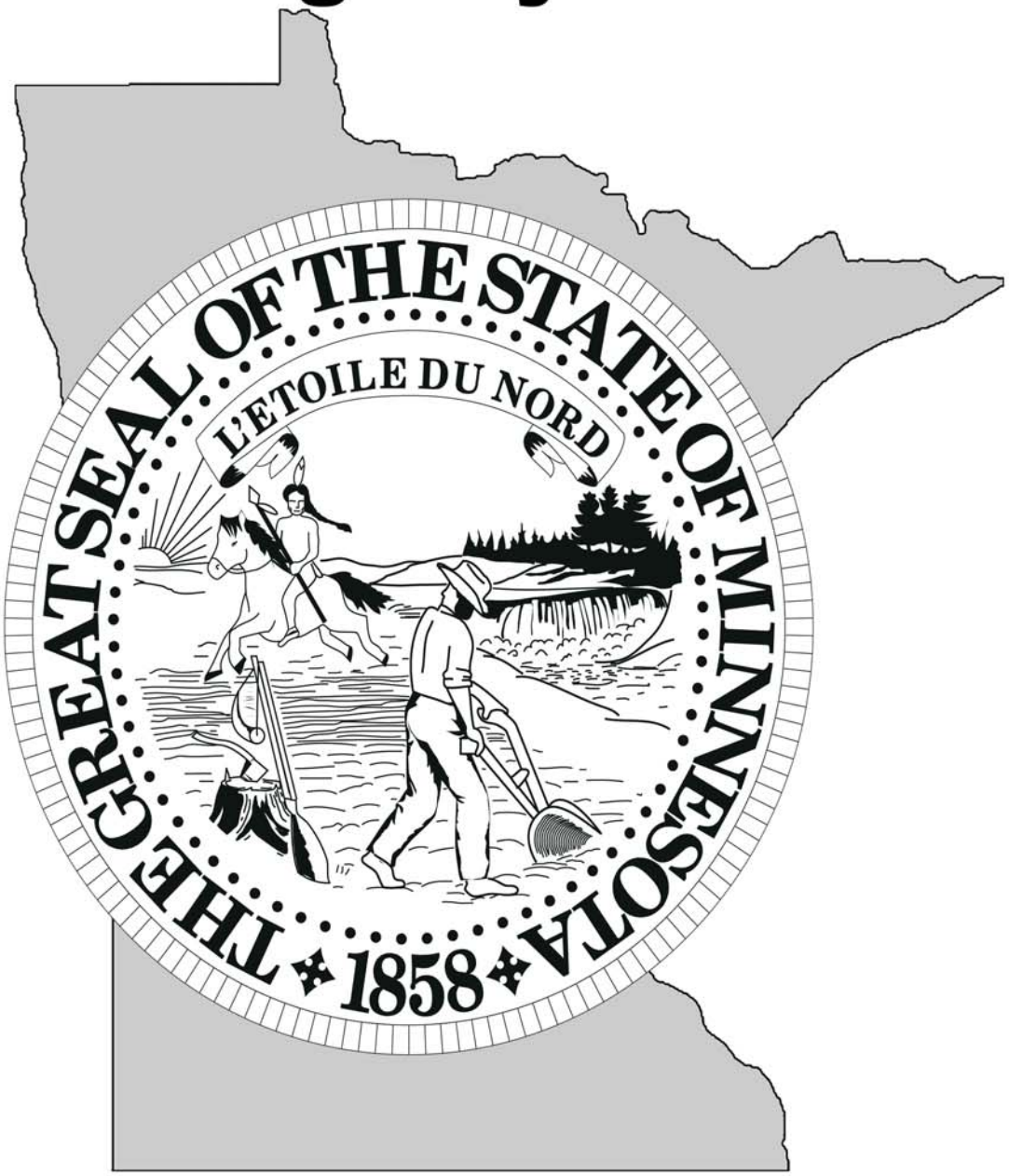
Minnesota Guidebook to State Agency Services



2004-2007

Minnesota Guidebook to

State Agency Services

2004-2007

Robin Panlener, editor
Minnesota's Bookstore, Minnesota Department of Administration
Thank you to Communications Offices and Officers from each of the agencies listed in this book.
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This Guidebook is a "snapshot in time" of state government. All data in this Guidebook is subject to change including staff, locations, fees, etc.

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Minnesota Executive Branch

Agencies of the Executive Branch

Three general categories of state agencies make up the executive branch. There are 20 executive **department**s, each headed by a commissioner appointed by the governor and approved by the senate. Separate from departments is another category called **agencies** which have portions of their membership appointed by the governor. A third group of agencies are termed **semi-state agencies** and these are not under direct appointive control of the governor.

Numerous state boards, committees, commissions, councils, task forces, and similar multi-member agencies with statewide jurisdiction are located within the executive branch. The legislature has adopted a system of nomenclature to encourage uniformity in naming agencies and easier identification by the public. **Advisory task forces** are created to study a single topic and have a maximum two-year life or less. **Advisory councils** and **committees** created by statute (15.014 or 15.059) expired according to the sunset law on June 30, 1997 unless they were extended by specific laws. **Authorities** are agencies whose primary purpose is to issue bonds for financing, ownership and development. **Boards** have rulemaking, license-granting, adjudicatory, or other administrative powers. **Commissions** are generally agencies composed of legislators, except for certain agencies such as those created by interstate compact. **Committees** are advisory agencies. **Councils** are advisory agencies with at least one-half of their members from specified occupations, political subdivisions, or other affected persons. **Governor's agencies** are created by executive order to advise or assist on matters relating to state laws and they take on the prefix "Governor's Task Force on...," "Governor's Council on...," or "Governor's Committee on..."

Terms, Salaries, Appointing Authority

For nearly all statewide agencies, terms of office for members other than ex-officio members are now set at four years. Members of agencies that have predominantly quasi-judicial powers have terms of six years. Terms of one-fourth of the members of each administrative and licensing agency expire each year; terms of one-half of the members of advisory agencies expire in the year a governor takes office; the remaining one-half expire the following year. For agencies having six-year terms, one-third of the members' terms expire every two years.

The salaries of members of some boards and commissions are specified by statute, i.e. the Public Utilities Commission, Tax Court of Appeals, and Workers' Compensation Court of Appeals. Members of advisory task forces are eligible only for expenses. For other agencies, compensation is paid at a per diem rate plus expenses.

The appointing authority for multi-member agencies is either the governor or the department head or state agency being advised by the council, committee, or task force. The advice and consent of the senate is required for appointments to administrative boards with the exception of examining and licensing boards.

Minnesota's Open Appointments Act *(Minnesota Statutes*, Section 15.0597) requires the secretary of state to notify the public of vacancies occurring in multi-member state agencies and to accept applications from any member of the public wishing to apply for appointment to the position. One-page application forms are available from the Office of the Secretary of State, Open Appointments Division and will be mailed out upon request.

The secretary of state submits all applications to the appointing authority charged with filling the vacancy. Minnesota law requires annual publication in the *State Register* of a listing of multi-member state agencies, including membership, term expirations, per diem and expense payments and appointment procedures. The listing is published on or before November 15 each year, and notices of vacancies are listed in the *State Register* in the first issue of each month.

Administrative Powers/Rulemaking Authority

Administrative agencies affect the life of every citizen. In Minnesota, about 80 administrative agencies have the authority to make rules. These administrative agencies are executive branch agencies as well as the Metropolitan Council. The agencies' jurisdiction to act is extensive and their effect on private and corporate life can be substantial. A look at the table of contents of this guidebook shows the wide area of governmental activity given to administrative control. The breadth of legislative authority delegated to state agencies is also significant. More and more the legislature is turning to administrative agencies to provide solutions to complex problems.

Agencies are now concerned with areas such as agriculture, transportation, utility rates, pollution, health, welfare, natural resources, and professional licensing. Administrative decisions determine property rights of substantial value. For example, a state tax determination on the methods of fixing property values may add to the tax burden of every property owner in the state, and lead to the collection of millions of dollars in a single year. A decision by the public utilities commission approving a rate increase for an electric or telephone utility may have more importance in terms of dollars than all the decisions handed down by the state supreme court during the same year.

To a significant extent, agency powers are exercised through rules, giving rulemaking (including amending, suspending and repealing) considerable importance. A bill enacted by the legislature begins the process of implementing state law. The laws are then made more specific and implemented through agency rules which have the force and effect of law.

To make the actions of Minnesota administrative agencies conform to formal standards of fairness, due process, and public accountability, the legislature enacted the Administrative Procedure Act (APA) in *Laws of 1945*. (It has often been amended since that time.) The APA is designed to enhance public participation in the rulemaking process, while also requiring agencies to adhere to their statutory authority and to demonstrate the need and reasonableness of the proposed rules. The APA also guards individual rights and ensures due process when agencies attempt to apply laws and rules to regulate private and corporate activities in trial-type or contested case hearings. Minnesota's current Administrative Procedure Act is codified in *Minnesota Statutes*, Chapter 14.

Compiling Agency Rules

In 1945 the responsibility to establish "a uniform manner and form for the preparation, printing, and indexing of regulations" was delegated to a publication board made up of the commissioner of administration, the attorney general and the secretary of state. Individual agencies published their own rules and the format varied widely.

The duties of compiling and indexing rules were assigned to the revisor of statutes in 1955, but no funds came with the assignment, so the rules remained unchanged. The board retained its publication duty while the commissioner of administration sold the rules.

In 1963 compilation and indexing of rules reverted back to the commissioner of administration.

The first attempt to publish a uniform set of regulations occurred in 1970 when the commissioner of administration printed the 11-volume *"Minnesota State Regulations."* A quarterly supplement of inserts serviced the set of rules still individually printed by agencies.

In 1975 a law called for the publication of a "Manual of State Agency Rules" with the commissioner of administration designated as the publisher and compiler of the rules. The July 1976 set appeared with a name change only.

The *State Register* began publishing on July 1, 1976, on a weekly basis, including rules, rule changes and amendments, and other items.

Finally, in June 1977 an entirely new set of rules appeared entitled the *"Minnesota Code of Agency Rules (MCAR)"*. This was the first attempt at a comprehensive numbering system for the entire set. The 11 volumes expanded to 15 and new binders were issued. Yet, each agency still controlled the printing of its rules and the conversion to the MCAR numbering system. Consequently, the MCAR numbering system was never uniformly implemented and many rules were not printed in the set.

In 1980 the revisor of statutes was directed to prepare a plan for compilation of permanent and temporary rules "in a manner convenient for public use." A last reprint of MCAR appeared in 1982 in a set of 70 paper-covered volumes in place of the 15- volume loose-leaf format issued previously. This reprint was meant to serve as a transition between the end of MCAR and the beginning of the new *Minnesota Rules*.

A distinctly different publication from earlier versions of agency rules appeared in 1983 called *Minnesota Rules*. Its seven volumes included the first index to agency rules, as well as a concordance table showing the MCAR number and the corresponding *Minnesota Rules* number assigned to it in its recompilation. In 1984 a "pocket part" supplement appeared including "parts, subparts, or items that were amended, repealed, or added in rules adopted between August 1, 1983, and August 31, 1984."

The 1985 *Minnesota Rules* were printed in 10 volumes to decrease the bulk per volume for ease in use. It also included historical notes, the source of each change to a part since the 1983 recompilation of the rules, and reprinted the concordance table with an additional part including those rules adopted after the original cut-off date in 1983. These combined tables gave users a complete table reflecting the recompilation of all administrative rules from MCAR to *Minnesota Rules*. Also included was a table of amendments to rules in volume 10, listing those rules affected by action after the original publication and the source where the notice of adoption appeared in the *State Register.*

Two supplements to *Minnesota Rules* were published in each of the even numbered years of 1986, 1988 and 1990, while *Minnesota Rules* appeared in odd-numbered years, adding an 11th volume to accommodate a table of amendments in 1987, and expanding to 13 in 1993. These added volumes continued the task of locating and updating obsolete terms and references, clarifying changing terminology, and accommodating agency reorganizations stemming from actions of the legislature. For a more detailed explanation of *Minnesota Rule*s, see the "User's Guide" in Volume 1 of *Minnesota Rules.*

Rulemaking Procedures

An agency may adopt rules only pursuant to authority delegated by law and in full compliance with its duties and obligations. This limits rulemaking authority to those areas where the authority is specifically granted by statute. There is a section *(Minnesota Statute*s, Section 14.06) in the APA that requires agencies to adopt certain rules relating to internal administrative procedures, and, if requested, to adopt contested case precedents as rules. The APA is available online at: www.leg.state.mn.us/leg/statutes.htm

In order to adopt a permanent rule an agency must make an affirmative presentation of facts establishing the need for, and reasonableness of, the rule. The agency does this to reaffirm the legislative policy that rules should not be adopted at the whim of an agency without demonstrable need for the rule, and to develop a comprehensive record for consideration by the agency, and if necessary, the courts. This procedure also lightens the burden on opponents of a proposed rule who are trying to show that the rule is arbitrary, illegal, or simply bad policy.

Each agency also has a duty to respond to a petition from any person requesting the adoption, suspension, amendment or repeal of a rule. The APA requires that the agency must issue a specific and detailed reply in writing about its planned disposition of the petition's request within 60 days after an agency receives a petition. The procedure for filing a petition is set out in the rules of the Office of Administrative Hearings (*Minnesota Rules*, part 1400.2040).

Seeking Outside Comment

An agency must seek information or opinions on contemplated rules from sources outside the agency. An official notice of solicitation of comments on a possible rule must be published in the *State Register* at least 60 days before an agency initiates a rule-making proceeding. The purpose of this provision is to allow all persons to have input into the rules while the rules are being drafted. When comments are submitted, the agency writes the rules. Each agency is also required to maintain a public rule-making docket which provides information about each proposed rule which is under active consideration. This allows interested persons to easily track the status of a proposed rule. The rulemaking docket, along with the main documents related to rulemaking, are often available on the agency's website.

Rule drafting may be done by the agency adopting the rules, or the agency may request the revisor of statutes to assist in drafting proposed rules based on the agency's policy decisions. Either way, the revisor of statutes must approve proposed rules as to form before they are published in the *State Register*, if they are subsequently modified, and again before they are filed with the secretary of state and published in the *State Register* as adopted rules. The agency must also prepare a statement of need and reasonableness which justifies the rule, discusses cost implications, and describes agency efforts to provide notice of the proposed rule.

The next step is a notice of intent to adopt a rule published in the *State Register*, along with the text of the proposed rule. The text of the rule may be omitted if approved by the Chief Administrative Law Judge. This notice will state whether or not a public hearing will be held. Agencies may initiate a dual notice rule proceeding in which a hearing is held on a specific date only if requested by 25 persons. The agency must make one free copy of the proposed rule available to any person requesting it. Interested persons who have submitted their names to the agency to ensure receipt of the rulemaking notice will receive a copy of the notice by mail. Each agency must maintain its own list of people interested in receiving notification of its rulemaking proceedings.

Noncontroversial Rules

An agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. *(Minnesota Statutes*, Section 14.22). The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register.* Persons interested have 30 days after publication of the proposed rules in the *State Register* to submit comments on them. These rules may be modified if the modifications are supported by the data and views submitted to the agency and do not result in a substantial change in the proposed language of the rule.

If 25 or more persons submit written requests for a public hearing on the proposed rules within the 30 day comment period, a public hearing will be held. If a public hearing is requested, the persons making the request must identify their particular objections to the proposed rule language. If no hearing is required, the rules must again be approved as to form by the revisor of statutes and their legality must be approved by the office of administrative hearings before they are effective. Permanent rules are effective five days after publication in the *State Register.*

Rule Hearing Procedures

A public hearing will be held if requested by 25 people, or if the agency elects to hold a hearing. During the hearing, the agency must: (1) document its statutory authority to adopt the proposed rule, or to repeal or amend an existing rule; (2) demonstrate that it has fulfilled all relevant substantive and procedural requirements of law or rule; and (3) demonstrate the need for and reasonableness of each portion of the proposed rule with an affirmative presentation of facts. Following the agency presentation there is an opportunity for the public to ask questions and to make oral statements, as well as a chance to submit written comments or statements.

Hearings are conducted by administrative law judges in a manner which is fair to all persons involved. Administrative law judges are employed by the office of administrative hearings and are neither employed by, nor affiliated with, the agency proposing the rules.

All persons attending the hearing are requested to sign the hearing register to ensure an accurate record of the number of people attending the hearing. Persons wishing to make a statement must check the speaker's box on the hearing register. All persons who want to speak are given an opportunity to do so. Speakers are asked to state and spell their names, and the interest or group, if any, they represent. Any speaker may be questioned by the agency panel. Speakers may agree to be questioned by other members of the public.

Hearings are recorded either on tape or by a court reporter for possible later transcription. Speakers should, therefore, remember that all statements must be clearly verbalized (a nod cannot be recorded); it is important that the person speak loudly, clearly and slowly; all technical terms and proper names must be spelled out the first time they are mentioned, and only one person may speak at a time.

Anyone who wishes to submit written comments may do so at the hearing or within five working days of the close of the hearing. The administrative law judge may, during the hearing, extend the period for receiving comments up to 20 calendar days. Materials must be received before 4:30 p.m. on the date on which the submission period ends in order to be considered. Materials should be submitted to the administrative law judge at the Office of Administrative Hearings, 100 Washington Avenue South, Suite 1700, Minneapolis, MN 55401-2138. 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.

Administrative Law Judge's Report

If a hearing is held, the administrative law judge prepares a report within 30 days of the close of the record and submits it to the agency. The report states findings of fact, conclusions and recommendations. Notice is taken of the degree to which the agency has: (1) documented its statutory authority to take the proposed action, (2) fulfilled all relevant substantive and procedural requirements of law or rule, and (3) demonstrated the need for and reasonableness of its proposed action giving an affirmative presentation of facts. The report must also determine if any modifications of the proposed rules are substantially different from the rules as published.

After receiving the administrative law judge's report, and if there is an adverse finding, the chief administrative law judge's report, and the entire hearing record, the agency decides whether to adopt, withdraw or modify the proposed rule based upon a consideration of the comments made during the rule hearing proceeding. However, the agency must wait at least five days after issuance of the administrative law judge's report, and the chief administrative law judge's report if applicable, before taking any action. The administrative law judge's report is available to the public for the cost of photocopying. Persons wishing to be notified when the report is available may write their name and address on one of the envelopes provided at the hearing registration desk or write to the administrative law judge.

Each agency must submit the rule as proposed for adoption to the chief administrative law judge if it makes changes other than those recommended by the administrative law judge. The rule is then submitted to the revisor of statutes who reviews it for form. The adopted rule is then filed with the secretary of state and published in the *State Register*. It is effective five working days after publication.

An individual who comments on the rule and who falls within the definition of lobbyist must register with the Board of Campaign Finance and Public Disclosure within five days of becoming a lobbyist. A lobbyist is defined in *Minnesota Statutes*, Section 10A.01, subdivision 21. Questions should be directed to the Board of Campaign Finance and Public Disclosure, where lobbyist registration forms may be obtained (SEE entry for Campaign Finance and Public Disclosure Board).

Exempt Rules and Expedited Rulemaking

Excluded from the normal APA procedures are exempt rules. They are of two kinds. The first are rules which are specifically exempted by the legislature from APA rulemaking. These rules are reviewed for form by the revisor of statutes, reviewed for legality by the office of administrative hearings, and then published in the *State Register*. These exempt rules are effective for a period of two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of *Minnesota Statutes*, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules 1) address a serious and immediate threat to the public health, safety, or welfare, or 2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes*, Sections 14.14 to 14.28, or 3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or 4) make changes that do not alter the sense, meaning, or effect of the rules. These exempt rules are also reviewed for form by the revisor of statutes, for legality by the office of administrative hearings and then published in the *State Register*. In addition, the office of administrative hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only.

The APA also provides an expedited procedure to adopt rules (*Minnesota Statutes*, section 14.389). It can be used only if the Legislature authorizes its use for a specific set of rules. It only requires the agency to publish notice, solicit written comments, and submit the rules to the Office of Administrative Hearings for a legal review. There is no requirement for a statement of need and reasonableness or a hearing.

State Register, the Governor's Veto, and the LCC

Because of its importance, the effectiveness of the APA is continually monitored. Four important safeguards in the administrative rulemaking process are: the *State Register*, the gubernatorial veto, and the Legislative Coordinating Commission, and the House and Senate standing committees with jurisdiction over state government operations. Each is a means by which the public and their elected representatives can effectively oversee administrative rulemaking.

The *State Register* provides weekly public notice of state agency rulemaking, rule hearings, the text of proposed rules, amendments to existing rules, and many other official announcements. It is available online at: www.comm.media.state.mn.us. (SEE the Dept. of Administration's entry for more information about the *State Register*.)

The APA authorizes the governor to veto any rules within 14 days of the filing of the rules with the secretary of state. In order to avoid a veto of the rules late in the process, the governor's office has established a review process for all rules proposed by state agencies. Agencies must submit their rules for approval to the governor before beginning the APA rulemaking procedure.

The Legislative Coordinating Commission (LCC) promotes adequate and proper rulemaking by agencies and public understanding of agency rules. In order to accomplish that, the LCC has the power to investigate complaints and hold hearings. It may, if the situation warrants, suspend an administrative rule until the next legislative session

or order an agency to hold an APA-type hearing on a rule. For an explanation of the complaint process and who to contact, see their entry in the Legislative section.

The LCC may object to all or some portion of a rule because it considers the rule to be beyond the procedural or substantive authority delegated to the agency. The commission may file that objection in the Office of the Secretary of State. The filed objection must contain a concise statement of the commission's reasons for its action. The commission must publish their objection in the *State Register*, and the revisor of statutes must indicate the existence of the objection.

Within 14 days after filing an objection to a rule, the issuing agency must respond in writing to the objecting entity. After receipt of the response, the commission may withdraw or modify its objection. After filing of an objection by the commission that is not subsequently withdrawn, the burden is upon the agency in any proceeding for judicial review or for enforcement of the rule to establish that the whole or portion of the rule is valid. The failure of the commission to object to a rule is not an implied legislative authorization of its validity. The commission may petition for a declaratory judgment to determine the validity of a rule objected to by the commission. The action must be started within two years after an objection is filed in the Office of the Secretary of State. The commission may intervene in litigation arising from agency action or inaction to issue a rule.

Minnesota Rules

Public access to all adopted rules of state agencies is available in the *Minnesota Rules*. Published by the revisor of statutes and sold through Minnesota's Bookstore, the 11-volume compendium of *Minnesota Rules* is published every odd-numbered year. The 15-volume set of *Minnesota Statutes*, also published by the revisor of statutes, is published every even-numbered year.

Minnesota Rules lists the rules in force from the approximately 80 state agencies that have the authority to promulgate rules. Sets of *Minnesota Rules* and copies of the *State Register* can be viewed in designated "state depository libraries" throughout Minnesota. A list appears with the Legislative Reference Library entry. They are also available online. For *Minnesota Rules*, see: www.leg.state.mn.us/arule/ and for the *State Register*, see: www.comm.media.state.mn.us

Board of Accountancy

Mailing and Office Address: 85 East 7th Place, Suite 125, St Paul, MN 55101-2143
Phone: (651) 296-7937 Fax: (651) 282-2644
Website: *www.boa.state.mn.us*
Executive Secretary Dennis J. Poppenhagen

Minnesota Statutes, Section 326A; ***Minnesota Rules,*** Chapter 1105

THE MINNESOTA STATE BOARD OF ACCOUNTANCY has been established to protect the public and ensure that persons engaged in public accounting meet and maintain the qualifications, standards, and professionalism required to competently practice public accounting in Minnesota. The board is mandated by statute to certify, license, and regulate certified public accountants (CPAs) and their firms in order to provide the public with qualified professional public accounting services. The board's program for administering the law is comprised of: (1) administering the Uniform Certified Public Accountant Examination; (2) issuing and renewing licenses to CPAs; and (3) regulating the profession by enforcing the board's rules and laws on ethics, continuing professional education and quality review.

