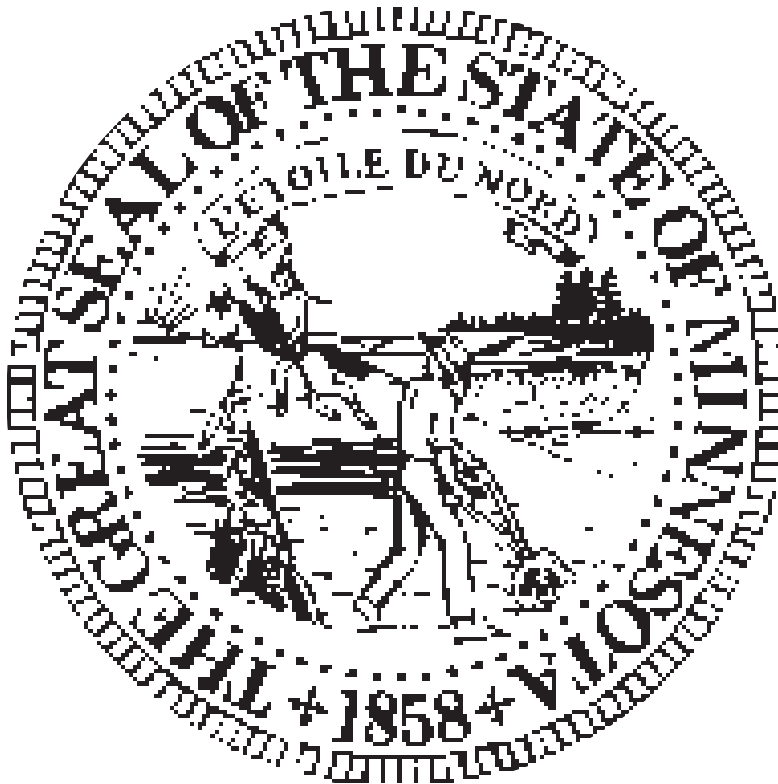


The Minnesota

State Register

Rules and Official Notices Edition



Published every Monday (Tuesday when Monday is a holiday) by the
Department of Administration – Communications Media Division

Monday 30 March 1998
Volume 22, Number 39
Pages 1733-1780

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.

Printing Schedule and Submission Deadlines

Vol. 22 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
# 39	Monday 30 March	Monday 16 March	Monday 23 March
# 40	Monday 6 April	Monday 23 March	Noon Tuesday 31 March
# 41	Monday 13 April	Noon Wednesday 1 April	Noon Tuesday 7 April
# 42	Monday 20 April	Noon Wednesday 8 April	Noon Tuesday 14 April
<hr/>			
Arne H. Carlson, Governor 612/296-3391		Hubert H. Humphrey III, Attorney General 612/297-4272	Joan Anderson Grove, Secretary of State 612/296-2079
Joanne E. Benson, Lt. Governor 612/296-3391		Judi Dutcher, State Auditor 612/297-3670	Michael A. McGrath, State Treasurer 612/296-7091
Department of Administration:		Communications Media Division	Robin PanLener, Editor 612/297-7963
Elaine S. Hansen, Commissioner 612/296-1424		Mary Mikes, Director 612/297-3979	Gretchen Stark, Assistant Editor 612/296-0929
Kent Allin, Asst. Commissioner 612/297-4261			Jessie Rahmeyer, Subscriptions 612/297-8774

Copyright © 1998 Communications Media Division, Department of Administration, State of Minnesota.
Publication Number: 326630. (ISSN 0146-7751)

PUBLISHING NOTICES IN THE *State Register*: Submit TWO COPIES of your notice, typed double-spaced. State agency submissions must include a "State Register Printing Order" form, and a "Certification/Internal Contract Negotiation" form with contracts for professional, technical and consulting services. Non-State Agencies should submit TWO COPIES, with a letter on your letterhead stationery requesting publication and date to be published. FAXED submissions to 612-297-8260 are received to meet deadline requirements, but must be followed by originals and applicable forms or letters to be accepted. The charge is \$84.00 per page, billed in tenths of a page (columns are seven inches wide). About 2-1/2 pages typed double-spaced on 8-1/2"x11" paper equal one typeset page in the *State Register*. Contact the editor if you have questions.

An "Affidavit of Publication" can be obtained at a cost of \$10.00 for notices published in the *State Register*. This service includes a notarized "Affidavit of Publication" and a copy of the issue of the *State Register* in which the notice appeared.

SUBSCRIPTION SERVICES: The *State Register* is published by Communications Media Division, Department of Administration, State of Minnesota, pursuant to *Minnesota Statutes* § 14.46 and is available at the main branch of county libraries in Minnesota and all "State Depository Libraries": State University and Community College libraries; the University of Minnesota libraries; St. Paul, Minneapolis and Duluth Public Libraries; the Legislative Reference Library; State Law Library; Minnesota Historical Society Library; and the Library Development Service at the State Department of Children, Families and Learning. Copies are available at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Order by phone: Metro area: 297-3000 Toll free 800-657-3757. TTY relay service phone number: 1-800-627-3529. **NO REFUNDS.** Subscribers who do not receive a copy of an issue should notify the *State Register* Subscription Office immediately at (612) 297-8774. Copies of back issues may not be available more than two weeks after publication. Both editions are delivered postpaid to points in the United States, Periodicals Postage Paid for the *State Register* at St. Paul, MN, first class for the *Contracts Supplement*. See the *State Register* "Table of Contents" on our website: <http://www.comm.media.state.mn.us>

- ***State Register*** (published every Monday, or Tuesday if Monday is a holiday) One year subscription: \$160.00; via Internet: \$185.00. Users agree not to redistribute without authorization. Internet subscribers to the *State Register* agree not to use their subscription at multiple offices in different cities. For example, a business or organization with branch offices in St. Paul, Minneapolis, Duluth, St. Louis, Chicago, New York and Washington, D.C. will use their subscription in only one city.
- ***Contracts Supplement*** (published every Tuesday, Wednesday, Friday) One year subscription: \$135.00 via first class mail, \$150.00 via fax or through our website. Users agree not to redistribute without authorization.
- **13-week trial subscription** which includes both the *State Register* and *Contracts Supplement*. \$65.00
- **Single issues** are available for a limited time: *State Register* \$5.00, *Contracts Supplement* \$1.00. Shipping is \$3.00 per order.
- **"Professional, Technical and Consulting Contracts Awards Reports,"** – published each month listing the previous month's awards of contracts and RFPs that appeared in the Monday edition of the "*State Register*." Appears monthly in hard copy format only. Single copies are \$15.00 per report, plus \$3.00 shipping if applicable. Order stock # 99-43. Six-month subscriptions cost \$75.00. Order stock #90-15.

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:

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

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

Minnesota Rules: Amendments & Additions

Volume 22, issues #1-39 cumulative 1736

Proposed Rules

Health Department

Merit system changes..... 1740

Human Services Department

Merit system changes..... 1746

Public Safety Department

Merit system changes..... 1754

Adopted Rules

Labor and Industry Department

Occupational Safety and Health; administrative procedures .. 1758

Commissioner's Orders

Natural Resources Department

Commissioner's state recreational trail designation order for the:

- Root River State Trail Extension into the City of Fountain..... 1759
- Paul Bunyan Trail Extension at Bemidji..... 1759

Official Notices

Health Department

Outside information and opinion sought, and participants for a Technical Advisory Group for uniform paper formats for health care explanation of benefits forms 1760

Higher Education Facilities Authority

Public hearing on revenue obligations on behalf of:

- College of St. Benedict..... 1760
- Macalester College 1761

Human Services Department

Comments sought on phase 2 of the MinnesotaCare Health Care Reform Waiver including questions and answers - an 1115 Waiver amendment request 1762

Human Services Department

Covered transplant services for Minnesota health care programs 1763

Public Safety Department

Minnesota Auto Theft Prevention Program board of directors meetings April 9 and May 14, 1998 1763

State Grants & Loans

Economic Security Department

New funding available for coordinated employment services for persons with serious and persistent mental illness..... 1764

Interested parties sought for certification as additional dislocated worker program service providers..... 1765

Human Services Department

Funds available for development and delivery of culturally specific parent self-help groups and peer educational support models to assist parents of children with serious emotional/behavioral disorders..... 1766

Public Safety Department

Grant availability for local government units and businesses for auto theft prevention programs 1766

Professional, Technical & Consulting Contracts

Administration Department

Addendum to State Designer Selection Board notice in March 23, 1998 *State Register* - Project 3-98 Minnesota Correctional Facility-Oak Park Heights 1767

Colleges and Universities, Minnesota State (MnSCU)

Proposals sought for advertising services, including creative development of radio ads and media placement..... 1767

Proposals sought for conceptual development, publication, design, layout, and other creative services for booklet, poster, and brochure 1768

Proposals sought to operate the Central Lakes College Child Care Center, Brainerd, Minnesota 1768

Winona State University seeks bids for steel bunk beds 1768

Employee Relations Department

Proposals sought to conduct sensitive employee misconduct investigations..... 1769

Employer groups now inviting solicitation from agents, brokers and insurance companies offering employee group medical coverage..... 1769

Health Department

Proposals sought to provide actuarial expertise in health care expenditure trends and health insurance coverage 1770

Human Services Department

Request for information from parties interested in developing demonstration project models to provide dental services for Medical Assistance and General Assistance Medical Care recipients and MinnesotaCare participants in St. Louis County, Minnesota 1771

Proposals sought for MinnesotaCare technical consultation .. 1773

Minnesota State Lottery

Qualifications of advertising agencies sought to assist the lottery in the advertising and promotion of lottery games 1773

Minnesota Property Insurance Placement Facility (Minnesota FAIR Plan)

Applications sought for receptionist-operations assistant, accounting/ bookkeeper, and field representative 1774

Transportation Department

Technical services sought for process redesign for roadway location and naming data for:

- Phase I: identification of current processes and development of a recommended process redesign 1774
- Phase II: development of a final process design that is compatible and consistent with UTS data modeling requirements 1775

Public Utilities Commission

Proposals sought to conduct balloting of telephone subscribers in specified telephone exchanges via the U.S. Postal Service 1776

Non-State Public Bids, Contracts & Grants

Metropolitan Council

Invitation for Bid for fasteners and hardware items 1776

Proposals sought for Compaq Proliant Server..... 1777

University of Minnesota

Bid Information Service (BIS) available for all potential vendors..... 1777

1998 prequalification of general contractors to perform services at the University of Minnesota Twin Cities Campus 1777

Washington County

Qualifications sought from firms who can evaluate the governance structure of water management in the county..... 1778

Commodity, Service and Construction contracts are published in a bulletin, the *State Register Contracts Supplement*, published Tuesday, Wednesday and Friday. Award results are available from the Materials Management Helpline 612/296-2600.

Professional, Technical and Consulting contract awards are published monthly in an *Awards Report*.

Individual copies and subscriptions for both publications are available through Minnesota's Bookstore, (612) 297-3000 or 1-800-657-3757.

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 80 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. The current 1995 set is a 13-volume bound collection of all adopted rules in effect at the time. Supplements are published to update this set of rules. Generally speaking, proposed and adopted exempt rules do not appear in this set because of their short-term nature, but are published in the *State Register*.

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, or within 60 days of the effective date of any new statutory grant of required rulemaking.

When rules are first drafted, state agencies publish them as **Proposed Rules**, along with a notice of hearing, or a 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 most current edition of 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 issues #1-39; issues #40-51 inclusive; and issues #1-52 (or 53 in some years), cumulative for issues #1-52 (or 53). An annual subject matter index for rules was separately printed usually in August, but starting with Volume 19 now appears in the final issue of each volume. For copies or subscriptions to the *State Register*, contact Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000, or toll-free 1-800-657-3757.

Volume 22, issues #1-39 cumulative

Agriculture Department

1510.0111 (proposed)	484
1510.0111 (adopted)	973
1525.0010-.2020 (adopted exempt)	950
1547.0110; 1550.1255; .1450; .1490; .3200; 2910.3500; 2930.5300; 2935.4100; 2945.3400; 2950.0900; 4620.0100; .1025; 4626.0010-.1870; 4658.0650; .3500; 4717.7000; 9503.0085; 9545.1115; 9555.9710 (proposed)	1628
1547.0001-.0109; .0110 s.1; .0111; .0112; 1550.5000-.5130; 4625.2401-.7801 (proposed repealer)	1628
1555.6740; .6950 (proposed)	970
1555.6740; .6950 (adopted)	1547
1555.6950 (proposed repealer)	970
1555.6950 (repealed)	1547
1650.0511; .0531 (adopted)	266

Animal Health Board

1700.2200; .2300; .2305; 1715.0005; .0020; .0105; .0125 (proposed)	1393
1710.1300; .1350; .1360; .1385; .1390; .1420; .1450 (proposed)	1285
1715.0170; .0190 (proposed repealer)	1393

Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design Board

1800.0200; .0300; .0400; .0500; .0800; .0900; .3900; .3905; .3910; .3915; .3920; .3930; .4000; .4100; .4200; .4300 (adopted)	90
1800.0500 s.5, 6 (repealed)	90

Commerce Department

2642.0010; .0100; .0110; .0120; .0140; .0180; .0190; .0200; .0210; .0220; .0300; .0310; .0320; .0330; .0350; .0370; .0380; .0390; .0450; .0510; .0650; 2644.0010; .0100; .0110; .0120; .0150; .0190; .0300; .0330; .0360; .0370; .0380; .0400; .0410; .0510; .0600; .0620; .0670; .0730; .0750 (adopted)	594
--	-----

2642.0010 s.2, 3, 5, 6, 8, 10, 12, 18, 21; .0170; .0180 s.3; .0620; 2644.0010 s.18, 21; .0120 s.1; .0150 s.1, 2, 3; .0160; .0170; .0180; .0350 (repealed)	594
2675.8100; .8120; .8130; .8160; .8180; .8190 (proposed)	286
2675.8100; .8120; .8130; .8160; .8180; .8190 (adopted)	1711
2675.8140; .8150 (proposed repealer)	286
2675.8140; .8150 (repealed)	1711
2820.1410; .1460; .1510; .1560; .1610; .1660; .1710; .1760; .1810; .1860; .1910; .1960; .2110; .2210; .2310; .2410; .2510; .2610 (adopted exempt)	95
2820.1400; .1450; .1500; .1550; .1600; .1650; .1700; .1750; .1800; .1850; .1900; .1950; .2100; .2200; .2300; .2400; .2500; .2600 (repealed)	95

Dietetics and Nutrition Practice Board

3250.0050 (adopted)	596
3250.0100; .0110; .0120; .0125; .0130; .0135; .0140; .0145; .0150 (adopted)	595

Economic Security Department

3300.1950; .2050; .2150; .2250; .2350; .2450; .2550; .2650; .2750; .2850; .2950; .3050 (proposed repealer)	1327
3300.2005; .2010; .2015; .2020; .2025; .2030; .2035; .2040; .2045; .2052; .2055 (proposed)	1327
3305.0300 s.2; .0600 s.7; 0700 s.4; .1000; .1100 s.4,5,6; .1200; 3310.0200; .0300; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .2300; .2400; .2500; .2600; .2700; .2800; .2927; .2928; .3000; .3100; .3200; .3300; .3400; .3700; .3800; .3900; .4000; .4500; .4600; .4700; .4800; .5200; .5400; .5500; .5600; .5700 (repealed)	950
3305.0300 s.2; .0600 s.7; 0700 s.4; .1000; .1100 s.4,5,6; .1200; 3310.0200; .0300; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .2300; .2400; .2500; .2600; .2700; .2800; .2927; .2928; .3000; .3100; .3200; .3300; .3400; .3700; .3800; .3900; .4000; .4500; .4600; .4700; .4800; .5200; .5400; .5500; .5600; .5700 (proposed repealer)	445
3310.2901; .2902; .2913 (proposed)	445
3310.2901; .2902; .2913 (adopted)	950

Minnesota Rules: Amendments and Additions

Education Board

3500.0550 (proposed repealer)	526
3500.0552; .0554; .0556; .0558; .0560; .0562 (proposed)	526
3500.0550 (proposed repealer withdrawn)	1369
3500.0552; .0554; .0556; .0558; .0560; .0562 (withdrawn)	1369
3500.3100 (proposed)	1626
3501.0180 (adopted exempt)	22
3501.0300-.0469 (proposed)	1068
3525.1150 (adopted exempt)	596

