsible for a portion of the service needed by a person);
- d) geographic economic considerations (such as wages and/or the available work force); and
- e) historic rate negotiations in a county.

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II. Outcomes and Scope of Project

The outcomes of this project are to establish reasonable rates or a range of rates for specified home and community-based services and to provide guidelines for county agency contract rate negotiations in determining an appropriate rate within an established range. The information provided as an outcome of this RFP will be used by the Department to establish reasonable upper unit rate limits, provide technical assistance to county contract managers and assist county agencies in appropriately monitoring the costs of services given the needs of persons they serve.

The following home and community-based services are included for study:

1) Services which tend to have a standard rate, regardless of recipient characteristics:

Case Management	Companion
Homemaker	Chore

2) Services purchased on behalf of an individual which may have one rate negotiated for an identified group of individuals and include a broader scope of responsibility:

Supported Living Services	Assisted Living	Residential Care,
Foster Care (service portion; does not include room and board payments)		

3) Services purchased on behalf of an individual which may have standard rates per county or may have individualized rates:

Behavioral Programming	In-Home Family Support
Independent Living Skills Training	
Respite Care/in home	Respite Care/out of home

4) Services which have recently been added as covered waived services or have not been used extensively, therefore, do not have significant rate and payment histories:

Personal Support	Specialist Services
Night Supervision	Housing Access Coordination
24 Hour Emergency Assistance	Family Counseling and Training
Assistive Technology (service portion)	
Independent Living Therapies: Recreation, Music and Art	

Extended services which are an expansion of the Medicaid state plan or other services which have rate methodologies otherwise established are not included in this project.

III. Project Tasks

The following project tasks will be completed:

- 1) Meet with the designated team of state staff** representing each waiver program according to an established schedule and as needed to clarify project goals, issues and potential sources of information needed to complete the project.
- 2) Identify appropriate data sources** to be utilized in the analysis of factors contributing to variances in rates, development of a reasonable rate or range of rates for each service and guidelines for establishing appropriate rates.
The contractor will have access to records of currently authorized rates per units and rate limits as well as historic unit rates. There is additional information available, such as characteristics of persons receiving services, geographic variations in service industry staff wages and living arrangement cost information.
- 3) Analyze current rate information** to document the range of current rates.
- 4) Identify common factors** which contribute to the variation of rates. These may include characteristics of persons served which result in more intensive service needs, living arrangements, provider qualification standards and geographic economic considerations.
- 5) Describe a reasonable rate or range of rates** for each unit of service that minimally accounts for the factors which are identified in project task four.
- 6) Recommend an upper rate limit** for each service unit.
- 7) Develop guidelines for county use** in rate negotiation and evaluation that describe the relationships factors such as living arrangement, client characteristics and geographic location, have with service unit cost.

Professional, Technical & Consulting Contracts

- 8) **Recommend methods of providing on-going technical assistance** to county agencies in the negotiation and monitoring of reasonable rates.
- 9) **Recommend a methodology to be used** by the Department in establishing a reasonable rate, a range of rates and an upper rate limit when a new service is added to a waiver program.

Responders may propose additional tasks or activities that will assist them in achieving the outcomes of the project.

IV. Human Rights Compliance

It is hereby agreed between the parties that *Minnesota Statutes*, section 363.073 and *Minnesota Rules*, part 5000.3400 to 5000.3600 are incorporated into any Contract between these parties based upon this specification or any modification to it. A copy of *Minnesota Statutes*, section 363.073 and *Minnesota Rules*, part 5000.3400 to 5000.3600 is available upon request from the Minnesota Department of Human Services.

V. Submission of Proposals

All proposals must be sent to and received by:

Alex Bartolic
Minnesota Department of Human Services
Division for Persons with Developmental Disabilities
444 Lafayette Road, St. Paul, MN 55155-3825
(612) 296-0939

not later than 4:00 P.M. on **May 26, 1995**.

Late proposals will not be accepted. Submit five copies of proposals. Proposals must be submitted in a sealed mailing envelope or package with the responder's name and address clearly written on the outside, and with evidence of the responder's compliance with the Human Rights Act attached to the envelope or package.

VI. Project Cost

Responders are requested to specify costs for each of the three objectives requested:

- 1) Identification of factors that contribute to the variances in rates per type of service unit;
- 2) Rate parameters that identify a reasonable rate or range of rates for each type of service unit; and
- 3) Guidelines that include known factors contributing to cost.