Citizen Participation and Appointment:

• Board of Accountancy

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board reviews and processes applications for the Uniform Certified Public Accountant Examination, identifies applicants who meet the education and experience requirements for admission to the exam (see below), and administers the exam twice a year, in May and November. The exam takes two days to complete and currently consists of four parts (business law & professional responsibilities, auditing, accounting & reporting, and financial accounting & reporting). The application deadline is March 1st for the May exam and September 1st for the November exam. The fee for taking all four parts of the exam is $228; the re-examination fee is $57 per part up to a maximum of $228. Candidates who pass the CPA exam and the AICPA Ethics Exam are issued CPA Certificates to Practice when the experience requirement is met. Beginning in April 2004, the exam will be administered by computer and will be available daily by appointment.

The board evaluates and processes applications for licensure of CPA Certificate Holders. Certificate Candidates who complete the required public accounting experience are eligible for certification. The application fee for an initial CPA Certificate is $50. The board issues reciprocal certificates to qualified holders of certificates and licenses of other states. The application fee for a reciprocal license is $150. All certificate holders must renew their license on an annual calendar-year basis. The annual certificate renewal fee is $45 for active and $10 for Inactive CPAs.

CPA firms practicing in Minnesota must maintain an annual Permit to Practice. Professional corporations and limited liability companies (LLCs) must comply with the Minnesota Professional Corporations Act. The application fee for partnerships and sole proprietor is $35, and for corporations, LLCs, and limited liability partnerships (LLPs) is $100. The annual renewal fee for firms is $35.

The board reviews, amends, adopts, and enforces Minnesota statutes and board rules. The board investigates all written complaints received against licensed CPAs, Certificate Candidates, exam candidates, registered accounting practitioners, and unlicensed persons preparing financial statements. The investigations are conducted in conjunction with the Office of the Attorney General and in compliance with *Minnesota Statutes.*

CPAs who intend to practice public accounting must maintain an active Certificate and must report a total of 120 hours of continuing professional education (CPE) in a rolling three year period. A minimum of 20 hours is required in any given year. CPE courses keep Minnesota CPAs up-to-date with the most recent changes in the accounting profession. CPAs who are not actively practicing public accounting can obtain an inactive certificate and be exempt from the CPE requirement. All firms and sole proprietors doing audits, reviews, and/or compilations of financial statements must have their practice monitored every three years. The review is done by a qualified reviewer and submitted

to a qualified report acceptance body. Quality review ensures that CPAs in Minnesota are using the most up-to-date practices and procedures. Please call the board at (651) 296-7937, or visit the website: <*www.boa.state.mn.us*> to obtain examination and certificate applications and for information on how to file complaints. All fees are subject to change.

Qualifying Public Accounting Experience[1] Requirements for CPA Examination and Certification

NOTE: These requirements are scheduled to change July 1, 2006, when the "150 Hour" rule becomes effective

Education	Experience (to sit for exam)		Experience (licensure)
Masters in Accounting[2]	-0-	+	1 year
Baccalaureate degree WITH Accounting Major[2] (or equivalent[3])	-0-	+	2 years
Baccalaureate degree WITHOUT Accounting Major	1 year	+	2 years
2 years postsecondary education[4]	3 years	+	2 years
High School diploma	5 years	+	1 year

1. Qualifying experience. Experience recognized by the Board will ordinarily be measured on the basis of calendar months and days worked by the applicant: (a) as a staff employee of a certified public accountant, a firm of certified public accountants, or a corporation formed for the practice of public accounting; or (b) as an auditor in the office of the legislative auditor or state auditor, or as an auditor or examiner with any other agency of government, which experience, in the opinion of the board is equally comprehensive and diversified; or (c) as a self-employed public accountant; or (d) in any combination of the foregoing capacities. Qualifying self-employment experience must include some audit experience or education.
2. Credits must be from a college or university that is fully accredited by the North Central Association of Colleges and Universities or its equivalent or whose credits are acceptable to the University of Minnesota for admission to graduate study.
3. 24 semester credits or 36 quarter credit hours in accounting and business law AND 24 semester credits or 36 quarter credit hours in business and economics. The accounting and business law credits must include a minimum of 18 semester credits or 27 quarter credits in accounting. Applicants shall have successfully completed the following types of courses: elementary financial accounting, elementary managerial accounting, intermediate accounting, cost and managerial accounting, and auditing. Credit is not permitted for duplicate courses.
4. Two or more years of full-time study with a passing grade average or above from a college or university that is fully accredited by the North Central Association of Colleges and Universities or its equivalent OR whose credits are acceptable to the University of Minnesota for admission to graduate study OR an area vocational technical school or a Minnesota licensed private vocational school which fulfills the requirements of *Minnesota Statutes* 141.21 to 141.36.

Department of Administration

200 Administration Bldg., 50 Sherburne Avenue, St. Paul, MN 55155
Phone: (651) 296-1424 Fax: (651) 297-7909 TTY: (651) 297-4357
Website: *www.admin.state.mn.us* E-mail: *Admin.Info@state.mn.us*
Commissioner Dana Badgerow

Minnesota Statutes, Chapters 14 and 16B; ***Minnesota Rules***, Chapters 1200-1399

THE COMMISSIONER OF ADMINISTRATION ACTS AS THE CHIEF administrative and operating officer of state government. The department - **Admin** for short - provides a broad range of business management, administrative and professional services and a variety of resources to state and local government agencies and to the public. Admin is spearheading efforts leveraging technology across government, emphasizing the sharing of resources for improving the quality and productivity of state government and enhancing service to citizens.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Background

The Department was created in 1939 as part of a comprehensive effort to reform and professionalize state government administrative services. In April of 2003, pursuant to Reorganization Order 188, most functions and duties of the Office of Strategic and Long-Range Planning were transferred to the Department of Administration. These included the Land Management Information Center, State Demographic Center, Environmental Quality Board, Municipal Boundary Adjustments Office and the Local Planning Assistance Center. During fiscal year 2003, the department had about 870 employees and an operating budget of $200 million.

Citizen Participation and Appointment:

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

- **Construction Codes Advisory Council**
- **Minnesota Environmental Quality Board**
- **Minnesota Governor's Council on Developmental Disabilities (DDC)**
- **Governor's Advisory Council on Technology for Persons with Disabilities**
- **Governor's Council on Geographic Information**
- **Small Business Procurement Advisory Council**
- **State Designer Selection Board**
- **State Use Task Force**

Financial Management and Reporting Division

(651) 296-1532, Larry Freund, director. 309 Administration Building, **TTY:** (651) 296-6280; **Fax:** (651) 282-5333.

The Financial Management & Reporting Division (FMR) provides financial services and a centralized and integrated accounting system to the agency. The agency operates with both fee-generated and legislatively appropriated funding sources. Major responsibilities include all aspects of budgeting, financial reporting, accounting, internal auditing and accounting system maintenance and transaction processing.

- **General Fund Accounting Section** (651) 297-3142
- **Revolving Fund Accounting Section** (651) 296-4604

Governor's Council on Developmental Disabilities (DDC)

(651) 296-4018; **toll free: (877) 348-0505 Colleen Wieck, director.** 370 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. **TTY:** (651) 296-9962; **Fax:** (651) 297-7200. **E-mail:** *admin.dd.@state.mn.us* **Website:** *www.mnddc.org* OR *www.mncdd.org* and *www.partnersinpolicymaking.com*.

The Governor's Council on Developmental Disabilities (GCDD) provides information, education and training for knowledge building, skills development and attitude changes. Its outcomes/results are the increased independence, productivity, self-determination, integration and inclusion of people with developmental disabilities and their families in the community.

The GCDD's primary investment is in the Partners in Policymaking® program, created by the GCDD in 1987 and replicated in 46 states and internationally. More than 9,000 individuals have graduated from Partners, a leadership training program designed for adults with disabilities and parents of young children with developmental disabilities and adults with disabilities. People with developmental disabilities are those with substantial lifelong disabilities manifested before age 22. The GCDD's activities are guided and funded by the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (P.L. 106-402).

GCDD members are appointed by the governor and are responsible for setting priorities and the submission of a five-year state plan. Numerous GCDD publications are available to policymakers, professionals, family members, and the general public. An increasing number of products and services are available in a web-based format, including Minnesota's deinstitutionalization history, *With An Eye to the Past*. The Partners program is also being converted to an e-learning site.

The GCDD has also produced a two-volume CD-ROM: *"Parallels in Time"* which traces the history of disabilities and supplements the first weekend session of the Partners program. "The Learning Center" contains 10,000 pages of studies, policy papers, briefing booklets, reports, state plans, publications, and other resource materials produced by the GCDD, including *A New Way of Thinking*; *It's My Choice*; *It's Never Too Early, It's Never Too Late*; *Making Futures Happen*; and *Making Your Case*.

STAR Program (A System of Technology to Achieve Results)

(651) 296-2771 Chuck Rassbach, director. 309 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; **Metro TTY:** (651) 296-9478; **Fax:** (651) 282-6671 **Greater MN: (Voice)** 800-657-3862; **(TTY)** 800-657-3895 **Email:** *STAR.Program@state.mn.us*; **Website:** *http://www.admin.state.mn.us/assistivetechnology.*

The STAR Program is funded by the National Institute on Disability Research and Rehabilitation under Public Law 105-394, the Assistive Technology Act of 1998.

The Star Program was established in 1989 as Minnesota's Tech Act project for planning and coordinating assistive technology (AT) information and services for citizens of Minnesota with disabilities. The STAR Program serves as an advocate for federal and state assistive technology policy and legislation, builds assistive technology capacity in state government and helps assure statewide assistive technology services for individuals with disabilities.

STAR's goal is to facilitate the delivery of assistive technology (AT) to Minnesotans with disabilities.

Minnesota has a disability rate of about 15 percent, or approximately 745,844 residents, and over half of Minnesotans at least 65 years of age have a disability. STAR conducts activities relating to the availability and benefits of AT devices and services for all populations.

The STAR Program works at the state and national level on legislation and policy for assistive technology. It informs and advocates for AT through training, information and referral. STAR works closely with Minnesotans with disabilities, providers, Congress and the state Legislature, and other agencies dedicated to AT to develop a statewide network of resources related to technology assistance.

STAR works diligently to build collaborative relationships in the AT community to assure statewide service coverage. In addition, STAR works with state agencies and others in serving as a central clearinghouse for AT program policy, information, assessment and application.

For further information about systems change activities, publications, educational opportunities, scholarships or grants, contact the STAR Program.

Human Resources Division

(651) 296-2885 Deb Tomczyk, director. 114 Administration Building, **TTY:** (651) 296-2886; **Fax:** (651) 296-0579.

The Human Resources Division provides personnel services to all department employees. It also advises and consults with management on human resource issues and administers collective bargaining agreements. Human Resources ensures equal employment opportunity and maintains the department's affirmative action plan. The division administers a safety and wellness program for department employees and provides services necessary for the recruitment, selection, placement, and training of Admin employees. Additional HR services include payroll administration, employee fringe benefits service, and personnel record retention.

Management Analysis Division

(651) 297-3904 Judy Plante, director. 203 Administration Building; **Phone:** (651) 296-7041; **TTY:** (651) 297-5353; **Fax:** (651) 297-1117.

Management Analysis Division (MAD) is state government's in-house management consulting group. The division works to improve the productivity, quality and cost-effectiveness of government

services. The division provides management consultation to the governor, legislature, commissioner of administration, state agencies, higher education and local units of government on a fee-for-service basis.

Management Analysis offers a wide range of management consulting and training services, including organization evaluation and development, business process improvement, performance measurement, strategic planning and customer and employee surveys. It also provides objective information to the legislature on management and public policy issues confronting the state; advises and acts for the governor and his cabinet on issues related to the overall management of state government; and provides consultation and technical assistance on department operations to the commissioner of administration.

Materials Management Division (MMD)

(651) 296-1442 Kent Allin, director. 112 Administration Building, St. Paul, MN 55155. **Phone:** (651) 296-2600; **TTY:** (651) 282-5799; **Fax:** (651) 297-3996. **Website:** *www.mmd.admin.state.mn.us*.

The Materials Management Division is responsible for purchasing, contracting, office supply and surplus property acquisition, warehousing, sales and distribution, and all other aspects of obtaining goods and services for state agencies.

Professional Technical Contracts

Professional Technical contracts are used for services that are intellectual in nature that result in the completion of a task or a report. Two acquisition management specialists report to the division's assistant director and are responsible for approving these contracts.

Cooperative Purchasing Venture

The Cooperative Purchasing Venture (CPV) is a members-only purchasing program that enables participants to buy products and services using contracts that have been developed by MMD. Cities, counties, school districts or any other governmental entity can become a member of the CPV program. Currently the program has over 400 members.

Minnesota Multi-State Contracting Alliance for Pharmacy

The Minnesota Multi-State Alliance is a partnership among 43 states and the City of Chicago serving nearly 2,700 state agencies and governmental entities. The Alliance began in Minnesota and is not funded by tax dollars, but by administrative fees paid by manufacturers of the pharmaceuticals. Alliance contracts grew to approximately $708 million in 2002-03. With the addition of new member states, it is expected to exceed $800 million in 2004. Under the program, MMD contracts directly with more than 160 pharmaceutical manufacturers and two distributors, which provide distribution services to alliance members.

Acquisition Services

(651) 296-9075. Acquisition Services is responsible for the operation and oversight of the state's purchasing activity, exceeding $1 billion annually, including the development of state contracts and the purchase of goods and services not on contract. Acquisition's goal is to acquire the necessary goods and services at the best possible price from responsible vendors within the required time to meet the end users' needs. These services are provided through two primary mechanisms.

First, state agencies and CPV members have immediate access to goods and services through more than 1,500 existing state contracts. Second, agencies initiate their own requests for goods and services with a requisition for purchase. The agencies' needs are met through a competitive process, with solicitations sent to vendors who are registered with MMD. Solicitations are also advertised on the division's website *(www.mmd.admin.state.mn.us/solicitations.html)*, which allows any vendor, whether registered or not, to view the solicitation and respond.

Acquisition Services is also responsible for developing methods and goals to meet the requirements of the small business program, encouraging the purchase of recycled and recyclable products, training and certifying state agency personnel for local purchasing, delegating authority to state agency personnel to make direct purchases and establishing the appropriate level for local purchases. MMD also monitors agency purchases to ensure that they comply with legislated, legal, and ethical standards. By utilizing these various purchasing methods, MMD can maximize the use of leverage of scale in purchasing and compliance with state statutes while providing agencies the flexibility to accomplish their mission.

Environmental Stewardship

The Materials Management Division is responsible for providing opportunities for state agencies and other governmental units to use surplus property and to purchase products and services that are environmentally responsible. The division is responsible for overseeing state personal property disposal in such a way that waste and pollution are avoided or minimized.

Customer Assistance

(651) 296-8489. The Customer Assistance Section is the primary link between the Materials Management Division and its clients -- both vendors and state agencies -- and provides internal clerical and administrative support to MMD. Customer Assistance manages the procurement component of the Minnesota Accounting and Purchasing System (MAPS) and is responsible for:

- **HelpLine Message Center:** (651) 296-2600
- **Website:** *www.mmd.admin.state.mn.us*
- **E-mail:** *mmdhelp.line@state.mn.us*
- **MAPS Procurement Help Desk:** (651) 215-0488
- **E-mail:** *MAPS.Procurement@state.mn.us*

MMD Customers can call for information on the status of material requests, for answers to questions regarding all division services, for help resolving difficulties with services, and for assistance using MAPS, the statewide procurement system. The goal of the HelpLine is to provide a fast response to inquiries directly or by referring questions to the proper area for quick resolution. The HelpLine also answers phones for all MMD staff located in the Administration Building and provides reception services at MMD's front desk.

Minnesota Accounting and Procurement System (MAPS)

MAPS Help Desk: (651) 215-0488. The MAPS Help Desk provides technical assistance to agency purchasers who are experiencing difficulty entering transactions into MAPS.

The Systems Support section guides the development and maintains the operation of the procurement component of MAPS, which is used by agencies for communicating purchase needs to the acquisitions activity and which MMD uses for awarding bids and generating purchase orders.

Quality Management, Marketing and Information

The Quality Management, Marketing and Information section is responsible for ensuring quality management for all division services, internally and externally. This section also arranges visits to state agencies and clients and is implementing a program to provide information on customer satisfaction to all activities of the division. This section also prepares information about the division's services and coordinates training for state agencies and division employees that will assure all purchases meet legislated, legal and ethical standards.

Vendor Management

The Vendor Management section is responsible for registering and managing all businesses interested in conducting business with the state of Minnesota. This section also recruits and certifies targeted group (TG), economically disadvantaged and other small businesses that are eligible for the Small Business Procurement Program. In conjunction with Acquisitions, it monitors the achievement of purchasing goals. It also provides central certification and reporting for many government agencies.

Operations Services

(651) 296-0726. Operations Services section provides centralized services related to the acquisition, merchandising, distribution and disposal of federal and state surplus personal property to state agencies, local units of government and eligible private, nonprofit agencies. Operations Services provides the centralized sale of office supplies and products to state agencies, local units of government, state colleges and universities, school districts, legislative and judicial branches of government and federal agencies.

Office Supply Connection

(651) 296-2111, 321 Grove Street, St. Paul, MN 55101.

Office Supply Connection, formerly known as Central Stores, is a distribution center with an annual sales volume of $8 million that acquires, warehouses, and sells and distributes approximately 900 office products and common-use forms to all state agencies, judicial and legislative branches of government and local units of government. Its partnership with a private office products vendor offers an additional 24,000 items to customers. Customers use a catalog to prepare their orders and are encouraged to place their orders electronically at <*www.cstores.org*> or through the Minnesota Accounting and Procurement System (MAPS). Customers can pick up their orders or have them delivered. The distribution center operates through an enterprise revolving fund. The goal of the Office Supply Connection is to provide customers with quality office products and service at a competitive price, while maintaining financial viability.

Surplus Services

(651) 639-4022. 5240 Highway 8 (County Road I and I-35W), Arden Hills, MN 55112.

Surplus Services processes federal and state surplus property for reuse in state agencies, local units of government and eligible nonprofit organizations. Surplus Services acquires, warehouses, sells, distributes, auctions, recycles and disposes of surplus personal property from the federal government, state agencies and local units of government. The activity consists of two primary units: State Surplus Property and Federal Surplus Property. The section operates through an enterprise revolving fund and charges for the products and services it provides. Its goal is to provide to customers the best service and leadership through teamwork and responsiveness to needs while maintaining financial viability. Services are provided in the following areas:

State Surplus Property

(651) 639-4022. Surplus Services assists state agencies and approves the appropriate method of disposing of their surplus property according to state law. Disposal methods include: recycling; transfer between state agencies; transfer to local units of government or other organizations eligible to participate in the federal surplus property program; public sale through sealed bids; pre-priced (garage sale); consignment; donation; or public auction. Nominal fees are charged for services such as transportation, warehousing, or for charges by third parties. Surplus property is on display and available for sale at the State Distribution Center. In appropriate circumstances, the surplus property may remain with the owning agency until its transfer or disposal.

Federal Surplus Property

(651) 639-4022. Surplus Services helps customers determine their property needs and then seeks to meet those needs by obtaining federal surplus property. The program obtains and displays items such as office desks, file cabinets, clothing, generators, hardware, plumbing and electrical supplies, small motors, appliances and a variety of vehicles such as autos, trucks, ambulances and road maintenance and construction equipment. The property is available for a nominal service charge. The price is based on the transportation and handling costs of acquisition, warehousing and distribution. The property is on display at the State Distribution Center for sale to authorized customers.

Auction Program

(651) 639-4022. Surplus Services holds several auctions at various sites throughout the year in which the general public can bid on state surplus property or property confiscated by state or local government agencies. The property may include cars, trucks and other vehicles, as well as a variety of machinery such as lawnmowers, tillers, plows and other items. A list of available items, as well as auction dates and times, is available through MMD's web page or by calling the Auction Hotline (651) 296-1056.

Fixed Price Vehicle Service

(651) 639-4022. Through an agreement with the General Services Administration, Surplus Services purchases vehicles from the federal government for resale to eligible organizations. These vehicles are generally low mileage, well maintained and less than five years old.

Storage and Handling Services

(651) 639-4022. Surplus Services offers indoor and outdoor rental space to state agencies and local units of government for business documents, confiscated goods, office furniture and other appropriate items. Upon request, inventory and delivery services are also available.

Garage Sales

(651) 639-4022. Surplus Services operates a daily garage sale open to the public 8:00 a.m. - 4:00 p.m., Monday through Friday, except state holidays, at the Distribution Center 5240 Old Highway 8 (County Road I and Interstate 35W), Arden Hills.

State and Community Services

(651) 215-1093. Sheila Reger, deputy commissioner. 300 Centennial Office Bldg., off Cedar Street, St. Paul, MN 55155.

State and Community Services offers a diverse variety of services and information to state and local government and to the public. These include vehicle leasing and fleet management, risk management, information policy analysis, demographic and census information, issues research and trend monitoring, land management information and geographic information systems, municipal boundary adjustments, local planning assistance, mail and document management services, the Environmental Quality Board, the State Archaeologist and Minnesota's Bookstore.

Information Policy Analysis Division

(651) 296-6733 or 1 (800) 657-3721, Laurie Beyer-Kropuenske, director. IPA, Room 201 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155.

The Information Policy Analysis Division (IPAD) promotes understanding of and compliance with a number of laws that regulate information. IPAD answers questions about federal and state freedom of information, data practices and records management laws; issues advisory opinions to both government agencies and the public concerning the Minnesota Government Data Practices Act (*Minnesota Statutes Chapter* 13) and related laws; provides educational and consultative services; reviews compliance policies and procedures; consults on legal questions; and acts as a resource on legislation for information policy matters.

The services are available to the general public, to state and local government agencies and their attorneys, and to legislators and others who participate in the legislative process. Inquiries should be directed to the division.

Phone inquiries are the quickest way to receive a response from the division. E-mail: *ipad.state.mn.us.*

Website: *http://www.ipad.state.mn.us*

Communications Media Division

(651) 297-3979 Mary Mikes, director. The Communications Media Division provides key services to customers through two major operations: Minnesota's Bookstore and Central Mail. Other than

Central Mail's mailing/handling operation, these units receive no legislative appropriation. They operate as businesses in a government setting, generating revenue to cover all expenses through the sale of products and services. The division has two locations: 660 Olive Street, St. Paul, MN 55155 (in the Williams Hill Business Center on University Avenue - Minnesota's Bookstore), and the Department of Transportation, G-60 Transportation Building, 395 John Ireland Blvd, St. Paul, MN 55155 (Central Mail). **Toll-free:** (800) 657-3757; **TTY** (651) 282-5077; *http:\\www.comm.media.state.m*

Minnesota's Bookstore

Phones & Store Hours: (8 a.m. - 5 p.m. M- F)
Metro: (651) 297-3000
FAX: (651) 215-5733; **TTY:** (651) 282-5077
Nationwide toll free: (800) 657-3757
Website: *www.minnesotasbookstore.com*
660 Olive Street (Williams Hill Business Center on University Ave.) St. Paul, MN 55155

Minnesota's Bookstore operates as a centralized publishing house for state agency produced products sold to the public. It also provides retail sales of publications that are by, for, and about the state. Minnesota's Bookstore sells a wide variety of products including Revisor of Statute books (statutes, rules, session laws), law and rule extracts, subscription services, maps (lake depth, bikeway, county, public recreation), reports, forms, guides, directories, state flags and decals, posters, prints, calendars, and other publications and products with a Minnesota theme. The bookstore also provides photocopies of legislative acts, at a reasonable cost, as soon as they become available during the legislative session.

