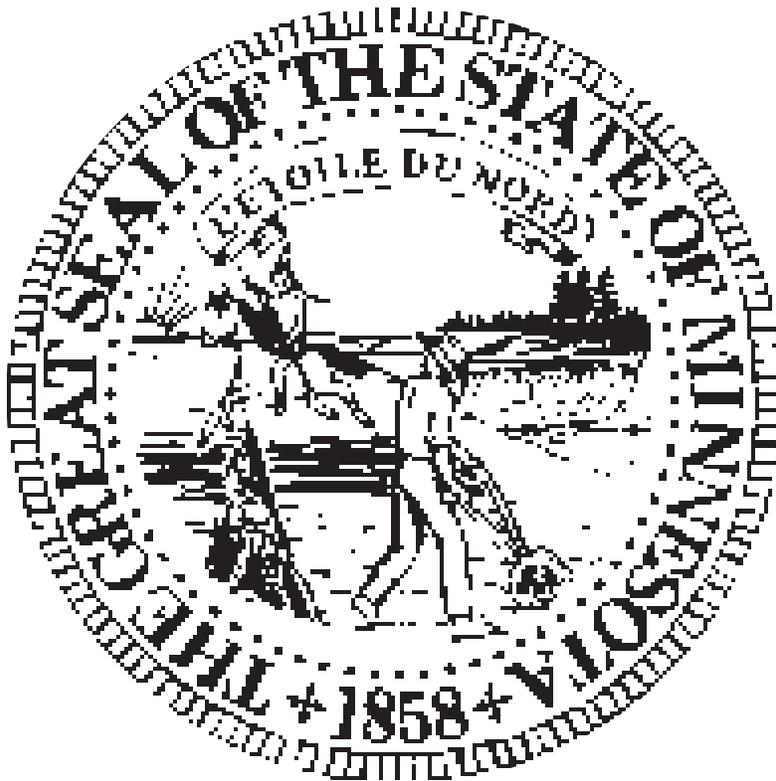


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The *State Register* is the official publication of the State of Minnesota, containing executive and commissioners' orders, proposed and adopted rules, official and revenue notices, professional-technical-consulting contracts, non-state bids and public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

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#39	Monday 29 March	Noon Wednesday 17 March	Noon Tuesday 23 March
#40	Monday 5 April	Noon Wednesday 24 March	Noon Tuesday 30 March
#41	Monday 12 April	Noon Wednesday 31 March	Noon Tuesday 6 April
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Commodity, Service, and Construction contracts are published in
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Minnesota Rules: Amendments and Additions

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

The *State Register* is the official source, and only complete listing, for all state agency rulemaking in its various stages. State agencies are required to publish notice of their rulemaking action in the *State Register*. Published every Monday, the *State Register* makes it easy to follow and participate in the important rulemaking process. Approximately 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 1997 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 (651) 297-3000, or toll-free 1-800-657-3757.

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8820.9926 s.2; .9931 (repealed).....	1455	9575.0350; .0400; .0410; .0420; .0470; .1360; .1410; .1500; .1580 (adopted).....	82
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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*.

Department of Health

Proposed Permanent Rules Relating to Merit System

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Proposed Amendments to Rules of the Merit System Governing Definitions, Recommended Adjustments, Registers, Certification Methods, Appointment from Registers, Provisional Appointments, Temporary Appointment, Duration of Probationary Period, Extension of Probationary Period, Completion of Probationary Period, Violation of Rules, Appeal from Denial of Merit Increase, Cooperation with Merit System Agencies, and the Compensation Plan (*Minnesota Rules*, parts 4670.0100, 4670.1320, 4670.2000, 4670.2300, 4670.2500, 4670.2510, 4670.2530, 4670.2620, 4670.2630, 4670.2680, 4670.2690, 4670.3540, 4670.3800, and 4670.4210-4670.4240)

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

Agency Contact Person. Comments or questions on the rule and written requests for a public hearing on the rule must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (651) 296-3996, FAX number (651) 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).

A proposed amendment to part 4670.0100 repeals the definition of the “facsimile” of the chart showing the hourly rates and daily salary rates. Modifications are proposed to the definition of “probationary period” and a new definition of “unclassified service” is being added in order to provide counties with increased flexibility. Amendments to part 4670.2000 establish a transfer list for those employees currently working in a county agency who wish to transfer to other counties. The amendments to part 4670.2300 provide counties with more flexibility and choice in hiring by increasing the number of names that they can request from the Merit System eligible lists. Minor amendments are proposed to part 4670.2500 to clarify the steps in the hiring process. Amendments to part 4670.2510 delegate authority to counties to make provisional appointments without prior approval of the Merit System Supervisor

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

and give the counties a longer period of time to retain individuals on provisional appointments after the eligible list has been established. The rule amendments to the temporary rule, part 4670.2530, allow county agencies to hire individuals in temporary unclassified positions for a period of up to three years. Rule language proposed in parts 4670.2620, 4670.2630, 4670.2680 and 4670.2690 increase the length of the probationary period of professional supervisory or managerial positions to one year, allow counties to use their own policies with respect to the length of the probationary period and the length of the extension of the probationary period, and give counties more time to submit notification of completion of the probationary period. Repeal of part 4670.3540, which deals with appeals of denial of salary increases, is proposed since salary increases are discretionary with each appointing authority. A minor amendment is being made to part 4670.3800 which makes language compatible with other rule amendments concerning the probationary period. Amendments to the salary adjustments and increases and the compensation plan, parts 4670.1320 and 4670.4210-4670.4240, provide for a 3% adjustment to the minimum and maximum salaries of all but one of the classifications covered by Merit System compensation plans.

The salary range of the Office Support Specialist classification (formerly Clerk Typist II) is being adjusted more to correct a labor market concern. Additionally, three new classifications are being added to the compensation plan and several classifications are being repealed.

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., Wednesday, April 28, 1999 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 28, 1999. 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.

Modifications. The proposed rule may be modified either as a result of public comment. The modifications must be supported by comments and information submitted to the agency, 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.

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.

Adoption and Review of Rule. 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 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 rule proceedings, submit your request to the agency contact person listed above.

Dated: 9 March 1999

Jan K. Malcolm
Commissioner

4670.0100 DEFINITIONS.

[For text of subs 1 to 18, see M.R.]

Subp. 19. [See repealer.]

[For text of subs 19a to 33, see M.R.]

Subp. 34. **Probationary period.** "Probationary period" means the ~~first six-month~~ working ~~test trial~~ period during which a new appointee is required to demonstrate fitness for the position to which the person is appointed by actual performance of the duties of the position.

[For text of subs 34a to 48, see M.R.]

Subp. 48a. **Unclassified service.** "Unclassified service" includes all positions designated as not being classified under the merit system pursuant to part 4670.2530, subpart 5.

[For text of subs 49 and 50, see M.R.]

4670.1320 RECOMMENDED ADJUSTMENTS.

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

4670.2000 REGISTERS.

Subpart 1. **Establishment of registers.** After such examination the supervisor shall prepare and maintain registers of persons who attain passing scores in the examination. The names of eligible persons shall be placed on registers in the order of their final rating, beginning with the highest, except as modified by veterans' preference. If two or more persons have final ratings that are identical, their names shall be arranged on the register in the order in which their applications for examination were accepted. Remaining tie scores shall be broken by arranging names in alphabetical order.

Eligible registers resulting from examinations shall be of three kinds: open competitive registers, from which original appointments shall be made; promotional registers, from which promotions shall be made; and trainee registers, from which trainee appointments shall be made. Other registers or lists of persons eligible for appointment may be established in accordance with other provisions of parts 4670.0100 to 4670.4240.

Promotional registers shall consist of the names of permanent and probationary employees who attain passing scores in the examination for promotion to a class of positions.

Trainee registers shall consist of the names of persons who qualify in an examination for a trainee classification or those persons who qualify for appointment to a regular class of positions and who also apply for placement on a trainee subregister of the established register for the regular class of positions.

Registers shall normally be established on a statewide basis. Nevertheless, the supervisor may offer examinations on a county or area basis or may establish a county or area subregister of a statewide register. Eligibility for placement on a county or area subregister shall be determined by legal residence in the county or area or, in the case of a promotional register, by employment with the local public health agency.

Layoff lists shall be established by county and shall include the names of permanent and probationary employees who have been laid off from employment because of lack of funds or lack of work in accordance with the provisions of parts 4670.0100 to 4670.4240. Names shall be placed on this list in reverse order of layoff.

The supervisor may establish a reemployment list of the names of former permanent and probationary employees who are eligible under the rules for reinstatement to a class of positions and who apply for placement on this list. Names shall be placed on this list in the manner determined by the supervisor. All persons on such list are equally eligible for appointment, and no rank or position shall be assigned.

The supervisor may establish a transfer list of the names of current permanent employees who are eligible under the rules to transfer to a class of positions and who apply for placement on this list. Names shall be placed on this list in the manner determined by the supervisor. All persons on this list are equally eligible for appointment, and no rank or position shall be established.

[For text of subs 2 to 4, see M.R.]

<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>
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Proposed Rules

4670.2300 CERTIFICATION METHODS.

Subpart 1. **Competitive register.** ~~After receiving a requisition, the supervisor shall certify the names of available eligibles. If one position is involved~~ For positions to be filled by competitive open examination, the supervisor shall certify the 15 highest available names together with any additional names of persons having an examination rating within ~~three~~ five points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the 15th person certified, from the open competitive register established for the class of positions. At the option of the appointing authority, the supervisor may refer additional names so that all scores with 90 and above and scores within ten points of the highest score are referred to the appointing authority. Where the number of names to refer would be so large as to preclude equitable, reliable, job-related screening, ~~the appointing authority may request certification of fewer names, but never less than the top 15, plus scores tied to the 15th, and scores within five points of the highest score.~~ Names of available eligibles from the appropriate reemployment register and transfer registers, if ~~one exists they exist,~~ shall also be certified as additional names.