Health Department

4610.0420; .0600; .0650; .2800 (proposed)	940
4617.0002; .0059; .0065; .0066; .0067; .0068; .0069; .0070; .0075; .0080; .0086; .0087; .0088; .0090; .0100; .0120; .0171; .0176 (adopted)	266
4617.0002 s.2a, 12a, 16a, 24a, 26a, 39, 40a, 44a; .0060; .0061; .0062; .0063; .0064; .0085; .0095; .0172; .0173; .0174 (repealed)	266
4620.0100; .1025; 4626.0010-.1870; 4658.0650; .3500; 4717.7000; 9503.0085; 9545.1115; 9555.9710; 1547.0110; 1550.1255; .1450; .1490; .3200; 2910.3500; 2930.5300; 2935.4100; 2945.3400; 2950.0900 (proposed)	1628
4625.2401-.7801; 1547.0001-.0109; .0110 s.1; .0111; .0112; 1550.5000-.5130 (proposed repealer)	1628
4670.0100; .1310; .2520; .2530; .2540; .2630; .4210 (adopted)	45
4670.0930; .1310; .1320; .1700; .1800; .1920; .4010; .4100; .4210; .4220; .4230; .4240 (proposed)	1740
4670.1220; .1400; .1410; .1420; .1430; .1440; .1450; .1600; .3000; .3020; .3030; .3040; .3050; .3060; .3070; .3080 (repealed)	45
4670.4000; .4020; .4040; .4050; .4300 (proposed repealer)	1740
4690.0800; .4400; .7000; .8200; .8300 (proposed)	1396
4690.0900 s.5; .8300 s.6 (proposed repealer)	1396
4717.7000; 4720.5100; .5110; .5120; .5130; .5200; .5205; .5210; .5220; .5230; .5240; .5250; .5270; .5280; .5290; .5300; .5310; .5320; .5330; .5340; .5350; .5360; .5400; .5500; .5510; .5520; .5530; .5540; .5550; .5555; .5560; .5570; .5580; .5590 (proposed)	133
4717.7000; 4720.5100; .5110; .5120; .5130; .5200; .5205; .5210; .5220; .5230; .5240; .5250; .5270; .5280; .5290; .5300; .5310; .5320; .5330; .5340; .5350; .5360; .5400; .5500; .5510; .5520; .5530; .5540; .5550; .5555; .5560; .5570; .5580; .5590 (adopted) ..	668
4717.7000; 4730.0100; .0300; .0400; .1000; .1120; .1130; .1210; .1510; .1520; .1640; .2510; .02520; .2530; .2540; .2550; .2560; .2570; .2580; .2710; .2750; .3500; .3610 (adopted)	314
4720.9000; .9005; .9010; .9015; .9020; .9025; .9030; .9035; .9040; .9045; .9050; .9055; .9060; .9065; .9070; .9075; .9080 (adopted) .	397
4730.0100; s.111; .2500; .2700; .2900; .3605 (repealed)	314
4740.2020; .2030; .2040 (proposed)	1153
4740.2020; .2030; .2040 (adopted)	1712
4747.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600 (proposed)	376
4747.0010; .0020; .0030; .0040; .0050; .0060; .0070; .0080; .0090; .0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600 (adopted)	1257

Higher Education Services Office

4830.7100; .7500; .7800 (proposed)	617
4830.7100; .7500; .7800 (adopted)	1295
4850.0014; .0015 (proposed)	737
4850.0014; .0015 (adopted)	1369

Housing Finance Agency

4900.0010 (adopted)	22
4900.0010; .0630; .0640 (proposed)	1125
4900.0010; .0630; .0640 (errata)	1163
4900.0010; .0630; .0640 (adopted)	1547

4900.2400; .2420; .2440; .2520; .2540 (proposed)	905
4900.2400; .2420; .2440; .2520; .2540 (adopted)	1402

Labor & Industry Department

5205.0010 (proposed exempt; adoption by reference)	1473
5205.0010; .0065 (proposed exempt)	687
5205.0010; .0065 (adopted exempt)	1162
5205.1500; 5207.0005 (proposed exempt)	1548
5207.0260 (proposed repealer)	687
5207.0260 (repealed)	1162
5210.0007; .0060; .0150; .0160; .0310; .0420; .0530; .0532; .0536; .0539; .0542; .0551; .0554; .0596 (proposed)	944
5210.0007; .0060; .0150; .0160; .0310; .0420; .0530; .0532; .0536; .0539; .0542; .0551; .0554; .0596 (adopted)	1758
5210.0554 s. 2, 3 (proposed repealer)	944
5210.0554 s. 2, 3 (repealed)	1758
5219.0500 (adopted exempt)	500
5221.4020; .4060 (adopted exempt)	500

Medical Practice Board

5600.2500 (proposed)	1343
-----------------------------------	------

Natural Resources Department

6102.0001; .0002; .0010; .0020; .0030; .0040; .0050; .0060; .0070 (adopted)	1026
6102.0010 s.6; .0050 s.4; .0060 s.2, 3, 4, 5, 6, 7, 8, 9 (repealed)	1026
6212 (request for comments)	59
6212 (planned proposed rules withdrawn)	880
6216.0100; .0200; .0230; .0250; .0260; .0265; .0270; .0280; .0290; .0300; .0350; .0400; .0500; .0600 (proposed)	651
6216.0200 s.4 (proposed repealer)	651
6216.0350 (superseding permanent rule proposed repealer)	651
6216.0350; .0370 (adopted expedited emergency)	199
6230.0200; .0400; .0500; .0600; .0800; .0900; 6232.0300; .0400; .2800; .3000; .3800; .4500; .4700; 6234.0600; .1200; .1300; .2600; 6240.0850; .1100; .1200; .1500; .1600; .1700; .1800; .1850; 6244.0410; 6254.0200; 6256.0600; 6258.0700; 6260.1100; .0200; 6262.0300; .0500; 6264.0300; .0400; 6266.0100; .0400; 6270.0050; .0100; .0200 (adopted)	292
6230.0200; .0400; 6234.1700; .1800; 6240.0300; .0610; .1600 (adopted expedited emergency)	316
6230.0400; .0500; .0700; 6234.0800; 6240.0600; .0650; .1850; .1900 (adopted expedited emergency)	532
6232.0700; .0800; .1200; .1250; .1600; .1750; .1800; .1950; .2100 .2450; .2500; .4700 (adopted expedited emergency)	340
6232.0900; .4300 (adopted expedited emergency)	113
6234.0100 (proposed)	1706
6234.2200 s.8,11; 6240.0800; 6254.0400 (repealed)	292
6236.0600; .0810; .1060 (adopted expedited emergency)	1240
6236.0700 (adopted expedited emergency)	25
6236.0900 s.5; 6240.1800; .2100 s.4 (repealed)	316
6252.0500 s.4 (adopted expedited emergency repealer)	532
6254.0600; 6256.0050; .0200; .0500; 6258.0100; .0300; .0400; .0800; 6260.0300; .1700; .1800; .2400; 6262.0200; .0300; .0500; .0600; .0650; .0800; 6266.0600; .0700 (proposed)	1427
6262.0800 s.4 (proposed repealer)	1427
6264.0300; .0400; 6266.0700 (adopted exempt)	1559
6264.0300 s.23 (exempt repealed)	1559
6264.0400 (adopted exempt)	1239
6264.0400 (adopted expedited emergency)	1240

Nursing Board

6301.0600; 6305.0100; .0300; .0500; .0600; 6310.2800; .2900; .3100; .3200; .3500; .3600; .3700; 6330.0350; (adopted)	973
6330.0350 F. (withdrawn)	266
6330.0350 F. (withdrawn)	973

Minnesota Rules: Amendments and Additions

Peace Officer Standards and Training Board

6700.0600 ; .0800; .1000; .1101 (proposed).....	589
6700.0600 ; .0800; .1000; .1101 (adopted).....	1449

Pharmacy Board

6800.0400 ; .1150; .1250; .1300 (proposed).....	769
6800.0400 ; .1150; .1250; .1300 (adopted).....	1547

Pollution Control Agency

7005.0100 ; 7007.0100 ; .0150; .0300; .0500; .0750; .0800; .1120; .1130; .1250; .1300; .1400; .1450; .1500; 7009.0080 ; .1040; 7011.0060 ; .0065; .0070; .0075; .0105; .0110; .0510; .0515; .0535; .0620; .0805; .0917; .1105; .1110; .1305; .1310; .1405; .1410; .1415; .1600; .1705; .2300; 7019.1000 ; 7035.2875 (proposed).....	232
---	-----

7005.0100 ; 7007.0100 ; .0150; .0300; .0500; .0750; .0800; .1120; .1130; .1250; .1300; .1400; .1450; .1500; 7009.0080 ; .1040; 7011.0060 ; .0065; .0070; .0075; .0105; .0110; .0510; .0515; .0535; .0620; .0805; .0917; .1105; .1110; .1305; .1310; .1405; .1410; .1415; .1600; .1705; .2300; 7019.1000 ; 7035.2875 (adopted).....	1237
7007.0501 ; .0801; .1400; 7011.0551 ; .0625; .1201; .1205; .1210; .1215; .1220; .1225; .1227; .1228; .1229; .1230; .1235; .1240; .1260; .1265; .1270; .1272; .1275; .1280; .1281; .1282; .1283; .1284; .1285; .1290; (proposed).....	741

7007.0750 s.6; .1251; 7011.0400 ; .0405; .0410; .2200; .2205; .2210; .2220 (proposed repealer).....	232
---	-----

7007.0750 s.6; .1251; 7011.0400 ; .0405; .0410; .2200; .2205; .2210; .2220 (repealed).....	1237
--	------

7011.0010 ; .0105; .0510; .0515; .0610; .0710; .0805; .1305; .1405; .1410; 7017.2001 ; .2005; .2015; .2018; .2020; .2025; .2030; .2035; .2045; .2050; .2060 (proposed).....	75
---	----

7011.1201 s.7, 10, 47; .1240 s.4, 6; 1265 s.9; 1285 s.4a (proposed repealer).....	741
--	-----

7011.7340 ; .7360; .7380; .7400; .7420; .7440 (proposed).....	665
--	-----

7042.0020 ; .0030; .0035; .0040 (withdrawn).....	400
---	-----

7042.0030 s.1; .0040 s.2 (proposed repealer withdrawn).....	400
--	-----

7045.0020 ; .0070; .0120; .0125; .0137; .0208; .0214; .0221; .0230; .0240; .0248; .0255; .0292; .0310; .0320; .0361; .0450; .0454; .0484; .0526; .0552; .0558; .0594; .0626; .0665; .0692; .0855; .0990; .1330 (adopted).....	5
--	---

7045.0020 s.21b; .0230 s.4; .0248 s.2; .0484 s.7 (repealed).....	5
---	---

7050.0180 ; .0185; .0210; .0216; .0224; .0460; .0470; 7052.0005 ; .0010; .0015; .0100; .0110; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0300; .0310; .0320; .0330; .0350; .0360; .0370; .0380 (proposed).....	154
---	-----

7050.0180 ; .0185; .0210; .0216; .0224; .0460; .0470; 7052.0005 ; .0010; .0015; .0100; .0110; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0300; .0310; .0320; .0330; .0350; .0360; .0370; .0380 (adopted).....	1466
--	------

Trade & Economic Development Department

7380.0245 ; .0250; .0255; .0260; .0265; .0270; .0275; .0280; .0285; .0290; .0295; .0296; .0297 (proposed).....	376
---	-----

Public Safety Department

7408.0100 ; .0200; .0300; 7503.2100 (repealed).....	1103
---	------

7414.0100 ; .0200; .0300; .0350; .0400; .1100; .1200; .1300; .1400; .1410; .1420; .1430; .1440; .1450; .1460; .1470; .1490; .1510; .1520; .1530; .1550; .1560; .1570 (proposed).....	487
---	-----

7414.0400 s. 2,4; .1500 (proposed repealer).....	487
---	-----

7503.0100 ; .0800; .1250; .1300; .1600; .1700; .2200 (adopted).....	1103
--	------

7506.0100 ; .2100; .2200; .2300; .2500; .2600; .2700; .2900 (adopted).....	711
---	-----

7506.0120 (repealed).....	711
----------------------------------	-----

7510.3310 ; .3320; .3330; .3340; .3350; .3360; .3370; .3390; .3410; .3420; .3430; .3440; .3460; .3470; .3480; .3540; .3580; .3610; .3640; .3660; .3680; .3700 (proposed).....	1520
--	------

7510.3330 s.2, 3, 5, 7, 8, 9; .3360 s.2, 4, 6; .3380; .3390; .3400; .3440 s.1, 3, 6, 7; .3450; .3480 s.4; .7100; .7200; .7300; .7400; .8200; .8300; .8400; .8500; .9920; .9930; .9935; .9940; .9945; .9950; .9955; .9960; .9965; .9970; .9975; .9980; .9985 (proposed repealer).....	1520
---	------

7520.0100 ; .0650; .1000; .1100 (adopted).....	45
---	----

7520.0530 ; .0650; .0700; .0800; .1000; .1100 (proposed).....	1754
--	------

7520.0640 ; .0660; .0680 (repealed).....	45
---	----

7520.0700 s. 1,3,5,6,7,8; .1200 (proposed repealer).....	1754
---	------

Public Service Department

7670.0100 ; .0325; .0610; .0800; .1115; 7672.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; 7674.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; 7676.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; 7678.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800 (proposed).....	771
--	-----

7670.0100 ; .0325; .0610; .0800; .1115; 7672.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; 7674.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; 7676.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; 7678.0100 ; .0200; .0300; .0400; .0500; .0600; .0700; .0800 (CONTINUATION OF PUBLIC HEARING).....	1259
--	------

7670.0495 ; .0610 s.2, 5, 6, 9, 10, 11, 13; .0660; .0800 s. 4 (proposed repealer).....	771
---	-----

7670.0495 ; .0610 s.2, 5, 6, 9, 10, 11, 13; .0660; .0800 s. 4 (CONTINUATION OF PUBLIC HEARING).....	1259
--	------

7670.1115 (proposed).....	592
----------------------------------	-----

7670.1115 (adopted).....	1104
---------------------------------	------

7690.0100 ; .0200; .0300; .0500; .0550; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1430; .1440; .1450; .1500; .1600 (adopted).....	1402
---	------

7690.0400 ; .0600 (repealed).....	1402
--	------

Public Utilities Commission

7811.0050 ; .0100; .0150; .0200; .0300; .0350; .0400; .0500; .0525; .0550; .0600; .0700; .0800; .0900; .1000; .1050; .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1800; .1900; .2000; .2100; .2200; .2300; 7812.0050 ; .0100; .0200; .0550; .1400; .1800; .2000; .2100 (proposed).....	426
---	-----

7812.0100 s.44a (proposed repealer).....	426
---	-----

7812.0050 ; .0100; .0150; .0200; .0300; .0350; .0400; .0500; .0550; .0600; .0700; .0800; .0900; .1000; .1100; .1200; .1300; .1400; .1500; .1600; .1700; .1800; .1900; .2000; .2100; .2200; .2300 (adopted)...	46
--	----

Gambling Control Board

7861.0020 ; .0030; .0040; .0050; .0120 (adopted).....	291
--	-----

Minnesota Racing Commission

7869.0100 ; 7872.0100 ; 7877.0100 ; .0110; .0120; .0175; 7883.0100 ; .0150; 7884.0190 ; 7890.0140 ; 7897.0110 (proposed).....	1127
--	------

Minnesota State Retirement System (MSRS)

7905.0100 ; .0300; .0600; .1200; .1600; .1700; .1800; .1900; .2100; .2200; .2300; .2400; .2600; .2900; .3000 (adopted exempt).....	713
---	-----

Revenue Department

8125.1301 (proposed).....	1708
----------------------------------	------

8130.2700 (proposed).....	497
----------------------------------	-----

8130.2700 (adopted).....	1027
---------------------------------	------

8130.2700 s.1,2,3,6,7 (proposed repealer).....	497
---	-----

8130.2700 s.1,2,3,6,7 (repealed).....	1027
--	------

Minnesota Rules: Amendments and Additions

Secretary of State

8200.3100; .5100; .5400; 8210.9920 (proposed).....	1290
8205.1000; .2000; .2010; .2100; 2110; .2120 (proposed).....	918
8205.1000; .2000; .2010; .2100; 2110; .2120 (adopted).....	1713

Water and Soil Resources Board

8420.0100; .0102; .0103; .0105; .0110; .0112; .0115; .0122; .0200; .0210; .0230; .0240; .0250; .0260; .0268; .0290; .0300; .0350; .0400; .0505; .0510; .0520; .0530; .0540; .0550; .0610; .0620; .0650; .0720; .0730; .0740; .0750; .1010; .1040 (proposed).....	1187
8420.0110 s.5, 13, 26, 27, 47; .0120; .0250 s.2; .0710 (proposed repealer)	1187

Transportation Department

8830 (proposed)	1399
------------------------------	------

Veterinary Medicine Board

9100.0500 (proposed)	922
9100.0500 (adopted)	1472

Office of Environmental Assistance

9210.0800; .0805; .0810; .0815; .0820; .0825; .0830; .0835; .0840; .0845; .0880; .0855 (adopted)	22
9205.0100; .0110; .0200; .0210; .0220; .0230; .0240; .0250; .0260; .0270; .0280; .0290; .0400; .0410; .0420; .0425; .0430; .0432; .0435; .0445; 9210.0400; .0410; .0420; .0425; .0435; .0440; .0450; .0460; .0500; .0510; .0520; .0530; .0540; .0550; .0560; .0570; .0600; .0610; .0615; .0620; .0625; .0630; .0635; .0640; .0645; .0700; .0710; .0720; .0730; .0740; .0770; .1000; .1010; .1020; .1030; .1040; .1050; .1060 (repealed).....	22