Customers can purchase items several ways, including at the retail store (open to the public 8:00 a.m. - 5:00 p.m. Monday - Friday) as well as ordering by mail, phone, FAX and online. Minnesota's Bookstore accepts VISA, MasterCard, American Express, and Discover credit cards. Checks and money orders should be made payable to Minnesota's Bookstore for the amount of purchase plus shipping and the current sales tax (6.5 percent in Minnesota, or 7 percent for St. Paul residents). For ordering assistance, call Minnesota's Bookstore.

With sales and marketing tools, retailing, warehousing, and printing facilities readily available, Minnesota's Bookstore is an excellent resource for marketing, sales, and distribution of publications and other materials produced by state, local, and federal government agencies. Forming a distribution "partnership" with Minnesota's Bookstore allows agencies to simply refer requests to the bookstore instead of using their own valuable resources to get their message out. Agencies may request information, assistance, and evaluation of the marketing potential of specific publications or products by calling (651) 297-3000.

In partnership with the Legislative Reference Library, Minnesota's Bookstore also handles distribution of state agency publications to depository libraries pursuant to *Minnesota Statutes* Section 15.18. These depositories are located around the state and receive monthly copies on microfilm of all printed materials produced by state agencies for public distribution. The depository libraries include state community college and university libraries, the University of Minnesota library system, the State Law Library in St. Paul and the main branch Public Libraries in Duluth, Minneapolis and St. Paul.

State Register

(651) 297-7963. Editorial offices are located at 660 Olive Street (Williams Hill Business Center on University Avenue) St. Paul, MN 55155; **Fax:** (651) 297-8260 **TTY:** (651) 282-5077; **website:** <*www.comm.media.state.mn.us*>

The *State Register* is a weekly magazine of the executive branch of state government. Established by the Legislature in 1976 through the Administrative Procedure Act (APA), *Minnesota Statutes*, Chapter 14, the *State Register* was created to enhance public participation in the rulemaking process and assure that agencies adhere to their statutory responsibility to demonstrate the need and reasonableness of their proposed rules. It is published every Monday, or on Tuesday when Monday is a holiday.

The APA and the *State Register* guard individual rights and ensure due process when agencies attempt to apply laws and rules to regulate private and corporate activities. The *State Register* also helps make the actions of Minnesota's administrative agencies conform to formal standards of fairness, due process and public accountability. It is the source for tracking state agency rulemaking in its various stages: proposed, amended, adopted, withdrawn and expedited emergency rules. For a more detailed description of the administrative rulemaking process, see the introductory pages to the Executive Branch of this *Guidebook*.

Material for publication in the *State Register* must be submitted in duplicate. State agencies must include form SR-00001-09 (10/98), or earlier forms. Non-state agencies, or agencies not on the Minnesota Accounting and Procurement System (MAPS), should include a letter on their letterhead stationery, signed by their agency head and listing the date(s) for publishing their notices. Proposed, amended, adopted or temporary rules must be submitted with the text of a "notice of hearing" or "intent to adopt without a hearing," and must be submitted two weeks prior to publication date to allow for proofreading due to the legal nature of the rules. All other notices must be submitted one week prior to publication. Also published in the *State Register* are executive orders of the governor; commissioners orders; revenue notices; official notices; state grants and loans; contracts for professional, technical and consulting services; and non-state public bids, contracts and grants.

The office offers "Affidavit of Publication" services for notices published in the *State Register*. The service includes a notarized "Affidavit of Publication" and a copy of the issue in which the notice appeared. Charges are added to the regular bill. Charges for publishing in the *State Register* are based on a per-page rate billed in tenths of a page used in the *State Register*.

A list of instructions and publishing guidelines, with deadline schedule, is available upon request to help in preparing submissions. For more information and assistance, call the editor. The *State Register* is available on line at no charge. It can be accessed through the bookstore's website. Subscription rates are currently charged for an enhanced electronic version.

A listing of commodity and service contracts, *Solicitation Announcements*, is available on line through the Materials Management Division's website: *www.mmd.admin.state.mn.us*.

[The *Federal Register* is the official daily publication for rules, proposed rules, and notices of the United States government, federal agencies and organizations, as well as executive orders and other U.S. presidential documents. The *Federal Register* is published by the Office of the Federal Register, National Archives and Records Administration and can be found on the United States Government Printing Office website: *http://www.access.gpo.gov/su_docs/aces/aces140.html* Documents may be retrieved in ASCII "text" format (full text, graphics omitted), Adobe portable document format "pdf" (full text with graphics), and "summary" format (abbreviated text). Contact the GPO Access User Support Team by Internet e-mail at *gpoaccess@gpo.gov* Phone: (202) 512-1530; toll-free: (888) 293-6498; or fax: (202) 512-1262.]

Subscriptions

(651) 297-3000; FAX: (651) 215-5733. Individual copies cost $5.00. Subscriptions for 1-year via E-mail are $180.00, that's an $80 savings from the cost of individual copies. Binders for 26 issues of the *State Register* are available for $12.00. These prices are subject to change. Send orders to: 660 Olive Street, St. Paul, MN 55155. Call for information on other subscriptions available from Minnesota's Bookstore.

Minnesota Guidebook to State Agency Services

(651) 297-7963. Editorial offices are at 660 Olive Street (Williams Hill Business Center on University Ave.), St. Paul, MN 55155. **FAX:** (651) 297-8260; **TTY:** (651) 282-5077

A directory and guide to state government, the *Minnesota Guidebook to State Agency Services* provides information on all state agencies in the executive, judicial and legislative branches of government. The *Guidebook*, legislatively mandated in Chapter 14 of *Minnesota Statutes*, tells how the public may obtain information and services, file complaints, make submissions or requests and secure assistance from state agencies. The *Guidebook* is a desk reference to state government and gives vital information on obtaining state grants, licenses, publications, guides, maps, permits, information and services. It lists names, addresses, and phone numbers of people to contact. The *Guidebook* offers useful data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. Copies may be purchased at Minnesota's Bookstore. For more information about *Guidebook* submissions, contact the editor. View the *Guidebook* at: *<www.minnesotasbookstore.com>*

Mailing List Service

(651) 296-0930. 660 Olive Street (Williams Hill Business Center on University Ave.), St. Paul, MN 55155. Credit card orders may be faxed: **FAX:** (651) 297-8260; **TTY:** (651) 282-5077.

More than 100 mailing lists of licensed professionals and permit holders (containing public data) are available for public purchase from the Mailing List Service. These lists include names and addresses of licensed professionals and permit holders in the state of Minnesota. This information is extracted from Minnesota's most recent licensing files, which are updated and managed by the state government agencies required by law to maintain and regulate them. The data are used for communicating educational opportunities for license holders who must complete ongoing continuing education to retain licensure; verifying licensure; recruiting employees; promoting products and services; conducting research and reaching selected license holders for the purpose of promoting political campaigns or for issue-oriented mailings.

Lists can be ordered in several formats: printout, labels, diskettes or electronic files. Lists can be customized using a variety of selections, such as sectional center facilities, zip codes, counties, licensing dates, continuing education and more.

Selected health care databases are also available for online computer license verification/inquiry, via computer and modem dial-in connection (Minnesota License Line) and through voice verification (Minnesota License Information Service by Telephone).

For additional information, please call or write for a free mailing list catalog or access additional information on the bookstore's web site. The Mailing List Service is located at 660 Olive Street, St. Paul, MN 55155.

Central Mail

(651) 296-6802; TTY: (651) 282-5077. G-60 of the Transportation Building.

Central Mail, operated with a General Fund appropriation, provides mailing service, including metering and processing of outgoing federal mail, as well as consultation for agencies on cost-saving postal programs. Central Mail also processes interoffice mail.

State agencies within the boundaries of St. Paul are required to use Central Mail's mail handling and processing services for outgoing mail. This centralized operation allows small and large agencies to collectively achieve postage savings and also helps to realize operational efficiencies such as staffing, equipment and space.

Postage stamps and post cards are also available for purchase by agencies. Stamps can be used only when metering is not possible. There are no direct charges for interoffice mail services. Central Mail provides no services directly to the public. For more information, a free copy of the Central Mail procedures or a current rate list, call (651) 296-6802.

The **Inserting/Addressing/Warrant Processing Unit** provides computerized, ink-jet addressing services in addition to bursting and sealing warrants. Charges are based on the first 1,000 addressed pieces and each 1,000 thereafter. For more information, call (651) 296-9912.

The unit also provides for the insertion of up to six inserts in a standard No. 10 envelope. The envelope is stuffed and sealed and postage is applied. For more information, call (651) 296-9913. Addressing and inserting processes are combined with an in-line mailing service in which a single form sheet is enclosed in a tear-out envelope and electronically addressed. Central Mail also offers in-house zip sorting, bar coding of first class and standard mail and folding to state agencies generating additional postage savings.

Environmental Quality Board (EQB)

(651) 297-1257; 658 Cedar 300 Centennial Bldg., Saint Paul, MN 55155. **Email:** *enviroqual.board@state.mn.us;*
Website: *www.eqb.state.mn.us*
Bob Schroeder, chair; Mike Sullivan, exec. dir. (651) 296-9027

Minnesota Statutes, Chapters103A and B, Chapters 116C-D-G-I and 326; ***Minnesota Rules***, Parts 4400-4499

The Environmental Quality Board (EQB), the state's principal forum for discussing environmental issues, provides an opportunity for the public to have direct input into the development of the state's environmental policy. The board helps coordinate the actions of major state agencies and provides the Governor and the Legislature with tools for working on environmental issues and problems that do not fit under other state environmental agencies. The EQB is staffed by the Department of Administration.

EQB Programs

• **Environmental Review Program** provides information to units of government and the public on the environmental impacts of a proposed project before government permits and approvals are given.

• **Power Plant Siting Program** is responsible for locating large electric power facilities in an orderly manner compatible with environmental preservation and the efficient use of resources, and for providing for the evaluation of the effects of such power facilities on land, water and air resources and on public health and welfare.

• **Critical Areas Program** provides a process for planning and managing geographic areas of regional or statewide significance. The purpose of the program is to protect historical, cultural, scientific and natural resources while allowing compatible development.

• **EQB Monitor** is a biweekly publication providing notice of activities of the EQB. The publication is free and can be obtained by calling the Environmental Review and EQB Monitor Helpline at (651) 296-8253, or subscribing online at *<www.eqb.state.mn.us>*.

• **Pipeline Routing Program** is responsible for reducing the environmental and human impacts of pipeline construction and operation. This is accomplished by locating pipelines in an orderly manner, providing information to governmental units and the public concerning the human and environmental impacts of the proposed pipeline, and by reducing delay, uncertainty and duplication in the review process.

• **Water Planning Program** is charged with coordinating and integrating water policy development and water planning in Minnesota. The Minnesota Water Plan adopted by the EQB provides the framework for carrying out this charge. The EQB Water Planning Committee is the working group that carries out the specific day-to-day water planning functions of the board.

• **Genetically Engineered Organisms Regulation Program** requires the EQB to adopt rules requiring a permit and environmental review for any release of genetically engineered organisms into the environment and to establish an advisory committee to advise the board.

• **High-Level Radioactive Program** monitors the federal high-level radioactive waste repository siting process and advises the governor and the legislature on policy relating to the program.

Land Management Information Center

(651) 296-1211; 658 Cedar Street, 300 Centennial Bldg., St. Paul, MN 55155. **Email:** *lmic.mail@state.mnn.us*
Website: *www.lmic.state.mn.us*
David Arbeit, director (651) 296-1209. LMIC offers services to improve the effective use of geographic information and geographic information systems within Minnesota. Good geographic information is vital for understanding Minnesota's resources and the needs of its people, and for making informed decisions about development and public policy. LMICs staff includes geographers, planners, landscape architects and computing specialists. The center provides four types of services to improve the value of geographic data to Minnesota.

Land Management Information Center Programs

Coordination services. LMIC works with state, local and federal governments, professional organizations and the private sector to coordinate activities related to geographic information technology. In addition to state agencies and local units of government, major partners include:

- Minnesota Governor's Council on Geographic Information;
- Minnesota GIS/LIS Consortium;
- MetroGIS;
- National States Geographic Information Council;
- U.S. Geological Survey;
- U.S. Department of Agriculture.

Data services

LMIC identifies data needs, promotes data standards, develops and integrates data, serves as a state data archive, provides geographic data to the public, and offers data access and mapping services over the Internet. Land use maps and aerial photographs may be viewed online. Available services include:

- **Geographic Data Clearinghouse**, including *GeoGateway* and *GeoIntegrator*, Internet-based resources for finding and retrieving data needed by users of geographic information systems;
- **Maps and other geographic** visualization tools online, including MnMapper, an interactive mapping service, maps of Minnesota's land use, school district maps and dozens of others;
- ***Minnesota.Data*,** comprehensive collections of geographic data available on CDs, developed in collaboration with other state agencies;
- **Technology and training** supporting standards for geographic data and its documentation, including *DataLogr.*

Decision Support Services

LMIC develops software that helps meet special needs of Minnesota's GIS users and promotes technology transfer to nontechnical audiences that can benefit from GIS. Products include:

- **Desktop GIS software:** EPPL7 and EPIC for Windows;
- **Map viewing software:** EPPLviewer;
- **Datanet**, and Internet warehouse for demographic and other information about Minnesota, which enables the user to make maps for comparison purposes;
- **Internet data** distribution solutions;
- **The Minnesota Environmental Atlas,** a GIS-based tool for educators.

Project Services

LMICs Service Bureau offers contract technical services to other units of government, applying geographic information technology to meet their mapping, analysis and decision-making needs. Recent projects include:

- **Inventorying, digitizing and mapping** high voltage (60kv+) power lines for the EQB in cooperation with the Department of Commerce;
- **Providing GIS data production, mapping and analysis** services for the Department of Education Food and Nutrition Service;
- **Digitally preserving Minnesota's original land survey maps** in cooperation with the Department of Transportation, the Secretary of State, the Minnesota Historical Society and the Association of Minnesota Counties;
- **Providing GIS data production and mapping** services to the Department of Public Safety Division of Emergency Management Radiological Emergency Preparedness Program.

Local Planning Assistance Center

(651) 296-6550; 658 Cedar Street, 300 Centennial Bldg., St. Paul, MN 55155. **Email:** *local.planning@state.mn.us*
Deborah Pile, director (651) 297-2375. The center offers a variety of technical services and strategic planning advice to townships, counties, cities, special districts, regional development commissions and citizens statewide in order to help them:

- Prepare comprehensive and all-hazard mitigation plans;
- Address land use, planning, zoning and development issues;
- Use GIS tools and data in decision-making.

The center fills requests on a variety of topics, from township planning to urban growth boundaries, drawing on its specialized library of planning publications and resources. The library includes books, periodicals, videos, audiotapes and samples for comprehensive plans. The center offers standard information packets and guides that address commonly asked questions, provides individualized assistance, offers workshops and coordinates assistance from other state and federal agencies. Recent products include:

- *Under Construction: Tools and Techniques for Local Planning* - providing comprehensive source of planning information;
- *EPIC planner* software and data, plus *Planning Places with GIS: A guide to using EPIC planner in local planning* - enabling local governments and others to easily use GIS and state data in decision-making.

Municipal Boundary Adjustments Office

(651) 284-3383; 658 Cedar Street, 300 Centennial Bldg., St. Paul, MN 55155. **Email:** *municipal.boundaries@state.mn.us;* **Website:** *www.mba.state.mn.us;* **Christine Scotillo, director.**
Minnesota Statutes, Chapter 414; ***Minnesota Rules*** 6000.0100-.3400

The Municipal Boundary Adjustments Office was established after the sunset of the former Minnesota Municipal Board and the transfer of all its duties and responsibilities to the Office of Strategic and Long Range Planning (Minnesota Planning) pursuant to *Laws 1997*, Ch. 202, Art. 5, Sec. 8; and *Laws 1999*, Ch. 243, Art. 16, Sec. 24. In 2003, the Governor's Reorganization Order 188 transferred these functions to the Department of Administration.

Municipal Boundary Adjustments Office Program

The director of Office of Strategic and Long-Range Planning inherited the Municipal Board's exclusive authority to adjudicate municipal boundary expansion, contraction or unification in Minnesota. The staff implements the decisions and orders of the director, and other delegated decision-makers, regarding the approval or disapproval of the creation or dissolution of municipalities, or alteration of municipal boundaries though consolidation, merger, annexation or detachment of land. Statutory boundary adjustments fall into four primary categories:

- **Annexations** of unincorporated land to municipalities;
- **Detachments** of incorporated land to townships or detachment of incorporated land from one municipality and annexation to an adjacent municipality;
- **Consolidation** of two or more municipalities into a single municipality; and
- **Incorporation** of a township into a municipality.

Review/Facilitation

The staff reviews and facilitates approximately 375 municipal boundary adjustments annually. The majority of petitions are from property owners, with the remainder from cities and townships. All adjustments affect local governments and have the potential for conflict. Proposed boundary changes or incorporations that require statutory hearings are resolved within one year from the date of the first hearing.

Assistance

The office offers consultation and technical assistance to local governments, property owners, planning authorities, the Legislature, government agencies and professional associations on issues related to municipal boundary adjustments. Assistance includes information on proper filing procedures, sample petition forms and the statutory factors which must be considered by decision-makers. The forms may be obtained from the office.

Filing fees

Depending on the type of proceeding, filing fees range from $25 to $600.

Office of the State Archaeologist (OSA)

(612) 725-2411, Mark J. Dudzik, state archaeologist. Fort Snelling History Center, St. Paul, MN 55111**. E-mail:** *mark.dudzik@state.mn.us*; **Website:** *www.admin.state.mn.us/osa/*

Established in 1963, the Office of the State Archaeologist (OSA) is charged with sponsoring, conducting and directing research into the prehistoric and historic archaeology of Minnesota; protecting and preserving archaeological sites and objects; disseminating archaeological information through the publication of reports and articles; identifying, authenticating and protecting human burial sites; reviewing and licensing archaeological field work conducted within the state; and enforcing provisions of *Minnesota Statutes* 138.31-138.42 and 307.08.

Risk Management Division

(651) 296-1001 Phil Blue, director. 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155. **TTY:** (651) 296-6280; **FAX:** (651) 297-7715.

The Risk Management Division is responsible for the development and operation of the state's risk and insurance management program to minimize the exposure to financial loss and to provide the most economical funding alternatives.

The division operates the state's risk management fund, which provides self-insurance for state agencies for property and casualty coverages, including automobile liability, general liability, auto physical damage, property and other insurance coverages requested by state agencies. The division maintains the state's risk management information systems, administers property-casualty programs for purchased insurance, and works closely with all units of state government as a consultant on their risk and insurance management needs.

State Demographic Center

Helpline phone: (651) 296-2557; Tom Gillaspy, state demographer, (651) 296-4100. 658 Cedar Street, 300 Centennial Bldg., St. Paul, MN 55155. **Email:** *demography.helpline@state.mn.us;*
Website: *www.demography.state.mn.us*

The State Demographic Center provides estimates of Minnesota's current population, as well as long-range population and related projections. Staff analyzes and distributes data from the U.S. Census Bureau and other sources. Through presentations and reports, staff also keeps policy-makers and the public informed about demographic trends. The center is Minnesota's liaison with the Census Bureau.

State Demographic Center Products

The center produces annual estimates of population and households for counties, cities and townships outside the Metropolitan Council region, prepares and reviews other estimates of population and population characteristics, and prepares periodic projections of population and key population characteristics.

Publications feature analysis of particular demographic issues such as immigration, migration, fertility and income distribution. News releases based on the most current news and data available are used to provide the public with information. Data available on the website includes profiles of legislative districts as well as updated releases of other demographic information important to Minnesota.

Data services

E-mail: *demography.helpline@state.mn.us*
Website: *www.demography.state.mn.us*

- The **Helpline** (651) 296-2557 serves people interested in accessing demographic information. Staff members provide data when possible, make referrals when necessary and provide guidance in the use of the Website, which contains a wealth of demographic information in easily accessible formats.

- The **Minnesota Data Center** network is coordinated by the State Demographic Center. The Data Centers are a network of affiliated members who agree to provide interested citizens with census and related data, such as collections of decennial, economic, agriculture and government censuses. Network members include libraries, regional development commissions, extension agents and planning offices. The network provides training opportunities for data users and trainers. For a list of members, call the Helpline at (651) 296-2557, or visit the website.

Travel Management Division

(651) 296-2163 Tim Morse, director. Located near the St. Paul Airport, Holman Field, at 296 Chester Street, St. Paul, MN 55101. **Toll-free:** (800) 366-2899; **FAX:** (651) 296-3911; **Minnesota Relay Service:** (800) 627-3529 or *www.tmd.mn.us*

The Travel Management Division offers passenger vehicle and light truck fleet services to state agencies and political subdivisions. The division also administers the state's commuter van and travel programs. Travel Management is a self-supporting division, and receives no general fund appropriation. Revenues for operations are primarily derived from vehicle rental charges to customers.

Long-term Vehicle Rentals

(651) 296-9997. This program provides passenger vehicles and light trucks to state agencies and political subdivisions. A variety of vehicles and life cycles are available to meet differing work situations. This is a full-service program including fuel and maintenance. Insurance is also included for state agencies. Vehicle rental rates are individually calculated, reflecting acquisition cost, life cycle, fuel mileage and other related expenses. More information is available at the website: *www.tmd.state.mn*.us, or by contacting Travel Management.

Vehicle Maintenance and Repair Services

(651) 296-2163. TMD operates a vehicle maintenance facility for rental vehicles in the metro area. Loaner vehicles are generally available. For additional information or to schedule an appointment, contact Travel Management.

Commuter Van Program

(651) 296-9997. This program provides passenger vans for state employees and others for commuting between their home and work locations. State employees drive the vans and make up the majority of commuters. Extra seats occasionally become available for non-state employees.

State Facilities Service

(651) 296-6852, Nicola Giancola, assistant commissioner. 200 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.

State Facilities Service provides for the management of the state's real property, including land, buildings and physical plant; provides services related to construction, maintenance and repair of approximately 30 million square feet of state-owned building space; leases buildings; manages parking; coordinates recycling and energy conservation efforts; and administers the State Building Code.

Building Codes and Standards Division

(651) 296-4627 Tom Joachim, state building inspector. 408 Metro Square Building, 121 E. 7th Place, St. Paul, MN 55101; **TTY:** (651) 297-5353; **FAX:** (651) 297-1973

The Building Codes and Standards Division administers the state building code, which sets construction standards to assure the health, safety, comfort, and security of building occupants. The division provides interpretations on the adopted codes, gives information regarding building materials, and consults with municipal officials, design professionals, and the general public relating to all types of projects.

On-street parking is available at meters on 7th Place or in parking lots adjacent to the Metro Square Building.

For further information on division advisory committees, certifications, licenses, registrations, forms, e-mail addresses and telephone numbers, visit the division's website at: *www.MNcodes.com*

Building Code Administrative Services

(651) 296-7099. Building Code Administrative Services provides building code education, certification and recertification services for municipal building officials, adopts the Minnesota State Building Code and investigates complaints concerning application of the code. *Minnesota Statutes* 16B.59-75.

Education/Certification Section

(651) 296-2922. This section presents education seminars around the state for municipal building and fire officials, design professionals, the construction trades, students and others to provide information on the state building code. Continuing education credits are given for building official recertification. The section also certifies and recertifies building officials. To receive notification of the division's upcoming educational offerings, building official certification applications, or building official recertification continuing education forms please call (651) 296-1189.

Rules Section

(651) 296-4329. This section adopts the Minnesota State Building Code by compiling state and federal law changes, national model codes, recommendations of division advisory committees and building official organizations. The section develops the completed documents for publication and presents proposed changes to the codes at public hearings. For notification of the division's rulemaking/proposed rules, call (651) 296-4329.