Subp. 2. **Promotional register.** The supervisor may also certify the ~~seven~~ ten highest available names together with any additional names of persons having an examination rating within ~~three~~ five points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the ~~seventh~~ tenth name certified, from the appropriate promotional register if such register exists and is requested. At the option of the appointing authority, the supervisor may refer additional names so that all scores with 90 and above and scores within ten points of the highest score are referred to the appointing authority. Where the number of names to refer would be so large as to preclude equitable, reliable, job-related screening, ~~the appointing authority may request certification of fewer names, but never less than the top ten, plus scores tied to the tenth, and scores within five points of the highest score.~~ Names of available eligibles from the appropriate reemployment register and transfer registers, if ~~one exists they exist,~~ shall also be certified as additional names.

Subp. 3. **Multiple vacancies.** If more than one vacancy exists, the supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within ~~three~~ five points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the ~~15th person certified on a competitive certification or as that of the seventh person certified on a promotional certification.~~ last person certified on a competitive certification or as that of the last person certified on a promotional certification. At the option of the appointing authority, the supervisor may refer additional names so that all scores with 90 and above and scores within ten points of the highest score are referred to the appointing authority. Where the number of names to refer would be so large as to preclude equitable, reliable, job-related screening, ~~the appointing authority may request certification of fewer names, but never less than the top 15 scores, plus scores tied to the 15th and scores within five points of the highest score, on a competitive vacancy; or less than the top ten scores, plus scores tied to the tenth score and scores within five points of the highest score, on a promotional vacancy.~~ Supplementary certifications will be issued only in instances in which it is found that there are less than 15 available candidates on the competitive certification or ~~seven~~ ten available candidates on the promotional certification.

[For text of subs 4 to 7, see M.R.]

4670.2500 APPOINTMENT FROM REGISTERS.

The employment of any person from a certification from an open competitive register shall be deemed to be an original appointment. In selecting persons from among those certified by the supervisor for original appointment, the appointing authority ~~shall be permitted to~~ may examine their ~~application and reports of investigation and to applications,~~ interview them, and ~~check references or perform other background investigations.~~ Final selection and the action taken on each candidate shall be reported to the supervisor in the manner prescribed by the supervisor.

Promotional appointments shall be made in the same manner as original appointments as specified in this part, except that the person appointed is selected from a certification from a promotional register.

Trainee appointments shall be made in the same manner as original appointments as specified in this part, except that the person appointed is selected from a certification from a trainee register. A trainee appointment shall be to a specific trainee classification as provided in the classification plan and shall be for the period of training, which shall not exceed one year in duration. Trainees so appointed shall be advanced to the classification for which they are in training upon the satisfactory completion of the training program and shall then serve a probationary period in the regular classification. A trainee appointment may be terminated at any time by the appointing authority.

4670.2510 PROVISIONAL APPOINTMENT.

Subpart 1. **When a provisional appointment can be made.** Whenever in the opinion of the appointing authority there are urgent reasons for filling a vacancy and the supervisor is unable to certify eligibles from a register established as a result of an examination for the position, and no appropriate promotional register or other appropriate register exists, the appointing authority may ~~submit to the supervisor the names of persons to fill the position pending examination and establishment of a register~~ appoint a person to the vacancy on a provisional basis. If ~~such person's qualifications are certified by the supervisor as meeting the person appointed~~ meets the minimum qualifications for training and experience for the position, ~~such persons that person~~ may be provi-

sionally appointed to fill the existing vacancy until an appropriate register is established and appointment made therefrom. No provisional appointment shall be made until the position has been allocated to a proper class and minimum qualifications established therefor in accordance with these rules ~~nor without prior approval of the supervisor.~~

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

Subp. 3. **Duration.** ~~No provisional appointment shall be continued for more than 30 days after an appropriate register has been established for the class of positions and in no event for more than six months from the date of appointment. The appointing authority shall terminate a provisional appointment 90 days after the supervisor provides a certification from which an appointment could be made. However, in individual cases, a provisional appointment may be extended for a period of up to six months.~~ Successive provisional appointments of the same person shall not be permitted, and a position shall not be filled by repeated provisional appointments. Provisional appointments may be extended at the end of the six-month period with the approval of the supervisor, and successive provisional appointments of the same individual to different positions and successive provisional appointments to the same position may be made in exceptional circumstances, subject to the following conditions:

[For text of items A and B, see M.R.]

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

4670.2530 TEMPORARY APPOINTMENT.

[For text of subps 1 to 4, see M.R.]

Subp. 5. **Temporary unclassified positions.** The supervisor, upon request of an appointing authority, may authorize the temporary designation of a position in the unclassified service. The supervisor may make this authorization only for positions that are fully anticipated to be of limited duration. No unclassified appointment may exceed three years.

4670.2620 DURATION OF PROBATIONARY PERIOD.

The probationary period shall consist of the equivalent of the first full six months of compensated service following the date of the appointment action requiring such period, except as provided in part 4670.2630. Intermittent employees shall serve a probationary period of six full months, not to exceed two calendar years. Employees who are in the professional series of classifications and who are supervisors or managers shall serve a one-year probationary period. Unpaid leave of ten or fewer work days during the probationary period does not affect the duration of the period. If the appointing authority has an established policy that applies to all employees of that appointing authority governing the length of the probationary period, the appointing authority may follow that policy.

4670.2630 EXTENSION OF PROBATIONARY PERIOD.

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting permanent status or separating the employee from the service, an extension of the probationary period for up to three months may be granted. The appointing authority shall provide notice of the extension to the merit system and the employee. A current evaluation of the employee's performance shall accompany the notice. A copy of the notice of extension and the evaluation shall be provided to the probationary employee by the appointing authority. If the appointing authority has an established policy that applies to all employees of the appointing authority and allows for an extension for a period of more than three months, the appointing authority may follow that policy.

4670.2680 COMPLETION OF PROBATIONARY PERIOD.

The appointing authority shall submit written notice of the satisfactory completion of the probationary period to the employee and to the supervisor ~~at least~~ within ten days ~~in advance~~ of the expiration of the probationary period. A rating or appraisal of the employee's performance shall accompany the notice. The employee shall then be granted permanent status in the position the day following the last day of the probationary period.

4670.2690 VIOLATION OF RULES.

Subpart 1. **Penalty.** If an appointing authority fails to implement the purpose and intent of the probationary period by appropriate action as provided in parts 4670.2600 to 4670.2680, a probationary employee whose probationary period is not extended or who is not certified permanent in accordance with part 4670.2680 and is not removed or demoted but is continued in employment beyond the full ~~six-month~~ probationary period shall obtain permanent status in the position by the default of the appointing authority. The payment of salary beyond the ~~six-month~~ probationary period shall be deemed to be evidence of the determination by the appointing authority that permanent status shall be granted to the employee. The supervisor shall enter such status on the record of the employee and shall notify the appointing authority and the employee of the change in status.

<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>
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Proposed Rules

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

4670.3800 COOPERATION WITH MERIT SYSTEM AGENCIES.

The supervisor, with the approval of the commissioner, may cooperate with other state, federal, or local merit system agencies operating in conformity with the standards comparable to those contained in parts 4670.0100 to 4670.4240. With the approval of the commissioner, the supervisor may announce and administer joint examinations in conformity with the standards of parts 4670.0100 to 4670.4240, and the registers so established shall be given recognition under parts 4670.0100 to 4670.4240. When filling a vacant position, an appointing authority may request that the supervisor approve the transfer of a permanent employee from another merit system jurisdiction. If it is determined that both the classification level of the employee's position and the examination taken to obtain that position are comparable to those of the vacant position, the supervisor shall approve the transfer. All persons appointed under this part shall be required to serve a ~~six-month~~ probationary period.

4670.4210 PROFESSIONAL AND ADMINISTRATIVE COMPENSATION PLAN, ~~1998~~ 1999.

Subpart 1. Plan.

	Minimum	Maximum
Assistant Director of Environmental Health	2638 2717	4304 4433
Director of Environmental Health	3019 3110	4930 5077
Director of Public Health Nursing	2523 2598	4304 4433
Public Health Educator	2114 2177	3771 3884
Public Health Nurse	2213 2280	3603 3711
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	2114 2177	3444 3548
Sanitarian	2020 2081	3444 3548

4670.4220 HEALTH SERVICES SUPPORT PERSONNEL COMPENSATION PLAN.

Subpart 1. Plan.

	Minimum	Maximum
Bookkeeper	1445 1488	2365 2436
Home Health Aide	1382 1423	2159 2224
Home Health Aide Coordinator	1622 1671	2523 2598
Inspector	1622 1671	2523 2598
Licensed Practical Nurse	1622 1671	2523 2598
Public Health Aide	1184 1219	2020 2081

4670.4230 CLERICAL COMPENSATION PLAN.

Subpart 1. Plan.

	Minimum	Maximum
Clerk I	1019	1730
Clerk II	1184	2020
Clerk III	1382	2159
Clerk Typist I	1112	1891
Clerk Typist II	1184	2020
Clerk Typist III	1480	2310
Clerk Steno	1184	2020
Switchboard Operator	1112	1891
Office Support Aide	1049	1782
Office Support Specialist	1244	2128
Office Support Specialist, Sr.	1524	2379

REPEALER. *Minnesota Rules*, parts 4670.0100, subpart 19; and 4670.3540, are repealed.

Department of Human Services

Proposed Permanent Rules Relating to Merit System

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Proposed Amendments to Rules of the Merit System Governing Definitions, Salary Adjustments and Increases, Establishment of Registers, Certification Methods, Appointment from Registers, Provisional Appointments, Temporary Appointment, Duration of Probationary Period, Extension of Probationary Period, Completion of Probationary Period, Interagency Operations, and the Compensation Plan (*Minnesota Rules*, parts 9575.0010, 9575.0350, 9575.0550, 9575.0620, 9575.0650, 9575.0660, 9575.0680, 9575.0730, 9575.0740, 9575.0790, 9575.1280, and 9575.1500)

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

Agency Contact Person. Comments or questions on the rule and written requests for a public hearing on the rule must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (651) 296-3996, FAX number (651) 282-5340.