Human Services Department

9500.0650; .0660; .0670; .0680; .0690; .0700; .0710; .1070 s.1; 9505.1100; .1110; .1120; .1130; .1140; .1150; .1160; .1170; .1180; .1190; .1200; .1210; .1220; .1230; .1240; .1250; .1260; .1270; .1280; .1290; .1300; .1310; .1320; .1330; .1340; .1350; .1360; .1370; .1380; 9555.2100; .2200; .2300; .3100; .3200; .3300; .4100; .4200; .4300; .4400; .4500; .4600; .4700; .4800; .4900; .5000; .5010; 9560.0750; .0760; .0770; .0780; .0790; .0800; .0810; .0820; 9565.0100; .0200; .0300; .0400; .0500; .0600; .0700; .0800; .0900; .1400; .1500; .1600; .1700; .1800; .1900; .2000; .2100; .2200; .2300; .2400; .2500; .2600; .2700; .2800; .2900; .3000; .3100; .3200; .3300; .3400; .3500; .3600; .3700; .3800; .3900; .4000; .4100; .4200; .4300; 9566.0010; 9570.4000; .4100; .4200; .4300 (repealed)	340
9500.9100; .9110; .9120; .9130; .9140; .9150; .9160; .9170; .9190; .9200; .9210; .9220 (adopted exempt)	1028
9503.0085; 9545.1115; 9555.9710; 1547.0110; 1550.1255; .1450; .1490; .3200; 2910.3500; 2930.5300; 2935.4100; 2945.3400; 2950.0900; 4620.0100; .1025; 4626.0010-.1870; 4658.0650; .3500; 4717.7000; (proposed)	1628
9505.0280 (proposed)	943
9505.0280 (adopted)	1592
9505.0500; .0510; .0520 s.4, 5, 6, 9a, 12, 13, 14; .0521; .0522; .0540 s.1, 2, 6 (proposed repealer).....	908
9505.0501; .0505; .0515; .0520; .0530; .0540; .0545 (proposed)	908
9575.0010; .0350; .0670; .0680; .0690; .0740; .1500 (adopted).....	45
9575.0340; .0360; .0380; .0690 s.2, 3; .1000; .1010; .1020; .1030; .1040; .1050; .1060; .1070; .1080; .1190 (repealed).....	45
9575.0350; .0400; .0410; .0420; .0470; .1360; .1410; .1500; .1580 (proposed)	1746
9575.1350; .1370; .1390; .1400; .1510 (proposed repealer).....	1746

Proposed Rules

Comments on Planned Rules or Rule Amendments

An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency (*Minnesota Statutes* §§ 14.101). It does this by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

Rules to be Adopted After a Hearing

After receiving comments and deciding to hold a public hearing on the rule, an agency drafts its rule. It then publishes its rules with a notice of hearing. All persons wishing to make a statement must register at the hearing. Anyone who wishes to submit written comments may do so at the hearing, or within five working days of the close of the hearing. Administrative law judges may, during the hearing, extend the period for receiving comments up to 20 calendar days. For five business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed. The administrative law judge prepares a report within 30 days, stating findings of fact, conclusions and recommendations. After receiving the report, the agency decides whether to adopt, withdraw or modify the proposed rule based on consideration of the comments made during the rule hearing procedure and the report of the administrative law judge. The agency must wait five days after receiving the report before taking any action.

Rules to be Adopted Without a Hearing

Pursuant to *Minnesota Statutes* § 14.22, an agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing. An agency must first solicit **Comments on Planned Rules** or **Comments on Planned Rule Amendments** from the public. The agency then publishes a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*. 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*.

Department of Health

Proposed Permanent Rules Relating to Merit System Changes

DUAL NOTICE: Notice of Intent to Adopt a Rule Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing If 25 or More Requests for Hearing Are Received

Proposed Amendments to and Repeal of Rules of the Merit System Governing Incumbents of Reclassified Positions, Salary Plan Requirements, Recommended Adjustments, Recruitment and Appointment, Applications, Disqualification of Applicants, Conduct of Examinations, Pay Periods, Payment for Less Than a Full Payroll Period, Full-time and Part-time Employment, Salary for Appointment, Compensation for Vacation or Sick Leave or both Upon Separation, Overtime Compensation, The Compensation Plan, and Computing Monthly, Hourly, Less than Full-time, Biweekly, and Four Week Salary Rates (*Minnesota Rules*, parts 4670.0930, 4670.1310, 4670.1320, 4670.1700, 4670.1800, 4670.1920, 4670.4000, 4670.4010, 4670.4020, 4670.4040, 4670.4050, 4670.4100, 4670.4200-4670.4240 and 4670.4300).

Introduction. The Minnesota Department of Health intends to adopt amendments and repeal rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and the Office of Administrative Hearings Rules, *Minnesota Rules*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rule within 30 days of the publication of this notice in the *State Register*, or by April 29, 1998, a public hearing will be held on Thursday, May 14, 1998, beginning at 9:00 a.m. in Conference Rooms 1A and 1B of the Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155. To find out whether the rule will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after April 29, 1998 and before May 14, 1998.

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

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

Proposed amendments to part 4670.0930 change the posting requirements for positions when that position is reclassified, giving county agencies more authority to apply their own policies in this area. Amendments to part 4670.1310 correct a reference to another rule and repeal a reference to a rule that will no longer be in existence. An amendment to part 4670.1320 recommends an adjustment of 2.75% for employees on the health professional and administrative, health services support personnel, clerical and building maintenance compensation plan. The amendments proposed to parts 4670.1700, 4670.1800, and 4670.1920 clarify when physical examinations can be required by the appointing authority, amend the language concerning the disqualification of appli-

cants, and add new language concerning examination accommodations and modifications. Amendments to part 4670.4010 and 4670.4100 delete references to other rules that are being repealed or that no longer exist and to requirements that no longer exist concerning the payment of full-time and part-time employees. Amendments to the compensation plan, parts 4670.4200-4670.4240, provide for a 2.75% adjustment to the minimum and maximum salaries of all classifications covered by the Merit System, since this is the general salary adjustment being recommended for incumbents.

The Department is proposing repeal of rules covering pay periods, payment for less than a full payroll period, compensation for vacation or sick leave upon separation, overtime compensation, and computing monthly, hourly, less than full-time, biweekly and four week salary rates. Repeal of these rules is being proposed since county appointing authorities already have policies in these areas that would apply to county health and human services employees.

The statutory authority to adopt these rules is *Minnesota Statutes*, section 144.071. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. A free copy of this rule is available upon request from the agency contact person listed above. A copy of the proposed rule may also be viewed at any of the Minnesota county health or human services agencies covered by the Merit System.

Comments. You have until 4:30 p.m., April 29, 1998 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 comments should identify the portion of the proposed rule addressed, the reason for the comment, and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rule must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on April 29, 1998. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rule to which you object or state that you oppose the entire rule. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rule.

Withdrawal of Requests. 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 enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Accommodation. If you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rule may be modified either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rule may not be substantially different than this proposed rule. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for May 14, 1998 will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rule. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call Betty Carlson at 612-296-3996 after April 29, 1998 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. An administrative law judge is assigned to conduct the hearing. The judge is Barbara L. Neilson. Judge Neilson can be reached at the Office of Administrative Hearings, 100 Washington Avenue South, #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 341-7604, fax (612) 349-2665.

Hearing Procedure. If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rule. You may also

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
--

Proposed Rules

submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five working day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240 and *Minnesota Statutes*, section 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rule, including a description of who will be affected by the proposed rule and an estimate of the probable cost of the proposed rule. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

Lobbyist Registration. *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at 1st Floor, Centennial Office Building, 658 Cedar Street, Saint Paul, Minnesota 55155; telephone (612) 296-5148.

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rule after the end of the comment period. The rule and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may request to be notified of the date the rule is submitted to the office. If you want to be so notified, or wish to receive a copy of the adopted rule, or want to register with the agency to receive notice of future rule proceedings, submit your request to Betty Carlson at the address listed above.

Adoption Procedure After the Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rule. You may request to be notified of the date on which the judge's report will be available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rule and files it with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time and located listed above.

Dated: 2 March 1998

Anne Barry
Commissioner

4670.0930 INCUMBENTS OF RECLASSIFIED POSITIONS.

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

Subp. 2. **Reclassification.** When a position ~~in one class~~ is reclassified because of a change in allocation, the incumbent shall not be deemed eligible to continue in the position unless eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If ineligible to continue in such a position, the incumbent may be transferred, promoted, or demoted, by appropriate action of the appointing authority in accordance with such provisions of parts 4670.0100 to ~~4670.4300~~ 4670.4240 as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of such a reclassified position arises from the existence of an eligible register established from an examination that the incumbent did not take, the incumbent may be permitted to take the same or equivalent examination from which the existing register was established, ~~provided that the incumbent's name is not on the existing register; the incumbent did not take and fail the examination from which the existing register was established; and the incumbent was eligible to take that examination at the time it was given without the examination being open for application. At that time, the county will notify other employees that they may also apply and take the examination.~~ The names of successful candidates examined under this ~~rule part~~ shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and is not transferred, promoted, or demoted, the provisions of ~~these rules this chapter~~ about layoff shall apply. A transfer, promotion, demotion, or layoff in accordance with parts 4670.0100 to ~~4670.4300~~ 4670.4240 must occur within 60 days of the notification of reclassification of the position.

4670.1310 PLAN REQUIREMENTS.

In agencies where there is no exclusive representative or collective bargaining agreement, negotiated adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with items A to H:

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

B. If the rate of pay of an employee is at or above the new minimum salary adopted for the employee's class, the employee may receive the general merit system adopted adjustment and, if the employee's class was adjusted to a greater extent than the general adopted adjustment, the employee may receive the additional adjustment as provided in part 4670.1200, subpart 4 3, as long as that additional adjustment does not place the employee's salary over the new maximum adopted salary for the class.

C. If a local public health authority determines the general merit system adopted adjustment is inappropriate for its employees, the authority may grant a different adjustment. The authority shall file with the supervisor the new salary steps by class ~~and a salary conversion table as provided for in part 4670.4300~~. The adjustments shall at least place employees at the minimum salary and not over the maximum salary for their classes.

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

4670.1320 RECOMMENDED ADJUSTMENTS.

The merit system general adjustment recommended for incumbents is two and three-quarters percent for employees on the professional and administrative, health services support, clerical, and building maintenance salary schedules.

4670.1700 RECRUITMENT AND APPOINTMENT.

~~Before appointment applicants~~ After a conditional job offer has been extended, an applicant may be required by the appointing authority to pass a satisfactory physical medical examination. The examination may be required for only job-related reasons.

4670.1800 APPLICATIONS.

Subpart 1. **Filing applications.** All applications shall be made on forms prescribed by the supervisor and must be filed on or before the closing date specified in the announcement; ~~or postmarked before midnight of that date~~. On such applications the supervisor shall require all pertinent information pertaining to education, experience, ~~age~~, and any other information that the supervisor may deem necessary. All applications shall be signed and the truth of all statements contained therein certified by such signature.

In those classes of positions in which there is difficulty in obtaining qualified eligibles, the supervisor may establish a program that will be both positive and continuous. Under such a plan applications may be accepted at any time and examinations held whenever applicants have filed in sufficient numbers to ensure adequate competition.

Subp. 2. **Disqualification of applicants.** The supervisor may refuse to examine an applicant, or after examination may disqualify ~~such~~ the applicant or remove the applicant's name from a register, or may refuse to certify any eligible person on a register if the applicant:

A. is found to lack any of the preliminary requirements established for the examination for the class of positions;

B. ~~is physically, mentally, or emotionally so disabled as to be rendered unfit for the proper performance of the duties of the class~~ has been convicted of any crime which has a direct relationship to the position sought in accordance with Minnesota Statutes, chapter 364;

C. ~~is addicted to habit-forming drugs or is a habitual user of intoxicating liquors to excess;~~

~~D. has been guilty of any crime involving moral turpitude or of infamous or notoriously disgraceful conduct;~~

~~E. has been dismissed from the public service or any other position for delinquency or misconduct, or, in lieu of dismissal, has been allowed to resign from employment;~~

~~F. has made false statement of any material fact in the application;~~

D. has practiced or attempted to practice any deception or fraud in the application, examination, or appointment;

~~G. E.~~ has used or attempted to use political pressure or bribery to obtain an advantage in the examination or appointment;

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

~~H. F.~~ has directly or indirectly obtained information about the examinations to which ~~as an applicant the person was appli-~~
~~cants~~ are not entitled;

~~I. G.~~ has failed to submit the application for examination correctly or within the prescribed time limits;

~~J. H.~~ has taken part in the compilation, administration, or correction of the examination; ~~or~~

~~K. I.~~ has otherwise violated provisions of parts 4670.0100 to ~~4670.4300~~ 4670.4240; or

J. is not available in an area under the jurisdiction of the merit system.

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter mailed to the applicant's last known address sufficiently in advance of the examination to allow for an appeal from rejection as provided in part 4670.3510.

4670.1920 CONDUCT OF EXAMINATIONS.

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

Subp. 3. **Examination modification for applicants with disabilities.** Special examination arrangements shall be made for qualified applicants with disabilities when the usual selection process cannot adequately predict job performance unless the test or selection criteria are shown to be job-related or alternative or equally job-related tests or selection criteria with the same or less adverse impact are not shown to be available. Examination facilities and procedures may be modified to accommodate applicants with disabilities to provide for comparable assessment of essential job skills.

4670.4010 FULL-TIME AND PART-TIME EMPLOYMENT.

Subpart 1. **Prescribed rates.** All rates prescribed by parts 4670.4200 to 4670.4240 ~~and part 4670.4300~~ shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in an agency where there is an exclusive representative or under the provisions of part 4670.1310, item C. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working-day, or proportion of a month basis. ~~The agencies using parts 4670.4200 to 4670.4240 shall use the table prepared in accordance with part 4670.4300 in computing such payment.~~

Subp. 2. **Agencies negotiating different salary schedules.** Those agencies with an exclusive representative who negotiate different salary schedules from those shown in parts 4670.4200 to 4670.4240 under the provisions of subpart 1 or those agencies operating under the provisions of part 4670.1310, item C, shall file within ten days after the signing of the contract such schedules with the supervisor. ~~Attached thereto shall be a table similar in format, computation, and information to the table provided for in part 4670.4300. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if such payment is made on other than a monthly basis.~~

4670.4100 APPOINTMENT.

The entrance salary for any new employee, whether an original appointment, provisional appointment, or emergency appointment, shall be at the minimum salary for the class of positions to which the employee is appointed, except when appointments are ~~permitted made~~ above the minimum ~~in accordance with part 4670.1220~~.

An employee who is provisionally employed at a rate of pay higher than the minimum of the range prescribed for the class shall not be reduced in pay at the time of appointment from a register to the class.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, ~~1997~~ 1998.

Subpart 1. **Plan.**

	Minimum	Maximum
Assistant Director of Environmental Health	2568 <u>2638</u>	4189 <u>4304</u>
Director of Environmental Health	2938 <u>3019</u>	4798 <u>4930</u>
Director of Public Health Nursing	2455 <u>2523</u>	4189 <u>4304</u>
Public Health Educator	2057 <u>2114</u>	3670 <u>3771</u>
Public Health Nurse	2154 <u>2213</u>	3506 <u>3603</u>
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	2057 <u>2114</u>	3352 <u>3444</u>
Sanitarian	1966 <u>2020</u>	3352 <u>3444</u>

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

 Subpart 1. **Plan.**

	Minimum	Maximum
Bookkeeper	1406 <u>1445</u>	2302 <u>2365</u>
Home Health Aide	1345 <u>1382</u>	2101 <u>2159</u>
Home Health Aide Coordinator	1578 <u>1622</u>	2455 <u>2523</u>
Inspector	1578 <u>1622</u>	2455 <u>2523</u>
Licensed Practical Nurse	1578 <u>1622</u>	2455 <u>2523</u>
Public Health Aide	1152 <u>1184</u>	1966 <u>2020</u>

4670.4230 CLERICAL COMPENSATION PLAN.

 Subpart 1. **Plan.**

	Minimum	Maximum
Clerk I	991 <u>1019</u>	1684 <u>1730</u>
Clerk II	1152 <u>1184</u>	1966 <u>2020</u>
Clerk III	1345 <u>1382</u>	2101 <u>2159</u>
Clerk-Typist I	1082 <u>1112</u>	1840 <u>1891</u>
Clerk-Typist II	1152 <u>1184</u>	1966 <u>2020</u>
Clerk-Typist III	1440 <u>1480</u>	2248 <u>2310</u>
Clerk-Steno	1152 <u>1184</u>	1966 <u>2020</u>
Switchboard Operator	1082 <u>1112</u>	1840 <u>1891</u>

4670.4240 BUILDING MAINTENANCE COMPENSATION PLAN.

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

 Subp. 2. **Shift differential; janitors.**

	Minimum	Maximum
Janitor	1152 <u>1184</u>	1966 <u>2020</u>

REVISOR INSTRUCTION. In *Minnesota Rules*, chapter 4670, change references to part 4670.4300 to part 4670.4240.

REPEALER. *Minnesota Rules*, parts 4670.4000; 4670.4020; 4670.4040; 4670.4050; and 4670.4300, are repealed.

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.