Code Administration Services

(651) 296-7099. This section of the division has three components:

Administrative Services provides direct support to local jurisdictions in administering the State Building Code; investigation services; building code department audits for assuring compliance with Minnesota statutes and rules; and building code inspection services to the Department of Commerce, Building Contractor Investigations.

Rules is responsible for adoption of the Minnesota State Building Code through compiling state and federal law changes, national model codes and recommendations of division advisory committees and building official organizations. This activity develops the complete documents for publication and presents proposed changes to the codes at public hearings. For notification of rulemaking/proposed rules, call (651) 296-4329.

Information is responsible for outreach activities related to the Building Codes and Standards Division, including a monthly newsletter, website and informational brochures and displays for trade shows, the Minnesota State Fair and other venues.

Full Services Section

(651) 296-4630. This section is responsible for plan review and on-site inspections of new or remodeled public buildings, state licensed facilities, elevators and manufactured housing projects as established in *Minnesota Statutes* 16B.61.

Plan Review Section/Regional Services

(651) 297-1658. This section provides construction document review and on-site inspections of work to ensure conformance with requirements of the State Building Code for buildings funded by the state or a state agency, buildings in public school districts and buildings that are licensed by other state agencies, including health care and correctional facilities. *Minnesota Statutes* 16B.61.

Manufactured Structures Section

(651) 296-4628. The Manufactured Structures Section regulates manufactured housing (mobile homes) and prefabricated buildings. It answers consumer inquiries and complaints regarding manufactured homes and prefabricated structures and provides training and educational seminars for building officials, manufacturers, dealers and installers. It licenses manufactured home manufacturers and dealers and registers installers. *Minnesota Statutes* 327B.01-12.

Elevator Safety Section

(651) 297-1644. This section reviews, evaluates and inspects all new or altered elevators and lifting/transportation devices. It provides for inspection and investigation on reported accidents relating to elevators and lifting/transportation devices. *Minnesota Statutes* 16B.74.

Plant Management Division (PMD)

(651) 296-6800 Lenora Madigan, director. Offices are at G-10 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155 **TTY:** (651) 297-4407; **FAX:** (651) 297-5158.

The Plant Management Division (PMD) maintains 3.7 million gross feet of space in 22 buildings; 141 acres of grounds including 21 monuments/memorials; and associated parking facilities. PMD also promotes energy conservation opportunities on a statewide basis and facilities the recovery of recyclable materials.

Facilities under the jurisdiction of the Plant Management Division include:

168 Aurora Avenue
321 Grove - Building 1
321 Grove - Building 2
691 Robert St. Building
1246 University Avenue
Administration Building
BCA's Bemidji Facility
BCA's St. Paul Facility
Capitol Building
Centennial Building
Ford Building
Governor's Residence
Health Building
History Center
Judicial Center
Power House
Retirement Systems Building
Revenue's Ely Facility
Stassen Building
State Office Building
Transportation Building
Veterans' Service Building

PMD is organized into three (3) sections: Building Operations, Technical Services and Business Operations.

Building Operations

This activity maintains and operates buildings under the custodial control of PMD to ensure a clean, healthy, comfortable building environment for all tenants and visitors. Services include housekeeping, engineering, construction project coordination and building management.

Building Maintenance Services

Emergency cleaning needs, maintenance problems, or heating, ventilation or cooling problems can be reported by calling (651) 296-6800 between 7:00 a.m. and 4:30 p.m., Monday through Friday, excluding holidays. For after-hours emergency service, contact Capitol Security at (651) 296-6741 or (651) 296-2100.

Technical Services

This activity provides trade and repair services for buildings maintained by PMD. Through its Complex Services unit, it also provides grounds and snow removal services in the Capitol Complex; operates the State Recycling Center; provides resource recovery education, promotion and assistance to state agencies; and approves and coordinates special events such as public rallies, parades, demonstrations, Capitol Rotunda ceremonies and other related events that use the buildings, grounds and state-owned streets in the Capitol Complex. This activity also provides material delivery services; courier, resource recovery, interoffice mail and Office Supply Connection transport to other state agencies; moving services for state agencies; and special event equipment rental.

Grounds and Snow Removal

When emergency grounds services are required, including sidewalk sanding or snow removal, call (651) 296-2503 or (651) 296-6800.

Resource Recovery

For information regarding coordination of waste reduction and recycling, including agency recycling rate measurement, on-site technical assistance and training and recycling collection, transportation and marketing services, call (651) 296-9084.

Special Events

Applications for special event use permits are available by calling (651) 296-6800. The Request for Use of Capitol Complex Facilities for Public Events form should be submitted at least 14 days prior to the proposed event to Plant Management, 50 Sherburne Avenue, Room G-10, St. Paul, MN 55155 or FAX: (651) 297-5158.

Trade Services

Request maintenance trade services, such as carpentry, cabinetmaking, painting, plastering, caulking, electrical work, machine shop work, key/locksmith work, plumbing, steam fitting and refrigeration or minor remodeling by calling (651) 296-6800.

Business Operations

This activity dispatches and schedules services in response to tenant/building issues or problems, schedules common conference rooms, provides all division accounting functions, maintains and operates automated building systems and IT services and focus on statewide energy efficiency improvements and retrofit projects in state-owned facilities.

Energy Management

For information regarding preventive maintenance, energy efficiency improvements, energy monitoring and energy retrofit services, call (651) 297-2867.

Lost and Found

Personal articles found on state property should be sent to PMD, 50 Sherburne Avenue, Room G-10, St. Paul, MN 55155. Attach a note indicating the date and place where the item was found and the name of the person who found it. A person who has lost an article should contact PMD at (651) 296-6800 with a description of the article and when and where it may have been lost. Missing state property should be reported immediately to the Capitol Security Office at (651) 296-6741 and also reported to the Legislative Auditor, 1st Floor South, Centennial Building, St. Paul, MN 55155.

Common Conference Room Scheduling

Common conference rooms scheduled by PMD are reserved on a first-come, first-served basis. The following conference rooms are available by calling (651) 296-6800:

- **Administration Building** Rooms 116A (20 seats); 116B (40 seats; 116C (30 seats)
- **Veterans Service Building** Room D - 5th floor (50 seats)

To schedule meeting rooms in other buildings that house state agencies, call the following numbers:

- **Capitol:** (651) 296-0866 or (651) 296-4154 for Senate rooms and (651) 296-5974 for House of Representative rooms.
- **Centennial Building:** training center (651) 296-2380 or (651) 297-1184.
- **State Office Building:** (651) 296-5974
- **Judicial Center:** (651) 297-7802
- **Transportation Building:** (651) 297-2932
- **MN History Center:** (651) 297-4859

Transportation Services

Contract parking: To apply for contract parking, call (651) 296-9899 or (651) 297-3993. Facilities are primarily located in the Capitol Complex. Metropass: a discounted, annual non-transferable picture identification Metropass bus card is available to state employees working in the Capitol Complex in buildings under PMD custodial control. To apply for a Metropass or for additional information, call (651) 296-9899.

Motorcycle parking: Certain areas in the Capitol Complex have been designated for motorcycle parking. Requests for motorcycle parking are handled in the same manner as automobiles.

Bicycle and Moped Parking: Bicycle racks are available adjacent to buildings in the Capitol Complex. Moped parking is allowed at bicycle racks. Bicycle lockers are available for rental at some locations. Call (651) 297-3993 for additional information.

Capitol Security: If a personal vehicle is stolen or vandalized while parked in a Capitol Complex parking facility, the owner should immediately notify the Department of Public Safety, Capitol Security Division, at (651) 296-6741 and St. Paul Police at (651) 291-1111. The state assumes no liability for vehicles or their contents while entering, leaving or parking in a state facility. Escort services to and from the parking contract holder's vehicle is available by calling Capitol Security at (651) 296-6741.

Short-term parking: To request daily parking permit(s) for short-term, temporary parking needs, call (651) 297-3993.

Cafeterias

The cafeterias listed below are operated by private vendors in the Capitol Complex that the public may use. Prices are moderate.

- **Centennial Building,** 658 Cedar Street, ground floor
- **Judicial Center,** 25 Constitution Avenue, first floor
- **Stassen Building**, 600 North Robert Street, first floor
- **State Capitol,** (only during legislative sessions) Aurora Avenue, basement level
- **Transportation Building**, John Ireland Boulevard, ground floor.

The following facilities are operated by the Services for the Blind, Department of Employment and Economic Development:

- **Administration Building,** 50 Sherburne Avenue, vending area.
- **Centennial Building,** 658 Cedar Street, convenience store and vending areas
- **Health Building,** 717 Delaware St. S.E., Minneapolis, vending areas

- **Retirement Systems Building**, 60 Empire Drive, snack bar and vending area;
- **Stassen Building,** 600 N. Robert Street, convenience store and vending areas
- **State Capitol**, 75 Rev. Dr. Martin Luther King, Jr. Blvd., cafeteria, 2nd floor snack bar (during legislative session only) and vending areas:
- **State Office Building,** 100 Rev. Dr. Martin Luther King Jr. Blvd., vending areas;
- **Transportation Building**, 395 John Ireland Boulevard, convenience store, and vending areas
- **Veterans Services Building,** 20 West 12th Street, vending areas

Suggestions or comments regarding these food services can be sent to the Plant Management Division, Room G-10 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155, (651) 296-6800.

Real Estate Management Division

(651) 296-6674 Bev Kroiss, director. 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155 **TTY:** (651) 296-1899; **Fax:** (651) 215-6245

The Real Estate Management Division provides leasing, planning and property transaction services to state agencies statewide. The division's offices are at:

Leasing Services

Leasing Services include identifying state-owned and nonstate-owned real property that efficiently and functionally meets agency space needs; and negotiating and drafting lease agreements for housing state agencies in quality space at an economical cost. Services also include managing leases to assure compliance with lease terms and conditions, including the resolution of day-to-day issues. Leasing Services also works with state-owned property that is temporarily not needed for state use and leases it out, generating revenue for the state.

Planning Services

Planning Services includes assisting state agencies with defining their space needs by providing space programs for planning floor plan layouts. Services also include assisting agencies with relocation planning and preparing relocation estimates and funding requests. Planning Services also maintains inventories of state-owned space under Administration control.

Property Services

Property Services includes the acquisition and disposal of real property. Dispositions are made by sale to other governmental bodies or on a bid basis to the general public. Services include recommending priorities for acquisition and disposition; obtaining and certifying real property appraisals; and coordinating purchases. Services also include issuing permits for searching on state lands for lost or abandoned property; and granting easements and transferring custodial control of real property between state agencies.

State Architect's Office (SAO)

(651) 296-4640 Heidi Myers, state architect. 301 Centennial Office Building, 658 Cedar Street, St. Paul, MN 5515. **TTY:** (800) 627-3529; **Fax:** (651) 296-7650. **E-mail:** *sao.webmaster@state.mn.us;* **Website:** *http://www.sao.admin.state.mn.us.*

The State Architect's Office is responsible for the administration, development and delivery of pre-design planning, design and construction for new and existing state-owned building projects. The division provides project management services that include programming, master planning, space planning, design, hazardous material abatement, facility management, construction contract supervision and post-occupancy/warranty follow-up. Serving as the owner's agent on state projects, the division furnishes consultation services and resource information to state agencies, professional organizations and trade groups regarding design and construction standards and procedures.

When a design consultant is required for a project (predesign/studies or design/construction, the State Designer Selection Board (SAO provides executive secretary services) or SAO (under the direction of the Commissioner of Administration) makes a selection. For new construction or major remodeling projects, a pre-design is required to define the program and validate the need for the project. After pre-design is completed, funds are requested from the legislature for design and construction. Design is composed of three phases: schematic design, design development and construction documents. Once the legislature approves preliminary plans, the design consultant, under the direction of SAO, prepares the final construction documents for public bidding. The Department of Administration, Materials Management Division, then processes all bids.

State Designer Selection Board

(651) 297-1545, Terry Lewko, executive secretary.
Minnesota Statutes, Section 16B.33; ***Minnesota Rules***, Chapter 3200. Offices are at 301 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. **Fax:** (651) 296-7650; **TTY/TDD:** (800) 627-3529.

The State Designer Selection Board selects primary designers for design of proposed construction projects and for planning (pre-design) projects for all State of Minnesota Agencies, the University of Minnesota and Minnesota State Colleges and Universities (MnSCU). The board lists proposed projects in the *State Register.*

In conjunction with the associated user agency, the board establishes additional selection criteria for specific projects under consideration, which consists of:

Designer Selection Criteria:

- Qualifications and technical competence in the required field of design;
- Ability to deal with aesthetic factors;
- Capacity to accomplish the work and services within the required constraints;
- Availability of appropriate personnel;
- Geographic relationship of the designer's base to the project site;
- Awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The board selects the primary designer for building construction or remodeling projects as requested by state agencies and on all projects with estimated costs greater than $2,000,000 or a planning project with estimated fees greater than $200,000.

The board meets when there are projects requiring the selection of designers. All such meetings are open to the public. Meeting dates for both the shortlisting of projects and the interviews are listed at the end of the 'request for proposal' published in the *State Register.* One copy of the accepted proposal for every project is maintained for public reference. Appointments can be scheduled to review these proposals or to obtain information concerning the board, the projects under review or the methods of selection by calling the executive secretary.

Technology Services

(651) 297-5525, Keith Payden, Deputy Commissioner/State Chief Information Officer. 200 Administration Building, 50 Sherburne Avenue, St. Paul, 55155.

Technology Services is responsible for strategic planning, policies and coordination of information technology and telecommunications systems across all units of Minnesota state government. Technology Services also ensures the implementation of the most cost-effective and appropriate technology solutions for the business needs of state and local governments for serving the public.

InterTechnologies Group

(651) 296-8888 Jack Yarbrough, assistant commissioner. InterTech is located at 658 Cedar Street, St. Paul, MN 55155. **TTY:** (651)

296-3961; **FAX:** (651) 297-5368. **E-mail:** *intertech.info@state.mn.us;* **Website:** *http://www.mainserver.state.mn.us/intertech*.

InterTechnologies Group (InterTech) provides a broad range of value-added information technology services to Minnesota's public sector. These services enable public entities to process and exchange data among themselves and with their constituents, as well as to communicate via e-mail, telephone and video-conferencing. InterTech's services also provide several of the foundation building blocks used by Minnesota government to develop and deliver *electronic government services:* government to citizens (G2C), government to business (G2B), government to government (G2G), and government to employee (G2E). By integrating computing, risk mitigation IT and telecommunications functions, InterTech provides "end-to-end" solutions, increased economies of scale through shared resources, and reliable support 24 hours a day, seven days a week, 365 days a year.

Services:

Computing Services - Supports public entities' needs for central and distributed data processing. Product lines include transaction processing, storage, input/output, data entry, North Star Portal and server management. Contact: (651 297-1147 or (651) 296-8888.

Risk Mitigation IT Services - Mitigates and minimizes exposure to security breaches and other risks associated with public entries' use of information technology. Product lines include web authentication, Mail*Hub, directory and virus inoculation and PC/LAN/database back-up and business continuity. Contact: (651) 297-1147 or (651) 296-8888.

Telecommunications Services - Connects public entities throughout the state by transporting customers' internet/e-mail, voice, data and video transmissions over a shared network infrastructure. Product lines include local voice, long distance, enhanced voice application, video, network transport, network management and wide area network applications. Contact: (651) 297-1147 or (651) 296-8888.

Organization

- **Administration Information Services Division** primarily focuses on the management and support of internal business operations within InterTech. Included in this responsibility are InterTech's LAN management, web development and other internal systems development. Services are also provided to other divisions of the Department of Administration. Contact: (651) 296-8888.
- **Customer Support Services Division** provides hardware and software support for application servers. Contact (651) 296-8888.
- **Customer Service and Product Management Division** ensures that InterTech meets customer quality and delivery expectations, by working with customers, vendors and InterTech staff to provide customers with value-added, cost-effective and timely solutions to their technology and business requirements. This division includes analysts who provide consulting and act as liaisons for projects that partner InterTech with public sector organizations. Contact: (651) 296-8888.
- **Financial and Business Management Division** ensures InterTech's financial viability by managing financial and business processes that promote customer satisfaction. The division supports InterTech's internal financial processes including reporting, contracting and accounts payable. It also supports InterTech's external customers by managing customer orders and providing timely invoicing of services. Contact: (651) 296-8888.
- **Interagency Services Division** collaborates with customers to leverage the information and electronic government services infrastructure, data investments and risk management solutions to support customer goals and improve business process. This division also manages the state's business continuation program in the event of a disaster affecting information technology. Contact: (651) 296-8888
- **Network Support Services Division** provides technical support, design and configuration for data, voice and video on the Wide Area Network. It also configures, installs, and monitors performance of routers and other network hardware. Contact: (651) 296-8888.
- **Operations Division** provides and supports 24 / 7 continuous availability of multiple software and hardware information technology platforms within a secure environment. This division assures continuous availability of the networks, Internet access and data, voice, video and web services. it also provides Help Desk services, supports and delivers customer output including print, reports and tape. Contact: (651) 296-8888.

Office of Technology

(651) 215-1997 Linda Finley, director. Offices are at 658 Cedar Street, Room 450, St. Paul, MN 55155. **TTY:** (651) 282-2228; **Fax:** (651) 215-3877; **North Star Help Line:** (651) 556-8018.
E-mail: *info.ot@state.mn.us.* **OT website:** *http://www.ot.state.mn.us*
North Star website: *http://www.state.mn.us*

The Office of Technology is the home of North Star, the official web site for the State of Minnesota.

The mission of the Office of Technology is to provide leadership and direction, research and development for information and communication technology and policy in Minnesota.

The Office coordinates strategic investments in information and communications technology, ensuring that the citizens of Minnesota have sufficient access to and delivery of Government Services electronically, and fosters the use of information technology to serve the state agencies and their customers.

Activities of the Office in achieving its mission include:

Research and Development/Emerging Technologies:
- Development and evolution of the State of Minnesota's Web Portal, *North Star.*
- Determination of services that can be developed for citizen access through the North Star Portal.
- Creation of online transactions using secure financial transactions.
- Coordination of state enterprise-wide electronic government services (EGS) activities.
- Enterprise Architecture:
  - Develop a state Enterprise Architecture blueprint.
  - Develop a focused, comprehensive Enterprise Architecture plan for state IT and communication systems.
  - Develop a comprehensive state IT Master Plan.

Education Collaborations:
- Invest in research and development through public and private collaborations.
- Promote programs and partnerships that will assure a more technical citizenry and workforce.

Project Management and Standards:
- An enterprise-wide PMO Process.
- Project Management Office and the Project Management Academy.
- Training for PMO methods, tools, templates and procedures.
- Maintain standards, policies and guidelines to support statewide technical strategies.

State Agency Contract Budget Management:
- Manages and refines the financial and procurement process to ensure flexibility and adaptability.
- Coordinates strategic investment to increase agency product and service aggregation.
- IT Request for Proposal and Statement of Work review and approval.
- State IT budget initiative review and recommendations.
- State IT Contract Management.

- Coordination and review of state IT Strategic Information Resource Management Plans (SIRMPs)

Office of Administrative Hearings

100 Washington Square, Suite 1700, Minneapolis, MN 55401-2138
Phone: Administrative Hearings: (612) 341-7600 Fax: (612) 349-2665
Workers Comp Settlement, or Hearings: (612) 341-7600 Fax: (612) 349-2691
Requests for accommodations for disabilities or language/sign interpreters: (612) 341-7600
TTY/TDD: (612) 341-7346
Website: *www.oah.state.mn.us*
Chief Administrative Law Judge Raymond Krause

Minnesota Statutes, Chapters 14 and 176; ***Minnesota Rules***, Chapter 1400

THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS (OAH) was created as an independent state agency in 1975 through the Minnesota Administrative Procedure Act in order to provide fair and impartial hearings for persons adversely affected by state agency actions. The hearings are conducted more informally than judicial branch hearings.

Administrative Law Judges employed by OAH preside over three kinds of administrative proceedings:

1. Hearings for state agencies that are required by law when an agency is proposing or taking actions that adversely affect people;
2. Hearings for state agencies that are adopting rules. This insures that members of the public have a meaningful opportunity to participate in state rule making; and
3. Hearings for local units of government on a variety of issues.

Workers' Compensation Judges employed by OAH preside over two other kinds of administrative proceedings:

1. Hearings to establish workers' compensation benefits; and
2. Workers' compensation settlement conferences.

Each year, OAH's administrative law judges and workers' compensation judges preside over several thousand hearings and settlement conferences throughout the State of Minnesota. OAH has offices located in Minneapolis and Duluth. Also, administrative law judges and workers' compensation judges travel to conduct hearings and settlement conferences in many other communities throughout the state to accommodate the parties.

Administrative Law Hearings

There are nine administrative law judges. Contested case hearings conducted by administrative law judges are in areas such as human rights, employee discipline, public utilities, professional licensure, business regulation and environmental quality. Administrative law judges make either a final or recommended decision, depending on the type of case involved. Where a recommendation is prepared, the government agency involved makes the final decision. Final decisions of state agencies are appealed to the Minnesota Court of Appeals.

Continuances for the hearings are requested through the administrative law judge assigned to the contested case. There must be good cause for the request for continuance.

Subpoenas can be obtained for administrative law hearings. There is a fee for the subpoena. A request form is available on the OAH website.

Transcripts and tapes of the hearing may be requested by calling (612) 341-7642. Fees are based on the length of the hearing.

Administrative hearings are conducted according to *Minnesota Statutes*, Sections 14.001 through 14.69, the Administrative Procedure Act. This statute can be found in any public library or on the internet at *www.revisor.leg.state.mn.us* The rules for administrative cases, *Minnesota Rules*, parts 1400.2000 through 1400.8612 can also be found at any public library or at the same website listed above. Additional information can also be found at *www.oah.state.mn.us.*

The office has a booklet available for parties who are not represented by attorneys that provides a general explanation of how administrative hearings are conducted. The booklet is also available at the OAH website noted above.

Workers' Compensation Conferences and Hearings

There are 24 workers' compensation judges who conduct administrative conferences, settlement conferences, pretrial hearings, formal hearings, issue final decisions and approve any settlement agreements between the parties. Decisions of the judges may be appealed to the Workers' Compensation Court of Appeals.

Continuances for the hearings are requested through the hearings calendar judge. Resets for the settlement conferences are requested by calling (612) 349-2577 prior to the date of the settlement conference. There must be good cause for the request for continuance.

Subpoenas can be obtained for workers compensation hearings by calling (612) 341-7635. There is no fee for the subpoena.

Transcripts and copies of the record may be requested by calling (612) 341-7343. Fees are based on the length of the hearing.

Workers' compensation hearings and settlement conferences are conducted through *Minnesota Statutes*, Chapters 176. These can be found on the internet at *www.revisor.leg.state.mn.us*

At the Office of Administrative Hearings, the goal is to provide fair hearings to all persons. Comments from persons who participate in administrative hearings are welcome to help ensure that the process is inclusive and that every participant is treated fairly. Comments and complaints are important to maintaining and improving the hearing process. Any individual or group may file a comment or complaint. Comments in writing may be directed to the Chief Administrative Law Judge. To file a formal complaint, call (612) 341-7642 for a complaint form; the form is also on the OAH website.