Subject of Rule and Statutory Authority. The Minnesota Merit System rules provide for a system of personnel administration for 76 county and local 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 9575.0010 repeal the definition defining the “facsimile” of the chart showing the hourly rates and daily salary rates as well as the definition of “overtime”. Modifications are proposed to the definition of “probationary period” and a new definition of “unclassified position” is being added in order to provide counties with increased flexibility. Amendments to part 9575.0550 establish a transfer list for those employees currently working in a county agency who wish to transfer to other counties. The amendments to part 9575.0620 provide counties with more flexibility and choice in hiring by increasing the number of names that they can request from the Merit System eligible lists. Minor amendments are proposed to part 9575.0650 to clarify the steps in the hiring process. Amendments to part 9575.0660 delegate authority to counties to make provisional appointments without prior approval of the Merit System Supervisor and give the counties a longer period of time to retain individuals on provisional appointments after the eligible list has been established. The rule amendments to the temporary rule, part 9575.0680, allow county agencies to hire individuals in temporary unclassified positions for a period of up to three years. Rule language proposed in parts 9575.0730, 9575.0740 and 9575.0790 increase the length of the probationary period of professional supervisory or managerial positions to one year, allow counties to use their own policies with respect to the length of the probationary period and the length of the extension of the probationary period, and give counties more time to submit notification of completion of the probationary period. A minor amendment is being made to part 9575.1280 which makes language compatible with other rule amendments concerning the probationary period. Amendments to salary adjustments and increases and the compensation plan, parts 9575.0350 and 9575.1500, provide for a 3% adjustment to the minimum and maximum salaries of nearly all of the classifications covered by Merit System compensation plans.

The salary ranges of three classifications are being adjusted more to correct compensation inequities or labor market concerns. Additionally, several new classifications are being added to the compensation plan and some are being repealed.

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., Wednesday, April 28, 1999 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.

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Proposed Rules

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 28, 1999. 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.

Modifications. The proposed rule may be modified either as a result of public comment. The modifications must be supported by comments and information submitted to the agency, 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.

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.

Adoption and Review of Rule. 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 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 rule proceedings, submit your request to the agency contact person listed above.

Dated: 9 March 1999

Michael O'Keefe
Commissioner

9575.0010 DEFINITIONS.

[For text of subps 1 to 19, see M.R.]

Subp. 20. [See repealer.]

[For text of subps 20a to 28, see M.R.]

Subp. 29. [See repealer.]

[For text of subps 30 to 32, see M.R.]

Subp. 33. **Probationary period.** "Probationary period" means the ~~six-month~~ working trial period during which a new employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position.

[For text of subps 34 to 47, see M.R.]

Subp. 47a. **Unclassified position.** "Unclassified position" is a position designated as not being classified under the merit system pursuant to part 9575.0680, subpart 5.

[For text of subps 48 and 49, see M.R.]

9575.0350 SALARY ADJUSTMENTS AND INCREASES.

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

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

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

9575.0550 ESTABLISHMENT OF REGISTERS.

[For text of subps 1 to 7, see M.R.]

Subp. 8. **Transfer list.** The supervisor may establish a transfer list of the names of current permanent employees who are eligible by rule to transfer to a class of positions and who apply for placement on this list. Names must be placed on this list in the manner determined by the supervisor. All persons on the list are equally eligible for appointment and no rank or position may be established.

9575.0620 CERTIFICATION METHODS.

Subpart 1. **Competitive register.** ~~Upon receiving a requisition, the supervisor shall certify the names of available eligibles. If one position is involved~~ For positions to be filled by competitive open examination, the supervisor shall certify the 15 highest available names together with any additional names of persons having an examination rating within ~~three~~ five points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the 15th person certified, from the open-competitive register established for the class of positions. At the option of the appointing authority, the supervisor may approve the referral of additional names so that all scores with 90 and above and scores within ten points of the highest score are referred to the appointing authority. If the number of names to refer would be so large as to preclude equitable, reliable, job-related screening, the appointing authority may request certification of fewer names, but never less than the top 15 scores, plus scores tied with the 15th and scores within five points of the highest score. Names of available eligibles from the appropriate reemployment ~~register or transfer registers, if one exists they exist,~~ shall also be certified as additional names.

Subp. 2. **Promotional register.** For positions to be filled by competitive promotional examination, the supervisor may also certify the ~~seven~~ ten highest available names together with any additional names of persons having an examination rating within ~~three~~ five points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination scores as that of the ~~seventh~~ tenth name certified, from the appropriate promotional register if such register exists and is requested. At the option of the appointing authority, the supervisor may refer additional names so that all scores with 90 and above and scores within ten points of the highest score are referred to the appointing authority. If the number of names to refer would be so large as to preclude equitable, reliable, job-related screening, the appointing authority may request certification of fewer names, but never less than the top ten scores, plus scores tied with the tenth and scores within five points of the highest score. Names of available eligibles from the appropriate reemployment ~~register or transfer registers, if one exists they exist,~~ shall also be certified as additional names.

Subp. 3. **Certification for more than one vacancy.** If more than one vacancy exists, the supervisor shall certify at least as many names from the register as there are vacancies to be filled, together with any additional names of persons having an examination rating within ~~three~~ five points of the person on the certification with the highest examination rating, and any additional names of persons having the same examination score as that of the last person certified on a competitive certification or as that of the last person certified on a promotional certification. At the option of the appointing authority, the supervisor may refer additional names so that all scores with 90 and above and scores within ten points of the highest score are referred to the appointing authority. If the number of names to refer would be so large as to preclude equitable, reliable, and job-related screening, the appointing authority may request certification of fewer names, but never less than the top 15 scores, plus scores tied to the 15th and scores within five points of the highest score, on a competitive vacancy; or less than the top ten scores, plus scores tied with the tenth score and scores within five points of the highest score, on a promotional vacancy.

Subp. 3a. **Supplementary certifications.** Supplementary certifications will be issued only in instances in which it is found that there are fewer than 15 available candidates on the competitive certification or ~~seven~~ ten available candidates on the promotional certification.

[For text of subs 4 to 7, see M.R.]

9575.0650 APPOINTMENT FROM REGISTERS.

Subpart 1. **Original appointment.** The employment of any person from a certification from an open-competitive register shall be deemed to be an original appointment. In selecting persons from among those certified by the supervisor for original appointment, the appointing authority shall be permitted to examine their ~~application and reports of investigation and to applications,~~ interview them, and check references or perform other background investigations. Final selection and the action taken on each candidate shall be reported to the supervisor in the manner prescribed by the supervisor.

[For text of subs 2 and 3, see M.R.]

9575.0660 PROVISIONAL APPOINTMENT.

Subpart 1. **Procedure.** Whenever in the opinion of the appointing authority there are urgent reasons for filling a vacancy and the supervisor is unable to certify eligibles from a register established as a result of an examination for the position, and no appropriate promotional register or other appropriate register exists, the appointing authority may ~~submit to the supervisor the names of persons to fill the position pending examination and establishment of a register~~ appoint a person to the vacancy on a provisional basis. If ~~such person's qualifications are certified by the supervisor as meeting the person appointed meets~~ the minimum qualifications for

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training and experience for the position, ~~such persons that person~~ may be provisionally appointed to fill the existing vacancy until an appropriate register is established and appointment made ~~therefrom from the register~~. No provisional appointment shall be made until the position has been allocated to a proper class and minimum qualifications established ~~therefor for the position~~ in accordance with parts 9575.0650 to 9575.0700 ~~nor without prior approval of the merit system supervisor~~.

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

Subp. 3. Termination of provisional appointment. ~~No provisional appointment shall be continued for more than 30 days after an appropriate register has been established for the class of positions and in no event for more than six months after the date of appointment. The appointing authority shall terminate a provisional appointment 90 days after the supervisor provides a certification from which an appointment could be made. However, in individual cases, a provisional appointment may be extended for a period of up to six months.~~ Successive provisional appointments of the same person shall not be permitted, and a position shall not be filled by repeated provisional appointments. Provisional appointments may be extended at the end of ~~the~~ six-month period with the approval of the merit system supervisor, and successive provisional appointments of the same individual to different positions and successive provisional appointments to the same position may be made in exceptional circumstances, subject to the following conditions:

[For text of items A and B, see M.R.]

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

9575.0680 TEMPORARY APPOINTMENT.

[For text of subs 1 to 4, see M.R.]

Subp. 5. Temporary unclassified positions. The supervisor, upon request of an appointing authority, may authorize the temporary designation of a position in the unclassified service. The supervisor may make this authorization only for positions which are fully anticipated to be of limited duration. No unclassified appointment may exceed three years.

9575.0730 DURATION OF PROBATIONARY PERIOD.

Subpart 1. Length of probationary period. The probationary period shall consist of the equivalent of the first six full months of compensated service following the date of the appointment action requiring a probationary period, except as provided in part 9575.0740. Intermittent employees shall serve a probationary period of six full months, not to exceed two calendar years. Employees who are in the professional series of classifications and who are supervisors or managers shall serve a one-year probationary period. Unpaid leave of ten or fewer workdays during the probationary period does not affect the duration of the probationary period.

Subp. 2. Exception to length of probationary period. If the appointing authority has an established policy that applies to all employees of that appointing authority governing the length of the probationary period, the appointing authority may follow that policy.

9575.0740 EXTENSION OF PROBATIONARY PERIOD.

In rare or unusual circumstances or conditions that prevent the making of a full and fair determination as a basis for granting permanent status or separating the employee from the service, an extension of the probationary period for up to three months may be granted. The appointing authority shall provide notice of the extension to the merit system and the employee. A current evaluation of the employee's performance shall accompany the notice. If the appointing authority has an established policy which applies to all employees of the appointing authority and which allows for an extension for a period of more than three months, the appointing authority may follow that policy.

9575.0790 COMPLETION OF PROBATIONARY PERIOD.

Subpart 1. Notice and evaluation of performance. The appointing authority shall submit written notice of the satisfactory completion of the probationary period to the employee and to the merit system ~~at least within ten days in advance~~ of the expiration of the probationary period. A rating or appraisal of the employee's performance shall accompany the notice. The employee shall then be granted permanent status in the position the day following the last day of the probationary period.

Subp. 2. Permanent status. If an appointing authority fails to implement the purpose and intent of the probationary period by appropriate action as provided in parts 9575.0710 to 9575.0790, a probationary employee whose probationary period is not extended or who is not certified permanent ~~in accordance with~~ according to subpart 1 and is not removed or demoted but is continued in employment beyond the full ~~six month~~ probationary period shall obtain permanent status in the position by the default of the agency. The payment of salary beyond the ~~six month~~ probationary period shall be deemed to be evidence of the determination by the appointing authority that permanent status shall be granted to the employee. The supervisor shall enter such status on the record of the employee and shall notify the appointing authority and the employee of the change in status.