Department of Human Services

Proposed Permanent Rules Relating to Merit System Changes

DUAL NOTICE: Notice of Intent to Adopt a Rule Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing If 25 or More Requests for Hearing Are Received

Proposed Amendments to Rules of the Merit System Governing Salary Adjustments and Increases, Physical Examinations, Applications, Disqualification of Applicants, Conduct of Examinations, Payment for Full-time and Part-time Employment, Salary for Appointments, The Compensation Plan, and Incumbents of Reclassified Positions and Repeal of Rules Governing Pay Periods, Payment for Less Than a Full Payroll Period, Compensation for Vacation or Sick Leave or Both Upon Separation, Overtime Compensation, and Computing Monthly, Hourly, Less Than Full Time, Biweekly, and Four Week Salary Rates (*Minnesota Rules*, parts 9575.0350, 9575.0400, 9575.0410, 9575.0420, 9575.0470, 9575.1350, 9575.1360, 9575.1370, 9575.1390, 9575.1400, 9575.1410, 9575.1500, 9575.1510, and 9575.1580).

Introduction. The Minnesota Department of Human Services intends to adopt amendments and repeal rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and the Office of Administrative Hearings Rules, *Minnesota Rules*, parts 1400.2300-1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rule within 30 days of the publication of this notice in the *State Register*, or by April 29, 1998, a public hearing will be held on Thursday, May 14, 1998 beginning at 9:00 a.m. in Conference Rooms 1A and 1B of the Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155. To find out whether the rule will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after April 29, 1998 and before May 14, 1998.

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

Subject of Rule and Statutory Authority. The Minnesota Merit System rules provide for a system of personnel administration for 76 county human services and social services agencies. The rules apply to all positions funded in whole or in part by federal grants-in-aid requiring a merit system of personnel administration. The rules cover such areas as classification of positions, compensation, recruitment and examination, certification and appointment, separation, tenure and reinstatement, and, in general, provide standards for agencies to follow so as to ensure compliance with the Federal Standards for a Merit System of Personnel Administration (5 CFR Part 900).

Proposed amendments to part 9575.0350 correct a reference to another rule, repeal a reference to a rule that will no longer be in existence, and recommend an adjustment of 2.75% for employees on the human services professional, support, clerical, and maintenance and trades salary schedules. The amendments proposed to parts 9575.0400, 9575.0410, and 9575.0420 clarify when physical examinations can be required by the appointing authority, amend the language concerning the disqualification of applicants, and add new language concerning examination accommodations and modifications. Proposed amendments to parts 9575.1360 and 9575.1410 delete references to other rules that are being repealed or that no longer exist, and to requirements that no longer exist concerning the payment of full-time and part-time employees. Amendments to the compensation plan, part 9575.1500, provide for a 2.75% adjustment to the minimum and maximum salaries of all but six classifications covered by Merit System compensation plans, since this is the general salary adjustment being recommended for incumbents. Adjustments that differ from 2.75% are being proposed to the following six classifications: Case Aide, Collections Officer, Chemical Dependency Counselor, Fraud Prevention Specialist, Support and Collections Specialist, and Support Enforcement Aide. Differing adjustments are being proposed to these classifications in order to achieve compliance with the Local Government Pay Equity Act. A final amendment to part 9575.1500 provides for the addition of a new classification to the salary plan. Amendments to part 9575.1580 amend the posting requirement for positions when that position is reclassified, giving county agencies more authority to apply their own policies in this area.

The Department is proposing repeal of rules covering pay periods, payment for less than a full payroll period, compensation for vacation or sick leave upon separation, overtime compensation, and computing monthly, hourly, less than full time, biweekly and four week salary rates. Repeal of these rules is being proposed since county appointing authorities already have policies in these areas that would apply to county human services and social services employees.

The statutory authority to adopt these rules is *Minnesota Statutes*, section 256.012. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. A free copy of this rule is available upon request from the agency contact person listed above. A copy of the proposed rule may also be viewed at any of the Minnesota county human services or social services agencies covered by the Merit System.

Comments. You have until 4:30 p.m., April 29, 1998 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 comments should identify the portion of the proposed rule addressed, the reason for the comment,

and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rule must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on April 29, 1998. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rule to which you object or state that you oppose the entire rule. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rule.

Withdrawal of Requests. 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 enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Accommodation. If you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rule may be modified either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rule may not be substantially different than this proposed rule. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for May 14, 1998 will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rule. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call Betty Carlson at 612-296-3996 after April 29, 1998 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. An administrative law judge is assigned to conduct the hearing. The judge is Barbara L. Neilson. Judge Neilson can be reached at the Office of Administrative Hearings, 100 Washington Avenue South, #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 341-7604, fax (612) 349-2665.

Hearing Procedure. If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rule. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five working day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240 and *Minnesota Statutes*, section 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rule, including a description of who will be affected by the proposed rule, and an estimate of the probable cost of the proposed rule. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
--

Proposed Rules

Lobbyist Registration. *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Campaign Finance and Public Disclosure Board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at 1st Floor, Centennial Office Building, 658 Cedar Street, Saint Paul, Minnesota 55155; telephone (612) 296-5148.

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rule after the end of the comment period. The rule and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may request to be notified of the date the rule is submitted to the office. If you want to be so notified, or wish to receive a copy of the adopted rule, or want to register with the agency to receive notice of future rule proceedings, submit your request to Betty Carlson at the address listed above.

Adoption Procedure After the Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rule. You may request to be notified of the date on which the judge's report will be available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rule and files it with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time and located listed above.

Dated: 2 March 1998

David S. Doth
Commissioner

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

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

Subp. 2. **Plan requirements.** In agencies where there is no exclusive representative or collective bargaining agreement, negotiated adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with the following provisions:

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

B. If the rate of pay of an employee is at or above the new minimum salary adopted for their class, the employee may receive the general merit system adopted adjustment, and if the employee's class was adjusted to a greater extent than the general adopted adjustment, the employee may receive the additional adjustment as provided in part 9575.0320, subpart 4 3 as long as the additional adjustment does not place the employee's salary over the new maximum adopted salary for the class.

C. In those situations where the appointing authority has determined that the general merit system adopted adjustment is inappropriate for its employees, it may grant a different adjustment; however, the authority must file with the supervisor the new salary steps by class ~~and a salary conversion table as provided for in part 9575.1510.~~ These adjustments shall at least place employees at the minimum salary and not over the maximum salary for their class.

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

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~two~~ 2-3/4 percent for employees on the professional, support, clerical, and maintenance and trades salary schedules.

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

9575.0400 PHYSICAL EXAMINATIONS.

~~Applicants~~ After a conditional job offer has been extended, an applicant may be required by the appointing authority to pass a satisfactory physical medical examination before appointment. The examination may be required for job-related reasons only.

9575.0410 APPLICATIONS.

Subpart 1. **Forms and filing.** All applications shall be made on forms prescribed by the supervisor and must be filed on or before the closing date specified in the announcement; ~~or postmarked before midnight of that date.~~ On such applications the supervisor shall require all pertinent information pertaining to education, experience, ~~age,~~ and any other information that the supervisor may deem necessary. All applications shall be signed and the truth of all statements contained therein certified by such signature.

[For text of subp 2, see M.R.]

9575.0420 DISQUALIFICATION OF APPLICANTS.

The supervisor may refuse to examine an applicant, or after examination, may disqualify ~~such the~~ applicant or remove the ~~applicant's name~~ applicant from a register, or may refuse to certify any eligible person on a register if the applicant:

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

~~B. is physically, mentally, or emotionally so disabled as to be rendered unfit for the proper performance of the duties of the class~~ has been convicted of any crime which has a direct relationship to the position sought in accordance with Minnesota Statutes, chapter 364;

~~C. is addicted to habit forming drugs or is a habitual user of intoxicating liquors to excess;~~

~~D. has been guilty of any crime involving moral turpitude or of infamous or notoriously disgraceful conduct;~~

~~E. has been dismissed from the public service or any other position for delinquency or misconduct, or, in lieu of dismissal, has been allowed to resign from employment;~~

~~F. has made false statement of any material fact in the application;~~

~~D. has practiced or attempted to practice any deception or fraud in the applicant's application, examination, or appointment;~~

~~G. E. has used or attempted to use a political pressure or bribery to obtain an advantage in the examination or appointment;~~

~~H. F. has directly or indirectly obtained information about the examinations to which the applicant was applicants are not entitled;~~

~~I. G. has failed to submit the application for examination correctly or within the prescribed time limits;~~

~~J. H. has taken part in the compilation, administration, or correction of the examination;~~

~~K. I. has otherwise violated provisions of these rules; or~~

~~L. J. is not available in an area under the jurisdiction of the merit system.~~

A disqualified applicant shall be promptly notified of such action, and an applicant who is not admitted to an examination because of failure to meet the preliminary requirements shall be notified by letter ~~of mailed to~~ the applicant's last known address sufficiently in advance of the examination to allow for an appeal from rejection as provided in parts 9575.1150 to 9575.1200.

9575.0470 CONDUCT OF EXAMINATIONS.

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

Subp. 3. **Examination modification for applicants with disabilities.** Special examination arrangements must be made for qualified applicants with disabilities if the usual selection process cannot adequately predict job performance unless: (1) the test or other selection criteria are shown to be job related; or (2) alternative or equally job-related tests or selection criteria with the same or less adverse impact are not shown to be available. Examination facilities or procedures may be modified to accommodate applicants with disabilities to provide for comparable assessment of essential job skills.

9575.1360 PAYMENT FOR FULL-TIME AND PART-TIME EMPLOYMENT.

Subpart 1. **Standard rates.** All rates prescribed in ~~parts part~~ 9575.1500 ~~and 9575.1510~~ shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of part 9575.0350, subpart 2, item C. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. Such time may be paid on an hourly, working day, or proportion of a month basis. ~~The agencies using part 9575.1500 shall use the table prepared in accordance with part 9575.1510 in computing such payment.~~

Subp. 2. **Agencies with exclusive representatives.** Those agencies with an exclusive representative who negotiate different salary schedules from those shown in part 9575.1500 under the provisions of subpart 1 or those agencies operating under the provisions of part 9575.0350, subpart 2, item C shall file within ten days after the signing of the contract such schedules with the supervisor. ~~Attached thereto shall be a table similar in format, computation, and information to the table provided for in part 9575.1510. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month; and payment by payroll period for full-time work if such payment is made on other than a monthly basis.~~

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

9575.1410 SALARY FOR APPOINTMENTS.

Subpart 1. **Entrance salary.** The entrance salary for the original appointment, provisional appointment, or emergency appointment of a new employee shall be at the minimum salary for the class of positions to which appointed, except when appointments are permitted made above the minimum in accordance with part 9575.0340.

[For text of subp 2, see M.R.]

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1997~~ 1998.

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

	Minimum	Maximum
Accountant	2057 2114	3352 3444
Accounting Supervisor	2455 2523	4189 4304
Administrative Assistant I	2568 2638	4590 4716
Administrative Assistant II	3002 3084	4896 5031
Administrative Assistant III	3427 3521	5339 5486
Adult Day Care Center Supervisor	1966 2020	3352 3444
Assistant Welfare Director	4590 4716	7106 7301
Business Manager	3352 3444	5226 5370
Chemical Dependency Coordinator	2057 2114	3352 3444
Collections and Accounting Unit Supervisor	2154 2213	3670 3771
Collection Services Supervisor II	2154 2213	3670 3771
Community Health Services Supervisor	2455 2523	4189 4304
Computer Programmer	1966 2020	3352 3444
Contract Services Representative	2248 2310	3833 3939
County Agency Social Worker (Licensing Specialist)	1966 2020	3352 3444
County Agency Social Worker	2057 2114	3670 3771
County Agency Social Worker (Child Protection Specialist)	2057 2114	3670 3771
County Agency Social Worker (MSW)	2154 2213	3670 3771
County Agency Social Worker (MSW) (Child Protection Specialist)	2154 2213	3670 3771
Day Treatment Supervisor	2353 2418	3833 3939
Day Treatment Therapist	2057 2114	3670 3771
Director of Business Management I	3002 3084	4896 5031
Director of Business Management II	3590 3689	5578 5731
Director of Financial Assistance	3590 3689	5578 5731
Director of Planning	3590 3689	5578 5731
Director of Public Health Nursing	2455 2523	4189 4304
Director of Social Services	3590 3689	5578 5731
Employment Guidance Counselor	1882 1933	2938 3019
Family Based Services Supervisor	2057 2114	3352 3444
Family Service Coordinator II	1882 1933	2938 3019
Financial Assistance Supervisor I	2154 2213	3670 3771
Financial Assistance Supervisor II	2455 2523	4189 4304
Financial Assistance Supervisor III	2568 2638	4590 4716
Fiscal Manager	2568 2638	4590 4716
Fiscal Officer	1882 1933	2938 3019
Fiscal Supervisor I	1966 2020	3352 3444
Fiscal Supervisor II	2455 2523	4189 4304
Gerontology Counselor	2154 2213	3670 3771
Human Services Director III	3921 4029	6095 6263
Human Services Supervisor I	2568 2638	4590 4716
Human Services Supervisor II	3352 3444	5226 5370

Proposed Rules

Information Technology Specialist	2020	3444
Managed Care Supervisor	1966 <u>2020</u>	3352 <u>3444</u>
Mental Health Program Manager	3002 <u>3084</u>	4896 <u>5031</u>
Mental Health Worker	2248 <u>2310</u>	3833 <u>3939</u>
Nutrition Project Assistant Director	1966 <u>2020</u>	3352 <u>3444</u>
Nutrition Project Director	2455 <u>2523</u>	4189 <u>4304</u>
Office Services Supervisor	1882 <u>1933</u>	2938 <u>3019</u>
Planner (Human Services)	2248 <u>2310</u>	3833 <u>3939</u>
Psychologist I	2154 <u>2213</u>	3670 <u>3771</u>
Psychologist II	2455 <u>2523</u>	4189 <u>4304</u>
Psychologist III	3277 <u>3367</u>	4896 <u>5031</u>
Public Health Educator	2057 <u>2114</u>	3670 <u>3771</u>
Public Health Nurse	2154 <u>2213</u>	3506 <u>3603</u>
Public Health Nurse (Team Leader)	2248 <u>2310</u>	3670 <u>3771</u>
Public Health Nursing Supervisor	2353 <u>2418</u>	3833 <u>3939</u>
Recreational Therapist	1882 <u>1933</u>	2938 <u>3019</u>
Registered Dietitian	1966 <u>2020</u>	3352 <u>3444</u>
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	2057 <u>2114</u>	3352 <u>3444</u>
Sanitarian	1966 <u>2020</u>	3352 <u>3444</u>
Senior Staff Development Specialist	2455 <u>2523</u>	4189 <u>4304</u>
Social Services Supervisor I	2568 <u>2638</u>	4590 <u>4716</u>
Social Services Supervisor II	2938 <u>3019</u>	5009 <u>5146</u>
Social Services Supervisor III	3352 <u>3444</u>	5226 <u>5370</u>
Special Services Supervisor	2353 <u>2418</u>	3833 <u>3939</u>
Staff Development Specialist	1966 <u>2020</u>	3352 <u>3444</u>
Student Social Worker		
(Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2248 <u>2310</u>	3833 <u>3939</u>
Support Services Supervisor	2057 <u>2114</u>	3352 <u>3444</u>
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	1966 <u>2020</u>	3352 <u>3444</u>
Welfare Director I	3002 <u>3084</u>	4896 <u>5031</u>
Welfare Director II	3352 <u>3444</u>	5226 <u>5370</u>
Welfare Director III	3590 <u>3689</u>	5578 <u>5731</u>
Welfare Director IV	3921 <u>4029</u>	6095 <u>6263</u>
Welfare Director V	4189 <u>4304</u>	6508 <u>6687</u>

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

Proposed Rules

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

	Minimum	Maximum
Account Clerk	1345 1382	2101 2159
Accounting Technician	1440 1480	2248 2310
Adult Day Care Center Program Coordinator	1578 1622	2455 2523
Case Aide	1645 1806	2634 2697
Chemical Dependency Counselor	1757 1933	2624 3019
Child Health Aide	1152 1184	1966 2020
Child Support Officer		
(Administrative Process)	1882 1933	2938 3019
Child Support Officer I	1757	2624
Child Support Officer II	1882	2938
Collections Officer	1578 1806	2455 2697
Collection Services Supervisor I	2057 2114	3352 3444
Community Service Aide	1152 1184	1966 2020
Community Support Technician	1757 1806	2624 2697
Computer Operations Specialist	1345 1382	2101 2159
Coordinator of Aging	1882 1933	2938 3019
Crisis Center Resource Aide	1440 1480	2248 2310
Executive Assistant	1757 1806	2624 2697
Family Based Services Provider	1757 1806	2624 2697
Family Service Aide I	1345 1382	2101 2159
Family Service Aide II	1440 1480	2248 2310
Family Service Coordinator I	1578 1622	2455 2523
Family Service/Home Health Aide	1345 1382	2101 2159
Financial Assistance Specialist	1882 1933	2938 3019
Financial Worker	1757 1806	2624 2697
Fraud Prevention Specialist	1757 1933	2624 3019
Home Health Aide	1345 1382	2101 2159
Home Health Aide Coordinator	1578 1622	2455 2523
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	2057 2114	3352 3444
Housing Rehabilitation Specialist	1578 1622	2455 2523
Licensed Practical Nurse	1578 1622	2455 2523
Managed Care Advocate	1882 1933	2938 3019
Managed Care Enroller	1757 1806	2624 2697
Methods and Procedures Technician	1757 1806	2624 2697
Monitoring and Review Specialist	1578 1622	2455 2523
Public Health Aide	1152 1184	1966 2020
Senior Citizen's Aide	1345 1382	2102 2159
SILS Program Coordinator	1757 1806	2624 2697
Social Services Administrative Aide	1882 1933	2938 3019
Support and Collections Specialist	1882 2020	2938 3159
Support Enforcement Aide	1345 1480	2101 2310
Transit Coordinator	1345 1382	2101 2159
Welfare Fraud Investigator	1882 1933	2938 3019

