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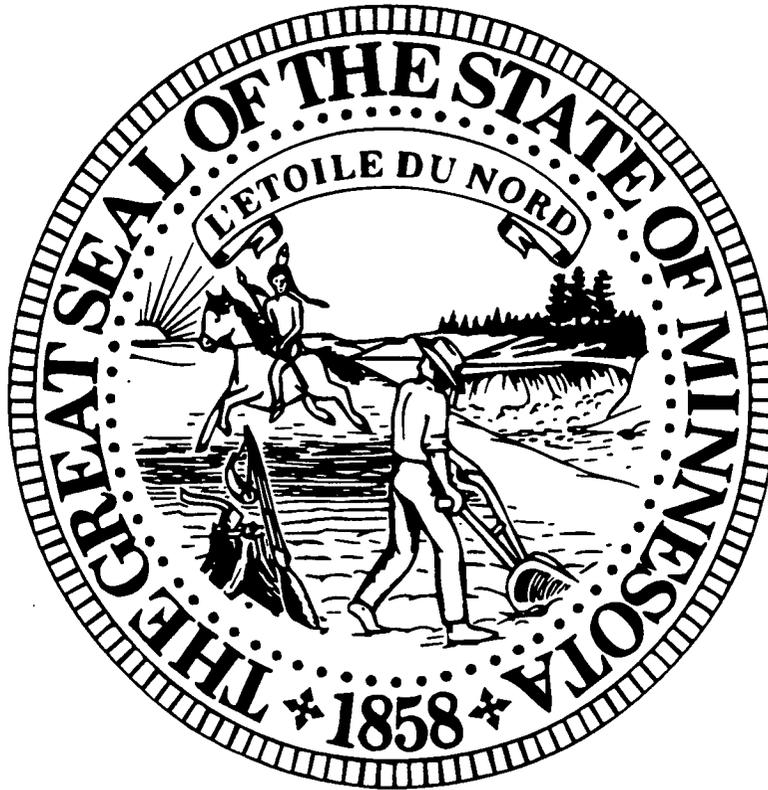
State Register

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State Register

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

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

Printing Schedule and Submission Deadlines

Vol. 21 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
# 49	Monday 2 June	Monday 19 May	Friday 23 May
# 50	Monday 9 June	Friday 23 May	Monday 2 June
# 51	Monday 16 June	Monday 2 June	Monday 9 June
# 52	Monday 23 June	Monday 9 June	Monday 16 June

Arne H. Carlson, Governor 612/296-3391

Joanne E. Benson, Lt. Governor 612/296-3391

Department of Administration:

Elaine S. Hansen, Commissioner 612/296-1424

Kent Allin, Asst. Commissioner 612/297-4261

Hubert H. Humphrey III, Attorney General 612/297-4272

Judi Dutcher, State Auditor 612/297-3670

Communications Media Division

Kathi Lynch, Director 612/297-2553

Mary Mikes, Manager 612/297-3979

Joan Anderson Growe, Secretary of State 612/296-2079

Michael A. McGrath, State Treasurer 612/296-7091

Robin PanLener, Editor 612/297-7963

Gretchen Stark, Assistant Editor 612/296-0929

Jessie Hill, Subscriptions 612/297-8774

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An "Affidavit of Publication" can be obtained at a cost of \$5.00 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.

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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

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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.

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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*.

Board of Dietetics and Nutrition Practice

Proposed Permanent Rules Relating to License Renewal Fee

Notice of Intent to Adopt a Rule Without a Public Hearing

Introduction. The Board of Dietetics and Nutrition Practice (hereinafter 'Board') intends to adopt permanent rules without a public hearing following the procedures set forth in the Administrative Procedure Act, *Minnesota Statutes*, sections 14.22 to 14.28. The proposed rules pertain to requirements for the annual license renewal fee. You have 30 days to submit written comments on the proposed rules. You may also, within 30 days, submit a written request that a hearing be held on any of the proposed rules.

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

Laurie Mickelson
Executive Director
Minnesota Board of Dietetics and Nutrition Practice
2829 University Avenue SE, Suite 555
Minneapolis, MN 55414
(612)617-2175
FAX (612)617-2174

Subject of Rule and Statutory Authority. Statutory authority to adopt the rules is found in *Minnesota Statutes* sections 148.623 (1) and 214.06, subdivisions 1, 2. A copy of the proposed rules is published in the *State Register* and attached to this notice as mailed.

Comments. You have until 4:30 p.m., on Friday, July 11, 1997, to submit written comment in support of or in opposition to the proposed rule amendment. Your comment must be in writing and received by the board contact person by the due date. Comment is encouraged. Your comment should identify the portion of the proposed rules addressed and the reason for the comment. You are encouraged to propose any change desired. Any comments that you would like to make on the legality of the proposed rules 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, other than those pertaining to fees. Your request for a public hearing must be in writing and must be received by the board contact person by 4:30 p.m. on July 11, 1997. Your written request for 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 set of rules. Any request that does not comply with these requirements is not valid and cannot be counted by the board 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 rules.

Proposed Rules

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 request 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 board will follow the procedures set forth in *Minnesota Statutes*, sections 14.131 to 14.20.

Alternative Format. Upon request, this Notice can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the board contact person at the address or telephone number listed above.

Modifications. The proposed rule may be modified as a result of public comment. The modifications must be supported by comments and information submitted to the board, and the adopted rules may not be substantially different than these proposed rules. If the proposed rules affect you in any way, you are encouraged to participate in the rule-making process.

Statement of Need and Reasonableness. A statement of need and reasonableness is now available from the board 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. Copies of the statement may be obtained at the cost of reproduction from the agency.

Adoption and Review of Rules. If no hearing is required, the board 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 ask to be notified of the date the rule is submitted to the office. If you want to be so notified, or want to receive a copy of the adopted rule, or want to register with the agency to receive notice of future rules proceedings, submit your request to the board contact person listed above.