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

9575.1280 INTERAGENCY OPERATIONS.

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

Subp. 3. **Cooperation with merit system agencies.** The supervisor, with the approval of the commissioner of human services, may cooperate with other state, federal, or local merit system agencies operating in conformity with the standards comparable to those contained in these rules. With the approval of the commissioner of human services, the supervisor may announce and administer joint examinations in conformity with the standards of these rules, and the registers so established shall be given recognition under these rules. When filling a vacant position, an appointing authority may request that the supervisor approve the transfer of a permanent employee from another merit system jurisdiction. If it is determined that both the classification level of the employee's position and the examination taken to obtain that position are comparable to those of the vacant position, the supervisor shall approve the transfer. All persons appointed under this rule shall be required to serve a ~~six-month~~ probationary period.

9575.1500 COMPENSATION PLAN; HUMAN SERVICES, ~~1998~~ 1999.

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	2114 <u>2177</u>	3444 <u>3548</u>
Accounting Supervisor	2523 <u>2598</u>	4304 <u>4433</u>
Administrative Assistant I	2638 <u>2717</u>	4716 <u>4857</u>
Administrative Assistant II	3084 <u>3177</u>	5031 <u>5182</u>
Administrative Assistant III	3521 <u>3627</u>	5486 <u>5650</u>
Adult Day Care Center Supervisor	2020 <u>2081</u>	3444 <u>3548</u>
Assistant Welfare Director	4716 <u>4857</u>	7301 <u>7520</u>
Business Manager	3444 <u>3548</u>	5370 <u>5531</u>
Chemical Dependency Coordinator	2114 <u>2280</u>	3444 <u>3884</u>
Collections and Accounting Unit Supervisor	2213 <u>2280</u>	3771 <u>3884</u>
Collection Services Supervisor II	2213 <u>2280</u>	3771 <u>3884</u>
Community Health Services Supervisor	2523 <u>2598</u>	4304 <u>4433</u>
Computer Programmer	2020 <u>2081</u>	3444 <u>3548</u>
Contract Services Representative	2310 <u>2379</u>	3939 <u>4057</u>
County Agency Social Worker (Licensing Specialist)	2020 <u>2081</u>	3444 <u>3548</u>
County Agency Social Worker	2114 <u>2177</u>	3771 <u>3884</u>
County Agency Social Worker (Child Protection Specialist)	2114 <u>2177</u>	3771 <u>3884</u>
County Agency Social Worker (MSW)	2213 <u>2280</u>	3771 <u>3884</u>
County Agency Social Worker (MSW) (Child Protection Specialist)	2213 <u>2280</u>	3771 <u>3884</u>
Day Treatment Supervisor	2418 <u>2491</u>	3939 <u>4057</u>
Day Treatment Therapist	2114 <u>2177</u>	3771 <u>3884</u>
Director of Business Management I	3084 <u>3177</u>	5031 <u>5182</u>
Director of Business Management II	3689 <u>3799</u>	5731 <u>5903</u>
Director of Financial Assistance	3689 <u>3799</u>	5731 <u>5903</u>
Director of Planning	3689 <u>3799</u>	5731 <u>5903</u>
Director of Public Health Nursing	2523 <u>2598</u>	4304 <u>4433</u>
Director of Social Services	3689 <u>3799</u>	5731 <u>5903</u>
Employment Guidance Counselor	1933 <u>1992</u>	3019 <u>3110</u>
Family Based Services Supervisor	2114 <u>2177</u>	3444 <u>3548</u>
Family Service Coordinator II	1933 <u>1992</u>	3019 <u>3110</u>

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Financial Assistance Supervisor I	2213 <u>2280</u>	3771 <u>3884</u>
Financial Assistance Supervisor II	2523 <u>2598</u>	4304 <u>4433</u>
Financial Assistance Supervisor III	2638 <u>2717</u>	4716 <u>4857</u>
Fiscal Manager	2638 <u>2717</u>	4716 <u>4857</u>
Fiscal Officer	1933 <u>1992</u>	3019 <u>3110</u>
Fiscal Supervisor I	2020 <u>2081</u>	3444 <u>3548</u>
Fiscal Supervisor II	2523 <u>2598</u>	4304 <u>4433</u>
Gerontology Counselor	2213 <u>2280</u>	3771 <u>3884</u>
Human Services Director III	4029 <u>4150</u>	6263 <u>6451</u>
Human Services Supervisor I	2638 <u>2717</u>	4716 <u>4857</u>
Human Services Supervisor II	3444 <u>3548</u>	5370 <u>5531</u>
Information Technology Specialist	2020 <u>2081</u>	3444 <u>3548</u>
Managed Care Supervisor	2020 <u>2081</u>	3444 <u>3548</u>
<u>Management Information Supervisor</u>	<u>2598</u>	<u>4645</u>
Mental Health Program Manager	3084 <u>3177</u>	5031 <u>5182</u>
Mental Health Worker	2310 <u>2379</u>	3939 <u>4057</u>
Nutrition Project Assistant Director	2020 <u>2081</u>	3444 <u>3548</u>
Nutrition Project Director	2523 <u>2598</u>	4304 <u>4433</u>
Office Services Supervisor	1933 <u>1992</u>	3019 <u>3110</u>
Planner (Human Services)	2310 <u>2379</u>	3939 <u>4057</u>
Psychologist I	2213 <u>2280</u>	3771 <u>3884</u>
Psychologist II	2523 <u>2598</u>	4304 <u>4433</u>
Psychologist III	3367 <u>3468</u>	5031 <u>5182</u>
Public Health Educator	2114 <u>2177</u>	3771 <u>3884</u>
Public Health Nurse	2213 <u>2280</u>	3603 <u>3711</u>
Public Health Nurse (Team Leader)	2310 <u>2379</u>	3771 <u>3884</u>
Public Health Nursing Supervisor	2418 <u>2491</u>	3939 <u>4057</u>
Recreational Therapist	1933 <u>1992</u>	3019 <u>3110</u>
Registered Dietitian	2020 <u>2081</u>	3444 <u>3548</u>
Registered Nurse (A.A. Degree, 3 year Diploma, or B.S. Degree)	2114 <u>2177</u>	3444 <u>3548</u>
Sanitarian	2020 <u>2081</u>	3444 <u>3548</u>
Senior Staff Development Specialist	2523 <u>2598</u>	4304 <u>4433</u>
Social Services Supervisor I	2638 <u>2717</u>	4716 <u>4857</u>
Social Services Supervisor II	3019 <u>3110</u>	5146 <u>5301</u>
Social Services Supervisor III	3444 <u>3548</u>	5370 <u>5531</u>
<u>Social Work Team Leader</u>	<u>2491</u>	<u>4057</u>
Special Services Supervisor	2418 <u>2491</u>	3939 <u>4057</u>
Staff Development Specialist	2020 <u>2081</u>	3444 <u>3548</u>
Student Social Worker		
(Intern)	Rate proposed by appointing authority.	
Support Services and Accounting Supervisor	2310 <u>2379</u>	3939 <u>4057</u>
Support Services Supervisor	2114 <u>2177</u>	3444 <u>3548</u>
Trainee	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Volunteer Services Coordinator	2020 <u>2081</u>	3444 <u>3548</u>
Welfare Director I	3084 <u>3177</u>	5031 <u>5182</u>
Welfare Director II	3444 <u>3548</u>	5370 <u>5531</u>
Welfare Director III	3689 <u>3799</u>	5731 <u>5903</u>
Welfare Director IV	4029 <u>4150</u>	6263 <u>6451</u>
Welfare Director V	4304 <u>4433</u>	6687 <u>6887</u>

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

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	Minimum	Maximum
Account Clerk	1382 <u>1423</u>	2159 <u>2224</u>
Accounting Technician	1480 <u>1524</u>	2310 <u>2379</u>
Adult Day Care Center Program Coordinator	1622 <u>1671</u>	2523 <u>2598</u>
Case Aide	1806 <u>1860</u>	2697 <u>2777</u>
Chemical Dependency Counselor	1933 <u>1992</u>	3019 <u>3110</u>
Child Health Aide	1184 <u>1219</u>	2020 <u>2081</u>
Child Support Officer	1933 <u>1992</u>	3019 <u>3110</u>
Collections Officer	1806 <u>1860</u>	2697 <u>2777</u>
Collection Services Supervisor I	2114 <u>2177</u>	3444 <u>3548</u>
Community Service Aide	1184 <u>1219</u>	2020 <u>2081</u>
Community Support Technician	1806 <u>1860</u>	2697 <u>2777</u>
Computer Operations Specialist	1382	2159
Coordinator of Aging	1933 <u>1992</u>	3019 <u>3110</u>
Crisis Center Resource Aide	1480 <u>1524</u>	2310 <u>2379</u>
<u>Energy Assistance Program Specialist</u>	<u>1423</u>	<u>2224</u>
Executive Assistant	1806 <u>1860</u>	2697 <u>2777</u>
Family Based Services Provider	1806 <u>1860</u>	2697 <u>2777</u>
Family Service Aide I	1382 <u>1423</u>	2159 <u>2224</u>
Family Service Aide II	1480 <u>1524</u>	2310 <u>2379</u>
Family Service Coordinator I	1622 <u>1671</u>	2523 <u>2598</u>
Family Service/Home Health Aide	1382 <u>1423</u>	2159 <u>2224</u>
Financial Assistance Specialist	1933 <u>1992</u>	3019 <u>3110</u>
Financial Worker	1806 <u>1860</u>	2697 <u>2777</u>
Fraud Prevention Specialist	1933 <u>1992</u>	3019 <u>3110</u>
Home Health Aide	1382 <u>1423</u>	2159 <u>2224</u>
Home Health Aide Coordinator	1622 <u>1671</u>	2523 <u>2598</u>
Housekeeper	Rate proposed by appointing authority and approved by the merit system supervisor and the commissioner of human services.	
Housing Coordinator	2114 <u>2177</u>	3444 <u>3548</u>
Housing Rehabilitation Specialist	1622 <u>1671</u>	2523 <u>2598</u>
<u>Information Systems Specialist</u>	<u>1423</u>	<u>2224</u>
<u>Information Systems Specialist, Sr.</u>	<u>1860</u>	<u>2777</u>
Licensed Practical Nurse	1622 <u>1671</u>	2523 <u>2598</u>
Managed Care Advocate	1933 <u>1992</u>	3019 <u>3110</u>
Managed Care Enroller	1806 <u>1860</u>	2697 <u>2777</u>
Methods and Procedures Technician	1806 <u>1860</u>	2697 <u>2777</u>
Monitoring and Review Specialist	1622 <u>1671</u>	2523 <u>2598</u>
Public Health Aide	1184 <u>1219</u>	2020 <u>2081</u>
Senior Citizen's Aide	1382 <u>1423</u>	2159 <u>2224</u>
SILS Program Coordinator	1806 <u>1860</u>	2697 <u>2777</u>
Social Services Administrative Aide	1933 <u>1992</u>	3019 <u>3110</u>
Support and Collections Specialist	2020 <u>2081</u>	3159 <u>3254</u>
Support Enforcement Aide	1480 <u>1524</u>	2310 <u>2379</u>
Transit Coordinator	1382 <u>1423</u>	2159 <u>2224</u>
Welfare Fraud Investigator	1933 <u>1992</u>	3019 <u>3110</u>
<u>WIC Certifier</u>	<u>1671</u>	<u>2598</u>