Minnesota Board on Aging

444 Lafayette Road, St. Paul, Minnesota 55155-3843
(651) 296-2770 Fax: (651) 297-7855 Toll-free: 1-800-882-6262
Ombudsman for Older Minnesotans: (651) 296-0382; or 1-800-657-3591
Senior LinkAge Line®/ RxConnect: 1-800-333-2433
Websites: www.mnaging.org **www.MinnesotaHelp.info E-mail: *mba@state.mn.us***
Chair Jeanette Metz; Executive Director James G. Varpness

Minnesota Statutes, Section 256.975; ***Minnesota Rules***, Parts 9555.0100-.7700

THE FIRST OF ITS KIND IN THE NATION, THE MINNESOTA BOARD ON AGING (MBA) was established in 1956 to plan for and meet the special needs of our state's seniors. The governor appoints the 25 members to the MBA from areas throughout the state. The board administers more than $30 million in federal and state grants each year. The grants are awarded to Area Agencies on Aging (AAAs) and other providers to fund a network of services for seniors, including nutrition programs, information, referral, and assistance through the Senior LinkAge Line®, protection of vulnerable adults, health and wellness programs, and volunteer programs. Grants are aimed at developing or expanding programs designed especially for seniors and many are geared to enhance local communities.

The board develops service programs after seeking input from seniors, and it stimulates public interest in aging issues. In an effort to ensure that board decisions are responsive to senior needs, the board works with local, regional, and state advisory committees. The MBA does not provide direct service to the public, with the exception of the Senior LinkAge Line® (1-800-333-2433) and assistance with nursing home, acute care or home care complaints through the Ombudsman for Older Minnesotans program (1-800-657-3591).

Board meetings are open to the public. Meetings are usually held the third Friday of the month except February, March, May, August, October, and November.

The MBA sets direction for initiatives and programs that are administered through Area Agencies on Aging. The Area Agencies on Aging are located regionally throughout the state and work to ensure that aging services meet community needs. Working in conjunction with the MBA, the AAAs plan for and promote the development of new aging services; coordinate existing services; administer MBA and local grants to fund a number of Older Americans Act programs; and offer technical assistance to aging programs.

Through a partnership between the Minnesota Board on Aging and the American Indian Communities in Minnesota including the eleven tribal governments and urban communities of Duluth, Minneapolis and St. Paul, Wisdom Steps promotes preventive health for American Indian Elders and focuses on health screenings, health education and healthy living activities.

The MBA, through its Area Agencies on Aging, manages a statewide senior nutrition program that provides 4.8 million nutritionally balanced meals each year for 87,000 older adults through 568 sites located in community centers, senior housing, civic buildings and other locations across Minnesota. The senior nutrition program (senior dining and home delivered meals) is targeted to frail older adults and others at the greatest risk of losing their independence, including persons with low incomes, limited mobility or disabled, chronic health conditions, minority and isolated. Approximately 186 sites (one in every three) are located in senior housing buildings. At least 47% of sites in Hennepin and Ramsey counties serve minority elders. Most senior dining sites provide home delivered meals. Besides promoting health through improved nutrition, the program reduces isolation by promoting social interaction. There are currently 45 nutrition contracts for meals and nutrition services, including 21 senior dining and 24 home-delivered meals.

Through a partnership with the Department of Human Services, the MBA is the project lead of the *www.minnesotahelp.info* web site, a statewide community, health and human services resource database that contains in excess of 16,000 services offered at 25,000 locations. The web site is for persons of all ages who want to find or give support. The MinnesotaHelp.info network is a group of organizations that have established local information resource centers that offer access to on site decision support tools for people who want to access resources for themselves or loved ones.

The MBA and AAAs also manage the Senior LinkAge Line®, which helps seniors, their families, and people on Medicare identify needs and find resources. The toll-free number (1-800-333-2433) operates during normal business hours. The Senior LinkAge Line® also works in partnership with the Minnesota Kinship Caregivers Alliance to provide information, referral, and assistance to grandparents who are raising their grandchildren.

The MBA believes that all consumers should have access to affordable prescription drugs to ensure their quality of life. The new RxConnect program provides the information and assistance needed to make informed decisions regarding affordable prescription drugs. RxConnect helps people, regardless of age, apply for patient assistance programs and find out about other options. Free or low-cost drugs are available from the manufacturers of prescription drugs through patient assistance programs. The Senior LinkAge Line® will help consumers enroll in patient assistance programs by assisting with forms assistance, needed documentation, and recertification.

The MBA also funds the Minnesota's Family Caregiver Support Program. This program is organized regionally by the AAAs and serves over 15,000 family caregivers of older adults and nearly 500 grandparents raising grandchildren from all income levels, ethnic backgrounds, and age groups. Statewide services include public information, assistance, education, support groups, counseling and respite. Individual and culturally specific caregiver services aim to enhance the quality and duration of care as well as support for community arrangements.

The MBA provides the Ombudsman for Older Minnesotans, which investigates concerns, mediates disputes and advocates for seniors in long-term care, acute care, and home care facilities. Ombudsman offices are located throughout Minnesota; the central office is in St. Paul: 1-800-657-3591.

The MBA administers 27 senior volunteer services including Retired Senior Volunteer Programs (RSVP), Senior Companion (SC) and Foster Grandparent Programs (FGP) to support critical needs with emphasis on home and community-based long-term services and promoting family economic stability as a part of welfare reform. More than 19,700 volunteers provide 2.9 million hours of service each year including chore, companion services, meals and transportation to support the independence of frail older adults, and serve as tutors, mentors and caregivers to promote family economic stability in a variety of settings such as child day care centers, Head Start programs, schools and alternative learning centers. Volunteers also provide mentoring, home management and support skills for disadvantaged youth and families, and care for sick and dying children and their families.

The MBA's website (*www.mnaging.org*) has an electronic legislative update called the "Senior Advocate FYI." This update may also be e-mailed to any interested party by signing up through the board's main number: 1-800-883-6262.

The MBA produces publications that help seniors live healthier lives or access programs and services. Publications include "Planning Ahead for Incapacity," "Strike Out Stroke," "Arthritis doesn't have to slow you down," "All of Us Experience Memory Loss/Alzheimer's Disease," "Black Clouds, Sunny Days - Are You Depressed?" "Wisdom Steps – a health prevention program for American Indian elders," and more. Publications are available at <*www.mnaging.org*>

Each year, the MBA sponsors the Outstanding Senior Citizen competition with the Minnesota State Fair and the Federation of County Fairs. For more information call or write the Minnesota Board on Aging or your local Area Agency on Aging.

Citizen Participation and Appointment:

• Minnesota Board on Aging

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Area Agencies on Aging (*www.minnesota-aaa.org*):

Land of the Dancing Sky Area Agency on Aging

Serving counties of Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Pennington, Polk, Pope, Otter Tail, Red Lake, Roseau, Stevens, Traverse, Wilkin.
(218) 745-6733; FAX (218) 745-6438
115 South Main Avenue, Warren, MN 56762

Arrowhead Area Agency on Aging

Serving counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis.
(218) 722-5545; FAX (218) 529-7592; toll-free: 1-800-232-0707
221 West First Street, Duluth, MN 55802
Website: www.ardc.org

Central Minnesota Council on Aging

Serving counties of Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright.
(320) 253-9349; FAX: (320) 253-9576
2700 - 1st Street North, Suite #307, St. Cloud, MN 56303

Minnesota River Area Agency on Aging

Serving counties of Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, *Faribault, Jackson, Kandiyohi, Lac Qui Parle, LeSueur, Lincoln, Lyon, Martin, McLeod, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Waseca, Watonwan, Yellow Medicine.*
(507) 389-8866 or 800-450-5643 ext. 866; FAX (507) 387-7105
410 Jackson Street, P.O. Box 3367, Mankato, MN 56002-3367

Southeastern Minn. Area Agency on Aging, Inc.

Serving counties of Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona.
(507) 288-6944; FAX: (507) 288-4823
421 Southwest First Avenue, Rochester, MN 55902

Metropolitan Area Agency on Aging, Inc.

Serving counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington.
(651) 641-8612; FAX: (651) 641-8618
1600 University Avenue West, # 300, St. Paul, MN 55104

Minnesota Chippewa Tribe Area Agency on Aging

Serving White Earth, Leech Lake, Bois Forte, Grand Portage Reservations.
(218) 547-2677; FAX: (218) 547-2167
P.O. Box 217, Cass Lake, MN 56633

Minnesota State Agricultural Society (Minnesota State Fair)

1265 Snelling Avenue North, St. Paul, MN 55108
Phone: (651) 288-4400 Fax: (651) 642-2440
Website: *www.mnstatefair.org* E-mail: *fairinfo@mnstatefair.org*
Executive Vice President Jerry Hammer

Minnesota Statutes, Chapter 37

THE MINNESOTA STATE AGRICULTURAL SOCIETY conducts the annual Minnesota State Fair and administers the maintenance, control and improvement of the State Fairgrounds. The 320-acre fairgrounds is also made available for public use on a year-round basis for special events and shows and for storage purposes—on a rental basis.

The mission of the State Agricultural Society is to educate and involve guests by providing a world-class showcase that is innovative, entertaining and fun. The goals are to showcase Minnesota's finest agriculture, art and industry, present an unparalleled forum for knowledge and ideas, provide outstanding customer service, offer exceptional value, provide a safe, clean environment that is accessible to all and create unique experiences.

The society is a semi-state agency, autonomous and self-governing. The society is not involved in the state departmental process of budgeting, dedicated funding or appropriations. State Fair-generated funds are used for operations, maintenance and for capital improvements to the physical plant. Annual reports are submitted to the governor, the legislature and the media, and its books are examined annually by the legislative auditor.

The Minnesota State Fair is financially self-sufficient. In its 145-year history, the fair has received only $3.5 million in appropriated funds. The bulk of these monies were used between 1885 and 1920 to provide partial capital funding for the permanent site of the fairgrounds in Ramsey County. Appropriations have never been used by the fair for operations. No public subsidy of any kind has been used by the fair since 1949.

The society came into being as a territorial organization in 1854. It was legally organized as a public corporation in 1860 and became an arm of state government in 1903. In 1885, the Ramsey County Board of Commissioners donated the old Ramsey County Poor Farm to the society for the purpose of conducting the annual fair. That same year, the legislature appropriated $100,000 for buildings at the new permanent fair site. The first buildings erected were a two-decked wooden Grandstand, a horse race track, a great wooden-domed Main Building (later the Agriculture Building) and several smaller buildings.

Today, the Minnesota State Fair is the largest 12-day fair in the country and the exposition serves as a model for fairs throughout North America. During the past decade, attendance at the annual exposition has averaged 1.68 million each year. The fair is agricultural in nature and features livestock judging, horse shows and rodeos, fine arts and home craft competitions and farm equipment plus commercial complexes, food concessionaires, an auto race, big-name entertainment and a carnival midway.

The board of managers of the Minnesota State Agricultural Society is made up of one representative from each of the society's nine regional districts and a president. Included on the board are two vice-presidents, representing Ramsey County and most of Hennepin County. Board terms are staggered and members are elected on a two-year or three-year basis. Traditionally, the president serves a maximum of two years, then leaves the board, assuring at least one new member every other year.

Formal business of the society is conducted during a three-day annual meeting held each January. Three delegates representing each county or county fair in the state, along with about 100 delegates representing state-wide associations, livestock breed associations and the like, meet on a district basis and nominate individuals to serve on the State Fair board. Elections are then conducted on the floor by the convention as a whole.

Upon completion of the elective process, the newly organized board meets and elects an executive vice-president for a one-year term. The executive vice president is chief operating officer of the fair and is responsible for the day-to-day business of the exposition. The society retains a full-time staff of approximately 70 employees who work under the supervision of the executive vice president.

The society's members, chief and deputy administrative officers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Facilities for the Disabled

Facilities for people with disabilities on the fairgrounds include accessible restrooms, telephones, paved streets and sidewalks, curb cuts, accessible seating in the Grandstand, Coliseum and free stages, reserved parking areas, drop-off points, interpretive services, listening devices and wheelchair rental service. An accessibility guide listing all services is available through the guest services office by calling (651) 288-4446; (651) 642-2372 (TTY) or may be requested by writing Guest Services, Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, Minnesota 55108.

Employment Opportunities

Year-round Employment Opportunities: When a year-round position is available, it will be posted on the website (*www.mnstatefair.org)*. If interested in year-round employment, mail your resume to Employment Services, Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, Minnesota 55108. Most positions require that applicants have a valid driver's license, a high school diploma or a GED, and be at least 18 years old. You will only be contacted if a position is available that matches your interests, skills and experience. Your resume or application will be kept on file for one year.

Summer Employment Opportunities: Usually positions are available during the summer on grounds crew and grass crew and in the box office. In addition, a limited number of office positions are available. Applicants need to be 18 years of age or older for most of these positions. The grounds crew and grass crew positions also require that the applicant have a valid driver's license. Beginning April 15 please stop by the Administration Building on the fairgrounds to complete an application for employment for a summer position. Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

Fair-time Employment Opportunities: Thousands of employment opportunities are available for the annual Minnesota State Fair. The fair is a fun place to gain work experience, meet people, earn money and enjoy the fair. There are fair-time jobs for ticket takers, ticket sellers, parking attendants, cashiers, retail sales, food service, etc. Stop by the employment services office on the fairgrounds beginning June 1 to complete a job registration. Most employers will only hire applicants that are available all 12 days of the fair and 16 years of age or older. Some positions require that applicants are 18 years of age or older.

Contact Information: Employment Services, Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, MN 55108; Telephone: (651) 288-4475; e-mail: *employment@mnstatefair.org*.

Organization

The fair staff is divided into seven divisions.

Administration Division:

(651) 288-4415, division director. This division consists of three departments:

Guest Services provides fair guests with information booth staff and kiosks, telephone operators, customer service and care and assistance centers. Most informational brochures originate in this department. Staff also deals with accessibility and Americans with Disabilities Act issues. Guest Services supervisor (651) 288-4446.

Employment Services provides all necessary staff and support for the hiring of full-time, seasonal and fair-time employees. (See Employment Opportunities, above) Staff training also falls under this department. Employment Services supervisor (651) 288-4303.

Staff Services handles year-round personnel issues including insurance benefits and retirement and is also charged with the responsibility of enforcing the fair's harassment policy. Staff and Employment Services coordinator (651) 288-4352.

This division also handles real estate transactions, serves as liaison with the board of managers and handles legislative issues and contacts.

Competition Division

(651) 288-4345, or (651) 288-4480. This division manages displays and competitive exhibits open to public participation in the following areas: bee culture, cattle, Christmas trees, creative activities, crops, dairy, education, fine arts, flowers, 4-H, fruit, FFA, goats, horses, llamas, meats, poultry, rodeo, sheep, swine and vegetables. Premium lists showing categories for competition and prizes available, judging schedules, rules, entry fees and deadlines vary with each department.

Entertainment Division

(651) 288-4418, entertainment supervisor. This division selects, contracts and produces all entertainment scheduled for the Minnesota State Fair. Included are Grandstand entertainment and production, division director (651) 288-4423; free stage entertainment and special grounds attractions, Free Entertainment Supervisor (651) 288-4478. The division handles the daily parade, the annual 8k run and two amateur talent contests.

Finance Division

(651) 288-4408, division director. This division is responsible for all State Fair fiscal matters and is the State Fair's principal contact with the Office of the Legislative Auditor. Specific functions include payroll and payables, accounting, receipts management, banking, ticket audit and computer services The division also includes the business

management group which handles purchasing and procurement, inventory and storeroom.

Marketing Division

(651) 288-4454, marketing coordinator. Media and public relations supervisor (651) 288-4452. This division manages all State Fair advertising and public relations programs, providing information on fair events and activities through news releases, paid advertising, special promotions, brochures and Web site. The division also handles the Fair's sponsorship program.

The publications department (651) 288-4477 and box office (651-642-2229) are also housed within the marketing division.

The Group Sales department (651) 642-2253 and Box Office (651) 642-2229 are also housed within the Marketing Division.

Operations Division

(651) 288-4406, division director. The Operations Division includes year-round management of the physical plant including construction, maintenance and mechanical services, and fair-time management of admissions, forage, parking, park and ride, sanitation and public safety departments.

Sales Division

(651) 288-4484, division director. This division administers all fair-time concessions and commercial exhibits. Rental fees for fair-time food and beverage concessions are based upon a percentage of gross sales. Rental fees for other types of concessions and commercial exhibits generally are based on front footage. To register interest in obtaining a commercial space license, or to obtain information on commercial exhibit space at the State Fair, contact the division (651) 288-4404. This division also manages off-season rental of fairgrounds facilities from mid-September through early August.

Facilities are used extensively for horse and livestock shows, retail sales, antique and collector shows, auto exhibitions and athletic events. Individuals, businesses and organizations may contract for use of these facilities along with event support services. (651) 288-4414.

Brochures and Information

Information changes annually and most brochures and pamphlets are not available until June for the upcoming fair. All information may be requested at (651) 288-4400 or by writing to Minnesota State Fair, 1265 Snelling Avenue North, St. Paul, Minnesota 55108, or e-mail at *fairinfo@mnstatefair.org*.

Agricultural Utilization Research Institute (AURI)

Owen Hall Annex, UM-Crookston, P.O. Box 599, Crookston, MN 56716-0599

***AURI Northern Office*: (800) 279-5010 or (218) 281-7600**

Executive Director Edgar Olson; Deputy Director Keith Sannes Website: *www.auri.org*

***AURI Southwest Office:* (507) 537-7440**
1501 State Street, Marshall, MN 56258

AURI Southeast Office: (507) 835-8990
12298 350th Avenue, P.O. Box 251, Waseca, MN 56093

Minnesota Statutes, Section 116O.09

THE AGRICULTURAL UTILIZATION RESEARCH INSTITUTE (AURI) is a nonprofit corporation created to improve the economy of rural Minnesota through the development of new uses, new markets and value improvements for the state's agricultural commodities.

AURI provides technical assistance, product feasibility and analysis, business needs assessments, access to laboratory facilities and technology transfer services to Minnesota businesses that add value to agricultural commodities. AURI services are available to agri-businesses, farmer-owned cooperatives, commodity groups and rural start-ups with innovative ideas for utilizing Minnesota commodities.

To access AURI assistance please contact any of the above office locations.

Clients include for-profit businesses, cooperatives, commodity groups and rural start-ups.

AURI is a unique organization that blends applied research, product development and feasibility evaluation, technical assistance and market feasibility assessment with unique laboratory facilities and scientific expertise. These services are available to assist and support the development of new ag-based products in Minnesota.

AURI Assistance Includes:

- Technical assistance
- Product feasibility testing
- Product development assistance
- Technology transfer
- Business needs assistance
- Market evaluation assistance
- Available matching grants for qualifying projects
- Links to other resources

AURI assists along product development steps from feasibility testing to market assessment. Field offices and technical staff work one-on-one with clients to address their needs and can help advance products to reach emerging markets. In addition to working with Minnesota businesses, AURI also pursues initiatives to identify major commodity impact opportunities.

Technical Services

AURI offers unique technical services to conduct applied research and provide support for projects. Technical staff assists in product development, prototyping and analysis. Staff has expertise in food product development, industrial materials, fats and oils, waste and co-product utilization, microbiology, fibers, aquaculture, dairy and animal products. Staff is located at laboratories and pilots plants throughout Minnesota and is available to clients statewide.

AURI Programs

AURI assistance is intended to occur early in the existence of a product or process when feasibility is determined. A request for AURI assistance is analyzed for impact on Minnesota agriculture. A project is reviewed and evaluated based upon the following criteria:

- **Uniqueness:** How innovative is the product or process?
- **Commodity source:** Are Minnesota agricultural commodities utilized?
- **Utilization:** How much commodity will be utilized?
- **Producer impact:** Will Minnesota producers benefit from the project?
- **Value added:** How much value is added through further processing?
- **Economic impact:** How does the Minnesota economy benefit?
- **Cost savings:** Will this save money for producers?

Answers to each of these questions will help determine the extent to which AURI may assist a client. A project which demonstrates significant positive impact is likely to receive more assistance than one showing minimal impact.

AURI offers several programs to move projects forward that have the potential to create new uses or new markets for Minnesota agricultural commodities. These programs are available to legally organized businesses or cooperatives working to add value to farm products. Various programs are utilized based on need. The amount of assistance available is based on a project's merit and potential impact to the states agricultural economy. These AURI programs are designed to:

- **Bring commodity enhanced** products to production
- **Assist in developing** a process to enhance a feasible product
- **Assist in promoting** an AURI enhanced product
- **Identify emerging** value-added opportunities
- **Provide resources** to assist in the commercialization of a product or process

AURI programs are available to applicants who can demonstrate that their project will impact the use of existing commodities, alternative crops or livestock. AURI programs offer assistance for projects or assessments, including:

Technical Feasibility: Potential projects may focus on a new or improved process technology or on development of new value-added food or nonfood agricultural products. The project should include an examination of the product's technical soundness and quality.

Economic or Market Feasibility: If an applicant has developed an agricultural-based product or technology, a study may be cost-shared to examine the market potential and/or how best to commercialize. This type of study would identify specific obstacles to commercialization and address potential solutions. Applicants must be an AURI client receiving technical assistance to have access to funding.

AURI technical services: technologists/scientists are available to provide consulting and technical services in the areas of product and process development; product evaluation and testing; sourcing materials, equipment and services.

AURI pilot plants and labs are available for product and process development, scale-up, nutritional analysis as well as to process products for market testing on a confidential basis.

AURI Facilities

AURI has laboratory facilities to conduct analytical research and to provide technical support for new and improved ag product development. In most cases, these facilities are available to Minnesota businesses and organizations at no cost. These labs and pilot plants offer the opportunity for research and development as well as new product testing.

•Fats and Oils Laboratory - Marshall, MN

(507) 537-7440, Max Norris. The primary focus of the fats and oils lab in Marshall is on value-added products resulting in cost-effective oilseed processes, feedstocks and product performance in the marketplace.

Product Development Laboratory - Crookston, MN

(218) 281-7600, Charan Wadhawan. AURI's product development lab in Crookston is available to those seeking to introduce new foods to the marketplace. It is especially focused on smaller companies and entrepreneurs who are developing and commercializing new food products.

Co-Products Utilization Laboratory - Waseca, MN

(507) 835-8990, Alan Doering. This facility in Waseca is used for the development of new uses for plant and animal by-products that present environmental and economic opportunities. Focus areas include biomass energy, ag processing by-products and crop residues.

Meat Laboratory - Marshall, MN

(507) 537-7440, Darrell Bartholomew. The meat laboratory in Marshall is used for formulation and analytical assessment of animal products. This USDA inspected facility includes equipment for developing and testing new products.

Additional information on AURI can be found at the AURI website: **www.auri.org**

Department of Agriculture

90 West Plato Boulevard, St. Paul, MN 55107-2094
Phone: (651) 297-2200 Fax: (651) 297-5522
Website: *www.mda.state.mn.us* Email: *webinfo@state.mn.us*
Commissioner Gene Hugoson; Deputy Commissioner Sharon Clark; Assistant Commissioner Jim Boerboom

Minnesota Statutes, Chapters 17-34, 40-42, 500; ***Minnesota Rules***, Chapters 1500-1699

THE MINNESOTA DEPARTMENT OF AGRICULTURE (MDA) is responsible for ensuring the food Minnesotans eat is safe and wholesome all the way from the farm until it reaches the consumer. Its mission is to work toward a diverse agricultural industry that is profitable as well as environmentally sound; to protect public health and safety regarding food and agricultural products; and to ensure orderly commerce in agricultural and food products. The MDA administers inspection programs to ensure the wholesomeness of foods, milk and animal feeds. The agency is responsible for pesticide, fertilizer, weed, feed and seed regulations. The MDA also promotes the development of Minnesota agriculture and its related industries, which together are responsible for nearly one-quarter of all the jobs in Minnesota.

Background

The Minnesota State Dairy Commission, a forerunner of the Agriculture Department, was created in 1885 for the limited purpose of prohibiting the sale of oleomargarine and adulterated milk. It began with one department head, one assistant, and a clerk who doubled as a chemist. It had a budget of just $6,000. In 1889, the commission's name was changed to the State Dairy and Food Commission and was given authority to regulate all food products. This was the first attempt at more general food regulation. In 1896, the name was again changed to the Minnesota Dairy and Food Department. Food standards and labeling rules were adopted in 1907 and the department began its first educational program with the theme, "National Decay Begins in the Individual's Stomach."