Dated: 2 June 1997

Laurie Mickelson
Executive Director

3250.0050 FEE SCHEDULE.

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

Subp. 3. **License renewal fee.** Annual renewal fees are due by November 30 of each year. Renewal requests postmarked after November 30 shall be assessed a late penalty fee. The fees are as follows:

- A. annual renewal, ~~\$150~~ \$125; and
- B. late renewal penalty, \$50.

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.

Official Notices

Pursuant to *Minnesota Statutes* §§ 14.101, an agency must first solicit comments from the public on the subject matter of a possible rule-making 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 matters of public interest.

Minnesota State Agricultural Society

Minnesota State Fair

Notice of Meeting of the Board of Managers

The board of managers of the Minnesota State Agricultural Society, governing body of the State Fair, will conduct a business meeting at 10 a.m. Tuesday June 3 at the Libby Conference Center on the fairgrounds. The meeting will be preceded by a meeting of the board's sales committee at 9 a.m.

Board of Animal Health

Request for Comments on Planned Amendments to Rules Governing Importation of Horses; Bovine Tuberculosis; and Public Exhibition of Livestock and Poultry in Minnesota

Planned Amendments to *Minnesota Rules*, Chapters 1700.2100 - 1700.2500; 1705.0840 - 1705.1085; 1715.0005 - 1715.0190

Subject of Rules. The Minnesota Board of Animal Health requests comments on its planned amendment to rules governing disease control in livestock. The Board is considering rule amendments that include provisions for requiring a test for equine infectious anemia prior to the exhibition of horses in Minnesota. The amendments will also include changes to the tuberculosis accreditation program for cervids (deer and elk).

Persons Affected. The amendment to the rules would likely affect horse owners; people organizing horse shows, trail rides and rodeos; people organizing fairs; owners of cervidae (deer and elk); and veterinarians.

Statutory Authority. *Minnesota Statutes*, section 35.03 requires the Board to adopt rules to protect the health of domestic animals.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until further notice is published in the *State Register* that the Board intends to adopt or to withdraw the rules. The Board does not contemplate appointing an advisory committee to comment on the planned rule.

Rules Drafts. The Board does not anticipate that a draft of the rule amendments will be available before the publication of the proposed rules.

Agency Contact Person. Written or oral comments, questions and requests for more information on these planned rules should be addressed to:

William L. Hartmann, DVM,MS
Minnesota Board of Animal Health
90 West Plato Boulevard
St. Paul, MN 55107
612-296-2942 Extension 27

TTY users may call the Board of Animal Health at 1-800-627-3529.

Alternative Format. Upon request, this Request for Comments can be made available in an alternative format, such as large print, Braille, or cassette tape. To make such a request, please contact the agency contact person at the address or telephone number listed above.

Note: Comments received in response to this notice will not necessarily be included in the formal rulemaking record submitted to the administrative law judge when a proceeding to adopt rules is started. The agency is required to submit to the judge only those written comments received in response to the rules after they are proposed.

Dated: 13 May 1997

Thomas J. Hagerty, DVM
Executive Secretary
Board of Animal Health

Department of Labor and Industry

Labor Standards Division

Notice of Prevailing Wage Certifications for Commercial Construction Projects

Effective June 2, 1997 prevailing wage rates were determined and certified for commercial construction projects in the following counties:

Blue Earth: Public Schools 1997 Asbestos Abatement-St. Clair.

Chisago: Close Custody Correctional Facility-Bid Package 3-Rush City.

Dakota: ISD #191-Burnsville High School Elevator Upgrade-Burnsville; Lake Byllesby Beach House Project-Randolph.

Hennepin: Baker Park Reserve-Near Wilderness Settlement-Medina; Court Restack - 3rd Floor Remodeling - City Hall-Minneapolis.

Isanti: Remove & Replace Roof Membrane-Regional Treatment Center-Cambridge.

Itasca: ISD Building Additions & Remodeling-Grand Rapids/Big Fork.

Mower: Riverland Community College-Heapr-Austin.

Ramsey: Signage for Department of Transportation Building-St. Paul.

Rice: ADA Barrier Removal - Minnesota Blind & Deaf Residential Academies-Faribault.

St. Louis: 1997 Addition & Remodeling-Virginia Secondary School-Virginia.

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

Gary W. Bastian,
Commissioner

Office of the Secretary of State

Notice of Vacancies in Multi-Member Agencies

NOTICE IS HEREBY GIVEN to the public that vacancies have occurred in multi-member state agencies, pursuant to *Minnesota Statutes* 15.0597, subdivision 4. Application forms may be obtained from the Office of the Secretary of State, Open Appointments, 180 State Office Building, 100 Constitution Ave., St. Paul, MN 55155-1299; (612)297-5845, or in person at Room 174 of the State Office Building. In accordance with the Minnesota Open Appointments Law, the Secretary of State acts as an administrator in publishing vacancies, receiving applications, and recording appointments. Applications will be reviewed and appointments made by the Appointing Authorities for these various agencies. **Completed applications are to be submitted to the Secretary of State by June 24, 1997.** Appointing Authorities for these agencies may also choose to review applications received by the Secretary of State after that date. Applications are kept on file for a one year period.

The 1996 Annual Compilation is now available from the Minnesota Bookstore. This publication includes a complete listing of state boards and councils that follow the Open Appointments process, descriptions of these agencies and their memberships, and statistical information about appointments and vacancies made during the 1996 fiscal year.

To order copies of the 1996 Annual Compilation please call the Minnesota Bookstore at (612)297-3000 or 1-800-657-3757. This press release is available on the Internet Web site location: www.sos.state.mn.us.

AGRICULTURAL MARKETING AND BARGAINING TASK FORCE, MINNESOTA DEPT. OF AGRICULTURE, 90 W. PLATO BLVD., ST. PAUL, MN 55107. (612)297-2200. 1997 LAWS OF MINNESOTA, CHAPTER 142

APPOINTING AUTHORITY: Commissioner of Agriculture

COMPENSATION: None.

THIRTEEN VACANCIES: See membership requirements below.