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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	1480 1524	2310 2379
Clerk I	1019	1730
Clerk II	1184	2020
Clerk III	1382	2159
Clerk Typist I	1112	1891
Clerk Typist II	1184	2020
Clerk Typist III	1480	2310
Clerk Steno	1184	2020
Data Entry Operator	1112	1891
Information Systems Specialist	1184	2020
Legal Secretary	1382	2159
Switchboard Operator	1112	1891
Office Support Aide	1049	1782
Office Support Specialist	1244	2128
Office Support Specialist, Sr.	1524	2379

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	1112 1145	1891 1947
Bus Driver	1184 1219	2020 2081
Janitor	1184 1219	2020 2081
Maintenance Worker	1382 1423	2159 2224

REPEALER. *Minnesota Rules*, part 9575.0010, subparts 20 and 29, are repealed.

Department of Public Safety

Proposed Permanent Rules Relating to Merit System

NOTICE OF INTENT TO ADOPT A RULE WITHOUT A PUBLIC HEARING

Proposed Amendments to Rules of the Merit System Governing Definitions, Salary Adjustments and Increases, and the Compensation Plan (*Minnesota Rules*, parts 7520.0100, 7520.0650, and 7520.1000-1100)

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

Agency Contact Person. Comments or questions on the rule and written requests for a public hearing on the rule must be submitted to: Betty Carlson, Minnesota Merit System, Second Floor, Human Services Building, 444 Lafayette Road, St. Paul, Minnesota 55155-3822, telephone (651) 296-3996, FAX number (651) 282-5340.

Subject of Rule and Statutory Authority. The Minnesota Merit System rules provide for a system of personnel administration for several county and local 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 7520.0100 repeal the definition of the “facsimile” of the chart showing the hourly rates and daily salary rates. Modifications are proposed to the definition of “probationary period” and a new definition of “unclassified service” is being added in order to provide appointing authorities with increased flexibility. Amendments to salary adjustments and increases and the compensation plan, parts 7520.0650 and 7520.1000-1100, provide for a 3% adjustment to the minimum and maximum salaries of all but one of the classifications covered by Merit System compensation plans. The salary range of the Office Support Specialist classification (formerly Clerk Typist II) is being adjusted more to correct a labor market concern. Additionally, three new classifications are being added to the compensation plan and several are being repealed.

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 or county emergency management agencies covered by the Merit System.

Comments. You have until 4:30 p.m., Wednesday, April 28, 1999 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 28, 1999. 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.

Modifications. The proposed rule may be modified either as a result of public comment. The modifications must be supported by comments and information submitted to the agency, 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.

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.

Adoption and Review of Rule. 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 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 rule proceedings, submit your request to the agency contact person listed above.

Dated: 4 March 1999

Jesse Ventura
Governor

<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>
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Proposed Rules

7520.0100 DEFINITIONS.

[For text of subs 1 to 18, see M.R.]

Subp. 19. [See repealer.]

[For text of subs 19a to 33, see M.R.]

Subp. 34. **Probationary period.** "Probationary period" means the ~~first six-month~~ working ~~test trial~~ period during which a new appointee is required to demonstrate fitness for the position to which appointed by actual performance of the duties of the position.

[For text of subs 35 to 48, see M.R.]

Subp. 48a. **Unclassified service.** "Unclassified service" includes all positions designated as not being classified under the merit system pursuant to part 9575.0680.

[For text of subs 49 and 50, see M.R.]

7520.0650 SALARY ADJUSTMENTS AND INCREASES.

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

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

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

7520.1000 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1998~~ 1999; PROFESSIONAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Administrative Officer Assistant	2114 <u>2177</u>	3299 <u>3398</u>
Emergency Management Director	1933 <u>1992</u>	3019 <u>3110</u>
Communications Officer	1850 <u>1905</u>	2896 <u>2983</u>
Operations Officer	2114 <u>2177</u>	3299 <u>3398</u>
Public Information Officer	2114 <u>2177</u>	3299 <u>3398</u>
Radiological Officer	1850 <u>1905</u>	2896 <u>2983</u>
Safety Services Coordinator	2114 <u>2177</u>	3299 <u>3398</u>

7520.1100 COMPENSATION PLAN (EMERGENCY MANAGEMENT), ~~1998~~ 1999; CLERICAL.

Subpart 1. **Plan.**

	Minimum	Maximum
Clerk I	1019	1730
Clerk II	1184	2020
Clerk III	1382	2459
Clerk Typist I	1112	1891
Clerk Typist II	1184	2020
Clerk Typist III	1480	2310
Clerk Steno	1184	2020
<u>Office Support Aide</u>	<u>1049</u>	<u>1782</u>
<u>Office Support Specialist</u>	<u>1244</u>	<u>2128</u>
<u>Office Support Specialist, Sr.</u>	<u>1524</u>	<u>2379</u>

REPEALER. Minnesota Rules, part 7520.0100, subpart 19, is repealed.

Expedited Emergency Rules

Provisions exist for the Commissioners of some state agencies to 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. Specific *Minnesota Statute* citations accompanying these emergency expedited rules detail the agency's rulemaking authority.

Department of Natural Resources

Adopted Expedited Emergency Game and Fish Rules; Waters Open to Taking Minnows

6216.0400 RESTRICTED ACTIVITIES ON INFESTED WATERS AND WATERS WITH LIMITED INFESTATIONS OF EURASIAN WATER MILFOIL.

Subpart 1. **Prohibition of taking bait from infested waters.** The taking of wild animals from infested waters for bait or aquatic farm purposes is prohibited, except as specified in part 6254.0200.

[For text of subps 2 to 4, see M.R.]

6254.0200 WATERS OPEN TO TAKING MINNOWS; PERMITS.

Subpart 1. **Waters open to taking.** Minnows may be taken from all waters of the state, except that as otherwise specified in this part, and parts 6216.0400, subpart 1, and 6254.0300.

Subp. 2. **Permits.** Minnows may be taken from the waters described in items A to E only if ~~the taker~~ a person possesses a permit issued by the commissioner:

A. waters within the boundaries of wildlife management areas when taking for commercial purposes;

B. waters within the boundaries of state parks;

C. within 50 yards of any site where loons are nesting;

D. ~~waters described in part 6254.0300 where taking for commercial purposes is specifically prohibited or regulated by the commissioner; and~~

~~E. designated trout waters as provided by Minnesota Statutes, section 97C.505, subdivision 5; and~~

E. infested waters that are solely designated as waters infested with Eurasian water milfoil in part 6216.0350, subpart 1, and are not designated as infested waters in part 6216.0350, subparts 2 to 6, when the taking is for commercial purposes.

Subp. 3. **Conditions; training.** Permits issued under subpart 2, item E, shall include conditions necessary to avoid spreading Eurasian water milfoil. Before receiving a permit issued under subpart 2, item E, a person must satisfactorily complete harmful exotic species-related training provided by the commissioner.

EFFECT OF EMERGENCY AMENDMENTS. After the emergency amendments to *Minnesota Rules*, parts 6216.0400, subpart 1, and 6254.0200 expire, the permanent rules as they read prior to those amendments again take effect, except as they may be amended by permanent rule.

Craig Blacklock -- Noted nature photographer

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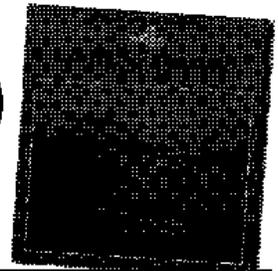
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Revenue Notices

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

Department of Revenue

Revenue Notice # 99-05: Sales and Use Tax - Responsibility for Collection and Remittance of Sales Tax on Tickets Sold at Selling Events

For the purpose of this revenue notice, an "operator" is considered a person who controls the renting or leasing of space to persons desiring to engage or conduct business as a seller at an event.

For the purpose of administering the sales and use tax law, the operator shall be responsible for collecting and remitting sales or use tax on the total sale of tickets at events where tickets, tokens and other similar vouchers are used for purchasing taxable items or taxable admissions.

Tax should be calculated on the gross receipts of all tickets sold, not on the amount redeemed. The operator must also pay sales or use tax on any tickets that are exchanged for consideration, i.e., bartering tickets in exchange for advertising or volunteer help. If tax is included in the ticket price, the operator should reduce the gross receipts by the amount of tax included in the ticket price to determine the amount subject to tax.

When tickets are sold for items taxed at different rates, the operator must have a reasonable verifiable method in place to determine the receipts subject to sales tax at each tax rate. If no distinction can be made, all tickets are subject to tax at the higher rate.

Example 1. Different colored tickets are sold for food, soft drinks or alcoholic beverages from the various vendors at an event. Blue tickets are sold for \$1.00 each and can be used to purchase anything except alcoholic beverages. Orange tickets are \$1.50 each and can only be used to purchase alcoholic beverages. Sales tax is included in the price of each ticket.

The operator must keep track of the number of orange tickets sold and the number of blue tickets sold. To determine the tax due, the operator should divide the gross receipts from the blue tickets by 1.065 to get the amount subject to tax. This amount should then be multiplied by 6.5% to get the state sales tax due on the blue tickets. The gross receipts from the orange tickets should be divided by 1.09 and that result multiplied by 9% to determine the state sales tax on the orange tickets. Any local option taxes also apply.