Proposed Rules

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

	Minimum	Maximum
Administrative Secretary	1440 1480	2248 2310
Clerk I	991 1019	1684 1730
Clerk II	1152 1184	1966 2020
Clerk III	1345 1382	2101 2159
Clerk-Typist I	1082 1112	1840 1891
Clerk-Typist II	1152 1184	1966 2020
Clerk-Typist III	1440 1480	2248 2310
Clerk-Steno	1152 1184	1966 2020
Data Entry Operator	1082 1112	1840 1891
Information Systems Specialist	1152 1184	1966 2020
Legal Secretary	1345 1382	2101 2159
Switchboard Operator	1082 1112	1840 1891

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

	Minimum	Maximum
Automobile/Van Driver	1082 1112	1840 1891
Bus Driver	1152 1184	1966 2020
Janitor	1152 1184	1966 2020
Maintenance Worker	1345 1382	2101 2159

9575.1580 INCUMBENTS OF RECLASSIFIED POSITIONS.

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

Subp. 2. **Eligibility.** When a position is reclassified resulting from a change in allocation the incumbent shall not be eligible to continue in the position except as provided in subpart 3 or unless eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If ineligible to continue in such a position, the incumbent may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with the applicable provisions of this chapter 9575. If ineligibility of a permanent or probationary incumbent of ~~such~~ a reclassified position arises from the existence of an eligible register established from an examination that the incumbent did not take, the incumbent may be permitted to take the same or equivalent examination from which the existing register was established; ~~providing that the incumbent's name is not on the existing register, the incumbent did not take and fail the examination from which the existing register was established, and the incumbent was eligible to take the examination at the time it was given without the examination being open for application. At that time, the county shall notify other employees that they may also apply and take the examination.~~ The names of successful candidates examined under this ~~rule part~~ shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and is not transferred, promoted, or demoted, the provisions of ~~these rules this chapter~~ about layoff shall apply. Any transfer, promotion, demotion, or layoff in accordance with those provisions must occur within 60 days of the notification of reclassification of the position.

[For text of subp 3, see M.R.]

REPEALER. Minnesota Rules, parts 9575.1350; 9575.1370; 9575.1390; 9575.1400; and 9575.1510, are repealed.

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.

Department of Public Safety

Proposed Permanent Rules Relating to Merit System Changes

DUAL NOTICE: Notice of Intent To Adopt a Rule Without a Public Hearing Unless 25 or More Persons Request a Hearing, and Notice of Hearing If 25 or More Requests for Hearing Are Received

Proposed Amendments to and Repeal of Rules of the Merit System Governing Incumbents of Reclassified Positions, Salary Adjustments and Increases, Salary for Appointments, The Compensation Plan, Salary Computation, and Computing Monthly, Hourly, Less than Full Time, Biweekly, and Four Week Salary Rates (*Minnesota Rules*, parts 7520.0530, 7520.0650, 7520.0700, 7520.0800, 7520.1000-7520.1100 and 7520.1200).

Introduction. The Minnesota Department of Public Safety intends to adopt amendments and repeal rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28, and the Office of Administrative Hearings Rules, *Minnesota Rules*, parts 1400.2300 to 1400.2310. If, however, 25 or more persons submit a written request for a hearing on the rule within 30 days of the publication of this notice in the *State Register*, or by April 29, 1998 a public hearing will be held on Thursday, May 14, 1998, beginning at 9:00 a.m. Conference Rooms 1A and 1B of the Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155. To find out whether the rule will be adopted without a hearing or if the hearing will be held, you should contact the agency contact person after April 29, 1998 and before May 14, 1998.

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

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

Proposed amendments to part 7520.0530 amend the posting requirement for positions when that position is reclassified, giving county agencies more authority to apply their own policies in this area. Proposed amendments to part 7520.0650 correct a reference to another rule, repeal a reference to a rule that will no longer be in existence, and recommend an adjustment of 2.75% for employees on the professional and clerical salary schedules. Amendments that are proposed to part 7520.0700, subpart 2 and part 7520.0800 delete references to other rules that are being repealed or that no longer exist and to requirements that no longer exist concerning the payment of full-time and part-time employees. Amendments to the compensation plan, parts 7520.1000-1100, provide for a 2.75% adjustment to the minimum and maximum salaries of all classifications on the compensation plan. Amendments to part 7520.0650 give more flexibility to local and county agencies in granting salary increases to employees. Amendments to the compensation plan, part 7520.1000-7520.1100, provide for a 2.75% adjustment to the minimum and maximum salaries of all classifications covered by Merit System compensation plans, since this is the general salary adjustment being recommended for incumbents.

The Department is proposing repeal of rules covering pay periods, payment for less than a full payroll period, compensation for vacation or sick leave upon separation, overtime compensation, and computing monthly, hourly, less than full time, biweekly and four week salary rates. Repeal of these rules is being proposed since appointing authorities already have policies in these areas that would apply to local and county emergency management employees.

Minnesota Rules, part 7520.0200, subpart 2 makes *Minnesota Rules*, parts 9575.0400-9575.1300, which are the rules of the Department of Human Services Merit System, applicable to local and county emergency management agencies. Proposed amendments to parts 9575.0400, 9575.0410, 9575.0420 and 9575.0470 cover when physical examinations may be required, clarify the date by which applications must be received in the Merit System office, provide the criteria used by the Merit System to disqualify a candidate, and provide for examination accommodations when necessary. A copy of the Department of Human Services rule amendments and notice is attached to this notice.

The statutory authority to adopt these rules is *Minnesota Statutes*, section 12.22, subd. 3. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed. A free copy of this rule is available upon request from the agency contact person listed above. A copy of the proposed rule may also be viewed at any of the Minnesota local and county emergency management agencies covered by the Merit System.

Comments. You have until 4:30 p.m., April 29, 1998 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 comments should identify the portion of the proposed rule addressed, the reason for the comment,

and any change proposed. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rule must also be made during this comment period.

Request for a Hearing. In addition to submitting comments, you may also request that a hearing be held on the rule. Your request for a public hearing on the rule must be in writing and must be received by the agency contact person by 4:30 p.m. on April 29, 1998. Your written request for a public hearing must include your name and address. You must identify the portion of the proposed rule to which you object or state that you oppose the entire rule. Any request that does not comply with these requirements is not valid and cannot be counted by the agency for determining whether a public hearing must be held. You are also encouraged to state the reason for the request and any changes you want made to the proposed rule.

Withdrawal of Requests. 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 enough requests for hearing are withdrawn to reduce the number below 25, the agency must give written notice of this to all persons who requested a hearing, explain the actions the agency took to effect the withdrawal, and ask for written comments on this action. If a public hearing is required, the agency will follow the procedures in *Minnesota Statutes*, sections 14.131 to 14.20.

Accommodation. If you need an accommodation to make this hearing accessible, please contact the agency contact person at the address or telephone number listed above.

Modifications. The proposed rule may be modified either as a result of public comment or as a result of the rule hearing process. Modifications must be supported by data and views submitted to the agency or presented at the hearing and the adopted rule may not be substantially different than this proposed rule. If the proposed rule affects you in any way, you are encouraged to participate in the rulemaking process.

Cancellation of Hearing. The hearing scheduled for May 14, 1998 will be canceled if the agency does not receive requests from 25 or more persons that a hearing be held on the rule. If you requested a public hearing, the agency will notify you before the scheduled hearing whether or not the hearing will be held. You may also call Betty Carlson at 612-296-3996 after April 29, 1998 to find out whether the hearing will be held.

Notice of Hearing. If 25 or more persons submit written requests for a public hearing on the rule, a hearing will be held following the procedures in *Minnesota Statutes*, sections 14.131 to 14.20. The hearing will be held on the date and at the time and place listed above. The hearing will continue until all interested persons have been heard. An administrative law judge is assigned to conduct the hearing. The judge is Barbara L. Neilson. Judge Neilson can be reached at the Office of Administrative Hearings, 100 Washington Avenue South, #1700, Minneapolis, Minnesota 55401-2138; telephone (612) 341-7604, fax (612) 349-2665.

Hearing Procedure. If a hearing is held, you and all interested or affected persons including representatives of associations or other interested groups, will have an opportunity to participate. You may present your views either orally at the hearing or in writing at any time prior to the close of the hearing record. All evidence presented should relate to the proposed rule. You may also submit written material to the Administrative Law Judge to be recorded in the hearing record for five working days after the public hearing ends. This five-day comment period may be extended for a longer period not to exceed 20 calendar days if ordered by the Administrative Law Judge at the hearing. Following the comment period, there is a five working day response period during which the agency and any interested person may respond in writing to any new information submitted. No additional evidence may be submitted during the five-day response period. All comments and responses submitted to the Administrative Law Judge must be received at the Office of Administrative Hearings no later than 4:30 p.m. on the due date. All comments or responses received will be available for review at the Office of Administrative Hearings. This rule hearing procedure is governed by *Minnesota Rules*, parts 1400.2000 to 1400.2240 and *Minnesota Statutes*, section 14.131 to 14.20. Questions about procedure may be directed to the Administrative Law Judge.

The agency requests that any person submitting written views or data to the Administrative Law Judge prior to the hearing or during the comment or response period also submit a copy of the written views or data to the agency contact person at the address stated above.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the agency contact person. This statement contains a summary of the justification for the proposed rule, including a description of who will be affected by the proposed rule and an estimate of the probable cost of the proposed rule. The statement may also be reviewed and copies obtained at the cost of reproduction from either the agency or the Office of Administrative Hearings.

<p>KEY: PROPOSED RULES SECTION — <u>Underlining</u> 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 — <u>Underlining</u> indicates additions to proposed rule language. Strike outs indicate deletions from proposed rule language.</p>
--

Proposed Rules

Lobbyist Registration. *Minnesota Statutes*, chapter 10A requires each lobbyist to register with the Campaign Finance and Public Disclosure board. Questions regarding this requirement may be directed to the Campaign Finance and Public Disclosure Board at 1st Floor, Centennial Office Building, 658 Cedar Street, Saint Paul, Minnesota 55155; telephone (612) 296-5148.

Adoption Procedure if No Hearing. If no hearing is required, the agency may adopt the rule after the end of the comment period. The rule and supporting documents will then be submitted to the Office of Administrative Hearings for review for legality. You may request to be notified of the date the rule is submitted to the office. If you want to be so notified, or wish to receive a copy of the adopted rule, or want to register with the agency to receive notice of future rule proceedings, submit your request to Betty Carlson at the address listed above.

Adoption Procedure After the Hearing. If a hearing is held, after the close of the hearing record, the Administrative Law Judge will issue a report on the proposed rule. You may request to be notified of the date on which the judge's report will be available, and can make this request at the hearing or in writing to the Administrative Law Judge. You may also ask to be notified of the date on which the agency adopts the rule and files it with the Secretary of State, and can make this request at the hearing or in writing to the agency contact person stated above.

Order. I order that the rulemaking hearing be held at the date, time and located listed above.

Dated: 12 March 1998

Arne H. Carlson
Governor

7520.0530 CLASSIFICATION PLAN: INCUMBENTS OF RECLASSIFIED POSITIONS.

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

Subp. 2. **Eligibility.** When a position is reclassified resulting from a change in allocation, the incumbent shall not be deemed eligible to continue in the position unless eligible for original appointment, promotion, transfer, or demotion to the new class of positions. If ineligible to continue in such a position, the incumbent may be transferred, promoted, or demoted by appropriate action of the appointing authority in accordance with such provisions of parts 7520.0100 to ~~7520.1200~~ 7520.1100 as may be deemed to be applicable. If ineligibility of a permanent or probationary incumbent of a reclassified position arises from the existence of an eligible register established from an examination that the incumbent did not take, the incumbent may be permitted to take the same or equivalent examination from which the existing register was established, ~~provided that the incumbent's name is not on the existing register, the incumbent did not take and fail the examination from which the existing register was established, and the incumbent was eligible to take the examination at the time it was given without the examination being open for application. At that time, the county will notify other employees that they may also apply and take the examination.~~ The names of successful candidates examined under this part shall be placed on the existing register in accordance with the score attained. In any case in which the incumbent is ineligible to continue in the position and is not transferred, promoted, or demoted, the provisions of parts 7520.0100 to ~~7520.1200~~ 7520.1100 about layoff shall apply. Any transfer, promotion, demotion, or layoff in accordance with these provisions must occur within 60 days of the notification of reclassification of the position.

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

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

Subp. 2. **Plan requirements.** In agencies where there is no exclusive representative or collective bargaining agreement, negotiated adjustments in the rates of pay of incumbents of positions, in order to conform to a newly adopted or currently effective compensation plan, shall be in accordance with items A to H.

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

B. If the rate of pay of an employee is at or above the new minimum salary adopted for the employee's class, the employee may receive the general merit system adopted adjustment and, if a class was adjusted to a greater extent than the general adopted adjustment, the class may receive the additional adjustment as provided in part 7520.0620, subpart 4 ~~3~~, if the additional adjustment does not place the class salary over the new maximum adopted salary for the class.

C. If an appointing authority has determined that the general merit system adopted adjustment is inappropriate for its employees, it may grant a different adjustment; however, it must file with the supervisor the new salary steps by class ~~and a salary conversion table as provided for in part 7520.1200~~. The adjustments shall at least place employees at the minimum salary and not over the maximum salary for their class.

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

Subp. 3. **Recommended adjustment.** The merit system general adjustment recommended for incumbents is ~~two~~ 2-3/4 percent for employees on the professional and clerical salary schedules.

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

7520.0700 SALARY COMPUTATION.

Subpart 1. [See repealer.]

Subp. 2. **Full-time and part-time employment.** All rates prescribed in parts 7520.1000 ~~to 7520.1200~~ and 7520.1100 shall be standard rates for full-time employees except as otherwise negotiated for employees in a bargaining unit in agencies where there is an exclusive representative or under the provisions of part 7520.0650, subpart 2, item C. If employment in a position is on a part-time or intermittent basis, only the proportional part of the rate for the time actually employed shall be paid. The time may be paid on an hourly, working-day or proportion of a month basis. ~~The agencies using parts 7520.1000 and 7520.1100 shall use the table prepared in accordance with part 7520.1200 in computing the payment.~~

Those agencies with an exclusive representative who negotiate different salary schedules from those shown in parts 7520.1000 and 7520.1100 under the provisions of the first paragraph of this subpart or those agencies operating under the provisions of part 7520.0650, subpart 2, item C shall file within ten days after the signing of the contract the schedules with the supervisor. ~~Attached thereto shall be a table similar in format, computation, and information to the table provided for in part 7520.1200. The table shall show monthly rates with appropriate conversion to hourly rates and to daily rates based on the number of working days and paid holidays in the month, and payment by payroll period for full-time work if the payment is made on other than a monthly basis.~~

Subp. 3. [See repealer.]

[For text of subp 4, see M.R.]

Subp. 5. [See repealer.]

Subp. 6. [See repealer.]

Subp. 7. [See repealer.]

Subp. 8. [See repealer.]

7520.0800 APPOINTMENTS, PROMOTIONS, DEMOTIONS, TRANSFERS, AND REINSTATEMENTS.

Subpart 1. **Appointment.** The entrance salary for the original appointment, provisional appointment, or emergency appointment of a new employee shall be at the minimum salary for the class of positions to which the employee is appointed, except when appointments are ~~permitted made~~ above the minimum ~~in accordance with part 7520.0640.~~

An employee who is provisionally employed at a rate of pay other than the minimum of the range prescribed for the class shall not be reduced in pay at the time of appointment from a register to the class.

[For text of subps 2 to 5, see M.R.]

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1997~~ 1998; PROFESSIONAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Administrative Officer Assistant	2057 2114	3211 3299
Emergency Management Director	1882 1933	2938 3019
Communications Officer	1800 1850	2818 2896
Operations Officer	2057 2114	3211 3299
Public Information Officer	2057 2114	3211 3299
Radiological Officer	1800 1850	2818 2896
Safety Services Coordinator	2057 2114	3211 3299

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

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1997~~ 1998; CLERICAL.

Subpart 1. Plan.