In 1919, the Minnesota Department of Agriculture was created. The department's main concern was to promote all Minnesota agriculture, including dairy products. However, during this time, the Dairy and Food Department also continued to exist and promote the dairy

industry. In 1923, the Agriculture Department and the Dairy and Food Departments were merged to become the Department of Agriculture, Dairy and Food. The Legislature permitted the governor to appoint one commissioner over the two departments. However, consolidation was not complete until 1929. Two commissioners served until that time.

In 1961 the name of the consolidated department was changed to the Minnesota Department of Agriculture. Today the department works to promote Minnesota food products, protect consumers, provide information and assistance to the state's farmers, and protect the natural environment.

Citizen Participation and Appointment:

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

- **Advisory Seed Potato Certification Task Force**
- **Agricultural Chemical Response Compensation Board (ACRRA Board)**
- **Area One Potato Research and Promotion Council**
- **Common Detection Advisory Committee**
- **Feedlot and Manure Management Advisory Committee**
- **Minnesota Biodiesel Task Force**
- **Minnesota Board of Grain Standards**
- **Minnesota Organic Advisory Task Force**
- **Minnesota Rural Finance Authority**

Office of the Commissioner

(651) 296-2857; Fax (651) 297-5522, Gene Hugoson, commissioner. The Commissioner and his staff are responsible for the overall administration of the 550-person Minnesota Department of Agriculture. The Commissioner serves as a spokesperson for Minnesota agriculture throughout the state and nation, and also within the state's executive branch of government. The Commissioner and his staff set policy directions for the agency. Every two years, the Commissioner and his staff are responsible for preparing the agency's budget and presenting it to the legislature. Legal issues are also administered within the Commissioner's office. The Commissioner and his staff also actively represent the interests of Minnesota agriculture in Washington, D.C. Citizens wishing to bring issues to the Commissioner's attention can reach him on a toll-free hotline by calling 1-800-967-AGRI (2474).

The Commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Commissioner's Office houses communications functions for the MDA. The goals of MDA communications include service as the primary media contact, offering information to the public, promoting MDA services and communicating MDA policies on various issues. These messages are targeted at stakeholders including farmers, consumers, agribusinesses, media, government officials and non-government organizations.

Policy and Legal Analysis Section

(651) 297-1551, Sharon Clark, deputy commissioner. Responsibilities focus on collecting issue information and monitoring agriculture policy. This section coordinates legal services to the department, including rule writing, data practices and department legislative activity. It monitors legislative sessions and coordinates the department's legislative initiative process.

It also administers the following programs:

- **Farmers' Market Nutrition Program.** This program supplements the Women, Infants and Children (WIC) program administered by the Department of Health by providing WIC participants with vouchers that can only be used at farmers' markets for fresh, locally grown fruits and vegetables.
- **Agriculture Information Center Grants.** Six regional agriculture information centers located around the state receive grant funds through the department. The services offered by the centers reflect the needs of the area in which they are located, but all provide financial analyses for farming operations.

The MDA is organized into three program areas: Protection Services, Marketing and Promotion, and Support Services.

Protection Services Program Area

Protection Services is responsible for:

- **Protecting the public health and safety** by ensuring a safe and wholesome food and dairy supply.
- **Preventing fraud** in the manufacture and distribution of food, animal feeds, fertilizers, seeds, pesticides and similar items.
- **Administering inspection and regulatory programs** that encompass the production, processing and consumption of agricultural products.
- **Inspecting and certifying** both bulk (or raw) and processed Minnesota agricultural products so that they enter into intrastate, domestic and international markets without delays or restrictions.
- **Protecting water quality and natural resources** by promoting voluntary and regulatory Best Management Practices for agricultural chemicals (i.e., pesticides and fertilizers).
- **Protecting natural resources** through plant pest monitoring, exotic pest interception and biological control efforts.
- **Provides comprehensive laboratory testing** of samples submitted in support of inspection activities.

Agronomy and Plant Protection Services Division

(651) 296-5639; Fax (651) 297-2271, Greg Buzicky, director. (651) 297-8293 Dan Stoddard, assistant director.

Report Pesticide and Fertilizer Incidents to the State's 24-hour Emergency Duty Officer-response Numbers: Metro (651) 649-5451 Non-Metro 1 (800) 422-0798

The Agronomy and Plant Protection Division programs encompass consumer, trade, public health and environmental protection laws in areas including: pesticide, fertilizer, feed, seed, groundwater protection and environmental quality. Various permits and individual, facility or product licenses, registrations and certifications are issued. The division conducts statewide surveillance, inspection and investigation activities. The division facilitates commerce by certifying agricultural shipments, both interstate and abroad as being pest free. It also promotes healthy forests and combats exotic pests such as gypsy moth.

In addition to the regulatory programs described above, the division provides services such as: responses to agricultural chemical emergencies, clean-up of agricultural chemical contaminated sites, oversight of waste pesticide collections, monitoring for agricultural chemical contaminants in surface and ground water, soil and manure testing laboratory certification, as well as educational activities in pesticide and fertilizer management practices.

For more information, contact the Minnesota Department of Agriculture, Agronomy and Plant Protection Division, 90 West Plato Boulevard, St. Paul, MN 55107, phone: (651) 296-6121, or FAX: (651) 297-2271. Or contact any of the program and unit supervisors listed below or visit the website: <*http://www.mda.state.mn.us/appd*>.

Division Operations Section

(651) 297-1390, Gary Braun, manager. The Operations Section includes the Operations Unit, the Agricultural Chemical Response and Reimbursement Account (ACRRA) Program, and the Commercial Feed Unit.

Agricultural Chemical Response and Reimbursement Account (ACRRA) Program

(651) 296-3349, Vicky Cook, ACRRA executive director. The Agricultural Chemical Response and Reimbursement Account (ACRRA) is an agricultural industry-financed fund that is available to reimburse persons for costs incurred in cleaning up agricultural chemical incidents. ACRRA monies are managed by the Agricultural Chemical Response Compensation Board, which meets bi-monthly. The department provides staff to the Board. Persons wishing to obtain more information, including application forms and instructions, should call (651) 297-3490, or visit the website at:

<*http://www.mda.state.mn.us/appd/acrra*>..

Operations Unit

(651) 297-7121, Jenny Hance, supervisor. The Operations unit provides staff and management support in the following areas, managing the divisions: electronic data systems; records system; data requests under the Minnesota Data Practices Law; communications; purchasing, invoicing and inventory control; budgets; personnel; and coordinating the division's outreach activities.

Commercial Feed Unit

(651) 297-7176, Doug Leuders, supervisor. The Commercial Feed Unit administers the Minnesota Commercial Feed Law, *Minnesota Statutes* 25.31-25.43. The law is applicable to all commercial manufacturing and distribution activities involving feed, feed ingredients and feed additives for all animals, including livestock, aquaculture, pets and specialty pets. The commercial feed program licenses persons manufacturing and/or distributing commercial feed in or into the state of Minnesota, processes inspection fees (tonnage fees) and lists (registers) small package pet and specialty pet food products in lieu of inspection fees.

Regulatory services performed by the Commercial Feed Unit include the inspection of feed manufacturing and distribution establishments, product sampling and analysis for regulatory purposes and enforcement where violations of the Minnesota Commercial Feed Law are discovered so that the health and safety of animals consuming commercial feed is assured, the safety of animal products intended for human consumption is assured and the labeling of commercial feed, feed ingredients and feed additives is in compliance with the law to provide consumer protection and fair trade.

Application forms for license, listing and inspection fees may be downloaded from the website at <*http://www.mda.state.mn.us/feed*>. The commercial feed website also provides electronic access to the Minnesota Commercial Feed Law and Rules, the U.S. Food and Drug Administration (USFDA) guidance documents pertaining to animal proteins prohibited from ruminant feed for feed blenders and manufacturers, renderers and ruminant feeders. Persons without internet access may receive the forms via mail by contacting Theresa Paulson at (651) 296-6124.

Environmental Response and Enforcement Section

(651) 297-4872, Paul Liemandt, manager. The Environmental Response and Enforcement Section includes the Ag Chemical Investigation Unit, Enforcement Unit, Incident Response Unit, and the Ag Chemical Information and Certification Unit.

Ag Chemical Investigation Unit

(651) 297-2614, John Peckham, supervisor. Conducts inspections and investigations at agricultural chemical facilities, performs misuse investigations and complaint response. Please allow at least one week for an appointment from May through September.

Chemigation Permitting: Permit sites used for the application of fertilizers and pesticides through irrigation systems. The initial fee is $50.00. Permits take a minimum of 30 days, if application is complete. Chemigation permits are one time only and are not required to be renewed unless a system is substantially altered. There is no charge for substantial alteration.

Pesticide Misuse Complaints: Persons who allege damage from a pesticide misuse are required to submit their complaint in writing to the Minnesota Department of Agriculture, Agronomy and Plant Protection Division, 90 W. Plato Blvd., St. Paul, MN 55101 within 45 days for crop/ornamental damage, preferably the same or next day for human/animal health, food-feed contamination, and environmental contamination. Complaints generally are responded to within one week for crop/ornamental damage and the same or next day for human/animal health, food-feed contamination, and environmental contamination. Investigation completion may require up to 6 months.

To report a pesticide or fertilizer regulatory violation, call for a "Request for Inspection." The telephone number for registering a complaint is (651) 296-6121 from 8:00 a.m. - 4:00 p.m., Monday through Friday and 1 (800) 422-0798 after hours and weekends. For more information visit the website: <*http://www.mda.state.mn.us*> or contact John Peckham at (651) 297-2614 or Gary Gramm (651) 296-8958, FAX: (651) 297-2271.

Enforcement Unit

(651) 297-2528, Heidi Fischer, supervisor. The Minnesota Department of Agriculture is responsible for enforcing state pesticide and fertilizer (agricultural chemical) laws, and federal pesticide regulations delegated to the state under the Federal Insecticide, Fungicide and Rodenticide Act (FIFRA). Regulations addressed include, in part, the areas of pesticide and fertilizer use, storage, handling, disposal, licensing, records and registration. Investigation and inspection files are evaluated and appropriate administrative, civil or criminal enforcement action is taken when violations are substantiated.

Incident Response Unit

(651) 282-2697, Roger Mackedanz, supervisor. The Emergency Response Spills Team provides emergency response support for agricultural chemical incidents. Spills, transportation accidents, fires and other events which result, or threaten to result, in releases of pesticides and fertilizers into the environment must be immediately reported, contained and cleaned up under MDA oversight and approval. For more information regarding available programs, visit the department's website:

<*http://www.mda.state.mn.us/incidentresponse/default.htm*>

The unit's Comprehensive Facility Investigation Program oversees cleanup of sites that have been historically contaminated by agricultural chemicals. This program will identify the site and responsible party(s), manage the investigation to determine the scope and extent of contamination and request, or in some cases, perform remediation.

In addition, this unit houses the Agricultural Voluntary Investigation and Cleanup (AgVIC) Program, which allows prospective property buyers to confirm the land they buy or sell is not contaminated by agricultural chemicals. Landowners and operators with documented

agricultural chemical contamination can also enter the AgVIC program to get land cleaned up quickly. To report pesticide and fertilizer incidents: Metro (651) 649-5451; Non-Metro 1 (800) 422-0798.

Ag Chemical Information and Certification Unit

(651) 297-7175, Rick Hansen, supervisor. This unit is responsible for several tasks involving the training, licensing and compliance with pesticide application and sales requirements. This includes licensing of commercial, noncommercial, aquatic pest control applicators, structural pest control operators, and pesticide dealers. More than 24,000 private pesticide applicators are also certified. A new requirement is the licensing of commercial animal waste technicians for those persons who apply/manage manure for hire.

Licensing requirements include completion of appropriate applications, fees, examinations and attendance at approved recertification workshops. In addition, the unit produces the *MDA Update* newsletter, and develops and distributes a variety of pesticide information.

For more information contact the following staff for:

• **Pesticide recertification workshop** approval, compliance efforts and commercial animal waste technician licensing: **Joe Spitzmueller** (651) 297-2746

• **Pesticide license applications and license renewals: Rick Hansen** (651) 297-7175

• **Development of pesticide licensing examinations: Ruth Marston** (651) 296-4948

• **Licensing of pesticide dealers: Sue Narikawa** (651) 297-5733

• **Scheduling and monitoring of pesticide applicator examinations: Xia Moua** (651) 296-5137

• **Private pesticide applicator certification: Sue Scherbel** (651) 296-6715

Ag Chemical Environmental Section

(651) 297-8293, Dan Stoddard, manager. The Ag Chemical Environmental Section includes the Facilities and Product Registration Unit, Special Projects Unit and the Monitoring and Assessment Unit.

Facilities and Product Registration Unit

(651) 297-4871, Gregg Regimbal, supervisor. Administers and enforces licensing, permitting and registration activities for pesticide, fertilizer, soil and plant amendment and ag lime programs.

For more information contact the following staff:

• Anhydrous Ammonia and Ag Lime: **Ed Kaiser** (651) 297-7275
• Fertilizer Licensing and Registration: **Carol Durden** (651) 296-8379
• Pesticide Facility Inspections: **Alice Waller** (651) 297-7284
• Pesticide and Fertilizer Permitting: **Greg Harding** (651) 297-7274
• Pesticide Registration: **Juanita Rodriquez** (651) 297-7083 or **John Sierk** (651) 296-4292

Special Projects Unit

(651) 297-7178, Bruce Montgomery, supervisor. Develops and implements a variety of programs and projects intended to protect the waters of the state from non-point contamination by pesticides and fertilizers.

Coordinates local level **nitrate water testing clinics** *<http://www.mda.state.mn.us/appd/watertesting/default.htm>*

Develops and promotes **turf grass management programs** *<http://www.mda.state.mn.us/appd/ace/lawncwaterq.htm>*

Certifies **manure testing** *<http://www.mda.state.mn.us/appd/mnrcert.htm>*

Soil testing laboratories *<http://www.mda.state.mn.us/appd/soilabs.htm>*

Collects and evaluates **ag chemical use information** *<http://www.mda.state.mn.us/appd/ace/fanmap.htm>*

Responses in areas (**Source Water Protection Areas**) where agriculture is adversely impacting community water supplies *<http://www.mda.state.mn.us/appd/waterprotect.htm>*

Coordinates the development of **Best Management Practices**

• *<http://www.mda.state.mn.us/appd/ace/bestmgmt.htm>* and

• *<http://www.mda.state.mn.us/appd/fertilizer/nitrotoc.html>*

Monitoring and Assessment Unit

(651) 297-3994, John Hines, supervisor. Plans and implements programs to monitor agricultural chemicals as environmental contaminants. Water quality monitoring is focused on small watersheds and sensitive ground water, although statewide monitoring is also conducted. Provides pesticide-monitoring data for support of pesticide management plans and nitrate monitoring data for support of the nitrogen fertilizer management plan. Coordinates with data collection efforts of other local, state and federal agencies. General information on the water quality monitoring program is available on the department's website at *<http//www,mda.state.mn.us/appd/ace/maace.htm>* Reports on the results from the monitoring program are available on the MDA web at: *<http://www.mda.state.mn.us/appd/ace/03datareport.pdf>* while the data used in producing the report is available at:

<http://www.mda.state.mn.us/aood.ace/03datareportapp.pdf>.

Plant Protection Section

(651) 297-7174; FAX: (651) 296-7386, Geir Friisoe, manager. The Plant Protection Section includes the Shade Tree and Invasive Species Unit, Nursery and Export Certification Unit, Seed Unit and also administers the Apiary, and Wolf and Elk Deprevation programs.

Apiary Registration and Inspection

(651) 296-0591, Blaine White. Persons who own, lease or possess colonies of bees or who intend to bring bees into the state under an entry permit shall register the bees with the department. The registration of colonies of bees helps in the identification and control of diseases and pests that put the industry at risk. The registration fee is $10.00 per beekeeper.

Shade Tree and Invasive Species Unit

(651) 296-8448, Anne Selness, supervisor. Develops and implements invasive species surveys, control programs and educational outreach. Specific programs include Gypsy moth, oak wilt control, and new and/or other introduced species detected in the state. Works closely with USDA-APHIS and US Forest Service and Minnesota Department of Natural Resources.

Nursery Inspection and Export Certification Unit

(651) 296-8388, Mark Schreiber, supervisor. The Nursery Inspection programs provides inspection and certification services to firms and individuals who buy and sell nursery stock. Nursery stock includes perennials, trees, and shrubs and does not include annuals, vegetable transplants or cut Christmas trees.

Persons interested in obtaining a nursery certificate may contact (651) 296-8507 for a mailed application packet, apply in person at the Minnesota Department of Agriculture building (2nd Floor), Plant Protection Section receptionist (free parking is available) or download an application form available on website:

<http://www.mda.state.mn.us/nursery>.

The new applicant nursery stock dealer fee which applies to dealers and landscapers is $150.00 and is good until December 31 of the current year. Grower certificate fees are based on acreage and start at $150.00 and are also based on the calendar year. Certificates will be mailed in approximately two weeks. A directory of current certificate holders and other useful information related to this program can be found on the website: *<http://www.mda.state.mn.us>*

Information on the collection of wildflowers is available by contacting Steve Shimek at (651) 296-8619 or Mark Schreiber at (651) 296-8388.

The Export Certification program provides export certificates and inspection and certification services for individuals shipping plant products (lumber, logs, wood products, milled grain, etc.) and plant material (grain, seed for propagation, nursery stock, etc.) out of the

state. Examples of available documents include, federal/state phytosanitary (also referred to as export or plant health) certificates, European corn borer and cereal leaf beetle certificates, certificate of origin for intransit grain shipments and heat treatment certificates. Inspection services include field inspections for export certification, grain elevator inspections and houseplant inspections for citizens moving to other states. For more information contact Doree Maser at (651) 296-8558.

An export certificate worksheet is available at <*http://www.mda.state.mn.us*> and may be sent to program staff by fax at (651) 296-7386. The certification process requires either an inspection of the actual shipment or an officially collected sample. It is essential to plan ahead to meet this requirement as state and federal grain inspection department staff must schedule appointments in advance. Contact Doree Maser at (651) 296-8558 or Mark Schreiber at (651) 296-8388, with any questions about this process.

Phytosanitary certificate fees are based on the value of the shipment. If greater than $250 the fee is $75. if the shipment is valued less than $250, the certificate fee is $25. Service time for these documents is 1-3 days after receipt of sample and worksheet. Same day service is provided for most other certificates but to ensure their service, call Doree Maser or Mark Schreiber at the above numbers to make appointment and document charges.

Inspection fee for fields, elevators, houseplants or other situations is $50.00 per hour (includes travel and inspection time) plus mileage (federal IRS rate).

Seed and Noxious Weed Unit

(651) 296-6123, Charles Dale, supervisor. Administers and enforces the Minnesota, Seed Law and Screenings Act. Regulatory inspections and sampling are conducted by regional staff and county agricultural inspectors. Product performance complaints and labeling deficiencies are investigated by state staff. Information and assistance regarding the seed law or screenings act are available by contacting the Seed Unit or a county agricultural inspector. There is no fee for this service. A permit to sell seed in the state is required of all initial labelers and there are three categories of permits. The minimum permit fee is $50 per year.

Hybrid field corn varieties and soybean varieties sold exclusively by brand name must be registered annually. The fees are $50 for each hybrid field corn variety and $25 for each soybean variety sold exclusively by brand name. Persons purchasing and feeding screenings to their livestock must obtain an annual permit. There is no charge for a screenings permit. A seed permit application, hybrid field corn variety and soybean brand registrations, and a screenings permit application may be obtained through our web site or by calling (651) 296-8309. Information and other requests may be directed to (651) 296-8309 or by writing to Seed Unit, Minnesota Department of Agriculture, 90 West Plato Boulevard, St. Paul, Minnesota 55107. Information on seed permit and labeling requirements in other states is available through contacts listed at the web site <*http://www.seedcontrol.org*>.

Dairy, Food and Meat Inspection Division

(651) 296-2627; FAX (651) 297-5637, Kevin Elfering, director. Responsible for enforcing dairy laws and rules to protect public health and serve the dairy community. Licenses individuals to grade and inspect milk to determine the amount of producer payment. Administers state laws and rules regarding standards for wholesomeness, quality and proper representation of meat, poultry, beverages and other food sold in Minnesota. For information, or to request a license or plan review application form, contact Dairy, Food and Meat Inspection Division, 90 West Plato Boulevard, St. Paul, MN 55107, (651) 296-2627.

Dairy Section

(651) 296-2627; FAX (651) 297-5176, Greg Pittman, supervisor, Elaine Santi, supervisor.

Licenses for Receiving Stations and Processors

Licenses milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, marketing organizations not operating dairy plants and frozen dairy food plants. Such establishments file food manufacturer/processor license applications with the division.

For information or application forms, contact the Dairy, Food and Meat Inspection Division, 90 West Plato Boulevard, St. Paul, MN 55107.

FEES:

- **Milk and Cream Grading and Testing License.** Initial fee is $50, renewal fee is $25, and the penalty fee is $10.
- **Farmstead Cheese License.** The fee is $30. The penalty fee is $10.
- **Food Manufacturer/Processor License.**
  - Based on gross sales of less than $250,000, the fee is **$292**, and the penalty fee is $75;
  - Between $250,001 to $1,000,000 the fee is **$424,** and the penalty fee is $100;
  - Between $1,000,001 to $5,000,000 the fee is **$530**, with a penalty fee of $125;
  - Over $5,000,000, the fee is **$610**, with a penalty fee of $150.
- **Renewal applications** are mailed to the license holders about six weeks before the renewal date. Penalties are assessed for fees received after the renewal deadline.

Grade A and Manufactured Milk Inspection

FEES:

- **Grade A Dairy Farm Re-inspection:** There is a re-inspection fee of $45 per farm per visit
- **Pasteurization Unit Fees:** There is a fee for inspection of all pasteurization units of $140 per year per unit.
- **Dairy Transfer and Receiving Station Fees:** There is a fee of $150 for all Transfer and receiving stations each year.
- **Milk Tank Truck Fee:** There is a $25 inspection fee for all tank trucks per year.
- **Dairy Processor Fee:** Processors of fluid milk products pay a fee of $0.07 per hundred weights of milk processed.
- **Re-inspection Fee:** There is also a re-inspection fee of $45 per farm per visit. Processors of fluid milk products pay a fee of 7 cents per hundredweight of milk processed. There is a fee for inspection of all pasteurization units of $140 per year per unit.

Wholesale Food Processor/Manufacturer License.

FEES:

Wholesale Food Processor/Manufacturer License:

This fee is based on gross sales of dairy items for the previous license or fiscal year.

- The fee is **$57** for gross sales or service under $25,000.
- The fee is **$284** for gross sales of $25,001 to $250,000.
- The fee is **$444** for gross sales of $250,001 to $1,000,000 for a mobile unit without a separate storage facility.
- The fee is **$590** for all other facilities with gross sales of $250,001 to $1,000,000.
- The fee is **$769** for gross sales of $1,000,001 to $5,000,000.
- The fee is **$920** for $5,000,001 to $10,000,000.
- The fee is **$990** for gross sales of $10,000,001 to $15,000,000.
- The fee is **$1,156** for gross sales of $15,000,001 to $20,000,000.
- The fee is **$1,329** for gross sales of $20,000,001 to $25,000,000.
- The fee is **$1,502** for gross sales of over $25,000,001.

Certification of Interstate Milk Shippers

Participates in the national interstate milk shippers certification program, which provides that milk producers, processors or manufacturers shipping their products interstate may voluntarily certify them as meeting federal Grade A milk standards. Certified shippers must obtain single service milk containers for shipment by fabricators or companies certified as meeting Food and Drug Administration standards. Companies that make single-service milk containers are also certified by the division.