Example 2. An event is held where the same ticket can be used to purchase food, soft drinks and alcoholic beverages from the various vendors. Individual vendors at the event sell both food and alcoholic beverages. The vendors are required to keep track of how many tickets are redeemed for alcoholic beverages and how many are redeemed for food and soft drinks and report that information to the operator.

In this example, the vendors reported that 1,000 tickets were redeemed for alcoholic beverages, and 2,000 tickets were redeemed for food and soft drinks. The total number of tickets sold or exchanged for consideration at the event was 3,500 and each ticket was sold for \$1.00, including sales tax.

To determine the percent of the total ticket sales subject to the 9 percent sales tax rate the operator divides the total number of tickets redeemed for alcoholic beverages by the total number of tickets redeemed. Next, multiply the total number of tickets sold or exchanged for consideration by the calculated percentage to determine the number of tickets subject to 9 percent state sales tax. Divide the dollar value of those tickets by 1.09 to determine the amount subject to tax. Then, multiply that amount by 9% to get the tax due for the alcoholic beverages. The remaining tickets sold or exchanged for consideration are subject to 6.5 percent state sales tax. All tickets are also subject to applicable local option taxes.

Calculation for this example:

$$1,000 / 3,000 = 33.3\%$$
$$3,500 \times 33.3\% = 1,166 \times \$1.00 = \$1,166.00$$
$$\$1,166.00 \div 1.09 = \$1,069.12$$
$$\$1,069.12 \times 9\% = \$96.27$$

$$3,500 - 1,166 = 2,334$$
$$2,334 \times \$1.00 = \$2,334.00$$
$$\$2,334.00 \div 1.065 = \$2,191.55$$
$$\$2,191.55 \times 6.5\% = \$142.45$$

Example 3. Food and non-alcoholic beverage tickets are sold for \$1.00 each including sales tax. One thousand tickets are traded for six 30-second advertisements on the radio. Another 2,000 tickets are exchanged for volunteer help.

Since the tickets are exchanged for consideration in the form of advertising and volunteer help, the operator must calculate the tax due as follows:

$$\$3,000 (1.065 = \$2,816.90$$

$$\$2,816.90 \times 6.5\% = \$183.10$$

Dated: 29 March 1999

Terese Koenig, Director
Appeals, Legal Services and Criminal Investigation Division

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.

Department of Administration

State Designer Selection Board (SDSB) Meeting Dates, Times and Agenda Items for April 1999

Pursuant to SDSB *Minnesota Rule* 3200.0400, below is the schedule of State Designer Selection Board meeting dates, times and agenda items as of March 19, 1999:

- **April 13, 9:00 a.m.**
 1. Shortlisting: Project 4-99 University of Minnesota, Duluth Vacated Space Renovation Project
- **April 27, 9:00 a.m.**
 1. Interview/Selection: Project 4-99 University of Minnesota, Duluth Vacated Space Renovation Project
 2. Shortlisting: Project 3-99 University of Minnesota, Rehabilitation of Folwell Hall

Unless otherwise stated, all meetings are held in the Administration Building, 50 Sherburne Avenue, St. Paul, Room G-10/Conference Room A. Other matters may come before the Board and be added to the agenda as needed. For additional information, contact Lisa Blue at (651) 297-5526.

Minnesota Auto Theft Prevention Program

Notice of Meeting of the Board of Directors

The Minnesota Auto Theft Prevention Program will be holding its Board of Directors meeting on the following dates: February 18, 1999, March 1, 1999, and April 8, 1999. Meetings will begin at 9:00 a.m. and are held at the Minnesota Auto Theft Prevention office located at 1110 Centre Point Curve, Suite 405, Mendota Heights, MN. (Hy. 110 and Lexington Av. in the GNB Technologies Bldg.) Meetings are open to the public. For more information contact Denny Roske at the Auto Theft Prevention Program at (651) 405-6153.

Colleges and Universities, Minnesota State (MnSCU)

Notice of Public Hearing In the Matter of the Proposed Carl D. Perkins Vocational Technical Education Act of 1998 (Perkins III) Five Year Minnesota State Plan for Vocational Technical Education, The Minnesota State Colleges and Universities Board of Trustees and the Department of Children, Families and Learning

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on the Perkins III Five Year State Plan for Vocational Technical Education, on March 31, 1999, commencing 10:00 am and continuing until 12:00 pm, or until all interested or concerned persons have had an opportunity to participate. The hearing will be accessible via satellite (both C and Ku Bands), and at the point of origination (World Trade Center, Studio Theatre-3rd Floor, St. Paul). Satellite coordinates for C-Band: Satellite Telstar 5, 97 degrees west longitude, transponder 7, channel 7, vertical polarity, 3840 frequency, 6.2 & 6.8 audio. Satellite coordinates for KU Band: Satellite Telstar 5, 97 degrees west longitude, transponder 25, channel 25, vertical polarity, 12144.0 frequency, 6.2 & 6.8 audio. Contact (651) 296-7884 for troubleshooting needs. Please call (651) 296-3906 to register your site and/or to be scheduled for testimony.

All representatives of school districts, Minnesota State Colleges and Universities organizations, associations, other interested groups, and all interested and concerned persons will have an opportunity to be heard regarding the adoption of the proposed Perkins III Five Year State Plan by submitting either oral or written recommendations or statements. For those who cannot be present at the Public Hearing, their recommendations or statements may be submitted to Dr. Mary Jacquart, Minnesota State Colleges and Universities, 500 World Trade Center, St. Paul, MN 55105 (651) 296-0664.

Copies of the proposed Perkins III Five Year State Plan for Vocational Technical Education for Fiscal Years 2000-2005 will be available March 15, 1999 at the address above, or via the World Wide Web at www.mnscu.edu.

Minnesota Comprehensive Health Association

Notice of Proposed Premium Rate Meeting

NOTICE IS HEREBY GIVEN that a representative of the Minnesota Comprehensive Health Association's (MCHA) executive staff and a representative of the Minnesota Department of Commerce will hold a premium rate meeting in the Twin Cities as indicated below. The purpose of the meeting is to allow MCHA enrollees an opportunity to comment on the proposed premium rates. Any rate change must be approved by the Minnesota Department of Commerce. New premium rates would go into effect on July 1, 1999.

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

<u>WHERE</u>	<u>DATE</u>	<u>TIME</u>
TWIN CITIES	Thursday, April 1, 1999 Holiday Inn Metrodome 1500 Washington Avenue South Minneapolis, MN Tel: (612) 333-4646	6:30 pm

Emergency Medical Services Regulatory Board

Notice of Completed Application In the Matter of the License Application of the Ambulance Service, Inc., Breckenridge, Minnesota

PLEASE TAKE NOTICE that the Emergency Medical Services Regulatory Board (hereinafter "EMSRB") has received a completed application from the **Ambulance Service, Inc., Breckenridge, Minnesota**, for a new type of service, advanced ambulance service.

NOTICE IS HEREBY GIVEN that, pursuant to *Minnesota Statutes* Section 144E.11, subd. 3 (1997), each municipality, county, community health board, governing body of a regional emergency medical services system, ambulance service and other person wishing to make recommendations or comments opposing the application to the EMSRB within 30 days or by April 30, 1999, 4:30 p.m.

Written recommendations or comments opposing the application should be sent to: Mary Hedges, Executive Director, EMSRB, 2829 University Ave. S. E., Suite 310, Minneapolis, Minnesota 55414-3222.

If fewer than six comments opposing the application are received during the comment period, and the EMSRB approves the application, the applicant will be exempt from a contested case hearing, pursuant to *Minnesota Statutes* Section 144E.11, subd. 4 (1997). If six or more comments in opposition to the application are received during the comment period or the EMSRB denies the application, the applicant may immediately request a contested case hearing, or may try to resolve the objections of the public and/or the EMSRB within 30 days, pursuant to *Minnesota Statutes* Section 144E.11, subd. 5(a), (b) (1997). If the applicant is unable to resolve the objections within 30 days, or if the applicant initially requests a hearing, a contested case hearing will be scheduled and notice of the hearing given pursuant to *Minnesota Statutes* Section 144E.11, subd. 5(c), (e) (1997).

Dated: 23 March 1999

Mary F. Hedges,
Executive Director

Department of Labor and Industry

Labor Standards Unit

Notice of Correction to Commercial Prevailing Wage Rates

Corrections have been made to the Commercial Prevailing Wage Rates certified 10/26/98, for **Labor Code 417, Pipefitters/Steamfitters, and Labor Code 419, Plumbers in Polk County.**

Copies of the corrected certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651) 296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.65 for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich
Commissioner

Department of Labor and Industry

Labor Standards Unit

Notice of Correction to Commercial and Highway/Heavy Prevailing Wage Rates

A correction has been made to the Commercial and Highway/Heavy Prevailing Wage Rates certified 10/26/98, due to contractual union jurisdiction changes for **Labor Code 407, Electricians in Benton, Big Stone, Chippewa, Kandiyohi, McLeod, Meeker, Pope, Stearns, Stevens, Swift, and Wright** Counties in the Commercial Wage Rates and Region 8 in the Highway/Heavy Wage Rates.

Additional classes of labor, **Codes 103, Laborer, Landscaping, and 107, Pipelayer (Water, Sewer & Gas),** have been determined for the Commercial Prevailing Wage Rates in **Cottonwood County**, which were certified 10/16/98.

Copies of the additional certifications may be obtained by writing the Minnesota Department of Labor and Industry, Prevailing Wage Section, 443 Lafayette Road, St. Paul, Minnesota 55155-4306, or by calling (651)296-6452. Charges for the cost of copying and mailing are \$1.00 for the first page and \$.65 for each additional page. Make check or money order payable to the State of Minnesota.

Gretchen Maglich
Commissioner

Teachers Retirement Association

Notice of Meeting

The Board of Trustees, Minnesota Teachers Retirement Association will hold a meeting on Thursday, April 15, 1999 at 9:30 a.m. in Suite 500, Gallery Building, 17 W. Exchange Street, St. Paul, MN to consider matters which may properly come before the Board.