	Minimum	Maximum
Clerk I	991 1019	1684 1730
Clerk II	1152 1184	1966 2020
Clerk III	1345 1382	2101 2159
Clerk-Typist I	1082 1112	1840 1891
Clerk-Typist II	1152 1184	1966 2020
Clerk-Typist III	1440 1480	2248 2310
Clerk-Steno	1152 1184	1966 2020

REVISOR INSTRUCTION. In *Minnesota Rules*, chapter 7520, change references to part 7520.1200 to part 7520.1100.

REPEALER. *Minnesota Rules*, parts 7520.0700, subparts 1, 3, 5, 6, 7, and 8; and 7520.1200, are repealed.

Adopted Rules

A rule becomes effective after the requirements of *Minnesota Statutes* §§ 14.05-14.28 have been met and five working days after the rule is published in the *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 a 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.

Exempt Rules

An exempt rule adopted under *Minnesota Statutes* §§ 14.386 or 14.388 is effective upon its publication in the *State Register*.

Emergency Expedited Rules

Provisions for the Commissioner of Natural Resources to adopt emergency expedited Game and Fish Rules are specified in *Minnesota Statutes* §§ 84.027. The commissioner may adopt emergency expedited rules when conditions exist that do not allow the Commissioner to comply with the requirements for emergency rules. The Commissioner must submit the rule to the attorney general for review and must publish a notice of adoption that includes a copy of the rule and the emergency conditions. Emergency expedited rules are effective upon publication in the *State Register*, and may be effective up to seven days before publication under certain emergency conditions. Emergency expedited rules are effective for the period stated or up to 18 months.

Department of Labor and Industry

Occupational Safety and Health Division

Adopted Permanent Rules Relating to Occupational Safety and Health; Administrative Procedures

The rules proposed and published at *State Register*, Volume 22, Number 22, pages 944-949, December 1, 1997 (22 SR 944), are adopted with the following modifications:

5210.0060 OBJECTIONS.

Subp. 2. **Notice of public hearing.** Within 30 days after the last day for filing objections, if ~~400~~ 25 or more persons request a public hearing, the commissioner shall, and in any other case may, publish in the *State Register* a notice of a public hearing. The notice must contain:

Department of Natural Resources

Trials and Waterways

Commissioner's State Recreational Trail Designation Order for the Root River State Trail Extension into the City of Fountain

Whereas, the land has been acquired by the Department of Natural Resources to extend the Root River State Trail into the City of Fountain and to provide a parking area, within Sections 10 and 11, Township 103 North, Range 11 West, all within Fillmore County, Minnesota and more particularly those lands described in Exhibit "A" attached and made a part hereof under authority of *Minnesota Statutes* §§ 84.029 and 85.015, Subd. 7, as a Recreational Trail; and

Whereas, the above mentioned trail is now supporting year-round recreational use; and

Whereas, the most effective means by which said lands can be developed, maintained and protected for recreational purposes for future generations is by designation as a State Recreational Trail.

Now therefore, I, Rodney W. Sando, Commissioner of the Department of Natural Resources, pursuant to authority vested in me by law, do hereby designate the above described lands as a State Recreational Trail.

It is further ordered that the Rules and Regulations for State Recreational Trails promulgated as *Minnesota Rules* 6100.3000 to 6100.4300, shall apply to the use of the above described lands.

Dated: 29 January 1998

State of Minnesota
Department of Natural Resources
Rodney W. Sando, Commissioner

Department of Natural Resources

Trials and Waterways

Commissioner's State Recreational Trail Designation Order for the Paul Bunyan Trail Extension at Bemidji

Whereas, the land within what was the former right-of-way of the Burlington-Northern Railroad Company running generally from Bemidji, to Grand Falls, (International Falls), Minnesota Branch Line has been purchased by the Minnesota Department of Transportation as rail bank property and by special use permit to be used for trail purposes by the Department of Natural Resources under authority of *Minnesota Statutes* §§ 84.029 and 85.015, Subd. 15, as a State Recreational Trail, starting as SE1/4NW1/4, Section 2, Township 146 North, Range 33 West to NE1/4NW1/4 Section 19, Township 147 North, Range 32 West, all in Beltrami County, Minnesota, and more particularly those lands described in Exhibit "A" attached and made a part hereof; and

Whereas, the above mentioned trail is now supporting year-round recreational use; and

Whereas, the most effective means by which said lands can be developed, maintained and protected for recreational purposes for future generations is by designation as a State Recreational Trail.

Now therefore, I, Rodney W. Sando, Commissioner of the Department of Natural Resources, pursuant to authority vested in me by law, do hereby designate the above described lands as a State Recreational Trail.

It is further ordered that the Rules and Regulations for State Recreational Trails promulgated as *Minnesota Rules* 6100.3000 to 6100.4300, shall apply to the use of the above described lands.

Dated: 29 January 1998

State of Minnesota
Department of Natural Resources
Rodney W. Sando, Commissioner

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rulemaking proposal under active consideration within the agency by publishing a notice in the *State Register* at least 60 days before publication of a notice to adopt or a notice of hearing, and within 60 days of the effective date of any new statutory grant of required rulemaking.

The *State Register* also publishes other official notices of state agencies and non-state agencies, including notices of meetings and mat-

Department of Health

Notice of Solicitation of Outside Information or Opinions and of Participants for a Technical Advisory Group Regarding Uniform Paper Formats for Health Care Explanation of Benefits Forms

Introduction. Notice is hereby given that the Minnesota Department of Health (MDH) and the Administrative Uniformity Committee (AUC) are seeking information or opinions from outside sources regarding the development of more uniform paper formats for explanation of benefits forms sent by payers. The persons or groups likely to be affected by this are health care providers, payers, and consumers.

Summary of Issues. *Minnesota Statutes*, sections 62J.50 to 62J.61, known as the Health Care Administrative Simplification Act, require development of greater uniformity in billing and other administrative activities in health care. The statute addresses use of standard paper formats, use of standard electronic data interchange formats, use of universal identifiers for health care system participants, and use of a standard identification card for health care plan enrollees. This solicitation concerns only the potential standardization of data elements on the patient explanation of benefits (EOB) form. The EOB form is sent by payers to patients to inform them how claims are paid.

Patient Explanation of Benefits. The AUC has been made aware that nonstandard explanation of benefits forms are confusing to patients and cause significant effort and expense for providers. Payers and providers spend considerable time and effort helping patients understand the payments made by their health plan and the patient's liability or responsibility to the provider. The AUC will evaluate the feasibility of implementing standard data elements for the EOB form. The goal is to reduce patient confusion regarding health care benefits, with the additional benefit of reducing the time that payers and providers spend dealing with patient correspondence and phone calls.

Technical Advisory Group to be Convened. The AUC is convening a Technical Advisory Group (TAG) to consider the standard data elements of EOB forms. Persons interested in contributing to the EOB TAG may contact Dan Medenblik of the Minnesota Department of Health at the address or number below:

Dan Medenblik
Minnesota Department of Health
Health Policy and Systems Compliance Division
P.O. Box 64975
St. Paul, MN 55164-0975
Phone: 612-282-6343
Internet: dan.medenblik@health.state.mn.us.

Meetings. The EOB TAG will meet an undetermined number of times starting in April and continuing until September 1998. Interested parties will be notified of meeting times and locations.

Higher Education Facilities Authority

Notice of Public Hearing on Revenue Obligations on Behalf of the College of St. Benedict

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the "Authority") with respect to a proposal to issue revenue bonds or other obligations on behalf of the College of St. Benedict, a Minnesota nonprofit corporation (the "College"), as owner and operator of the College of St. Benedict, an institution of higher education, at the Sheraton Midway Hotel, 400 Hamline Avenue North, St. Paul, Minnesota on April 15, 1998 at 3:00 p.m. Under the proposal, the Authority would issue its revenue bonds or other obligations in an original aggregate principal amount of up to approximately \$16,445,000 to finance a project generally described as (a) the construction of an approximately 10,000 square foot bookstore and student development offices within and renovation of Mary Hall Commons (the "Mary Hall Commons Project"); (b) the relocation of the bus stop ("Bus Stop"); (c) the construction of a central chilling tower ("Chilling Tower"); (d) renovation of the present Loft building for academic services ("Loft Building"); (e) renovation and expansion of the East Apartments ("East

Apartments"); (f) renovation of first and second floors and addition of air conditioning to Gertrude Hall ("Gertrude Hall") and (g) the refunding of the Authority's outstanding Revenue Bonds, Series Three-W (College of Saint Benedict) dated March 15, 1994, originally issued to finance a project generally described as (i) the acquisition, construction, furnishing and equipping of a residence hall for approximately 242 students, including appurtenant site improvements; and (ii) the refunding of the Authority's outstanding Mortgage Revenue Bonds, Series Two-Q (College of Saint Benedict), dated May 1, 1988 originally issued to finance construction, furnishing and equipping of Margretta Hall, a residence hall, with appurtenant site improvements and adjacent parking; the renovation of St. Teresa Hall for faculty and administrative offices and a reception area; the installation of air conditioning in Claire Lynch Hall, a gymnasium; and the installation of a storm sewer (the "Refunding" and collectively, the "Project"), owned or to be owned and operated by the College and located on its main campus, the principal street address of which is 37 South College Avenue, St. Joseph, Minnesota 56374.

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: 30 March 1998

By Order Of The Minnesota Higher
Education Facilities Authority
J. Luther Anderson
Executive Director

Higher Education Facilities Authority

Notice of Public Hearing on Revenue Obligations on Behalf of Macalester College

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Minnesota Higher Education Facilities Authority (the "Authority") with respect to a proposal to issue revenue bonds or other obligations on behalf of Macalester College, a Minnesota nonprofit corporation (the "College"), as owner and operator of Macalester College, an institution of higher education, at the Sheraton Midway Hotel, 400 Hamline Avenue North, St. Paul, Minnesota on April 15, 1998 at 3:00 p.m. Under the proposal, the Authority would issue its revenue bonds or other obligations in an original aggregate principle amount of up to approximately \$27,600,000 to finance a project generally described as (a) the acquisition, construction and equipping of an approximately 68,000 square foot multi-purpose Campus Center (the "Campus Center"); and (b) the refunding of the Authority's outstanding Revenue Bonds, Series Three-J (Macalester College) dated June 1, 1992, originally issued to finance a project generally described as (i) the refunding of the outstanding Minnesota Higher Education Facilities Authority Mortgage Revenue Bonds, Series Two-J (Macalester College), dated December 1, 1985, the proceeds of which were used for the renovation, furnishing and equipping of gymnasium facilities (including the addition of handball courts) and the student union, and the acquisition, construction, furnishing and equipping of a 10,700 square foot natatorium, (ii) the remodeling, furnishing and equipping of the Humanities wing of the Fine Arts Center and the construction of a two floor addition thereto for housing computer and audio visual facilities, (iii) the renovation, furnishing and equipping of Old Main, an office and classroom facility, (iv) the acquisition and installation of a telecommunications network for voice data and video, including a new telephone switch, (v) the acquisition and installation of a keyless identification system, and (vi) renovation and improvement of track and field facilities; all including appurtenant site improvements (the "Refunding" and collectively, the "Project"), owned or to be owned and operated by the College and located on its main campus, the principal street address of which is 1600 Grand Avenue, St. Paul, Minnesota 55105-1899.

At said time and place the Authority shall give all parties who appear or have submitted written comments an opportunity to express their views with respect to the proposal to undertake and finance the Project.

Dated: 30 March 1998

By Order Of The Minnesota Higher
Education Facilities Authority
J. Luther Anderson
Executive Director

Department of Human Services

Request for Comments on Phase 2 of the MinnesotaCare Health Care Reform Waiver, Including Questions and Answers-An 1115 Waiver Amendment Request

The Minnesota Department of Human Services is announcing a 30-day comment period on its Medicaid Waiver submittal. In keeping with Minnesota's goal of making progress toward reducing the number of Minnesotans who do not have health coverage, the State has proposed an amendment to Phase 1 of the MinnesotaCare Health Care Reform Waiver to implement Phase 2 concerning:

1) Medical Assistance Eligibility and Coverage

- To disregard earned income for certain employed disabled residents.
- To expand qualified Medicare beneficiary (QMB) coverage to include prescription drugs and increase the QMB income standard to 150 percent of FGP.
- To simplify eligibility administration by eliminating six month income eligibility review and quarterly reporting for certain households.
- To count in-kind child support and maintenance payments as income.
- To further restrict transfer of assets for less than fair market value with a 72 month look-back period.
- To allow medically needy MA recipients who prepay a spenddown to enroll in managed care.
- To improve the State's ability to make a claim against an estate for the purpose of recovering MA expenditures.

2) Medical Assistance and MinnesotaCare Purchasing

- To purchase coverage for MA recipients who are American Indians or Alaska Natives, using PMAP plus an out-of-network fee-for-service option.
- To remove medical education costs from payments to health plans and direct funds to a statewide medical education trust fund for distribution directly to teaching entities.
- To determine payments to health plans based on a methodology that takes into account risk factors for specified populations.
- To allow MinnesotaCare enrollees to select a point-of-service health plan as an option to a prepaid health plan (as provided in Phase 1) and allow for a premium increase for the point-of-service plan.

Over the past decade, a series of 1115 waivers has been requested and approved by the federal Health Care Financing Administration to allow Minnesota more flexibility in how it designs and administers its health care programs as they relate to Medicaid. The Phase 2 waiver amendment request is in response to legislative directives and statutes and is the next step in this series.

To request a copy of the waiver submittal please call 612-296-2544. Copies of the waiver submittal will be automatically mailed to all parties involved in the initial review. All written inquiries, comments, and letters of support should be sent to:

Mary Kennedy, State Medicaid Director
Department of Human Services
444 Lafayette Road, St. Paul, Minnesota 55155-3852

Written comments and letters of support must be received by 4:00 p.m. on April 30, 1998.

Department of Human Services

Notice of Covered Transplant Services for Minnesota Health Care Programs

Effective for services provided on or after October 1, 1997 the Department of Human Services (DHS) will cover the following transplant service for recipients of Minnesota Health Care Programs (MHCP):

- **Living donor lobar lung transplantation**

Living donor lobar lung transplantation is covered conditionally. Candidates for the procedure must meet the criteria at Fairview-University Hospital at the University of Minnesota. The University will report back to the DHS Transplant Advisory Committee on donor and recipient morbidity, mortality, hospitalizations and other data elements after six cases.

The transplant facility must; 1) be a facility which meets United Network of Organ Sharing criteria to perform these procedures 2) be a participating provider of services in the Medicare program 3) be located in the state of Minnesota 4) submit a written authorization request to Care Delivery Management, Inc. (CDMI) for each transplant 5) meet all other program requirements as described in the MHCP manual.

Department of Public Safety

Minnesota Auto Theft Prevention Program

Notice of Meeting of the Board of Directors

The Department of Public Safety, Minnesota Auto Theft Prevention Program, will be holding its Board of Directors meeting on the following dates: April 9, 1998 and May 14, 1998. Meetings will begin at 9:00 a.m. and will be held at the Minnesota Auto Theft Prevention Program (MATPP) office located at 1110 Centre Pointe Curve, Suite 405, Mendota Heights, MN. (Hwy 110 and Lexington Ave., west of Hwy 35W (South) on the south side of the GNB Technologies Bldg.). Meetings are open to the public. For more information you may contact the MATPP office at (612/405-6155).

State Grants & Loans

In addition to requests by state agencies for technical/professional services (published in the State Contracts section), the *State Register* also publishes notices about grants and loans available through any agency or branch of state government. Although some grant and loan 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 and loan notices, and to provide financial estimates as well as sufficient time for interested parties to respond.

Department of Economic Security

Rehabilitation Services Branch

Notice of Availability of New Funding Available for Coordinated Employment Services for Persons with Serious and Persistent Mental Illness (SPMI)

The Minnesota Department of Economic Security-Rehabilitation Services Branch (formerly DRS) is requesting proposal to develop and implement new or enhanced coordinated community-based employment services for adults with SPMI. This funding is available through the Department of Economic Security (DES)-Rehabilitation Services Branch (RS) in collaboration with the Department of Human Services-Mental Health Division (MHD) through a joint interagency cooperative agreement, and as a part of the Adult Mental Health Systems Initiative.

Projects considered for funding must develop or enhance linkages and interagency collaboration to provide integrated community-based employment for adults with SPMI. The approach should be designed to improve the acquisition, quality and permanence of employment. Services should include: functional assessment, individualized career planning, job development and job placement, job coaching and the provision of non-time-limited supports necessary to obtain, maintain and advance in employment in the community.

Organizations which provide Vocational Rehabilitation Services leading to community employment for individuals with disabilities may apply for these funds. Eligible applicants must meet the definition of a community rehabilitation program as defined in the Rehabilitation Act (P.L. 93-112 as amended by P.L. 102-569) and be organized as a non-profit. Applicants must also have a current operating agreement with DES/RSB or be certified by DES/RSB as a limited-use vendor eligible to apply for the variance under DES/RSB vendor standards.

Applications must evidence coordination and collaboration with local Adult Mental Health Systems Initiative. Planning for this grant should include stakeholders from the Adult Mental Health Systems Initiative planning group including the county or counties, consumers of mental health services, local Community Support Services, Regional Treatment Center, and local RSB vocational rehabilitation field office. Applications involving multiple counties or with a regional focus are encouraged.