The task force makes recommendations on modifications to the agricultural and marketing law. The advisory task force consists of thirteen members and is composed of two representatives of accredited agricultural producer associations; one representative of a

Official Notices

statewide farm organization; one representative of a statewide association representing growers and processors; four representatives of the food processing industry; one representative of a potato growers association; one representative with education and experience in mediation and arbitration; one representative of the Department of Trade and Economic Development; one representative from a higher education institution with education and experience in agricultural economics; and one representative of the Commissioner of Agriculture who will chair the task force. Meeting schedule and location has yet to be determined. The task force expires June 30, 1998.

BOARD OF DIETETICS AND NUTRITION PRACTICE, 2829 UNIVERSITY AVE. SE, 450, MINNEAPOLIS, MN 55114. (612)617-2175. *MINNESOTA STATUTES* 148.622.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$55 per diem plus expenses.

TWO VACANCIES: One licensed nutritionist and one public member.

The board licenses nutritionists and dietitians, investigates violations and conducts hearings. The board consists of seven members including: two dietitians qualified for licensure with at least three years of dietetic practice in Minnesota; two members who must be nutritionists with at least three years of practice in Minnesota; and three public members as defined in *Minnesota Statutes* 214.02. Two public members must be consumers of nutrition care services or caregivers of those utilizing such services. The professional members first appointed need not be licensed for appointment to their first terms on the board, but must possess the qualifications necessary for licensure. A person may not be appointed to serve more than two consecutive terms. Members must file with the Ethical Practices Board. The board shall hold at least four regular meetings each year, during the months of Feb., May, Aug., and Nov. at the University Ave. office. This board does not expire.

ENVIRONMENTAL HEALTH SPECIALIST/SANITARIAN ADVISORY COUNCIL, MINNESOTA DEPT. OF HEALTH, ENVIRONMENTAL HEALTH SERVICES/121 E. 7TH PL. #220, ST. PAUL, MN 55164-0975. (612)215-0871. *MINNESOTA STATUTES* 214.13, SUBD. 4.

APPOINTING AUTHORITY: Commissioner of Health

COMPENSATION: None.

FIVE VACANCIES: Two county agency members, one public member, one professional member from the Dept. of Agriculture and one member of regulated industry.

The advisory council recommends applicants for registration as environmental health specialist/sanitariums and advises the Commissioner on standards, rules and requirements for registration, and continuing education for registration renewal. The seven member council consists of four registered environmental health specialist/sanitariums; one representative of a regulated industry or educator; and two public members. There are two meetings a year at the Metro Square Bldg., 121 E. 7th Place #220, St. Paul. The council expires July 30, 1997.

GENERAL CRIME VICTIMS ADVISORY COUNCIL, MINNESOTA DEPARTMENT OF CORRECTIONS, 300 BIGELOW BUILDING, 450 NORTH SYNDICATE, ST. PAUL, MN 55104. (612)642-0200. *MINNESOTA STATUTES* 611A.361.

APPOINTING AUTHORITY: Commissioner of Corrections

COMPENSATION: None.

ONE VACANCY: Public member from Greater Minnesota.

The council advises the Commissioner of Corrections on all planning, development, data collection, rule-making, funding and evaluation of programs and services to victims of general crime other than sexual assault and domestic abuse other than matters of a purely administrative nature. The twelve member council shall have no more than 6 members representative of community of governmental organizations that provide services to victims of crime other than sexual assault and domestic abuse. One-half of members shall be from the metro area and one-half of members from non-metro area, including all non-metro regions of the State. Special consideration to comprising council of diverse populations. Meetings are scheduled monthly and are held at the Department of Corrections Central Office. This council does not expire.

GOVERNOR'S INTERAGENCY COORDINATING COUNCIL ON EARLY CHILDHOOD INTERVENTION, 987 CAPITOL SQUARE BLDG., 550 CEDAR ST., ST. PAUL, MN 55101. (612)296-7032. *MINNESOTA STATUTES* 120.1701, SUBD. 3.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$55 per diem plus expenses.

ONE VACANCY: Provider of early childhood services.

The council advises, assists and recommends policies to the Governor and the Minnesota Departments of Commerce; Children,

Families and Learning; Health; Human Services and Economic Security regarding Minnesota's comprehensive, coordinated, multi-disciplinary, interagency system of early intervention services for young children under age five with disabilities and their families.

An interagency coordinating council of at least 17, but not more than 25 members is established, in compliance with Public Law Number 102-119, section 682. The members shall be appointed by the governor. Council members shall elect the council chair. The representative of the commissioner of children, families, and learning may not serve as the chair. The council shall be composed of at least five parents, including persons of color, of children with disabilities under age 12, including at least three parents of a child with a disability under age seven, five representatives of public or private providers of services for children with disabilities under age five, including a special education director, county social service director, and a community health services or public health nursing administrator, one member of the Senate, one member of the House of Representatives, one representative of teacher preparation programs in early childhood-special education or other preparation programs in early childhood intervention, at least one representative of advocacy organizations for children with disabilities under age five, one physician who cares for young children with special health care needs, one representative each from the commissioners of commerce; children, families, and learning; health; human services and economic security, and a representative from Indian health services or a tribal council. Section 15.059, subdivisions 2 to 5, apply to the council. Meetings are held at least six times during the year. The council expires June 30, 1999

INTERGOVERNMENTAL INFORMATION SYSTEMS ADVISORY COUNCIL, DEPT. OF ADMINISTRATION, ROOM 320, CENTENNIAL OFFICE BLDG., 658 CEDAR ST., ST. PAUL, MN 55155. (612)297-5530. *MINNESOTA STATUTES* 16B.42.

APPOINTING AUTHORITY: Commissioner of Administration

COMPENSATION: \$55 per diem plus expenses for public members.

ONE VACANCY: An outstate county representative.