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 Corrections

Minnesota Correctional Facility - Red Wing

Notice of Availability of Grant for Transitional Services

The Minnesota Correctional Facility-Red Wing requires transitional services for juvenile residents residing at the facility for their successful reintegration back into the community. Some of the necessary services which need to be provided include mentoring of juveniles while in the facility and after their release, aftercare support for juveniles after their release from the facility, technology and equipment to assist with the data collection of released residents and their aftercare services, training for staff on successful programs regarding transition, and review and provide activities for current and future transition programming. The facility estimates that three grants of \$20,000.00 may be awarded. The term of each grant will be completed by June 30, 1999.

Prospective responders who have any questions regarding this request for proposal may call or write:

Lisa Cornelius, Finance Director
MCF-Red wing
1079 Highway 292
Red Wing, MN 55066
Telephone: (651) 267-3617

All proposals must be sent to:

Lisa Cornelius, Finance Director
MCF-Red Wing
1079 Highway 292
Red Wing, MN 55066

All proposals must be received not later than 2:00 p.m. on April 9, 1999.

From Carrol Henderson - *DNR Wildlife Specialist*

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Professional, Technical & Consulting Contracts

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

In accordance with *Minnesota Rules* Part 1230.1910, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a 6% preference in the evaluation of their proposal. For information regarding certification, call the Materials Management Helpline (651) 296-2600 or [TTY (651) 297-5353 and ask for 296-2600].

Department of Administration, State Designer Selection Board

Request for Proposals for the University of Minnesota, Minneapolis, for the Rehabilitation of Folwell Hall (Project 3 -99)

To Minnesota Registered Design Professionals:

The State Designer Selection Board has been requested to select consultants for a project. Design firms who wish to be considered for this project must deliver proposals on or before 12 p.m. (Noon), Monday, April 12, 1999, to:

Lisa Blue, Executive Secretary
State Designer Selection Board
Department of Administration
Materials Management Division
50 Sherburne Avenue, Room 112
St. Paul, Minnesota 55155-3000
(651) 297-5526

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE WILL NOT BE CONSIDERED.

Questions concerning the Board's procedures herein described, or the schedule in Item 8.h, should be referred to the Executive Secretary at (651) 297-5526. Questions relating to the project must be referred to the project contact(s) in Item 8.i.

NOTE TO RESPONDERS: CHANGES MAY HAVE BEEN MADE IN THE CONTENT AND FORMAT REQUIREMENT. PROPOSALS WHICH DO NOT CONFORM TO THE FOLLOWING CONTENT, ORDER AND FORMAT REQUIREMENTS AS OUTLINED IN ITEMS 1 THROUGH 5 BELOW MAY BE DISQUALIFIED.

1. **The front cover of the proposal** should be clearly labeled with the project number and project title as shown at the top of this request for proposal, together with the designer's firm name, address, telephone number, fax number and the name of the contact person. The back cover should remain blank.
2. **All data should be on 8 1/2" x 11" sheets, soft bound.** No more than 20 printed faces should be included (see the following for clarification):
 - a. All letters directed to the Board should be bound into the proposal and all pages will be counted as printed face(s). It is not necessary to do a cover letter to the Executive Secretary.
 - b. Blank dividers (with printed tab headings only) will not be counted as faces.
 - c. Front and back covers of proposals will not be counted as faces.
 - d. None of the statutory or mandatory information, except as requested in Item 3 below, should appear on the dividers or covers.
 - e. All pages should be numbered.

Proposals that deviate from the above may be disqualified.

3. BRIEF PROPOSAL SUMMARY:

All proposals shall begin with a summary which includes only the following items:

- a. Name of firm and its legal status;
- b. Names of persons in leadership roles for project management, design and production of architecture; design of civil, structural, mechanical and electrical engineering, landscape architecture, land surveying, fire protection and geoscience for each and every discipline called for in Section 8.b. The name of each person so mentioned must also include their Minnesota registration number. Fire protection engineering requires a licensed fire protection engineer, identified by their number OR the engineering registration number accompanied in Section 4.b by a listing of past projects demonstrating competency in this field.

Professional, Technical & Consulting Contracts

Consultants and assistants to the persons in leadership roles, as identified above, need not provide a Minnesota registration number. These individuals should be listed separately from those above.

- c. A statement indicating that the consultants listed have been contacted and have agreed to be a part of the design team;
- d. A commitment to enter into the work promptly, if selected, by engaging the consultants and assigning the persons named in Item 3.b above, along with adequate staff to meet the requirements of work;
- e. At least one copy of the proposal must contain an original signature by an authorized member of the firm submitting the proposal, in ink, on the bottom of the first page of the proposal.
- f. A list of all State and University of Minnesota current and past projects and studies awarded to the prime firm(s) responding to this request for proposal during the four years immediately preceding the date of this request for proposal.

Projects and studies shall mean those projects and studies (1) funded by the state legislature, by state/user agencies or University of Minnesota operating funds, or by funding raised from the private sector or individuals by state/user agencies or the University of Minnesota; (2) awarded as a result of the State Designer Selection Board process or awarded directly by state/user agencies or the University of Minnesota without employing the State Designer Selection Board process; or (3) related to design-bid-build or design/build project delivery systems.

The prime firm(s) shall list and total all fees associated with the above projects and studies, whether the fees have been received or are anticipated. In addition, the prime firm(s) shall indicate the amount of fees listed which were paid, or are anticipated to be paid, to engineering or other specialty consultants employed, or anticipated to be employed, on the projects and studies listed pursuant to the above.

NOTE: Please call the Executive Secretary at (651) 297-5526 and leave your name and address or fax number to receive a copy of the acceptable format for providing fee information.

4. ADDITIONAL MANDATORY PROPOSAL CONTENTS:

- a. A section containing graphic material (e.g., photos, plans, drawings, etc.) as evidence of the firm's qualifications for the work. The graphic material shall be identified. It shall be work in which the personnel listed in Item 3.b above have had significant participation and their roles shall be clearly described. It shall be noted if the personnel were, at the time of the work, employed by other than their present firms.
- b. Expanded resumes showing qualification of individuals, listed in Item 3.b above, administering or producing the major elements of the work, including consultants. Identify roles which such persons played in projects which are relevant to the project at hand.
- c. A discussion of the firm's understanding of and approach to the project.
- d. A listing of relevant past projects.

5. Eight copies of the proposal should be submitted.

6. Design firms wishing to have their proposals returned after the Board's review shall follow one of the following procedures:

- a. Enclose a *self-addressed, stamped* postal card with the proposals. Design firms will be notified when material is ready to be picked up. Design firms will have two weeks to pick up their proposals, after which time the proposals will be discarded; or
- b. Enclose a *self-addressed, stamped* mailing envelope with the proposals. When the Board has completed its selection, proposals will be returned using this envelope.

7. BOARD SELECTION CRITERIA:

In making its selection of designers the Board shall consider the criteria listed below:

Credit for the following criteria will equal not less than sixty percent.

- a. Qualifications and technical competence in the required field of design;
- b. Ability to deal with aesthetic factors;
- c. Project understanding and approach.

Credit for the following criteria will equal up to forty percent.

- d. Capacity to accomplish the work and services within the required constraints;
- e. Availability of appropriate personnel;
- f. Geographic relationship of the designer's base to the project site; and

- g. Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions. The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The Board may issue statements regarding criteria as they relate to individual projects.

Evaluations of the proposals shall be made independently by the Board members.

8. PROJECT 3-99

**University of Minnesota
Minneapolis, Minnesota**

a. PROJECT DESCRIPTION:

The University of Minnesota intends to retain architectural and engineering design services for the general rehabilitation of Folwell Hall and the classrooms contained therein. Designed by Clarence Johnston and constructed in 1907, the 112,000 gross square foot building is one of the oldest and most elegant structures on the Minneapolis Campus and is on the National Register of Historic Places. Located on University Avenue, Folwell Hall houses the University's Foreign Language departments and classrooms for language and other liberal arts courses.

The rehabilitation project will:

1. Provide contemporary classrooms for liberal arts courses, class labs, computer labs, student study space and offices for faculty and teaching assistants;
2. Integrate technology-rich information delivery systems into each classroom in order to flexibly accommodate the various disciplines using the room;
3. Upgrade and expand the electrical, mechanical and communications technology infrastructure of the building;
4. Repair or replace the clay tile roof and exterior brick walls as necessary;
5. Be sensitive to the historic character of the building and meet requirements associated with its status on the National Register of Historic Places.

b. REQUIRED CONSULTANT SERVICES:

The consultant shall:

1. Provide architectural design services, including detailed programming; schematic design (SD), design development (DD) and construction documents (CD);
2. Provide mechanical, electrical, structural and fire protection engineering design services;
3. Provide landscape and technology/communications design services;
4. Provide scheduling and cost estimating services;
5. Prepare all SD, DD and CD documents using CADD technology to conform with University of Minnesota standards;
6. Evaluate the feasibility of phasing construction to allow partial use of the building during its rehabilitation;
7. Demonstrate experience in design and construction of college-level instructional environments and building rehabilitation;
8. Demonstrate experience in working with and directing the efforts of building committees.

c. SERVICES PROVIDED BY OTHERS:

The University Facilities Management Division will provide lead and asbestos abatement services.

d. SPECIAL CONSIDERATIONS:

None

e. PROJECT BUDGET/FEES:

The preliminary construction cost estimate for the project is \$16 million. That estimate is being confirmed as part of the pre-design process, which will be available in April to firms shortlisted for the project. Consultant fees will be negotiated based on the construction budget established during the pre-design process. Consultant fees, including reimbursables, will be six to seven percent of the estimated construction cost.