For information or application for certification, contact the Dairy and Food Inspection Division. Certification is based on application and completion of the required survey. Certification renewals are required at least every two years from the original application date. Qualified shippers, certified by the department, are identified in Sanitation Compliance and Enforcement Ratings of Interstate Milk Shippers, a publication of the federal Food and Drug Administration.

Manufacturing and Labeling Standards

Enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. Will investigate complaints concerning discrimination in the price paid for dairy products for manufacture or sale. The division has 18 area dairy inspectors and two regional supervisors. For information or the name, address and telephone of an area dairy inspector or regional supervisor, contact the Dairy and Food Inspection Division. No forms or fees are necessary to make a complaint.

Dairy Trade Practices

A processor or wholesaler may not sell or offer for sale selected class I or class II dairy products at a price lower than the processor's or wholesaler's basis cost. A retailer may not use any method or device in the sale or offer for sale of a selected dairy product that results in a sale below cost.

Food Section

(651) 296-1598; FAX (651) 297-5637, Dave Read, program manager. This section licenses and inspects wholesale and retail food handlers, food processors, vending machines, food vehicles, food storage warehouses, bottlers, canners and retail and wholesale meat outlets and issues voluntary permits for fur farm operations. Poultry products and eggs marketed and sold in the state are inspected for quality, wholesomeness, condition, and labeling.

Food handler's license application forms are available from the section or a field inspector. Establishments must be inspected before the license is issued. Unannounced inspections are made periodically after licensure. The division inspects sanitation facilities and equipment in each establishment to ensure food safety; checks for meat, poultry and food wholesomeness; ensures that products conform to their labels; and checks the freshness of products requiring "open dating."

Before construction, major remodeling or conversion of a retail food store, plans and specifications must be submitted for review and approval. The plan review application form and the appropriate fee must be submitted along with plans and specifications. Once approved, an on-site construction inspection of the facility is conducted.

The plan review process eliminates improper installation before construction and prevents needless delays and expense caused by the failure to meet Minnesota Retail Food Store Rules. The plan review process promotes uniform standards in retail food stores statewide.

FEES:

Retail Food Handler License or State/County Fair Food Concession. The fee is based on gross food sales for the previous license or fiscal year.

- The fee is **$50** for prepackaged, nonperishable food with gross sales of less than $15,000 per year.
- The fee is **$77** for gross sales less than $50,000, including food preparation, or gross sales of $15,000 to $50,000.
- The fee is **$155** for gross sales of $50,001 to $250,000.
- The fee is **$276** for gross sales of $250,001 to $1,000,000.
- The fee is **$799** for gross sales of $1,000,001 to $5,000,000.
- The fee is **$1,162** for gross sales of $5,000,001 to $10,000,000.
- The fee is **$1,376** for gross sales of 10,000,001 to $15,000,000.
- The fee is **$1,607** for gross sales of $15,000,001 to $20,000,000.
- The fee is **$1,847** for gross sales of $20,000,001 to $25,000,000
- The fee is **$2,001** for gross sales over $25,000,001.

Wholesale Food Handlers License. The fee is based on gross food sales or service for the previous license or fiscal year.

- The fee is **$57** for gross sales or service under $25,000.
- The fee is **$284** for gross food sales of $25,001 to $250,000.
- The fee is **$444** for gross sales of $250,001 to $1,000,000 for a mobile unit without a separate storage facility, and
- The fee is **$590** for all other facilities with gross sales of $250,001 to $1,000,000.
- The fee is **$769** for gross sales of $1,000,001 to $5,000,000.
- The fee is **$920** for $5,000,001 to $10,000,000.
- The fee is **$1,156** for gross sales of $15,000,001 to $20,000,000.
- The fee is **$1,329** for gross sales of $20,000,001 to $25,000,000
- The fee is **$1,502** for gross sales of over $25,000,001

Food Broker. The fee for this category is **$150**.

Wholesale Food Processor or Manufacturer License: This fee is based on gross food sales of food items for the previous license or fiscal year.

- The fee is **$169** for gross sales less than $125,000.
- The fee is **$392** for gross sales greater than $125,001 to $250,000.
- The fee is **$590** for gross sales of $250,001 to $1,000,000.
- The fee is **$769** for gross sales of $1,000,001 to $5,000,000.
- The fee is **$920** for gross sales of $5,000,001 to $10,000,000.
- The fee is **$1,377** for gross sales of $10,000,001 to $15,000,000.
- The fee is **$1,608** for gross sales of $15,000,001 to $20,000,000.
- The fee is **$1,849** for gross sales of $20,000,001 to $25,000,000.
- The fee is **$2,090** for gross sales of $25,000,001 to $50,000,000.
- The fee is **$2,330** for gross sales of $50,000,001 to $100,000,000.
- The fee is **$2,571** for gross sales over $100,000,001.

Wholesale Food Processor or Manufacturer of Meat or Poultry Products Under Supervision of USDA: The fee is based on gross sales of food items for the previous license or fiscal year.

- The fee is **$112** for gross sales of less than $125,000.
- The fee is **$214** for gross sales of $125,001 to $250,000.
- The fee is **$333** for gross sales of $250,001 to $1,000,000.
- The fee is **$425** for gross sales of $1,000,001 to $5,000,000.
- The fee is **$521** for gross sales of $5,000,001 to $10,000,000.
- The fee is **$765** for gross sales of $10,000,001 to $15,000,000.
- The fee is **$893** for gross sales of $15,000,001 to $20,000,000.
- The fee is **$1,027** for gross sales of $20,000,001 to $25,000,000.
- The fee is **$1,161** for gross sales of $25,000,001 to $50,000,000.
- The fee is **$1,295** for gross sales $50,000,001 to $100,000,000.
- The fee is **$1,428** for fees over $100,000,001.

Licenses for retail and wholesale food handlers are valid from July 1 to June 30 each year. Licenses for brokers and wholesale food processors or manufacturers are valid from January 1 to December 31 of each year. Licenses for retail mobile food concessions and retail mobile food are valid April 1 to March 31 each year.

Wholesale Food Processor or Manufacturer Operating Only at the State Fair:

- The fee for this category is **$125.**

Plan Review Fee. The plan review fee structure for retail food stores is based on the square footage of the structure being constructed, remodeled or converted.

- The fee is **$156.25** for structures 0 to 4,999 square feet.
- The fee is **$218.75** for 5,000 to 24,999 square feet.

- The fee is **$343.75** for 25,000 square feet or greater

Field inspectors investigate complaints or questions regarding food, meat, or poultry products and/or standards of quality of wholesomeness and, when necessary, corrective action is required. For information or to register a complaint, contact the division at (651) 296-1592.

Meat Poultry and Egg Section

The state meat, poultry and egg inspection program inspects small to medium sized meat and poultry slaughter and processing plants to ensure state standards are met. State inspected meat and poultry products are sold within the state. The state meat and poultry inspection standards are equal to the federal meat inspection program.

Dairy, Food and Meat Inspection Division Out-State Offices:

All outstate offices provide inspection services and information relating to food, food safety, consumer complaints and licensing of food establishments.

Larry Kruger, food inspection supervisor
Dairy and Food Inspection Division
Minnesota Department of Agriculture
401 - 16th Avenue NW, Suite 101B
Rochester, Minnesota 55901
Phone: (507) 280-2933; FAX: (507) 280-2957

Laboratory Services Division

(651) 296-1572; FAX (651) 297-8787, William Krueger, director. The Laboratory Services Division provides comprehensive laboratory testing of samples submitted in support of inspection activities and service programs of the department's regulatory divisions. Chemical, microbiological and physical analyses are performed on samples of food, dairy products, beverages, water, fertilizer, lime, feed, seed, plant material, pesticides, pesticide residues, grain and other agricultural products. These tests determine quality and conformance to state and federal laws and regulations.

Additionally, the Laboratory Services Division performs analyses to fulfill contracts and cooperative agreements with the United States Department of Agriculture (USDA), the U.S. Food and Drug Administration (FDA), the Environmental Protection Agency (EPA) and other federal and state agencies, such as the Minnesota Department of Health (MDH) and the Minnesota Department of Natural Resources (DNR). Certifying other laboratories that test dairy products for Grade A labeling is another service provided to maintain consistent standards throughout the state. The laboratory maintains a technically competent staff through professional development and provides scientific expertise and technical knowledge for the department as a whole.

These analytical activities support the department in its protection of consumers, farmers, processors and the environment through the elimination of fraud and error in the production, processing, marketing and use of agricultural foods and products.

Operations, Dairy and Food Inspection Service Programs

(651) 215-9064, Doug Bakker, assistant director. This Section is composed of three work units and a Technical Writer. The first, the **Operations Unit** is responsible for all sample custody functions, purchasing and invoicing, and facility maintenance for the laboratory. As a service unit, they process and maintain records for these functions. The other two units, the **Food Chemistry Laboratory** and **Microbiology Laboratory**, primarily provide analytical and technical support for the Dairy and Food Inspection Division in their regulatory functions. They also work through cooperative agreements with Minnesota Department of Health (MDH), the US Food and Drug Administration (FDA) and the United States Department of Agriculture (USDA). They also provide limited services to the private sector as directed by the Commissioner or regulatory divisions. The Technical Writer is assisting management and laboratory staff in preparing documents to become ISO 17025 accredited.

Operations Unit

(651) 296-3729; FAX (651) 296-3702, Lisa Swanson, supervisor. The Operations work unit ensures that samples are submitted to the Laboratory Services Division comply with mandated and quality standard requirements. The unit processes and maintains all invoicing and accounting functions for the laboratory and works closely with the Finance and Budget Division accountants. In addition, the unit procures all necessary supplies, equipment, service contracts and disposes of hazardous samples and wastes for the laboratory. This unit promotes/facilitates communication between the laboratory, external customers, and our agency regulatory divisions to ensure efficient sample flow.

Food Chemistry Laboratory

(651) 296-1576, Treeske Ehresmann, supervisor. The Food Chemistry Laboratory work unit analyzes foods in support of the Dairy, Food and Meat Inspection Division's regulatory work. Foods are analyzed for standard of identity, label claim verification, pasteurization, chemical composition, and gross foreign matter such as rodent and insect contamination. Mercury levels are tested on fish for the DNR as part of the MDH fish consumption advisory. Allergen testing is completed to protect sensitive consumers. This unit also analyzes consumer compliant food samples for departmental investigations.

Microbiology Laboratory

(651) 296-1574, Kevin Vought, supervisor. The Microbiology Laboratory work unit analyzes food products, beverages, water and food processing, distribution and retail environments for microbiological safety and quality. Samples of food products and those obtained through food production environmental monitories activities are delivered to the Microbiology Laboratory by inspectors employed by the following agencies: MDA, FDA, USDA, and other state and local health agencies. A major activity of the microbiology unit is testing foods and food processing environments in support of foodborne disease investigations. Recognized as one of the nation's leading food testing laboratories, the microbiology unit is routinely asked to participate in collaborative studies conducted by independent laboratories. These collaborative studies are multi-laboratory comparisons studies used to improve methods used in the recovery of bacteria and viruses from food products.

Agronomy and Plant Protection Analysis Program

(651) 215-9063, Gary Horvath, assistant director. This area of the Laboratory Services Division provides analytical services to the Agronomy and Plant Protection Division and to the Minnesota Department of Natural Resources (DNR). Analyses are performed on samples of agronomic inputs such as feed, fertilizer, limes, and pesticides to ensure against economic fraud and protect product integrity. Samples to determine the environmental fate of these inputs are also performed in this area. Samples for feed, drug and pesticide residues are received and analyzed along with water samples to determine nutrient loading in natural waters. Under a cooperative agreement this area provides analytical services to the DNR for the Ecological Services and Mineral Divisions.

Agronomy Analysis Section

(651) 296-1575, Michelle Campbell, supervisor. The Agronomy Analysis Unit analyzes agricultural products and environmental samples. This analysis provides monitoring and regulatory data for the Agronomy and Plant Protection Division and the Board of Animal Health. Typical analyses include nutrients, trace metals, minerals, drugs and antibiotics, mycotoxins, vitamins, amino acids toxicity

investigations, nutrient loading, and metabolic attenuation. The unit is certified by the MDH to perform analyses under the Clean Water Program and the Safe Drinking Water Program.

The Agronomy Analysis Unit performs analysis for DNR Division of Fisheries and Wildlife, including NPDES wastewater permits, research, and lakes and streams surveys. Water samples from DNR Division of Land and Minerals are analyzed from various mining field experiments for nutrient, mineral and trace metals content.

Environmental Analysis Section

(651) 282-2543, Phillip Hansen, supervisor. The Environmental Analysis Section provides pesticide forensic analysis in support of pesticide regulatory programs for the MDA and the DNR. The section also provides analysis in support of the agency's water-monitoring program in the analysis of surface and ground water for pesticide residues. Fresh fruit and vegetables are analyzed for pesticide residues to ensure levels do not exceed allowable tolerances. Fish samples submitted by the DNR advisories are analyzed for PCB residues in support of the fish consumption advisories.

Seed and Plant Pathology Analysis Section

(651) 296-4749, Mike Muggli, supervisor. This section provides diagnostic services in cooperation with the agency's regulatory programs as well as providing fee-for-service determinations to the general public. Some of the commonly requested tests include germination viability, purity quality examinations, culturing and identifying shade tree diseases, other plant pathology exams, weed and crop species identification.

Quality Assurance/Quality Control

(651) 282-5985, Louise Ogden, quality assurance officer. The Quality Assurance Officer conducts independent reviews of the Laboratory Services Division's quality systems. The officer generates reports to management on audits of quality assurance and quality control criteria within these systems.

Marketing and Promotion Program Area

Marketing and Promotion Program Area is responsible for:

- **Administering financial programs** that support agricultural development.
- **Developing markets** for agricultural products.
- **Certifying agricultural products** for weight, grade, condition and other characteristics.
- **Administering** departmental planning projects, environmental review, sustainable agriculture, plant pest detection, biological control and biocontrol activity.
- **Providing accurate** and timely statistics on Minnesota agriculture.

Agricultural Resource Management and Development Division

(651) 296-7686; Fax (651) 297-7678, Gerald Heil, director. The division supports the development of an agriculture that is profitable and environmentally sound by working with producers to develop solutions to resource management challenges and to evaluate practices enabling them to capitalize on new or emerging opportunities for alternative crops or livestock products. The activities of the division are carried out through these business functions:

- **Conducting** proactive outreach and communication with producers and related stakeholders;
- **Organizing** research and development of partnerships among producers, researchers, and other partners to address resource management concerns or opportunities;
- **Sponsoring** on-farm demonstrations or projects to evaluate or transfer technology or information in areas critical to production agriculture and resources management; and
- **Providing** direct services regarding biological and integrated pest management strategies, plant pest surveys, organic production and certification, land use planning, financial assistance, and on-farm research and evaluation.

Agricultural Resources Management Unit

(651) 296-1486, Gerald Heil, director. This unit is responsible for the overall administration of the division, as well as directing program planning and policy analysis and originating new resource management projects or initiatives.

- **Intensive Rotational Grazing. (651) 282-2261, Wayne Monsen**. Rotational grazing offers benefits for farmers' cash flow, livestock management, and natural resource protection. In cooperation with NRCS, the unit assists livestock producers with designing grazing plans and implementing rotational grazing systems. These rotational grazing plans can be used by farmers to apply for cost-share programs such as USDA EQIP funds. Rotational grazing provides fresh forages to the livestock while protecting the landscape by covering the landscape in permanent vegetation. The division is implementing a project in southeast Minnesota that will demonstrate rotational grazing and evaluate the effectiveness of rotational grazing as a practice that addresses environmental concerns such as fecal coliform, sediment loading, and nutrient movement from livestock grazing operations.
- **Soil Quality and Rainfall Simulation. (651) 282-6204, Mark Zumwinkle.** This project assists farmers, university, research and outreach centers, extension, and state agency staff with on-site research question development, design, and implementation in the area of soil quality. Simulated rainfall is a primary tool used on farms to assess management effects on soil and water quality. For information on soil quality, the publication *Assessing the Soil System: A Review of Soil Quality Literature*, is available as an introduction to the issues and terminology found in soil quality research.
- **Conferences and Forums. (651) 282-5140, Darla Riley.** Staff from the unit coordinate or assist other divisional staff or partners with the planning and implementation of major, statewide or regional conferences and forums that address key resource management policy and developmental issues or opportunities. This includes events such as the Watershed Heroes Conference, a national water quality conference sponsored jointly with the Farm Bureau, and the statewide Organic Grazing Conference planned and implemented with numerous partners. The division also exhibits and distributes information at numerous agricultural events attended by producers.

Agricultural Planning and Environmental Review Unit

(651) 296-1488, Paul Burns, assistant director. The unit carries out resource management functions as well as administers specific planning programs in Agricultural Land Preservation and Agricultural Non-Point Source Pollution. Responsibilities also include conducting environmental review, assisting with environmental policy development, assisting with policy and customer research, providing support to local governments on growth management or livestock facility siting issues, and facilitating producer participation in planning and programming activities of state government.

Specific activities administered include:

- **Agricultural Best Management Practices Loan Program. (651) 215-1018, Dwight Wilcox.** This water-quality program provides low-interest loans to local units of government who, in turn, provide low-interest loans to individuals for Agricultural Best Management Practices that address agricultural non-point source pollution priorities in local water plans. Staff work with county Soil and Water Conservation Districts (SWCDs) and local water planners to develop applications and convenes an advisory committee established by state statutes to review and rank applications and advice on allocation decisions. Local units of government or others with questions on program policy, program eligibility criteria, and the allocation process should contact the unit or visit the website: <*www.mda.state.mn.us/AgBMP*>.

• **Agricultural Environmental Outreach. (651) 296-1482, Mark Dittrich.** This activity identifies and assesses agricultural non-point source pollution issues; provides customer input into state, local and federal programs; conducts customer and policy research; identifies technology and information needs of producers; coordinates activities with other agencies and groups; and works to provide information as well as link customer needs to programs and resources.

The unit also provides information, educational and other forms of assistance to livestock producers. Staff working in this area provide information to producers on new developments in regulations, available resources and technologies, and work to identify and develop opportunities for enhancing animal agriculture. For more information, contact Matt Drewitz, (651) 296-3820.

• **Agricultural Land Use Technical Assistance Program. (651) 215-0369, Becky Balk, or (651) 296-5226, Bob Patton.** This program provides local government officials with practical assistance in addressing land use issues relating to agriculture and animal agriculture. These issues include: preserving agricultural land resources, minimizing conflicts between new rural residents and the farming community, assisting farmers and local governments in the siting processes for animal agriculture facilities, identifying the financial costs of rural sprawl to local governments, dealing with the changing nature of agriculture, and maintaining a voice for agricultural land preservation. The program disseminates information on subjects relating to the land use aspects of animal agriculture and agricultural land use preservation. In 1996, it published the handbooks: *Planning and Zoning for Animal Agriculture: A Handbook for Local Government*, and *Planning for Agricultural Land Preservation: A Handbook for Planning Under Minnesota Statutes Chapter 40A*.

• **Environmental Review. (651) 215-0369, Becky Balk, or (651) 296-5226, Bob Patton.** Environmental documents on proposed public and private projects are reviewed for impacts on agriculture. Staff also coordinate with the activities of the Environmental Quality Board (EQB) and other agencies working on environmental policy issues affecting agriculture. They also assist in the preparation of department environmental documents and provide advice and information on the environmental processes of state government.

• **Local Water Planning Involvement and Review. (651) 215-0369, Becky Balk.** The Minnesota Legislature has passed several laws relating to local water planning. The Board of Water and Soil Resources (BWSR) is the lead state agency and provides financial assistance for the preparation of the plans. State agency members of BWSR assist local units by providing information to local water planners to assist in the planning process. Once the plans are developed, those agencies also review the plans for consistency with their particular state laws, policies and programs, and make recommendations to assist the local efforts. The BWSR also has the responsibility for final approval of the plans. The plans are voluntary, but various state and federal grants and loans are tied to these plans.

• **Conservation Programs and GIS Services. (651) 282-6831, Barbara Weisman, or (651) 297-1320, Elizabeth Miller.** This program provides information on federal and state conservation programs and monitors major developments in federal and state conservation policy relative to Minnesota agriculture. Geographic Information Systems (GIS) staff assist with Division projects and programs using GIS tools and techniques.

Sustainable Agriculture and Integrated Pest Management (IPM) Unit

(651) 296-1277 Mary Hanks, supervisor. The unit works to identify producers' educational and research needs and link needs to resources or delivery systems. Major responsibilities include identifying and demonstrating sustainable agriculture, evaluating and promoting IPM or biological control practices and systems, administering technical and financial assistance programs, providing a clearinghouse of information and organizations on sustainable agriculture and IPM, conducting agricultural pest surveys and providing timely information in infestations, and writing state plans on sustainable agriculture and integrated pest management. See the website:

<http://www.mda.state.mn/esap>

Specific activities administered include:

• **Agricultural Diversification. (651) 296-1277, Mary Hanks.** This program provides technical assistance and resources to producers to investigate and research agricultural diversification opportunities including alternative crop and livestock species and production systems that would enable them to access new markets and improve their profitability.

• **Animal Mortality Composting. (651) 296-1277, Mary Hanks.** On-farm projects demonstrate the composting of animal mortalities. Staff assist interested farmers in implementing this practice. See the publication, *Composting Animal Mortalities*, for basic information on composting how-to techniques and advice. For more information, see the website: *<http://www.mda.state.mn.us/composting>*.

• **Biotechnology Program. (651) 296-1277, Mary Hanks.** This program regulates the release of genetically engineered agriculturally related organisms with the goal of protecting humans and the environment. For more information, see the website:

<www.mda.state.mn.us/biotech>

• **Organic Production and Certification. (651) 297-8916, Meg Moynihan.** Information on organic production practices and on certification criteria and processes are provided to farmers and consumers. A cost-share program is available for certified organic farmers. For more information, see the website at:

<www.mda.state.mn.us/ESAP>

• **Sustainable Agriculture Grant Program. (651) 296-3217, Jeanne Ciborowski.** Grants provide a maximum of $25,000 to farmers, researchers, educators and non-profit organizations for on-farm demonstrations that last up to three years. The projects demonstrate farming methods or systems that increase energy efficiency, reduce agricultural chemical usage, and show environmental and economic benefits. A technical review panel made up of farmers, university agricultural researchers, extension agents, and educators, evaluate the applications on a competitive basis and makes recommendations to the Commissioner of Agriculture for approval. Grant project participants hold public field tours every year to share what they have learned. Summaries of project results are published annually in the *Greenbook*. The *Greenbook* is available at the website:

<www.mda.state.mn.us/ESAP/Greenbook>

• **Sustainable Agriculture Loan Program. (651) 296-1277, Mary Hanks.** The sustainable Agriculture Loan Program provides low-interest loans for purchasing new or used equipment and/or facilities to assist farmers in making the transition to more environmentally sound, profitable practices. This program is administered jointly with the Agricultural Finance Division. Questions regarding policy, application procedures, and program eligibility criteria should be directed to the Sustainable Agriculture Loan Program. The application is available on the website:

<www.mda.state.mn.us/ESAP/ESAPloan>

• **Integrated Pest Management (IPM) Program. (651) 297-3217, Jeanne Ciborowski.** This program develops and implements state-wide strategies to increase the use of IPM on private and state managed lands. IPM is a balanced approach to pest management which incorporates the many aspects of plant health care and crop protection in ways that mitigate harmful environmental impacts and protect human health. Some of the program activities include: establishing partnerships to conduct research on IPM approaches; generating IPM information via newsletters for growers, producers and land managers which inform them of relevant issues and help them make alternative choices in their pest management decision; developing an In Schools program to educate school districts on IPM and how to implement its use; and providing information to the general public. For more information, see the website: *<www.mda.state.mn.us/ipom>*

• **Biological Control Facility (BCF). (651) 282-6809, John Luhman, or (651) 284-3867, Neil Cunningham.** The BCF is used both as a greenhouse for insect rearing and as a classroom. Beneficial insects and mites reared at the BCF are introduced indoors, to greenhouses, households, offices, conservatories, and similar sites to demonstrate

control of pests such as aphid, mealybug, scale, and two-spotted spider mite.