The council promotes the use and exchange of government information. It also acts as a liaison in the area of information systems. Grant funds are available for innovative ideas in the area of information systems. The council consists of twenty-nine members; two members from each of the following groups: counties outside of the seven county metro area, cities of 2nd and 3rd class within the metro area, cities of 2nd and 3rd class outside the metro area, and cities of the 4th class; one member from each of the following groups: the Metropolitan Council, an outstate regional body, counties within the metro area, cities of the first class, school districts within the metro area, school districts outside the metro area, and public libraries; seven state department officials; the assistant commissioner of administration for the Information Policy Office; four representatives of various local government associations; one member of the House of Representatives and one member of the Minnesota Senate. The legislative members are non-voting members. Members are appointed for four year terms. The council meets the third Wednesday of every other month. Members are also required to serve on a working committee which generally meets monthly. The council expires June 30, 1997.

MINNESOTA-WISCONSIN BOUNDARY AREA COMMISSION, 619 2ND ST., HUDSON, WI 54016. (612)436-7131. *MINNESOTA STATUTES* 1.31.

APPOINTING AUTHORITY: Governor

COMPENSATION: Reimbursed for expenses.

TWO VACANCIES: Applicants must be Minnesota citizens.

The commission studies, makes recommendations, coordinates intergovernmental activities and provides public information on the use, development and protection of the St. Croix and Mississippi rivers that form the interstate border of Minnesota and Wisconsin. The members of the commission include 5 commissioners from each state. Each Minnesota member has a four year term and terms are staggered. Commission meetings are held bi-monthly and committee meetings are held more frequently. The commission has no set meeting location and it does not expire.

MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS, 2829 UNIVERSITY AVE. SE, #300, MINNEAPOLIS., MN 55414-3220. (612)642-0591. *MINNESOTA STATUTES* 148.02.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$55 per diem plus expenses.

ONE VACANCY: Public member.

The board examines, licenses, and regulates chiropractors; handles complaints; reviews and approves continuing education programs; and registers professional corporations. The seven member board includes five chiropractors with at least three years experience and two public members. The board must file with the Ethical Practices Board. Five board meetings are held a year; usually on Thursday mornings at the board office. Members are also expected to participate on one or more board committees. The board does not expire.

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MINNESOTA BOARD ON AGING, 4TH FL., HUMAN SERVICES BLDG., 444 LAFAYETTE RD., ST. PAUL, MN 55155-3843. (612)296-2770. MINNESOTA STATUTES 256.975.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$55 per diem plus expenses.

ONE VACANCY: Public member.

The board develops, coordinates, evaluates, and administers federal and state funds for programs for the aging; makes grants to 14 area agencies on aging and non-profit agencies; serves as advocate for older persons. The board consists of 25 members including at least one member from each congressional district. Members must file with the Ethical Practices Board. Monthly meetings are held at 444 Lafayette Rd., St. Paul, on the third Friday of each month and committee meetings are the preceding day. This board does not expire.

MINNESOTA MUNICIPAL BOARD, 475 MCCOLL BLDG., 366 JACKSON ST., ST. PAUL, MN 55101-1925. (612)296-2428. MINNESOTA STATUTES 414.01.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$50 per diem plus expenses for public members.

ONE VACANCY: Member needs to be a resident of Minnesota for at least five years.

The board acts on all boundary adjustments between a city and the adjacent land and rules on incorporations of cities. The three member board must include one member who is learned in the law, and one who is a resident from outside the metropolitan area. Members must file with the Ethical Practices Board. Meetings are held at the board offices monthly, as well as numerous hearings. The board does not expire.

MINNESOTA RACING COMMISSION, PO BOX 630, SHAKOPEE, MN 55379. (612)496-7950. MINNESOTA STATUTES 240.02.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$55 per diem.

THREE VACANCIES: See membership requirements below.

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

PREVENTION, REDUCTION AND RECYCLING ADVISORY COUNCIL, MINNESOTA OFFICE OF ENVIRONMENTAL ASSISTANCE, 520 LAFAYETTE RD. N., ST. PAUL, MN 55155. (612)296-3417. 1997 LAWS, CHAPTER 45.

APPOINTING AUTHORITY: Office of Environmental Assistance

COMPENSATION: Travel expenses.

VACANCIES: See membership requirements below.

The council shall make recommendations to the office on its programs, policy and legislation in pollution prevention, waste reduction, reuse and recycling, resource conservation and the management of hazardous waste. There will be not less than 9 members and no more than 24 members on this council. Membership shall consist of one-third citizen representatives, one-third representatives of government and one-third representatives of business and industry. The director may appoint non-voting members from other environmental and business assistance providers in the state. A meeting schedule has not been determined at this time. The council expires June 30, 2001.

REHABILITATION ADVISORY COUNCIL FOR THE BLIND, MDES, STATE SERVICES FOR THE BLIND, 2200 UNIVERSITY AVE. W., #240, ST. PAUL, MN 55114-1840. (612)642-0887. MINNESOTA STATUTES 248.10, AMEND LAWS OF 1993.

APPOINTING AUTHORITY: Governor

COMPENSATION: \$55 per diem plus expenses.

ONE VACANCY: Must be a representative of business, industry or labor.

The council advises the Commissioner of Economic Security about programs of State Services for the Blind. The fifteen member council must have a majority of members who are blind or visually handicapped and not employed by the State Services for the Blind. Meetings will be held at the State Services for the Blind. The council expires June 30, 1997.

SOLID WASTE MANAGEMENT ADVISORY COUNCIL, MN OEA, 520 LAFAYETTE RD., SECOND FL., ST. PAUL, MN 55155. (612)296-3417. 1997 LAWS, CHAPTER 45.

APPOINTING AUTHORITY: Director, Office of Environmental Assistance

COMPENSATION: Reimbursed for mileage and some expenses.

TWENTY-ONE VACANCIES: See membership requirements below.

The council advises the director of the Office of Environmental Assistance on issues relating to solid waste management throughout Minnesota. The council consists of 21 members and shall have 1/3 government representation, 1/3 citizen representation and 1/3 private industry representation. The council meets the first Friday of each month at the MN Office of Environmental Assistance. This council expires June 30, 2001.