VII. Project Completion Date

The completion date for the first and second objectives of the project is four months from the date the project is authorized and the contract signed and all three objectives must be completed within five months from the date the contract is signed.

VIII. Description of the Proposal

A proposal submitted in response to this RFP must include the following:

A. Transmittal Letter

A transmittal letter must accompany the proposal. The letter must be in the form of a standard business letter and be signed, in ink, by an individual authorized to legally bind the responder. It must include:

1. A statement indicating that the responder is a corporation or other legal entity, and is authorized to provide the services set forth in the responder's proposal.
2. A statement that prices and terms of the proposal are valid for the term of the proposed contract.
3. A statement identifying those individuals who were involved with the preparation of the proposal.
4. A statement that no attempt has been made or will be made by the responder to induce any other person or firm to submit or not to submit a proposal.
5. A statement of acceptance of, or exception to, the terms and conditions stated in this RFP. Any suggestions for alternate language must be indicated on a document entitled "Exceptions to Terms and Conditions", which must be attached to the responder's proposal. The State is under no obligation to accept wording changes submitted by the responder.
6. A statement identifying all addenda to this RFP issued by the State and received by the responder (if no addenda has been received, a statement to that effect must be included).
7. A statement that the responder has sole and complete responsibility for the completion of all services provided under the contract, except for those items specifically defined as State responsibilities.

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8. A statement that the responder certifies that, in connection with this procurement, the prices proposed have been arrived at independently, without consultation, communication, or agreement, for the purpose of restriction of competition, with any other responder or with any competitor; and that unless otherwise required by law, the prices quoted have not been knowingly disclosed by the responder prior to award, either directly or indirectly, to any other responder or competitor.
9. A statement certifying that no personnel currently employed by or under personal contract to the State, or any other State agency, participated, either directly or indirectly, in any activities related to the preparation of the responder's proposal.
10. A statement that each person signing this proposal certifies that she/he is the person in the responder's organization responsible for, or authorized to make, decisions as to the prices quoted in the cost proposal and the she/he has not participated and will not participate in any action contrary to those stated above.

B. Solution Narrative

1. A restatement of the project goals, objectives and tasks to demonstrate the responder's understanding of the project.
2. An outline of the proposed process and research design that will lead to the development of concrete, useful standards for service unit rates or range of rates and guidelines for rate negotiation that describe the relationship identified factors have to the variance of rates.
3. A description of the outcomes and products to be provided by the responder.
4. An outline of the responder's background and corporate capabilities with particular emphasis on:
 - a. Past work with federal, state or local government on HCBS service programs, especially areas of involvement with covered services and unit rates.
 - b. Past experience in home and community-based services policy formulation at national and state levels.
 - c. Knowledge of Medicaid reimbursement policies.
 - d. Experience with data base systems.
5. A detailed cost and work plan identifying the major tasks to be accomplished and products to be delivered, a scheduling and management timetable including specific task assignments and estimated person hours by specific personnel and the conditions for payment. This plan should identify the costs and work plan for each of the three objectives stated in the request for proposal as well as the overall proposal.
6. A statement as to the State's participation in the project and any services to be provided by the State.

C. Responder Resume

The proposal must outline the responder's background and experience with particular emphasis on similar projects in other states. It must also identify the personnel to conduct the project and detail their training and work experience. No change in personnel assigned to the project will be permitted without the approval of the State's project manager.

D. Responder References

The proposal must identify at least three (3) references that can be contacted regarding recent experience described above. Please be specific as to the nature of the experience with each reference, including the scope of your firm's role in the project.

E. Cost Proposal

1. The cost proposal specifying the cost for completion of each of the three objectives as well as the project in total must be submitted as a separate and sealed part of the proposal. This section of the proposal must contain all information related to costs, fees, commissions, hourly rates, and other charges. All costs must be presented as a fixed price for the project.
2. The responder must clarify the relationship of prices quoted and services/resources provided.

Failure by any responder to include the following information or statements in the proposal will result in its being declared unacceptable and it will receive no further consideration for award of the contract.