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f. PROJECT SCHEDULE:

Completion of Pre-design	April 1999
Commencement of Schematic Design	May 1999
Completion of Construction Documents	January 2000
Bidding, Award	June 2000

g. PROJECT INFORMATIONAL MEETING(S)/SITE VISIT(S):

An informational meeting will be held on Tuesday, April 6 at 10 a.m. All firms interested in attending this meeting should contact Tom Hoffoss at 612.625.3393. This meeting is not mandatory, but strongly recommended. A pre-design document will be available for proposers' review at that meeting. Copies of the pre-design document will be made available to shortlisted firms prior to the interviews.

h. STATE DESIGNER SELECTION BOARD SCHEDULE:

Project Information Meeting and/or Site Visit:	April 6, 1999
Project Proposals Due:	April 12, 1999, by 12 p.m (noon)
Project Shortlist:	April 27, 1999
Project Interviews and Selection:	May 11, 1999

I. PROJECT CONTACT(S):

Questions concerning the project should be referred to:

Tom Hoffoss, Owner's Representative
University of Minnesota
400 Donhowe Building
319 15th Avenue SE
Minneapolis, MN 55455
Phone: (612) 625-3393
FAX: (612) 624-6864

9. CONTRACT REQUIREMENTS:

- a. The amended Minnesota Human Rights Act (*Minnesota Statute 363.073*) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of \$100,000. The first category applies to businesses who have more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the date and time set for the solicitation opening and must have received a Certificate of Compliance prior to the execution of the contract or agreement. The second category applies to businesses who have more than 40 full-time employees on a single working day in the previous 12 months in the State in which they have their primary place of business. The business in this category must either have an unexpired Certificate of Compliance previously issued by the Department of Human Rights, or certify to the contracting State agency that they are in compliance with federal affirmative action requirements before execution of the contract. This Certificate is valid for two (2) years. For further information, contact the Department of Human Rights, 190 East Fifth Street, Suite 700, St. Paul, MN 55101, (651) 296-5663 or (800) 657-3704.

The Department of Administration is under no obligation to delay award or execution of this contract until a vendor has completed the human rights certification process. It is solely the responsibility of the vendor to apply for, and obtain, a human rights certificate prior to contract award.
- b. Costs incurred in responding to this RFP shall be borne by the responder. In accordance with existing statutes, the Board shall retain one copy of each proposal submitted. Responses to this RFP become public information under the Freedom of Information Act after the final selection has been made.
- c. *Laws of Minnesota 1997*, require the successful responder to submit acceptable evidence of compliance with workers' compensation insurance coverage requirements prior to execution of the contract.

Professional, Technical & Consulting Contracts

- d. *Laws of Minnesota 1997*, Chapter 202, Article 1, Section 12, Subdivision 2, require that during the biennium ending June 30, 1999, for an executive agency contract that is subject to *Minnesota Statutes*, Section 363.073 (over \$100,000 and subject to Human Rights Certification requirements), before the agency enters into the contract, should to the extent practical and to the extent consistent with the business needs of the State, ensure that the company to receive the contract attempts to recruit Minnesota welfare recipients to fill vacancies in entry level positions if the company has entry level employees in Minnesota.
- e. This RFP does not obligate the State to complete the project, and the State reserves the right to cancel the solicitation if it is considered to be in its best interest.

Douglas Wolfangle, P.E., Chair
State Designer Selection Board

Office of Environmental Assistance

Correction to Notice of Availability of Request for Participation in a Collection and Market Development Demonstration Project for Used Electronic Products

The correct application deadline for the above notice, published Monday 22 March 1999 at 23 S.R. 1878, is Friday 30 April 1999. The correct spelling of the agency contact person is: Tony Hainault. He can be reached at Minnesota Office of Environmental Assistance, 520 Lafayette Road North, St. Paul, MN 55155-4100. (651) 215-0298; or toll-free: (800) 657-3843.

Department of Human Services

Notice of Availability for Professional/Technical Telecommunications Support Services Request for Proposal (RFP)

The Department of Human Services is requesting proposals for Telecommunication Support Services (hereafter "Services"). Services are proposed to start 6/14/99. Further details regarding this request can be obtained from the Telecommunications Support Services RFP document. The full RFP can be obtained by contacting:

Department of Human Services
Management Services Division
Attention: Mark Faxvog
444 Lafayette Road
St. Paul, MN 55155-3807
(651) 296-7950

All proposals must be received no later than 4:00pm on Thursday April 29, 1999. Late proposals will not be considered. Responders must provide an original proposal plus ten (10) copies in 8 1/2" X 11" format. Please ensure that the original proposal submitted is signed in ink. Prices and terms as stated must be valid for the length of any resulting contract. All proposals must be sent to Mark Faxvog (see address above).

Professional, Technical & Consulting Contracts

State Lottery

Proposals Sought for Auditing Services

The Minnesota State Lottery will issue a Request for Proposal (RFP) on March 29, 1999, for auditing services. The services will focus on the audit of the Lottery's annual financial statements and technical advice and assistance related to the internal controls of the accounting system. A copy of the RFP can be found on the Lottery's special website: www.lottery.state.mn.us/auditrfp/, or call/write:

Tom Barrett, Admin. Services Manager
2645 Long Lake Road
Roseville, MN 55113
Ph: (651) 635-8108 Fax (651) 635-8188
E-Mail: tomb@msl.state.mn.us

Pollution Control Agency

Metro/Community and Area-wide Programs

Notice of Request for Proposals for Training in Occupational Safety and Health Administration, Department of Transportation, and the Resource Conservation and Recovery Act

REQUEST FOR PROPOSALS: Training and Technical Services Contract to provide training and technical assistance to staff from state agencies and political subdivisions. Proposers shall provide course listings and pricing for a variety of safety, health and environmental courses.

NOTICE IS HEREBY GIVEN that the Minnesota Pollution Control Agency (MPCA) is seeking proposals from consultants/contractors qualified to conduct training that meets the intent of specific regulations, including but not limited to, Occupational Safety and Health Administration, Department of Transportation, and the Resource Conservation and Recovery Act. The MPCA desires to contract with qualified consultants/contractors for services from May 15, 1999, through May 14, 2001, with an option to extend contracts up to three additional years. The contracts will be available for use by all state agencies and political subdivisions that are part of the cooperative purchasing venture. No actual work or payment is guaranteed pursuant to the contracts.

The MPCA may contract with multiple consultants/contractors and the MPCA reserves the right to limit the number of parties to the contract.

A complete Request for Proposal (RFP) describing the requirements necessary for the contract has been prepared. Requests for the complete RFP document should be directed to:

Jennifer Volkman
Minnesota Pollution Control Agency
Metro District/Community and Area-Wide Programs Section
520 Lafayette Road
St. Paul, Minnesota 55155-4194
(651) 297-8357 (Voice)
(651) 297-8701 (Fax)
jennifer.volkman@pca.state.mn.us (e-mail)

Proposers should submit in writing any questions they would like addressed. Questions must be faxed or mailed to Jennifer Volkman and received by 4:00 p.m. until April 13, 1999. The deadline for receipt of proposals is 2:30 p.m. April 20, 1999. Proposals should be submitted to the attention of the above MPCA contact person. Late submittals will not be considered.

Department of Transportation

Engineering Services Division

Notice of Availability of Contract for Highway Related Technical Activity

Responses to this advertisement become public information under the Freedom of Information Act. 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.

The Minnesota Department of Transportation is soliciting proposals for the purpose of conducting evaluations of about 65 historic standing structures and historic sites that are listed or are eligible for the National Register of Historic Places to: 1) determine the costs of preservation and restoration of the sites, and 2) to provide contract documents and construction inspection for the preservation or restoration of historic properties and sites specified by the Project Manager.

It is anticipated that Multiple Contractors will be selected.

Minimum Contractor qualifications include:

- 1. Successful completion of construction specifications and inspections of preservation or restoration work on properties that are listed or are eligible for the National Register of Historic Places, in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, revised in 1992 and/or The Guidelines for the Treatment of Cultural Landscapes (1996).
2. Contractors ability to complete Phase I work by 9/1/99 based on an estimated 400 hours of field/office time.

Contractors who fail to meet the minimum qualifying criteria will not be considered for this work.

Request for Proposals (RFPs) are available by mail or fax. Please submit, in writing, a request for the RFP. Requests must be received before 2:00 p.m. on April 15, 1999. Requests made after that date must be in person.

Request for the RFP may be mailed or faxed to:

Dawn D. Thompson, Associate Agreement Administrator
Consultant Services Unit
Transportation Building
Seventh Floor, Mail Stop 680
395 John Ireland Boulevard
St. Paul, MN 55155
Fax: (651) 282-5127

Note: PROPOSALS WILL BE DUE ON APRIL 20, 1999 BY 2:00 P.M.

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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 Airports Commission

Public Notice for Qualifications Statements for Independent Prosecutor Legal Services

The Metropolitan Airports Commission (MAC) is requesting qualifications statements from firms or persons interested in representing MAC as outside prosecutor as set forth in the Request for Qualifications, which is available for review at the Commission offices.

To request a copy of the "Request for Qualifications for Independent Prosecutor Legal Services" which outlines the selection process, contact Rebecca Zwart of the MAC Legal Department at 726-8197. The deadline for submission of qualifications statements is Friday, April 30, 1999.

Minnesota Historical Society

Request for Proposals for Computerized Collections Management System

The Minnesota Historical Society (Society) is seeking proposals from qualified vendors to provide a computerized Collections Management System capable of providing tracking and management functions for the Society's large and varied collections.

The Society has conducted an extensive analysis of its need for a Collections Management System. The RFP identifies requirements for the Collections Management System that will meet the workflow and data requirements of the Society's business functions.

The Request for Proposals is available by calling or writing Chris Bonnell, Contracting Officer, Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102. Telephone is (651) 297-5863 chris.bonnell@mnhs.org. The RFP will be provided in electronic format.

All proposals must be received by Chris Bonnell, Contracting Officer, or an authorized agent, at the Minnesota Historical Society, 345 Kellogg Boulevard West, St. Paul, MN 55102 by **Monday, April 26, 1999 at 2:00 P.M. Central Time**. Late proposals will not be accepted. Both hard copy and electronic responses will be required.

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

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.

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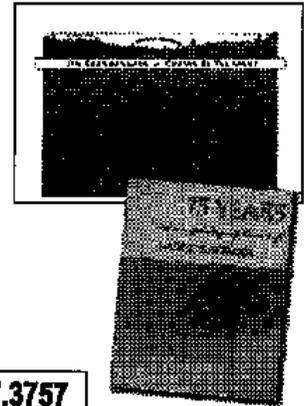
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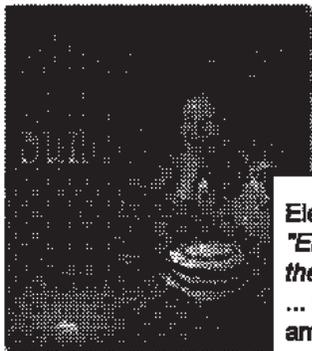
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