SUBCOMMITTEE ON CHILDREN'S MENTAL HEALTH, 444 LAFAYETTE RD., ST. PAUL, MN 55155-3828. (612)297-4163. *MINNESOTA STATUTES* 245.697, SUBD. A.

APPOINTING AUTHORITY: State Advisory Council on Mental Health

COMPENSATION: \$55 per diem plus expenses.

ONE VACANCY: Representative of hospital-based providers of child or adolescent services.

The subcommittee must make recommendations to the advisory council on policies, law regulations, and services relating to children's mental health. The 34 members of this subcommittee include the commissioners or designees of Departments of Commerce, Corrections, Education, Health, Human Services, Finance, and State Planning; one member of a children's mental health advocacy group, three service providers (preadolescent, adolescent, and hospital-based), parents of emotionally disturbed children; a consumer of adolescent mental health services; educators currently serving emotionally disturbed children; people who worked with emotionally disturbed minority children, or with emotionally disturbed juvenile status offenders; social service representatives; county commissioners; legislators; advisory council members; one rep. of the local corrections system; and one rep. from the MN District Judges Association Juvenile Committee. Meetings are held once a month on the first Thursday in St. Paul, usually at the Department of Human Services. There is no set expiration date for this subcommittee.

Department of Trade and Economic Development

Minnesota Agricultural and Economic Development Board

Notice of Public Hearing on Proposed Project on Behalf of Excelsior-Henderson Motorcycle Manufacturing Company and the Issuance of Bonds under *Minnesota Statutes* 1986, Chapter 116M and *Minnesota Statutes*, Chapter 41A

NOTICE IS HEREBY GIVEN that the Minnesota Agricultural and Economic Development Board (the "Board") or its designated representative, shall meet on June 17, 1997, at 9:00 a.m. o'clock, at 500 Metro Square, 121 7th Place East, Saint Paul, Minnesota, for the purpose of conducting a public hearing on a proposed issue of bonds (the "Bonds") and the provision of other financial assistance under *Minnesota Statutes* 1986, Chapter 116M, and *Minnesota Statutes*, Chapter 41A, as amended (the "Act"), to undertake and finance a project on behalf of Excelsior-Henderson Motorcycle Manufacturing Company, a Minnesota corporation (the "Applicant"). Such persons as desire to be heard with reference to said issue of Bonds will be heard at this public hearing.

The project to be financed consists of the acquisition of equipment for a manufacturing facility in the City of Belle Plaine, Minnesota at the southeast corner of Highway 169 and Laredo Street, Belle Plaine, Minnesota (the "Project"). The initial owner of the Project will be the Applicant and the Project is expected to be operated and managed by the Applicant. It is contemplated that the Project will be used primarily for the manufacture of motorcycles. The estimated amount of the Board's proposed bond issue is an amount not to exceed \$7,000,000. The Bonds shall be limited obligations of the Board, the Bonds and the interest thereon shall be payable solely from the revenue pledged to the payment thereof, and a mortgage or security interest or other security arrangements to be established by or on behalf of the Applicant. In addition, the Bonds and the Project may be subsequently considered by the Board for financial assistance to be provided by the Economic Development Fund created and established under *Minnesota Statutes* 1986, Chapter 116M or other financial or special assistance from the Board. Notwithstanding the foregoing, no holders of any such Bonds shall ever have the right to compel any exercise of the taxing powers of the State of Minnesota or any political subdivision thereof to pay the Bonds or the interest thereon nor to enforce payment against any property of said State or said political subdivision.

Official Notices

A copy of the Application to the Board for approval of the Project, together with all attachments and exhibits thereto and a copy of the Board's resolution accepting the Application and accepting the Project is available for public inspection at the offices of the Board at 500 Metro Square, 121 7th Place East, Saint Paul, Minnesota from the date of this notice to the date of the public hearing hereinabove identified, during normal business hours.

Dated: 20 May 1997

BY ORDER OF THE MEMBERS OF THE
MINNESOTA AGRICULTURAL AND
ECONOMIC DEVELOPMENT BOARD

Paul Moe, Executive Director
Minnesota Agricultural and
Economic Development Board

Board of Veterinary Medicine

Request for Comments on Planned Rule Establishing a Reduced Rate Inactive Veterinary License, *Minnesota Rules Part 9100.0500*

Subject of Rule. The Minnesota Board of Veterinary Medicine requests comments on its planned rule establishing an inactive veterinary license category to be available for a reduced fee to regular license holders who are not actively engaged in the practice of veterinary medicine in Minnesota.

Persons Affected. The rule would affect veterinarians regularly licensed in Minnesota who are residing in other jurisdictions and not practicing in Minnesota and retired veterinarians living within the state of Minnesota.

Statutory Authority. *Minnesota Statutes 156.07* authorizes the board to establish, by rule, an inactive license category.

Public Comment. Interested persons or groups may submit comments or information on these planned rules in writing or orally until 4:30 p.m. on Friday, August 1, 1997.

Rule Drafts. The board has not yet prepared a draft of the planned amendment.

Agency Contact Person. Written or oral comments, questions, requests to receive a draft of the rules when it has been prepared and requests for more information on these planned rules should be addressed to:

Roland C. Olson, DVM, Executive Director
Minnesota Board of Veterinary Medicine
2829 University Avenue SE #540
Minneapolis, MN 55414
(612) 617-2170

Comments submitted in response to this notice will not be included in the formal rulemaking record when a proceeding to adopt a rule is started.

Dated: 23 May 1997

Roland C. Olson, DVM
Executive Director

State Grants and 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 Health

Cancer Control Section

Request for Proposals for Funds for the Minnesota Breast and Cervical Cancer Control Program's Special Colposcopy Program

Purpose

The Minnesota Breast and Cervical Cancer Control Program (MBCCCP), of the Cancer Control Section, Minnesota Department of Health (MDH), is seeking proposals from agencies and medical providers interested in competing for funds to provide colposcopy services. MBCCCP is interested in funding agencies that will serve as regional referral sites. The funds are to be used for women under the age of 40 whose income is at or below 250% of federal poverty guidelines and are under or uninsured. These colposcopies are intended to follow-up an abnormal screening Pap smears which require diagnostic evaluation. The purpose of this program is provide affordable colposcopy so that women with abnormalities and without the ability to pay, can receive prompt and appropriate follow-up.