A total of \$302,000 annually is available. Individual grant awards are expected to range from \$50,000-\$60,000. Grant funds are available for a maximum of 51 months. A 21.3% cash match is required to receive grant funds. Federal funds may not be used for the cash match. Examples of cash match could include: Adult Mental Health Systems Initiative funding, foundation funding, integrated MH funds, Rule 78 funds, CSSA or county funding or any other non-federal funding source.

Grants will be awarded on a calendar year basis starting January 1, 1997 for 12 months. Renewal of projects for continuation funding will be based on performance of the grantee in meeting grant objectives and the availability of funds. Since these projects are being funded under the Federal VR establishment grant authority, they are time-limited to a maximum of four years of on-going funding. Therefore, applicants must document plans for long term funding and continuation of the project once grant funding ends.

It is anticipated that 4-5 projects will be funded statewide. Priority for these grants will be given to regions or counties that: have not had a previous coordinated employability project, incorporate this employment grant into the pilot project initiative, have consumer involvement in the design, and have a primary focus of individualized, community integrated placement in jobs with competitive pay.

Applicants are encouraged to examine creative ways to demonstrate new service models and systems change. Possible options include: converting a day treatment program to a supported employment model, reallocating county-paid Employment slots in work activity or sheltered employment to supported employment, incorporating an employment focus into an assertive community treatment team model (e.g. as a part of the Adult MH service system redesign in the pilots), convert existing "pre-vocational" programs to placement and support in the community, implement or strengthen employment services in clubhouse or drop-in programs, utilize RTC resources (staff) as an integrated part of the program services (follow-along support or job coaching, placement, etc.).

Applications in the form of a Request for Proposals are available from: Claire Courtney, M.S., CRC, Rehabilitation Specialist, Department of Economic Security, Rehabilitation Services Branch, 390 North Robert Street, St. Paul, Minnesota 55101, (612) 296-0219 (voice) (612) 296-3900 (TTY). Completed applications are due no later than 12:00 on Friday, May 22nd, 1998.

Department of Economic Security

Workforce Preparation Branch

Certification of Up To Ten Additional Service Providers

The Minnesota Department of Economic Security, Workforce Preparation Branch is soliciting interested parties to be certified as additional dislocated worker program service providers, available to compete for discretionary dislocated worker funds to serve dislocated workers affected by plant closings or large layoffs. The intent of this process is to encourage competition among service providers while giving workers choices as to who will deliver these services.

Organizations eligible to apply are: local unit of government, nonprofit organization, community action agency, business organization or association, or labor organization.

Certification of a service provider will indicate or ensure that the service provider meets minimum standards. To be certified, a provider must meet all of the following:

- demonstrate past experience in delivering employment and training services.
- demonstrate staff capabilities and qualifications including adequate staff to provide timely, appropriate and effective services to dislocated workers, and proven staff experience in providing a full program of readjustment, retraining and support services.
- demonstrate effectiveness in providing services to dislocated workers or unemployed individuals.
- demonstrate administrative capabilities, including adequate fiscal and accounting procedures, financial management systems, program administration, participant data system and record retention procedures.
- demonstrate an ability and willingness to respond rapidly to events, time frames.
- demonstrate an ability to access a wide range of community resources and to coordinate these resources to maximize their impact.

A pre-award survey will be conducted of all new organizations as part of the certification process.

The two year certifications will be issued on July 1, 1998.

Applications will be received by the Workforce Preparation Branch no later than 2:00 p.m., April 24, 1998. Pre-award surveys will be conducted from April 29 to May 15, 1998. Staff review and recommendations will be made to the Workforce Development Committee and the Governor's Workforce Development Council by June 5, 1998.

Interested organizations wishing to obtain the full application package are to contact:

Edward Retka
Office of Adult Training and Dislocated Worker Programs
Workforce Preparation Branch
Minnesota Department of Economic Security
390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-7918

State Grants & Loans

Department of Human Services

Mental Health Division

Notice of Availability of Funds for Development and Delivery of Culturally Specific Parent Self-help Groups and Peer Educational Support Models to Assist Parents of Children with Serious Emotional/Behavioral Disorders

The Department of Human Services (DHS), Mental Health Division, announces the availability of funding for the development and delivery of culturally specific parent self-help groups and peer educational support models designed to assist parents of children with serious emotional/behavioral disorders. "Culturally specific parent self-help network" refers to the development of support groups that focus primarily on parents within the communities of color and adopt cultural competency approaches to the development of such groups. We expect that these networks will work collaboratively with statewide parent self help organizations.

Up to \$140,000 will be made available from federal Community Mental Health Services Block Grant funds to a minimum of four (4) qualified agencies that demonstrate the ability to develop and implementation culturally specific parent self-help networks. Funding is available from June 1, 1998 to June 30, 2000.

Applications are due by 4:00 p.m. Friday, April 24, 1998. Notification of approved proposals will be completed by May 15, 1998. All applicants will be notified of the final funding decisions by June 15, 1998. Interested parties should contact Sunday Olayinka (612/296-7905) at DHS for application instructions.

Department of Public Safety

Minnesota Auto Theft Prevention Program

Grant Availability for Local Government Units and Businesses for Auto Theft Prevention Programs

The Minnesota Auto Theft Prevention Program Board announces the availability of over \$350,000.00 in grant funds still accessible for the July 1, 1998 through June 30, 1999 grant period. Applications will be accepted from State, County, Local Police Departments, Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. This reimbursement grant program must be for projects dedicated to the area of auto theft. Grant application packets may be obtained by contacting Dennis Roske at the Auto Theft Prevention Office at (612/405-6153 or 405-6155). To be considered, applications must be received in the MATPP office in Mendota Heights by 4:30 p.m. on June 1, 1998.

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, and final submission date of completed contract proposal.

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

Department of Administration

State Designer Selection Board

Addendum to Project 3-98, MCF—Oak Park Heights, Published in *State Register*, March 23, 1998, Vol. 22, No. 38

Please note that the correct phone # for Brian Pawlak is (612) 779-1450. It replaces the phone number listed on page 1725 of the above listed issue.

Meeting Schedule

March 31, 1998
April 14, 1998
April 21, 1998
April 28, 1998
May 5, 1998

All meetings will be held at 9:00 a.m., G-10 Administration Building, Conference Room A, 50 Sherburne Avenue, St. Paul, Minnesota.

Minnesota State Colleges & Universities (MnSCU)

Notice of Request for Proposals for Advertising Services

Minnesota State Colleges and Universities is requesting proposals for advertising services including creative development of radio advertisements and media placement.

For a full copy of the RFP, please leave your name, organization, telephone and fax numbers for:

Joyce Petsch Phone: 612-297-2720
Minnesota State Colleges and Universities
30 East 7th Street
St. Paul, Minnesota 55101

Contract amount: up to \$100,000

Deadline for submission: April 9, 1998

This request for proposal does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel the solicitation if it is considered to be in its best interest.

Professional, Technical & Consulting Contracts

Minnesota State Colleges & Universities (MnSCU)

Notice of Request for Proposals for Conceptual Development, Publication Design, Layout and Other Creative Services for Booklet, Poster, and Brochure

The Minnesota State Colleges and Universities system office is requesting proposals for conceptual development, publication design, layout and other creative services to develop a family of printed pieces including a booklet, poster and brochure.

For a full copy of the RFP, please leave your name, organization, telephone and fax numbers for:

Joyce Petsch
Minnesota State Colleges and Universities
30 East 7th Street
St. Paul, Minnesota 55101
Phone: 612-297-2720

Contract amount: up to \$30,000

Deadline for submission: April 10, 1998

This request for proposal does not obligate Minnesota State Colleges and Universities to complete the proposed project, and the system reserves the right to cancel the solicitation if it is considered to be in its best interest.

Minnesota State Colleges and Universities (MnSCU)

Central Lakes College

Request for Proposal to Operate the Central Lakes College Child Care Center, Brainerd, Minnesota

Central Lakes College is requesting proposals from qualified individuals or organizations to contract with the State of Minnesota to operate the Central Lakes College Child Care Center located in Brainerd, Minnesota.

The State of Minnesota will provide the building, utilities, ground maintenance, and basic furnishings at no cost to the vendor. The vendor will be expected to operate the child care program at market rates and cooperate with Central Lakes College in a lab setting for specific courses. It is expected that savings to the vendor through the State's provision of the facility and certain services will be reflected in the market rates and wages, benefits and working conditions of the center staff.

There will be a mandatory meeting held for prospective bidders to review child care facilities, and answer questions at Central Lakes College on Monday, April 6th at 7:00 p.m. at Central Lakes College, 501 West College Drive, Brainerd, Minnesota.

Proposals must be submitted no later than 4:30 p.m. CST on Thursday, April 23, 1998.

A copy of the Request for Proposal may be obtained from Central Lakes College, 501 West College Drive, Brainerd, MN 56401, (218) 825-2525 or 1-800-933-0346.

Minnesota State Colleges and Universities (MnSCU)

Winona State University

Notice of Request for Bid for Steel Bunk Beds

NOTICE IS HEREBY GIVEN that Winona State University will receive sealed bids for 150 steel bunk beds for residence halls on campus.

Bid specifications will be available March 30, 1998 from Sandra Schmitt, Purchasing Director, P.O. Box 5838, 205 Somsen Hall, Winona State University, Winona, MN 55987 or by calling 507/457-5067.

Sealed bids must be received by Sandra Schmitt, PO Box 5838 or Somsen 205C, Business Office, Winona State University, Winona, MN 55987 by 10:00 a.m. on April 15, 1998.

Winona State University reserves the right to reject any or all bids or portions thereof, or to waive any irregularities or informalities in proposals received.

Department of Employee Relations

Notice of Request for Proposals to Conduct Sensitive Employee Misconduct Investigations

The Minnesota Department of Employee Relations, in its capacity as the Employer for State employees, is looking for individuals and/or firms to conduct sensitive employee misconduct investigations. The investigator(s) must have previous experience in conducting employment investigations in a unionized environment and must have a thorough knowledge of due process rights for public employees. This will include knowledge of Data Practice advisories, Weingarten Rights, Loudermill meetings, Fifth Amendment Rights, Peace Officer discipline and other related protections. Other requirements include excellent writing skills and the ability to communicate the results of the investigation, including potentially testifying at any related employment or legal proceedings.

To receive a copy of the Request for Proposals, please contact Ann Maile, Department of Employee Relations, 200 Centennial Building, 658 Cedar Street, St. Paul, MN 55155 (612) 296-2516. Proposals must be received by Ann Maile at the above address no later than 2:30 p.m. on Friday, April 24, 1998.

Department of Employee Relations

Minnesota Employees Insurance Program (MEIP)

Notice that Employers Currently or Formerly Enrolled in the Minnesota Employees Insurance Program Are Now Interested in Solicitation from Agents, Brokers, and Insurance Companies Offering Employee Group Medical Coverage

NOTICE IS HEREBY GIVEN that the following employer groups that are currently participating or have previously participated in the Minnesota Employees Insurance Program (MEIP) have expressed an interest in being solicited from private-sector health insurance sources for the purpose of receiving information and/or proposals regarding health insurance coverage from insurance agents, brokers and carriers.

Group Name	Phone Number	City
AKTS Inc. DBA AMDI	(612) 572-3922	Fridley
Approved Mortgage Corporation	(612) 574-9301	Minneapolis
Aspen Agency, Inc.	(612) 755-7000	Coon Rapids
Barry & Associates, Inc.	(612) 892-6109	Burnsville
Cedar Towing, Inc.	(612) 721-6646	Minneapolis
Color Tile	(612) 779-4144	Maplewood
Countryview Reality, Inc.	(612) 675-3646	Montrose
Dai Vinh Insurance Agency	(612) 872-4410	Minneapolis
Danalco, Inc.	(612) 926-5353	St. Louis Park
Detecon, Inc.	(612) 639-0775	St. Paul
Dining Concept DBA Blue Point Restaurant	(612) 475-3636	Wayzata
EI Microcircuits, Inc.	(507) 345-5786	Mankato
Equity Lending, Inc.	(612) 830-0000	Edina
Finishing Touch Supplies, Inc.	(612) 898-2808	Burnsville
Get-N-Go Services	(612) 493-3146	Maple Grove
Harms Pharmacy, Inc.	(612) 955-2153	Watertown
Independent Quality Consultants, Inc.	(612) 441-7912	Elk River
Innovations In Software	(612) 559-2258	Plymouth
J & C Trucking/Excavating	(612) 464-1416	Forest Lake
Lakes Region EMS, Inc.	(612) 257-8445	Chisago City

Professional, Technical & Consulting Contracts

Group Name	Phone Number	City
Lone Oak Tree Service	(612) 729-4165	Minneapolis
Lyle Nagell & Co., Inc.	(612) 544-8966	St. Louis Park
Midwest Gymnastics	(612) 482-9616	Shoreview
Minnesota Holstein Association	(320) 259-0637	Waite Park
My Home LLC	(612) 659-0359	St. Paul
New Mandarin II	(612) 689-2008	Cambridge
Nicros, Inc.	(612) 778-1975	St. Paul
Northwest Builders, Inc.	(612) 464-7394	Forest Lake
Oneka Ridge Golf Course	(612) 429-2930	White Bear Lake
Peters' Drywall	(320) 398-3720	Kimball
Physical Therapy Services of Central MN	(320) 252-0054	St. Cloud
Shellmark Enterprises, Inc.	(612) 494-4575	Eden Prairie
Si Lam Agency	(612) 827-1887	Minneapolis
Spectrum Digital Graphics	(612) 430-3824	Stillwater
St. Mary's EMS	(218) 847-1631	Detroit Lakes
Standard on the Center	(612) 674-7393	North Branch
Star Insurance Agency of WBL, Inc.	(612) 773-5393	White Bear Lake
Thomas Faulhaber & Assoc.	(612) 342-2122	Minneapolis
Vertical Endeavors, Inc.	(612) 774-9327	St. Paul
Villa Vista, Inc.	(218) 644-3331	Cromwell
WomanSafe Center	(507) 332-0882	Fairbault

Department of Health

Health Policy & Systems Compliance Division

Health Economics Program

Request for Proposals to Provide Actuarial Expertise in Health Care Expenditure Trends and Health Insurance Coverage

NOTICE IS HEREBY GIVEN that the Health Economics Program, a section within the Minnesota Department of Health, is seeking applications for professional services from recognized experts in actuarial science who are familiar with public and private health insurance markets. Services to be provided include:

1. Provision of trend analysis on health care spending;
2. Provision of expert opinion on trends in health care spending. Topics may include, but are not limited to, trends in premium costs, shifts from fully-insured to self-insured products, and trends in the use of stop-loss policies with low attachment points;
3. Assistance in designing an evaluation of the impact of state reforms, including mental health parity and changes in small group insurance laws;
4. Provision of consultation to HEP staff determining non-profit health plans' attainment of cost containment goals; and
5. Provision of consultation during the legislative session on an as-needed basis.

The Minnesota Department of Health has estimated that the total cost of this contract should not exceed \$100,000. This proposal does not obligate the agency to spend the estimated dollar amount.

Professional, Technical & Consulting Contracts

Interested vendors may call or write for the full RFP, which will be provided free of charge, and may direct any questions concerning the proposal, to:

Lynn A. Blewett
Attn: Actuarial Services RFP
Minnesota Department of Health
121 E. 7th Place, Suite 400
St. Paul, Minnesota 55101-0975
Telephone: (612) 282-6361
FAX: (612) 282-5628

Please note that other department personnel are not allowed to discuss the request for proposal or its content with anyone, including prospective vendors, before the proposal submission deadline.

In compliance with *Minnesota Statutes* 16B.167, the availability of this contracting opportunity is being offered to state employees. We will evaluate the responses of any state employee along with other responses to this Request for Proposal.

Responses to this request are due by 4:00 p.m. on April 20, 1998.

Department of Human Services

Health Care Purchasing and Service Delivery Division

Notice of Request for Information (RFI) from parties interested in developing demonstration project models to provide dental services for Medical Assistance and General Assistance Medical Care recipients and MinnesotaCare participants in St. Louis County, Minnesota

The Minnesota Department of Human Services (DHS) is seeking information and comments to develop one or more demonstration project models that would improve access to dental care for St. Louis County residents who are covered by Medical Assistance (MA), General Assistance Medical Care (GAMC) or MinnesotaCare. The Department intends to use suggestions and recommendations from information received through this RFI in developing a request for proposals to solicit qualified parties for the development of contracts for dental care services. These contracts would be effective January 1, 1999 and would be subject to federal approval. This RFI is issued under the authority of *Minnesota Statutes*, Section 256B.69, and Section 256L.12.

Background: Since January 1, 1996, the Department has held contracts with three health maintenance organizations (HMOs) licensed under *Minnesota Statutes*, Chapter 62D to provide the comprehensive benefit sets (including dental care) to MA recipients and GAMC recipients living in St. Louis County. Since October 1, 1996 the Department has been contracting with four HMOs to provide services to St. Louis County residents who participate in the MinnesotaCare program. Under these contracts, services are delivered by the HMOs on a prepaid, capitated basis. Prior to entering into these contracts, the Department purchased dental care for these persons under a fee-for-service (FFS) system of payments. Under both FFS and prepaid contracts, access to dental care has been problematic for county residents, particularly in the Iron Range area. Total persons covered (as of March 1, 1998) are 12,850 MA recipients, 1,701 GAMC recipients, and 5,475 MinnesotaCare enrollees. The information gathered through this RFI will enable DHS to explore other means of purchasing dental care for these persons through alternative contracting arrangements with one or more entities.