IX. Evaluation

A. Evaluation Phases

1. The evaluation will be conducted in four phases:
 - a. Phase I - Selection of Responsive Proposals;
 - b. Phase II - Evaluation of Technical Proposals;
 - c. Phase III - Evaluation of Cost Proposals;
 - d. Phase IV - Selection of the Successful Responder.

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2. During the evaluation process, all information concerning the proposals submitted, including identity and number of responders, will remain private and will not be disclosed to anyone whose official duties do not require such knowledge. At any time during the evaluation, the State may request a responder to provide explicit written clarification of any part of the responder's proposal.
3. If a contract is awarded, the award will be made to that financially responsible and technically responsive responder whose proposal conforms to all conditions and requirements of this RFP, and which is most advantageous to the State with price and other factors considered. The State may divide the contract and award separate contracts for completion of specific objectives to different responders if it is determined to be the most effective method of achieving the desired outcomes. The State will notify the successful responder in writing of the award of the contract. The State will notify the unsuccessful responders in writing that their proposals have not been accepted.

B. Evaluation Committee

1. A committee will be selected to evaluate responder proposals. Members of the Evaluation Committee will be representatives of the Department of Human Services.
2. The State reserves the right to alter the composition of the Evaluation Committee and its specific responsibilities.

C. Evaluation Process

1. Phase I - Selection of Responsive Proposals

Only those proposals found to be responsive to the RFP requirements identified above will be considered in Phase II.

2. Phase II - Evaluation of Technical Proposals

During the course of the Phase II evaluation, the State may request oral presentations of responders or the opportunity to interview the proposed key personnel. Reference checks may also be made. However, the State reserves the right to make an award without further clarification of the proposals received. Therefore, it is important that each proposal be submitted in the most complete manner possible.

The evaluation of technical proposals will involve the point scoring of each proposal according to criteria defined by the evaluation committee. Any proposal that does not fall within the competitive range at the end of this phase will be dropped from further evaluation.

Factors upon which proposals will be judged include, but are not limited to, the following:

a. Quality of proposal (60%)

- 1) Expressed understanding of project objectives, including the completeness of services proposed and the quality of the management and technical approach to be used.
- 2) Feasibility of the approach.
- 3) Project work plan, including innovative solutions, creative cost or time savings, a novel technique, or other unique ideas that the State determines will benefit management of the programs.
- 4) Completion dates.

b. Qualifications of company and personnel (40%)

Experience of the firm in developing rate setting systems, knowledge of home and community-based services and experience in evaluating home and community-based service programs, including quality of services and cost effectiveness. Experience of project personnel will be given greater weight than that of the firm. This includes the ability to maintain the level of effort necessary to effectively manage operation of the project without loss of quality in the event of responder staffing changes.

- c. 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, and certified Economically Disadvantaged businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 4% preference in the evaluation of their proposal.

3. Phase III - Evaluation of Cost Proposals

- a. Only the proposals found to be responsive under phases I and II will be considered in Phase III.
- b. The Evaluation Committee will examine each cost proposal to determine if it is complete, in compliance with the requirements of the RFP, accurate in its calculation, and consistent with its technical counterpart. Any proposal that does not meet these criteria may be considered to be an unresponsive cost proposal and will be rejected.

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- c. The Evaluation Committee will review cost proposals for each objective as components of the project as well as overall cost proposals.
 - d. Cost will be an important criterion for selecting among responders that are deemed qualified to provide the requested services, but will not be the sole determining factor.
4. Phase IV - Selection of the Successful Responder
 - a. Only the proposals found to be responsive under Phase I, II, and III will be considered in Phase IV.
 - b. The Evaluation Committee will review the technical proposal scores and the ranking of cost proposals (Phases II and III), in making its recommendation of the successful bidder.
 - c. The State may submit a list of detailed comments, questions, and concerns to one or more responders for response. Total scores, for those responders selected to respond, may be revised as a result of the responses. Subsequent to this, the State will select and notify the successful responder. First consideration will be given to the responder with the highest total points.