Eligible Applicants:

- Medical Care Providers
- Hospitals
- Title X Funded Family Planning Agencies
- Family Planning Special Projects (FPSP) Recipients

Requirements

Contracted providers will: 1) accept referrals for services; 2) determine eligibility; 3) complete MBCCCP enrollment forms; 4) provide colposcopy and associated pathology using trained professionals and CLIA approved labs; 5) notify patients of test results; 6) assure, to the extent practicable, that patients with abnormal results receive appropriate follow-up and treatment services; 7) report the results of colposcopy and associated follow-up and treatment to MBCCCP.

Funds and Time Frame

Available funds are dependent on the U.S. Centers for Disease Control and Prevention award of funds to the Minnesota Breast and Cervical Cancer Control Program. Approximately \$250,000 is anticipated to be available. The award will be for a 12 month period beginning September 1, 1997.

Procedure for Submitting Proposals

The complete request for proposals packet is available upon request. Eligible applicants are required to submit six copies of the complete proposal by 4:00 p.m., July 30, 1997 to:

Mr. Russ Varnado, Grants and Contracts Manager
Cancer Control Section, Division of Disease Prevention and Control
Minnesota Department of Health
717 Delaware Street Southeast
P.O. Box 9441
Minneapolis, MN 55440-9441
(612) 623-5551

State Grants and Loans

Department of Health

Family Health Division

Notice of Availability of Grant Funds for Statewide Poison Information and Education

Eligible Applicants:

Non-profit corporations and units of government.

Amount of Funding:

To be determined by State and Federal appropriations and budget deliberations. Estimated at \$567,000 for state fiscal year 1998 (July 1, 1997, through June 30, 1998) and \$567,000 for state fiscal year 1999 (July 1, 1998, through June 30, 1999). Of that amount for each year \$280,000 is from the state general fund, \$137,000 from federal sources, and \$50,000 from the state 911 emergency telephone service account.

Grant Period:

Proposals are sought for a one year period, July 1, 1997, through June 30, 1998. The Commissioner may extend the terms of the grant contract(s) for an additional year, from July 1, 1998, through June 30, 1999, without reopening the grant process; or the Commissioner may reopen the grant process for the year July 1, 1998, through June 30, 1999.

Request for Proposal:

Each party should request from the contact person a Request for Proposal (RFP) that will contain detailed information on grant requirements and procedures and the required content, organization and format of proposals.

Proposal Deadline:

Proposals will be due no later than 4:30 p.m., Monday, June 23, 1997.

Award Decision:

The designation of a regional poison system is expected on June 30, 1997.

Description of Grant Program:

The purpose of this grant program is to provide statewide poison information and education services, to the public and to health professionals, through a single integrated poison control system consisting of one or more regional poison information centers. (The services are NOT intended to fulfill the duties of units of government, private industry or others who may be required by state law to provide information on issues such as worker right-to-know and hazardous materials response.)

In reviewing proposals and selecting a grantee(s), the Commissioner will consider whether applicants demonstrate the ability to:

- provide appropriate and adequate telephone information services to the general public and to health professionals 24 hours a day at no direct cost to users and in a manner utilizing 911 emergency telephone services;
- provide adequate medical direction, as well as the necessary toxicological and related professional and technical resources;
- provide appropriate public education and professional education services;
- provide services in a financially sound and cost-effective manner;
- cooperate with interested health professionals throughout the state to provide services in a coordinated fashion.

Additionally, the Commissioner will consider whether applicants indicate the availability of matching funds and in-kind support, the ability to pursue additional funding from other sources, and the ability to initiate services on July 1.

Contact Person:

For a copy of the Statewide Poison Information and Education Request for Proposal and for questions related to this grant, please contact: Mildred Hottmann Roesch, Family Health Division, Minnesota Department of Health, 717 Delaware Street Southeast, P.O.Box 9441, Minneapolis, Minnesota 55440-9441.

Professional, Technical & Consulting Contracts

Department of Public Safety

Minnesota Auto Theft Prevention Program

Notice of Grant Availability for Government Agencies and Community Organizations for Auto Theft Prevention

The Minnesota Auto Theft Prevention Program Board announces the availability of \$1,530,000.00 in grant money. Applications will be accepted from State, County, Local Police or Governmental Agencies, Prosecutors, Judiciary, Businesses, Community and Neighborhood Organizations. The moneys granted must be dedicated to the area of auto theft. Grant proposal forms and information may be obtained by contacting Dennis Roske at the Auto Theft Prevention office at (612/405-6153 or 612/405-6155).

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 Agriculture

Farm Advocate Program

Notice of Availability of Contracts for Minnesota Farm Advocates

The Minnesota Department of Agriculture announces the availability of contracts for farm advocates for the period of July 1, 1997, through June 30, 1998. Applicants must be farmers or former farmers; be familiar with or experienced in farm financial planning (cash flows through financial statements); be knowledgeable of farmers' borrowers rights and responsibilities with the ability to comprehend state and federal rules and regulations governing agricultural credit; have good communications skills (written, oral and listening); and have compassion for and an interest in helping other farmers. Resumes will be accepted through June 16, 1997.

For more information contact:

Pat Schuna
Farm Advocate Program
Minnesota Department of Agriculture
90 W. Plato Blvd.
St. Paul, MN 55107
(612) 296-1484

Department of Corrections

Notice of Availability of Funds for Programs for Pre-Release and Post-Release Services

The Minnesota Department of Corrections, Community Services Division, announces the availability of funds for programs to provide pre-release and post-release transition services to clients of the Minnesota Department of Corrections. Pre-release services are to be provided to inmates of the Minnesota Correctional Facilities at Lino Lakes, Shakopee, Stillwater, and St. Cloud. Post-release transitional services will be provided to supervised releasee from the above correctional facilities who will reside in the seven county metropolitan area.