Objectives: DHS is seeking models which advance the following objectives:

- A. To increase the accessibility of all covered dental services for St. Louis County's MA and GAMC recipients and MinnesotaCare enrollees.
- B. To maintain or improve current levels of cost-effectiveness, clinical outcomes, and satisfaction for recipients of dental services.
- C. To create service delivery mechanisms that are compatible with existing managed care strategies including the Prepaid Medical Assistance Program (PMAP), County Based Purchasing, and Prepaid MinnesotaCare.

Specifications and Parameters: All models must be designed to serve people participating in any of the three programs: MA, GAMC and MinnesotaCare. *Models must be designed to deliver the complete dental benefit sets available under these programs. The existing standard of medical necessity must be used. The aggregate capitated rates paid by DHS for all participants must not exceed the amount DHS would have paid through its current PMAP/Prepaid MinnesotaCare purchasing strategies.*

Professional, Technical & Consulting Contracts

Note: Illustrative per member/per month rates for dental services for St. Louis County for 1999 are: MA children (< age 16) \$9.20; MA adults and pregnant women \$12.62; GA/GAMC \$18.09; MinnesotaCare children (<age 21) and pregnant women \$5.73; MinnesotaCare adults (<175% federal poverty level) \$6.12; MinnesotaCare adults (>175% federal poverty level) \$3.26. These rates do not reflect any potential changes made during the 1998 legislative session.

Participants in this demonstration project could include, but are not limited to:

- Provider cooperatives organized under *Minnesota Statutes*, Chapter 62R
- Non-profit health service plan corporations organized under *Minnesota Statutes*, Chapter 62C
- Community integrated service networks organized under *Minnesota Statutes*, Chapter 62N
- Health maintenance organizations organized under *Minnesota Statutes*, Chapter 62D

Each response to this RFI should include:

- 1) A detailed explanation of the model, including a description of the service delivery structure and the geographic area covered, if less than the entire county.
- 2) A description of how the model would address the objectives listed in this RFI.
- 3) A description of how the system promotes innovation in the delivery of quality services and the achievement of positive outcomes.
- 4) A description of quality assurance mechanisms and an explanation of how they would be implemented.
- 5) A description of a proposed payment system.
- 6) A description of how the project would be evaluated and what data would be available.
- 7) A summary of how the proposed model would differ from DHS's existing contracting arrangements for dental care for St. Louis County residents.
- 8) A description of how dental care would be coordinated for eligible American Indians who may also receive care at tribal or Indian Health Services facilities.
- 9) Other issues, comments, or strategies DHS should consider.

Each responder should submit three (3) copies of the RFI response to:

James A. Chase, Director
Purchasing and Service Delivery Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota, 55155-3854

All applicants are urged to obtain an information packet before preparing their responses. These packets contain information on the benefit sets, the existing contracts and other information necessary to prepare a complete response. Packets can be obtained by contacting:

Thomas Fields, Development Manager
Purchasing and Service Delivery Division
Minnesota Department of Human Services
444 Lafayette Road
St. Paul, Minnesota, 55155-3854
Telephone: (612) 297-7303 Fax: (612) 297-3230
E-mail: tom.fields@state.mn.us

All responses to this RFI are due by 12:00 noon, April 27, 1998. With their submission of the written response, responders may request to make a presentation of their response to DHS at either the DHS Central Office in St. Paul or at a location in St. Louis County.

NOTE: Because the Department intends to use suggestions and recommendations from information received through this RFI to develop a Request for Proposals, responders are cautioned to identify any submitted materials not to be divulged which meet the definition of "trade secret," as defined in Minnesota Statutes, Section 13.37, subdivision 1(b).

Questions: Prospective responding agencies that have questions regarding this RFI may call, write or e-mail Thomas Fields at the above address.

Department of Human Services

Notice of Request for Proposals for MinnesotaCare Technical Consultation

The Health Care for Families and Children Division of the Minnesota Department of Human Services (DHS) is requesting proposals for technical consultation to the MinnesotaCare Program on improvements, both technological and procedural, to eligibility and enrollment processes. DHS is seeking recommendations for improving technology and redesigning processes for increased efficiency so that staff can continue to meet statutory processing requirements while dealing with anticipated growth and changes to the program. DHS will contract for technical consultation on the improvement of MinnesotaCare operational processes, including: mailing processes, eligibility determination procedures, income verification methods, work flow and distribution of work, billing, premium receipt, staffing, help desk (phone) functions, and document storage and retrieval. Proposed budgets must not exceed \$20,000.

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

The complete request for proposals, which contains detailed specifications, will be available for mailing on March 30, 1998. For a copy of this request, contact:

Jane Martin
Health Care for Families and Children
Minnesota Department of Human Services
444 Lafayette Road
St. Paul MN 55155-3848
(612) 297-1183
jane.martin@state.mn.us

Ms. Martin is the only person at the Department of Human Services who is authorized to respond to inquiries regarding this document.

All proposals must be received at the above address by Friday, May 8, 1998, 4:00 p.m. CDT.

Minnesota State Lottery

Request for Qualifications of Advertising Agencies to Assist the Lottery in the Advertising and Promotion of Lottery Games

The Minnesota State Lottery is seeking qualified advertising agencies to assist the Lottery in the advertising and promotion of Lottery games. Interested vendors should respond to the Request for Qualification (RFQ) depicting the agency's experience and scope of services. The Lottery will evaluate the responses to the RFQ and extend a Request for Proposal to the top qualified vendors.

A copy of the Request for Qualifications and deadlines for submission of responses may be obtained by contacting:

Thomas P. Barrett
Administrative Services Manager
Minnesota State Lottery
(612) 635-8108
E-mail: tomb@msl.state.mn.us

This notice does not obligate the Lottery to complete this project, and the Lottery reserves the right to cancel the solicitation if it is considered to be in its best interest.

Professional, Technical & Consulting Contracts

Minnesota Property Insurance Placement Facility (Minnesota FAIR Plan)

Applications Sought for Receptionist-Operations Assistant, Accounting/Bookkeeper, and Field Representative

Insurance: "WE'RE GROWING"

Minnesota Property Insurance Placement Facility's (MN FAIR Plan) is now hiring. We will interview applicants for the following positions:

Receptionist-Operations Assistant: Duties are to answer phones, greet & assist clients, mail, filing, order supplies, assist in the daily operation of the Company. Prepare and mail binders, renewal and new business invoices, assist with quotes for new business. General knowledge of office equipment is desirable. Computer and previous office experience a plus.

Accounting/Bookkeeper: Compile periodic financial reports, work as liaison with financial auditors, maintain all accounting reports, handle A/P & A/R, policy cancellations, commissions, administer escheats, prepare and file necessary taxes for the State of Minnesota. Serve as the backup for the Company's Administrative Assistant. Accounting experience is desirable. A working knowledge of Platinum software is a definite plus.

Field Representative: Evaluate and appraise property risks within the 7 county metro area. Individual would work from "home" base. Must be a self starter and capable of working independently with a minimum of supervision.

Minnesota Property Insurance Placement Facility offers a pleasant and professional work environment in downtown Minneapolis. Benefits include: business-casual attire; 37 1/2 hour work week, health insurance, pension, 401K and paid parking for office staff. Our competitive salary, for all positions, is based on qualifications. To join our team, send or fax your resume with salary requirements to:

L. Thompson, Human Resources
Minnesota Property Insurance Placement Facility
1201 Marquette Avenue Suite 310
Minneapolis, MN 55403
FAX: (612) 338-4543

NO phone calls, please. Minnesota Property Insurance Placement Facility is an EOE

Department of Transportation

Notice of Request for Technical Services for Process Redesign for Roadway Location and Naming Data- Phase I: Identification of Current Processes and Development of a Recommended Process Redesign

The Minnesota Department of Transportation (Mn/DOT), Office of Management Data Services is seeking technical assistance in designing and facilitating a team process to:

- 1) Identify and flow chart current processes and methods for inputting, updating and managing roadway location reference and naming data.
- 2) Recommend a process redesign to eliminate redundancies in managing the data.

This contract opportunity will begin in April 1998 and be completed by October 1998. The department estimates that the cost for these services should not exceed \$15,000.

A written request (whether via mail, fax, or in person) is required to receive the Request for Proposal (RFP). Persons requesting copies of the RFP should clearly indicate that their request is for *Phase I of the Process Redesign for Roadway Location and Naming Data*. The RFP may be obtained from the Mn/DOT Office of Management Data Services Director:

Janet Blacik
Minnesota Department of Transportation
Mail Stop 450
395 John Ireland Boulevard
St. Paul, Minnesota 55155
Phone: (612) 296-4707 Fax: (612) 296-3311

No time extensions will be granted.

Proposals must be received at the above address no later than 3:00 p.m. on April 20, 1998.

No proposals will be accepted after 3:00 p.m. on April 20, 1998.

This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Department of Transportation

Notice of Request for Technical Services for Process Redesign for Roadway Location and Naming Data- Phase II: Development of a Final Process Design that is Compatible and Consistent with UTS Data Modeling Requirements

The Minnesota Department of Transportation (Mn/DOT), Office of Management Data Services is seeking technical assistance in finalizing a process redesign for inputting, updating and managing roadway location and naming data that is compatible and consistent with the data format proposed for the department's Unified Transportation System (UTS). Activities will include, but not be limited to:

- 1) Comparing a recommended process redesign to the data model and format in UTS.
- 2) Identifying, documenting and working with a project team to recommend changes to resolve any gaps and issues.
- 3) Recommending a final process redesign for implementation.

This contract opportunity is estimated to begin in June 1998 and end in October 1998. Mn/DOT estimates that the cost for these services should not exceed \$8,000.00.

A written request (whether via mail, fax, or in person) is required to receive the Request for Proposal (RFP). Persons requesting copies of the RFP should clearly indicate that their request is for *Phase II Development of a Final Process Design that is Compatible and Consistent with UTS Data Modeling Requirements*. The RFP may be obtained from the Mn/DOT Office of Management Data Services Director:

Janet Blacik
Minnesota Department of Transportation
Mail Stop 450
395 John Ireland Boulevard
Saint Paul, Minnesota 55155
Phone: (612) 296-4707 Fax: (612) 296-3311

No time extensions will be granted.

Proposals must be received at the above address no later than 3:00 p.m. on April 20, 1998.

No proposals will be accepted after 3:00 p.m. on April 20, 1998.

This request does not obligate the State of Minnesota Department of Transportation to complete the work contemplated in this notice, and the department reserves the right to cancel this solicitation. All expenses incurred in responding to this notice shall be borne by the responder.

Non-State Public Bids, Contracts & Grants

Minnesota Public Utilities Commission

Notice of Request for Proposals to Conduct Balloting of Telephone Subscribers in Specified Telephone Exchanges Via the U. S. Postal Service

The Minnesota Public Utilities Commission is making a request for proposals from qualified individuals or firms to conduct balloting via the U. S. Mail of telephone subscribers in specified Minnesota telephone exchanges. The Commission will award a three-year contract for the services, with an option to renew the contract for an additional one to two years at the State's discretion. The Commission expects to mail ballots to approximately 48 exchanges, in six batches of eight to ten exchanges, over the first two years of the contract. The Commission anticipates that none of these exchanges will exceed 7,500 subscribers, with most of the exchanges having less than 2,000 subscribers.

The Commission estimates that the cost of this project should not exceed \$75,000 per year.

The submission date for completed proposals is 4:30 p.m., Friday, May 1, 1998. The Commission will not accept late proposals.

Individuals or firms interested in this project can obtain a copy of the complete Request for Proposals by contacting Cathy Hanson of the Public Utilities Commission Staff at (612) 297-7071. Qualified persons can also write to the Commission, attention: Cathy Hanson, 121 7th Place East, Ste. 350, St. Paul, MN 55101 to request a copy of the complete Request for Proposals.

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.

Metropolitan Council

Invitation for Bid for Fasteners and Hardware Items

Bids will be received at the offices of the Metropolitan Council, Environmental Services Division (MCES), Mears Park Centre, 230 East 5th Street, St. Paul, Minnesota 55101, for fasteners and miscellaneous hardware items, on or before 4:00 P.M., Tuesday, April 14, 1998.

Bids will be submitted on a 3-1/2" diskette Windows Excel 5.0 Format. Software will be supplied by the MCES and is available by calling 612-602-1499 or via fax request at 612-602-1083.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the terms and conditions and past experience with the Metropolitan Council.

The Metropolitan Council reserves the right to accept or reject any and all bids, or any part of any bid, and to waive any minor irregularities and deviations from requirements outlined in the technical specifications.

Metropolitan Council

Notice of Request for Proposals for Compaq Proliant Server

Proposals for a Compaq Proliant Server, modem pool hardware for dial-in and Citrix WinFrame Enterprise Software (latest version), including assembly, installation, training and other services, will be received at the offices of the Metropolitan Council, Mears Part Centre, 230 East Fifth Street, St. Paul, Minnesota 55101, on April 13, 1998, no later than 3:00 P.M., CST.

Information packets may be obtained from the offices of the Metropolitan Council or by calling 612-602-1499 or via Fax request at 612-602-1083.

The award will be based upon, but not necessarily limited to, factors of price, lead time, agreement to the Metropolitan Council's terms and conditions, ability to meet the specifications as outlined, product availability and past experience with the Metropolitan Council.

The Metropolitan Council reserves the right to accept or reject any and all proposals, or any part of any proposal, and to waive any minor irregularities and deviations from requirements outlined in the technical specifications or to advertise for new offers as it deems in its best interest.

University of Minnesota

Notice of Bid Information Service (BIS) Available for All Potential Vendors

The University of Minnesota offers 24 hour/day, 7 day/week access to all Requests for Bids/Proposals through its fax back Bid Information Service (BIS). Subscriptions to BIS are \$75/per fiscal year (not prorated). Call 612-625-5534 for information or visit our web site at <http://purchserv.finop.umn.edu>. Choose BID information Service.

Requests for Bids/Proposals are available to the public at no charge each business day from 8:00 a.m. - 4:30 p.m. in Purchasing Services lobby, Suite 560, 1300 S. 2nd Street, Mpls, MN 55454.

University of Minnesota

1998 Prequalification of General Contractors to Perform Services at the University of Minnesota Twin Cities Campus

The University of Minnesota Facilities Management Department is accepting submittals from General Contractors who are interested in seeking prequalification for the University's 1998 Comprehensive Construction Contracting Services Program for large construction projects (over \$2,000,000 total project cost).

The University is NOT soliciting or accepting submittals for prequalification for small construction projects (under \$2,000,000) in 1998.

Only annual contractors who have successfully prequalified under this program may bid or propose on construction projects at the University of Minnesota's Twin Cities Campus.

All interested parties are required to submit information using the forms provided in the University of Minnesota's Comprehensive Construction Contracting Services Program Prequalification Document Package. Successful prequalification will be determined by the information provided in the contractor's completed submittal of this document package.

Prequalification Document Packages can be picked up in person at the following location:

University of Minnesota
Room 400 Donhowe Building, Reception Desk
319 15th Avenue Southeast
Minneapolis, MN 55455

Non-State Public Bids, Contracts & Grants

Prequalification Packages will be available as a hard copy (paper), or on a 3 1/2" IBM compatible floppy disk in the WordPerfect for Windows and Microsoft Word formats.

Questions can be directed to:

Kevin McCourt

Phone: (612) 626-8973

E-Mail: mccourt@fm.facm.umn.edu (E-Mail is preferred.)

The deadline for submittals is 3:00 p.m. Friday May 8, 1998.

Washington County, Minnesota

Request for Qualifications from Firms Who Can Evaluate the Governance Structure of Water Management in the County

Washington County, Minnesota is soliciting qualifications from firms who can assist the County in evaluating the governance structure of water management in the County. The study will involve evaluating alternative service delivery structures.

A statement of qualifications must be received by 4:30 p.m. April 22, 1998. Seven copies of the statement shall be delivered to the following:

Jane Harper, Project Manager
Office of Administration
Washington County Government Center
14900 61st Street North
Stillwater, MN 55082-0006

All submitted statements shall be clearly marked: "Qualifications to Provide Water Management Governance Structure Evaluation Project"

All submittals shall include the following information:

- A. Why your firm is uniquely qualified to assist the County in conducting this study.
- B. Staff who will be involved, including a resume of each individual.
- C. Specific experience the assigned staff have in the area of water management, research, evaluation, consensus building, public/community participation, and multi-jurisdictional projects.
- D. References for projects similar in nature to the proposed project.

The County is looking for a consultant to provide/manage the entire study process. The ideal candidate would have content knowledge as well as skills in managing a group process.

The County will review all submittals and may invite firms to submit detailed proposals. The steering committee will evaluate the proposals based on the written material submitted and a one-hour interview.

A work plan is available by contacting Jane Harper at 612-430-6000.