The State of Minnesota reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select, for contract award or for negotiations, a proposal other than that with the lowest cost;
3. Consider a late modification of a proposal if the proposal itself was submitted on time, and if the modifications were requested by the State, and if the modifications make the terms of the proposal more favorable to the State, accept such proposal as modified;
4. Negotiate as to any aspect of the proposal with any responder and negotiate with more than one responder at the same time;
5. Limit a contract with a responder to less than the full proposal as well as divide the contract and select different responders to complete the work for one or more objectives if it is determined to be the most effective method of achieving the desired outcomes.
6. Use any or all system ideas presented in any proposal received in response to this RFP unless the responder presents a positive statement of objection in the proposal. Objections will be considered as valid only relative to proprietary information of the responder and so designated in the proposal. Exception to this are ideas which were known to the State before submission of such proposal or properly became known to the State thereafter through other sources or through acceptance of the responder's proposal.

X. Department Contacts

Prospective responders who have any questions regarding this Request for Proposals may call or write:

Alex Bartolic
Minnesota Department of Human Services
Division for Persons with Developmental Disabilities
444 Lafayette Road
St. Paul, MN 55155-3825
(612) 296-0939

PLEASE NOTE: Other State department personnel are not allowed to discuss the project with responders before the submittal of proposal deadline.

Non-State Public Bids, Contracts & Grants

The *State Register* also serves as a central marketplace for contracts let out on bid by the public sector. The *Register* meets state and federal guidelines for statewide circulation of public notices. Any tax-supported institution or government jurisdiction may advertise contracts and requests for proposals from the private sector.

It is recommended that contracts and RFPs include the following: 1) name of contact person; 2) institution name, address, and telephone number; 3) brief description of project and tasks; 4) cost estimate; and 5) final submission date of completed contract proposal. Allow at least three weeks from publication date (four weeks from date article is submitted for publication). Surveys show that subscribers are interested in hearing about contracts for estimates as low as \$1,000. Contact the editor for further details.

Minnesota Historical Society

Notice of Request for Bids for LSI Brand Track Light Fixtures

The Minnesota Historical Society is seeking bids from qualified vendors for the provision of LSI brand track light fixtures.

The Request for bids is available from Gary W. Goldsmith, 345 Kellogg Blvd. W., St. Paul, MN 55102. Telephone 297-5863. Bids are due at 2:00 P.M. May 8, 1995.

Complete specifications and details regarding bid submission are included in the Request for Bids.

Minnesota Historical Society

Notice of Request for Bids for Printing, Binding and Mailing Preparation and Delivery of the 1995 Fall/Winter Catalog of Publications

The Minnesota Historical Society is seeking bids from qualified firms to provide printing, binding and mailing preparation and delivery of its 1995 Fall/Winter Catalog of Publications.

The work will generally consist of printing of 45,000 copies of a 16 page black and white catalog plus a 4-color cover and a 4-page 4-color insert; saddle stitched; addressed and delivered for bulk mailing.

The Request for Bids is available by calling or writing Gary W. Goldsmith, Contracting Officer, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. Telephone (612) 297-5863.

Bids must be received not later than 2:00 P.M. Central Time May 8, 1995. The materials will go to the printer May 9 and must be ready for delivery within two weeks.

Complete specifications and details concerning submission requirements are included in the Request for Bids.



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The '92 Energy Policy and Conservation Report by the Minnesota Department of Public Service outlines a sustainable future energy policy. Identifies five specific quantifiable goals for the future and strategies by which to achieve these goals. The results of achieving these goals are also presented, as is a discussion of the current status and future outlook for all of our major energy sources. 112pp. (Public Serv., 1992)
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Minnesota's Changing Counties

New county population projections, based upon a 10 year study by the State Demographer's Office, are presented in this publication. This report contains a description of population trends with 15 maps and 106 tables projecting populations for Minnesota's 87 counties, its regions, metropolitan and non-metropolitan areas. Learn which counties will be most affected by aging trends, which are projected to have the largest gain, and much more. 124pp. (1993) Stock No. 7-20 \$19.95

Minnesota Milestones:

A Report Card for the Future

Documents long range goals for Minnesota developed following statewide community meetings. Outlines a vision for the future with 20 broad goals and 79 milestones to measure our progress toward reaching these goals. 69pp. (MN Planning, 1992)
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Strategic Plan for Locating State Agencies

The final report and recommendations of a Steering Committee assigned the task of developing a long-range plan for locating state agency office sites is now available. Months of planning workshops, questionnaires and research led to this plan which concentrates agency development in St. Paul, near the capitol and consolidation of regional sites throughout the state. Includes diagrams and sketches for proposed building sites, a review of transportation and infrastructure concerns, and much more. 97pp. Spiral bound.
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