Public human service agencies, community corrections agencies, for profit organizations, or non-profit organizations are eligible to apply for these funds. The department has estimated that based on cost estimates, the cost of this project should not exceed \$172,500 for nine months of fiscal year 1998 (10/1/97 through 6/30/98) and \$230,300 for fiscal year 1999 (7/1/98 through 6/30/99).

Non-State Public Bids, Contracts & Grants

There is no assurance of continued funding beyond June 30, 1999.

The deadline for proposal submission is July 14, 1997, 4:30 p.m. at the issuing office. To receive a copy of the request for proposal which describes in detail how to apply for this funding, contact Nancy Montemurro, Minnesota Department of Corrections, Community Services Division, 1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108-5219. Telephone (612) 642-0235 TDD (612) 643-3589.

Non-State Public Bids, Contracts & Grants

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

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

Minnesota Comprehensive Health Association

Notice of Request for Proposals for Writing Carrier Contract

The Minnesota Comprehensive Health Association (MCHA) offers policies of individual health coverage to Minnesota residents who have been turned down for insurance due to pre-existing conditions. The Board of Directors of the MCHA has prepared a Request for Proposal (RFP) in accordance with *Minnesota Statutes* §62E.13, concerning the writing carrier contract to perform administrative and claims payment services for the state plan offered by MCHA for the period January 1, 1998 through December 31, 2000. The writing carrier will also be required to provide a statewide provider network and managed care activities for MCHA's enrollees. This requirement can be fulfilled through the writing carrier's own provider network or through contract arrangement with outside entities.

Selection of the writing carrier shall be based upon criteria: the bidder's proven ability to handle large group accident and health insurance, HMO, or self-insured benefits; efficient and accurate claim paying capacity; estimate of total charges for administering the plan; and other criteria set forth by the Association's Board of Directors.

The Request for Proposal will be available June 12, 1997. Prospective responders who have questions or who would like a Request for Proposal should contact:

Minnesota Comprehensive Health Association
Lynn R. Gruber
Executive Director
5775 Wayzata Blvd., Suite 910
St. Louis Park, MN 55416
612-593-9609
612-593-9673 (fax)

The RFP appendices will only be furnished to organizations that will be submitting a bid.

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

Minnesota Counties Computer Cooperative

Notice of Request for Proposals for Human Resource Management Application Software

The Minnesota Counties Computer Cooperative (MCCC) is requesting proposals for Human Resource Management Application Software that will operate on PCs running "Windows" and/or IBM AS/400s. This software is to assist in managing MCCC members' Human Resources for county personnel offices. MCCC is seeking human resource management software as well as installation, training, maintenance, on-going support and possible enhancement of the software package from a single vendor. The software will also need to be interfaced to existing county payroll software.

Responses to the Request for Proposal (RFP) must be received by MCCC no later than noon CDT, Friday, July 18, 1997. Copies of the Request for Proposal are available upon written or faxed request:

Fred Logman, Executive Director
Minnesota Counties Computer Cooperative
125 Charles Avenue
St. Paul, MN 55103
FAX Number: 612-224-3344

There are over 70 Minnesota Counties who are members of the MCCC that may be interested in acquiring the Human Resource Management Application Software through MCCC.

Ramsey County

Public Notice of Availability of Funds for Maternal and Child Health Services in Suburban Ramsey County

The Minnesota Department of Health is expected to make a total of \$514,557 available to Ramsey County through the Maternal and Child Health Formula Block Grant for calendar years 1998-99. Based upon an assessment of Maternal and Child Health needs in Ramsey County, the County is interested in purchasing health education services to address the problem of unintended adolescent pregnancy among students in up to six Alternative Learning Centers in Suburban Ramsey County and high risk mainstream students in the Suburban School Districts. A contract will be established for an amount up to \$30,000 for services provided during calendar years 1998 and 1999, not to exceed \$15,000 per year. Organizations interested in providing these services will be asked to develop a proposal, following Minnesota Department of Health as well as Ramsey County Public Health Department guidelines. Interested organizations should contact the Saint Paul/Ramsey County Joint Purchasing Office, 515 City Hall. Inquiries can be made by mail, or by phone to (612) 266-8900. Completed proposals must be submitted to the Joint Purchasing Office no later than 2 p.m. on Wednesday, June 25, 1997.

Non-State Public Bids, Contracts & Grants

University of Minnesota, Twin Cities Campus

Notice of General Contractor Prequalification

To ensure the best measure of protection of the public investment in capital construction projects at the University, a Comprehensive Construction Contracting Services ("C.C.C.S.") program has been established to prequalify general construction contractors that do business with the University. Responses to the University's prequalification documents are sought from general contractors for participation in any one or all three of the following project categories under the C.C.C.S. program: (1) Small Construction Contract Program, which applies only to projects of \$2,000,000 and less; (2) Medium/Major Construction Contract Program, in which there are two components: a) for projects between \$2,000,000 & \$10,000,000; and b) for projects greater than \$10,000,000. **General Contractor prequalification is a requirement to bid on projects at the University.** Contractors who elect not to submit a prequalification statement, or who fail to receive at least the minimum rating under the evaluation system will not be eligible to bid or propose on University projects.

On May 27, 1997, the four-part prequalification document packet may be obtained by prospective contractors at the following location:

Facilities Management Project Support
University of Minnesota
400 Donhowe Building
319 15th Ave SE
Minneapolis, MN 55455-1082
Attn: Sandy Symons (ph: 612-626-1613)

A question and answer session is scheduled for Wednesday, June 4, 1997, at 10:00 a.m., St. Paul campus, Room 42 Earle Brown Continuing Education Center, 1890 Buford Avenue, St. Paul, MN.

Prequalification submittal documents from general contractors are due on or before **Thursday June 26, 1997, at 3:00 p.m. local time**, and will be received at:

Facilities Management Purchasing
University of Minnesota
400 Donhowe Building
319 15th Avenue SE
Minneapolis, MN 55455-1082

No documents will be accepted after 3:00 p.m. local time, June 26, 1997.

Health Care

Health Care Education Materials for the Practitioner

Communication & Boundaries in the Practice of Medicine *Audio Tape*

Tape of seminar covering issues of medical ethics, communication and sensitivity to patient concerns. Offers instruction and discussion on topics such as how to deal with the "seductive patient", appropriate physical examinations, physician/patient communication techniques, professional boundaries, etc. Earn continuing medical education credits with successful completion. 2 audio cassettes, approx. 120 minutes total. (MN Board of Medical Practice, 1993) Stock No. 10-49 \$15.00

Nurse Aide/Home Health Aide Course

Curriculum developed to meet the 75 hour training requirement under state/federal regulations for aides providing home health care or nursing assistance in a facility. Comprehensive skill development. (Health 1993)

Instructor's Guide— 115pp. Binder and tabs included. Stock No. 10-53 \$35.00

Student Handbook— 261pp. Binder and tabs included. Stock No. 10-52 \$39.00

Student Skills Sheets— 112pp. Looseleaf (no binder) Stock No. 10-54 \$9.95

Long Term Care

Nursing Assistant Course

Curriculum stresses the nursing assistant's role as part of a team of health care providers. Training program divided into 13 units covering care concerns— personal care, communications, emergency measures, patient/resident rights, mental health and social service needs, et al. (MN Tech. College System, 1989)

Instructor's Guide— Looseleaf, 326pp. Includes guide, curriculum & skill sheets. Binder NOT included. Stock No. 5-12 \$35.00

Home Care Manual for Providers

Reference tool that outlines Minnesota home care laws and rules pertaining to: home care and home health aide qualifications, licensing, and supervision; Class E monitoring visits; delegated medical, nursing or therapy tasks, in-service training, client records (Class A, B, and E), life-sustaining equipment, and others. Looseleaf, 270pp. (Health, 1997) Stock No. 10-31 \$16.95

Recommended Guidelines for Medication Administration

Utilizing Unlicensed Personnel

Detailed manual for training and maintaining medication administration. Walks you through the assessment, planning & training process, provides sample care plan problems, reviews the MAR system, dosage box & medication card systems, medical abbreviations, and more. Includes extensive forms. Looseleaf, 70pp. (Health, 1997) Stock No. 10-32 \$14.95

Directories, Manuals, Statistical Reports

1997 HCPCS Manual *New!*

The Manual provides current listing of HCPCS Level II and Level III procedure codes. It is to be used when preparing bills for patients or when submitting claims to third-party payers. HCFA has mandated that Part B Medicare carriers and Medicaid agencies accept all levels of the HCPCS procedure codes update beginning January 1, 1996. This manual includes REVISIONS of last year's update regarding the three level coding system. Looseleaf (3-hole), 170 pp. (Health, 1997) Stock No. 5-2 \$18.95

HCFA 1500 Manual

Standards of Use Manual by the Administrative Uniformity Committee, January 1, 1996. 99pp.

Stock No. 5-9 \$12.95

Standards of Use Manual - ADA Dental Claim Form

Includes instructions for form completion plus appendices such as MN Statutes 62J.52-62J.53, Committee Mission Statement, and recommendations. Looseleaf, 87pp. (Admin. Uniformity Committee, 1996) Stock No. 5-10 \$19.95

Minnesota Health Statistics

Summary of vital statistics regarding live births, induced abortions, fertility, infant mortality and fetal deaths, general mortality, marriage, divorce, and population. Extensive tables, including an overview noting percent changes between year documented and the preceding year plus a look back to the 1940s. (Health)

Year	Stock No.	Price
1995	10-34	\$10.95
1994	10-35	\$10.95
1993	10-41	\$10.95
1992	10-42s2	\$ 9.95
1991	10-42s1	\$ 9.95
1990	10-42	\$ 9.95

1996 Directory of Licensed & Certified Health Care Facilities and Services

Listing of all hospitals, nursing homes and related institutions licensed in Minnesota and their certification (i.e. skilled nursing facility, outpatient surgical center, psychiatric center, etc.). One section organized alphabetically by county, town and facility name; the other by facility type. Includes 13 tables of statistical data. Looseleaf, 304pp. plus index. (Health, 1996) Stock No. 1-89 \$18.95

Health Care Program Manual

Manual (formerly known as "Medical Care Provider Manual") provides guidelines to providers submitting claims for services to Medicaid recipients. Looseleaf, 336pp. (Dept. of Human Services, 1995) Stock No. 10-12 \$20.00

Information & Referral Directory

Statewide listings of more than 1,000 social and health services agencies. Includes a quick reference for Info/Referral Services by county plus agency information alphabetically by county, by agency, by service area and by type of service. Includes toll-free numbers. Softcover, 216 pp. (1st Call for Help, 1996) Stock No. 40-1 \$20.00

Directory of Funding Resources for Assistive Technology in Minnesota

Identifies statewide and federal resources that provide funding or loans for assistive technology. Includes resources for wheelchairs, prosthetics, architectural items, mobility assistance and others. Spiral-bound, 42 pp. (STAR Program, 1997) Stock No. 1-2 \$5.50

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Order by phone using a credit card & receive delivery in 1-2 weeks!

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Developmental Disabilities

It's Never Too Early: It's Never Too Late

A "Personal Futures Planning" tool for building a person-centered team for people with developmental disabilities to: increase control of their own lives, have positive roles in the community, develop personal relationships, and develop skills and abilities to achieve these goals. 45pp. (Gov.'s Council on Developmental Disabilities, 1989) Stock No. 5-8 \$5.95

Read My Lips: It's My Choice

A consumer-based resource guide to assist people with developmental disabilities to increase their freedom of choice. Five areas of concern are featured: 1) conducting needs assessment, 2) planning services, 3) evaluating services, 4) understanding the service system and 5) promoting self-advocacy. 101pp. (Gov.'s Council on Developmental Disabilities, 1993 reprint) Stock No. 5-6 \$9.95