The classroom displays insects collected around the world and an imaging system that creates pictures of live insects and mites as seen under a microscope. The Program offers tours of the BCF where visitors can learn about biological control by watching living insects and mites. Off-site talks about biological control and entomology to schools and other groups are given on request.

• **Plant Pest Survey. (651) 296-6509, Mark Abrahamson.** The Plant Pest Survey provides real-time information on the distribution, abundance and management of major crop pests, and apple and strawberry pests. Data are collected from Minnesota's nine crop-reporting districts and made available through the *Minnesota Pest Report* (published weekly during June, July and August) and the Pest Report web page. Apple and strawberry pest data are made available weekly during the season via a newsletter and web page. MDA survey personnel regularly check alfalfa, corn, soybean, small grains, sunflower, apples, and strawberries for insects, diseases, and weeds. European corn borer, sunflower beetle, potato leafhopper, and alfalfa weevil are a few examples of pest species the survey monitors in field crops during the growing season. Selected pest data is transmitted to the National Agricultural Pest Information System for nationwide distribution. For more information, see the website:

<http://www.mda.state.mn.us/pestsurvey>.

• **Quarantine Facility. (651) 296- 1277, Mary Hanks.** A quarantine/containment facility is located within the current greenhouse complex of the University of Minnesota, St. Paul Campus (U of M). This facility is licensed as a research facility as well as an approved and designated quarantine facility by USDA. MDA and the U of M jointly.

• **Weed Biological Control. (651) 282-6808, Anthony Cortilet.** This project develops biological pest management strategies for exotic and invasive weed species in Minnesota. This project provides landowners with methods of weed management that use plant-feeding insects to produce long-term, sustaining, and cost effective results. Leafy spurge, spotted knapweed, and nuisance thistle are examples of exotic weed species currently being studied in Minnesota. This program cooperates with federal, state, and county agencies to accomplish its goals. For more information, see the website:

<http://www.mda.state.mn.us/weedcontrol>

Agricultural Finance Division

(651) 297-3557; Fax (651) 296-9388 Wayne Marzolf, interim director. Agricultural Finance encompasses the most of the lending programs available from the Minnesota Department of Agriculture. It includes the following specific programs:

Minnesota Rural Finance Authority (RFA)

The RFA currently administers loan programs to provide affordable credit to eligible farmers. The following is a brief description of the loan programs administered by the RFA:

Agricultural Development Bond (Aggie Bond)

The Agricultural Development Bond creates a federal tax exemption for banks and a federal and state tax exemption on interest income for an individual in exchange for below market interest rates for the buyer. The loan may be used to purchase agricultural land, agricultural improvements, breeding livestock and machinery. No state funds go into these loans. Sales between direct relatives are not eligible.

Basic Beginning Farmer

This program is aimed at younger individuals with lower equity who intend, over time, to become full-time farmers. Purpose is for the purchase of farm real estate. The RFA participation is limited to 45 percent of the loan principal up to a maximum of $125,000. Each loan will require a minimum down payment of 10 percent of the purchase price. Loan amortization may be scheduled on a term of 15, 20, 25 or 30 years negotiated between the lender, borrower and the RFA. RFA participation is for a maximum of 10 years. Eligibility requirements include: (1) sufficient education, training or experience to succeed in the type of farming that they intend to pursue; (2) total net worth of less than $269,000, indexed for inflation; and (3) agreeing to enroll in a farm business management program approved by the Commissioner of Agriculture.

Seller-Sponsored

This program is very similar to the Basic Beginning Farmer program with one exception. This program is designed to permit the sellers of a farm to fund a portion of the financing essential to the completion of the sale. The seller agrees to subordinate their financing to the lender/RFA. The lender and the RFA provide the balance of the funds with a first mortgage. The down payment is negotiable.

Livestock Expansion

This program creates affordable financing for new, state-of-the-art improvements for livestock production. This includes the purchase and construction or installation of improvements to land, buildings and other permanent structures, including equipment incorporated in or permanently affixed to the land, buildings or structures, which are useful for and intended to be used for the purpose of raising livestock. The RFA may participate on a loan up to 45 percent of the loan principal to a maximum of $250,000 of state involvement. The RFA is restricted to participation in loans that do not exceed 80 percent of the appraised value of the real estate offered for collateral. Eligible applicants net worth must not exceed $439,000, indexed for inflation.

Agricultural Improvement

This program provides financing for improvements to a farm. These improvements can be for any farm-related purpose including grain handling facilities, livestock production, machine storage, erosion control, wells and manure systems. The RFA participation is 45 percent of the loan principal up to a maximum of $125,000. The RFA is restricted to participation in loans that do not exceed 80 percent of the appraised value of the real estate offered for collateral. Borrower eligibility includes having a total net worth not to exceed $269,000, indexed for inflation.

Restructured Loan

Under this program, the RFA will work with local lenders to help farmers reorganize their debt. This program is for farmers who remain in good credit standing with their local lender, but who are having trouble with cash flow. Only debt of an agricultural nature is eligible. The RFA will participate on 45 percent of the loan principal up to $150,000. Amortization schedule may be based on up to 25 years. Participation is restricted to loans that do not exceed 80 percent of the appraised value of real estate offered for collateral. Eligibility criteria include: (1) have received at least 50 percent of average annual gross income from farming for the past three years, (2) have a net worth that does not exceed $439,000, indexed for inflation.

Value-Added Stock Loan Program

The 1994 Legislature established this program to provide financing for farmers with limited capital who want to buy stock in a cooperative proposing to build or purchase and operate an agricultural product processing facility located in Minnesota. The RFA will participate in loans at 45 percent of the loan up to a maximum of $24,000.

Sustainable Agriculture Loan Program

The Sustainable Agriculture Loan Program provides low-interest loans for capital purchases to assist farmers in making the transition to more environmentally sound, profitable practices. This program is administered jointly with the Agricultural Development Division. The Agricultural Resources Management and Development Division is responsible for program policy, the application process and evaluation by a technical review panel. The Ag Resources Division is responsible for financial management and oversight of the program and advices on the credit worthiness of applicants. Questions regarding policy, appli-

cation procedures, and program eligibility criteria should be directed to Ag Resources. Other activities administered by the division include the following:

Family Farm Security Program

Although the program is not making any new loans, it continues to service existing loans.

Alien and Corporate Farm Acts

The Corporate Farm Law (*Minnesota Statutes*, Chapter 500.24) restricts certain business entities from engaging in farming or having an interest in farmland. These entities must meet certain requirements to be certified by the department. Once certified, an entity may engage in farming or have an interest in farmland. The entity must file an annual report with the department to maintain its certification. No fee is charged for this certification or report. Failure to make annual reports to the department is subject to a $500 civil penalty.

The Alien Farm Law (*Minnesota Statutes*, Chapter 500.221) restricts all non-U.S. citizens, except permanent resident aliens, from owning Minnesota agricultural land. This 1977 law requires all aliens owning land prior to June 1, 1981, to file an annual report with the commissioner before January 31. The filing fee for the annual report is $50. If the person or entity filing owns more than one quarter section of land, the fee is increased $10 for each additional quarter section of land owned.

Farm Advocate Program

(218) 268-4472; Fax (218) 268-4040 Jan Boll, field supervisor. (218) 334-3276; Fax (218) 334-3276 Bruce Lubitz, field supervisor.

Farm Advocates provide one-on-one assistance for Minnesota farmers who face crisis caused by either a natural disaster or financial problems. Farm Advocates understand the needs of our agricultural families and communities. They are trained and experienced in agricultural lending practices, mediation, lender negotiation, farm programs, crisis counseling, disaster programs and to recognize the need for legal and/or social services.

There is no charge or fee for Farm Advocate assistance.

Agricultural Marketing Services Division

(651) 296-6382; Fax (651) 296-6890 Kurt Markham, director. The Agricultural Marketing Services Division works to develop and diversify Minnesota's agricultural industries, markets and products through market research, market information, education and technical assistance. Division programs focus on developing domestic markets/opportunities for Minnesota producers and marketers. The division works closely with the Minnesota Department of Employment and Economic Development to develop foreign markets.

Marketing Section

Aquaculture Program

(651) 296-5081, Dr. Richard Ying Ji. MDA is the lead state agency for aquaculture development in Minnesota. Activities include promotion of aquaculture industry, coordination of establishment and fine-tuning of policies and regulations that encourage the development of aquaculture while protecting Minnesota's environment and natural resources, and assistance in areas of industry infrastructure, marketing and sales of Minnesota aquaculture products, technological development and implementation and dissemination of technical and regulatory information.

Biofuels and Related Products

(651) 297-2223, Ralph Groschen. MDA leads the nation in promoting the development of ethanol production and use. Opportunities to grow and strengthen the new industry include market development, ethanol from cellulose, alternative fuels, diesel fuels, livestock feed and a wide range of industrial products. Biodiesel, made from oilseed crops and waste oil, is another alternative to petroleum. The MDA continues to play an important role in the development of biofuels and related products as well as the growth of New Generation Farmer Coop (NGC) organizations.

Livestock Development Services

Harold Stanislawski, St. Paul: (651) 296-8170; Fergus Falls: (218) 739-7632; Mobile: (218) 770-0448. This program provides assistance to producers and processors who have an interest in re-investing in Minnesota's animal ag industry. The program provides leadership in livestock development, assistance with county, state and federal regulations, legislative and agency connections, feedlot issues, business structures, business plans, farm alliances, retention of animal ag market share and value-added ventures. The program is housed both in St. Paul and Fergus Falls.

Market Opportunity Research

(651) 296-6384, Su Ye. This program supports all other Division programs by providing accurate market analyses for Minnesota agricultural commodities based on primary and secondary data sources. Examples include market price analyses for exporting Minnesota products to other markets, identification of seasonal niches for fresh vegetables and analyses of feedstock availability for industry.

Minnesota Grown Program

Minnesota Grown Info: 1-800-657-3878. Minnesota Grown is the umbrella program that unites the marketing efforts of several commodity/market groups. It promotes Minnesota products within the state and in other domestic markets. Efforts include developing promotional/advertising programs for producer groups, licensing users of the Minnesota Grown logo and introducing several new marketing tools. Contact **Paul Hugunin, (651) 297-5510**, for more information.

Processed Food Program

(651) 297-4654, Paul Sand. Through trade shows (such as the Minnesota Food Expo) and information referral services, this program assists food companies introduce and market products.

Promotion Councils Section

(651) 297-5794, Fax (651) 296-6890, Ruth White, or write to Research and Promotion Councils, Minnesota Department of Agriculture, Ag Marketing Services Division, 90 West Plato Boulevard, St. Paul, MN 55107.

Assists research and promotion council activity and advises agricultural commodity groups on the establishment of new councils. Conducts and supervises council elections, processes refunds to producers who choose not to participate in the check-off programs, and monitors the activities of councils to assure each conducts business in conformity with the laws and rules governing their operations. Research and promotion orders, through which the producers of specific commodities may organize to obtain funding through a check-off system to maintain and develop utilization of their commodity, presently exist for twelve commodities: beef, dairy, corn, canola, barley, area one and two potato, dry edible beans, soybeans, paddy wild rice, wheat and turkey. .

Risk Management Services

(651) 284-3705, David Bullock. Works with other state organizations to provide basic and advanced risk management education for Minnesota's farmers, ranchers and agribusinesses. Administers the Minnesota Certified Farm Risk Management Consultant (MCFRMC) program in conjunction with the MnSCU Farm Business Management program.

Special Project Group

(651) 284-3706, Paul Strandberg. The special project group works with various divisions of MDA, outside agencies and entities to adapt to changing trends in agriculture. Activities include public education on matters such as production and marketing contracts, coordination of interest groups to achieve common goals and work with other states on issues of mutual importance.

MinnCert Program

(651) 296-6456, Curt Zimmerman. The MDA is working cooperatively with the University of Minnesota to develop a pilot certification program that would provide Minnesota producers with an identity-preserved system for differentiating their products from commodity products. These ISO certification mechanisms certify best management practices when producers agree on an external set of principles.

Agricultural Certification Section

(651) 297-2157; Fax (651) 297-2504 Jim Gryniewski, assistant director. Brings together several department functions relating to licensing, bonding and certification of agricultural products including grain licensing and auditing; apiary inspection; livestock weighing, and livestock dealer licensing; wholesale produce dealer licensing and bonding; and the animal damage compensation program.

Licensing, Bonding and Auditing Section

Licenses, bonds and audits grain buyers, grain warehouse operators, public warehouses storing household goods, livestock dealers, markets, packers and stockyards, and wholesale produce dealers. Issues four kinds of licenses:

• **License to Buy Grain:** Required to buy grain from producers or any one else. The license fee ranges from $125 to $625, depending on the applicant's annual dollar grain purchase. An additional $100 to $200 is required for each additional licensed location. A grain buyer's bond ranging from $10,000 to $50,000 must be provided. The bond amount is based on the dollar amount of annual grain purchases.

• **License to Store Grain:** Issued to persons operating grain warehouses (elevators) to store grain for the public. The license fee is $100 for each licensed location. The examination fee is based on the bushel capacity of the elevator and ranges from $275 to $1,415. Grain storage elevators must provide a storage bond. The bond provides reimbursement to depositors experiencing damage or other grain loss. The storage bond, which ranges from $20,000 to $500,000, is based on 50 percent of the dollar value of the grain stored by depositors.

• **Grain Bank License:** Issued to persons operating grain warehouses that receive and store grain to be processed into animal feed, where the feed is returned to the grain depositor. The license fee is $125 for each licensed location. Elevators that have a storage bond are not required to have a grain bank license. The grain bank bond ranges from $1,500 to $150,000 and is based on 50 percent of the dollar value of the grain stored by depositors.

• **General Merchandise Storage License:** Issued to persons not storing grain but who operate a warehouse to store other property, such as household goods, for the public. The license fee ranges from $100 to $600 depending on the square footage capacity of the warehouse. A $10,000 general merchandise storage bond for each warehouse operated is also required (companies that do not store household goods may substitute $50,000 of warehouse liability insurance instead of a bond).

• **Livestock Dealers License:** Issued to persons (including packing companies) who are in the business of buying and selling livestock on a regular basis. The agents of livestock dealers are also required to be licensed. The license fee for a livestock dealer is $100 and $50 for each agent of a livestock dealer. The minimum amount for a livestock dealer bond is $10,000; a livestock dealer is required to have a bond in the amount equivalent to two days purchases.

• **Livestock Market Agency License:** The market agency license is issued to persons who sell consigned livestock for the account of others. The license fee for a livestock market agency is $300. The minimum amount for a livestock market agency bond is $10,000; a livestock market agency is required to have a bond in the amount equivalent to two days transactions.

• **Wholesale Produce Dealers License:** Issued to persons who purchase or contract to buy produce in wholesale lots for resale, acts as an agent or broker who deals in produce for a fee, or a canner or processor who purchases produce in wholesale lots. The license fee ranges from $75 to $2,000 depending on the dollar amount of produce purchased annually. The maximum amount for a wholesale produce dealer's bond is $1,000,000. A wholesale produce dealer is required to have a bond in the amount equivalent to ten days transactions. Claims against any of the grain, general merchandise, livestock or wholesale produce dealers bonds can be filed by writing to the Minnesota Department of Agriculture, Agricultural Marketing Services Division, 90 West Plato Boulevard, St. Paul, MN 55107.

Apiary Registration and Inspection

• **Registration:** Persons who own, lease or possess colonies of bees or who intend to bring bees into the state under an entry permit shall register the bees with the department. The registration of colonies helps in the identification and control of diseases and pests that put the industry at risk. The registration fee is $10 per beekeeper.

• **Inspection:** State apiary inspectors conduct three types of inspections: interstate shipment, sanitary, and survey for specific pests. The interstate inspections certify that colonies are disease and pest free and eligible for interstate movement. These inspections are on a fee for service basis at a rate of $30 per hour. Sanitary inspections are done at random intervals to gauge the prevalence and tolerance to treatment of diseases and pests in the industry. Pest survey inspections are conducted to determine if new pests have made their way to Minnesota. Sanitary and pest survey inspections are done at no cost to beekeepers.

Animal Damage Compensation

• **Livestock injured or killed by wolves:** Livestock producers are compensated up to the fair market value per animal for livestock killed by wolves or so severely injured by wolves that they must be destroyed. Conservation officers, county extension agents and/or federal wolf trappers, verify claims. The amount of the claim may be reduced for any compensation received from crop insurance. County extension agents determine the fair market value of the animal.

• **Crops damaged by elk:** Crop producers are compensated for crops damaged or eaten by elk. County extension agents verify claims. The amount of the claim may be reduced for any compensation received from crop insurance. The producer may not receive more than $20,000 in compensation, from this program, in any calendar year.

Agricultural Statistics Division

(651) 296-2230; Fax (651) 296-3192 Michael Hunst, director; George Howse, assistant director. The Division is located at: 8 East Fourth Street, Suite 500, St. Paul, MN 55101.

Agricultural Statistics Division conducts agricultural surveys of farmers and agribusinesses to provide accurate, timely, and relevant Minnesota statistics of crop acreage, yield, production, and stocks; livestock inventories; farm prices, expenses, and income; weekly crop and weather conditions during the growing season; agricultural chemical usage; as well as providing statistical services.

The Agricultural Statistics Division is a good example of state and federal cooperation. A cooperative agreement exists between the Minnesota Department of Agriculture and the USDA's National Agricultural Statistics Service to consolidate and coordinate activities in the collection, analysis, and publication of statistical data for the state of Minnesota. The division is made up of both MDA and USDA employees in a cooperative effort to promote economy and efficiency in collecting and disseminating agricultural information. This cooperative effort also minimizes respondent burden and avoids duplication of effort. In addition to the ongoing statistical program, special surveys are conducted for MDA divisions, the University of Minnesota, and other organizations.

Following is a description of Agricultural Statistics Division activities and uses of Minnesota agricultural statistics by the agricultural community and others:

• **Conduct statistical surveys** and disseminate agricultural statistics to the public in scheduled published reports and electronic media.

• **Compile and publish** the annual *Minnesota Agricultural Statistics* book.

• **Provide county statistics** for crops, livestock, and cash receipts from farm marketing.
• **Respond to requests** for agricultural statistics information.
• **Provide statistical expertise and sampling technology** to groups interested in conducting special surveys of benefit to agriculture and rural areas.
• **Farmers use agricultural statistics reports**, both directly and indirectly, to make production and marketing decisions.
• **Agribusinesses use county estimates** to help meet farmers' needs for items such as fertilizer, seed, and equipment.
• **Farm organizations, Congress, and state and local governments** use the published reports to help devise farm programs and policies.
• **Agribusinesses use agricultural statistics** to determine the supplies of agricultural products available for processing and for export.
• **Farm broadcasters and agricultural reporters** convey survey results to their audiences and use the data to help focus their stories on important areas of agriculture.
• **Researchers and legislators use county-level data** to define problem areas and help farmers recover from weather-related losses and from outbreaks of diseases and pests.
• **Information is used by farm organizations and governments** to evaluate programs affecting agriculture.

Grain and Produce Inspection Division

(612) 341-7190; Fax (612) 349-2616 Judy Wickham, assistant director. Provides grain sampling, grading, weighing and protein analyses upon request to producers, shippers, grain firms, elevators, and processors. State inspection personnel are licensed by the Grain Inspection, Packers and Stockyards Administration. Performs official grain weighing, sampling and inspection for outbound shipments of grain at the export terminals in Duluth. Official weighing, sampling and inspection services on grain loaded from inland or country elevators are provided to any interested person upon request when an official certificate is required on specified lots or containers of grain.

Inspects and grades grain samples, officially obtained or submitted, according to federal standards established by the U.S. Grain Standards Act and by the Minnesota Board of Grain Standards. Obtains official samples for inspections. An official sample represents the entire lot from which it was taken. The sample may represent cargo, barge, hopper car, box car, truck lots or bins. Performs official protein analyses, aflatoxin testing, deoxynivalenal (vomitoxin) testing, and falling numbers test. The samples are usually graded the same day as received and official certificates are issued.

For information or to request an inspection or test, contact the Grain and Produce Inspection Division, 316 Grain Exchange, Minneapolis, MN 55415.

Inspection, sampling and weighing: (612) 341-7197

Protein analyses: (612) 341-7188

Fees are charged according to the division's fee schedule, which is available upon request. Ask for the booklet Fees for Grain Inspection and Weighing Services.

All out-state offices provide sampling, weighing and inspection services.

Breckenridge, 718 Minnesota Avenue, 56520;
(218) 643-1517; Fax (218) 643-1605
Duluth, 716 Garfield Avenue, 55802;
(218) 723-4998, Fax (218) 723-4697
Granite Falls, Office Plaza, Highway 212, 56241;
(320) 564-3512, Fax (320) 564-3512
Mankato, Village East Ctr, 3132 Hoffman Road, 56001;
(507) 389-6282, Fax (507) 389-6283
Morris, Fifth and Great Northern Track, 56267;
(320) 589-1827, Fax (320) 589-2860
Savage, Highway 13, 55378;
(612) 890-1143, Fax (612) 890-5656
Windom, 1043 Fourth Avenue, 56101;
(507) 831-2924, Fax (507) 831-2923
Winona, 988 Riverview, 55987;
(507) 453-2997, Fax (507) 453-2998

Fruit and Vegetable (Metro)

Fruit and Vegetable Inspection Program

(612) 341-7512, Harley Olinske, supervisor. Provides inspection and grading at terminal markets, shipping points and processing plants for all fresh fruits, vegetables, nuts, and ornamentals. For more information or to request one of these voluntary inspections, contact Fruit and Vegetable Inspection Program, 316 Grain Exchange Building, Minneapolis, MN 55415.

Federal fresh fruit and vegetable grades and fee schedules are used for terminal market inspections. State fees ranging from 9 to 10 cents per hundredweight are charged for shipping point inspections. Federal or federal-state certificates are issued at the completion of the inspection.

Potato Section

(218) 773-3346; Fax (218) 773-3530 Willem Schrage, Ph.D., supervisor. Manages the activities in this section.

Seed Potato Certification Program

Certifies seed potatoes to meet prescribed standards relating to disease and variety. Each growing season, seed acreage are inspected for disease, varietal purity and chemical and insect damage. Applicants must enter the entire potato acreage. It is advisable to contact Seed Potato Certification prior to planting if the applicant is unfamiliar with program requirements. The certification program is voluntary. For information or assistance, contact Seed Potato Certification, 312 Fourth Avenue Northeast, East Grand Forks, MN 56721. The inspection/certification fee is based on acreage, and applications must be received by June 15.

Fruit and Vegetable (NW)

Provides voluntary and mandatory shipping point grading to ensure proper grade and condition of potatoes. Provides inspection of potatoes at processing plants to assure proper use and settlement. For information or to request inspection, contact Potato Inspection Program, 312 Fourth Avenue Northeast, East Grand Forks, MN 56721.

No forms are necessary. Shipping point inspection fees are 8 to 10 cents per hundredweight with a minimum of $12.50 to $15.00 per inspection. An additional $1.00 is charged for additional inspection and grading issued on same certificate. There is a charge of $15 to $25 an hour for inspection by hourly contract. If inspection is requested for anytime other than regular office hours (Monday-Friday, 8 a.m.-5 p.m.), there is an overtime fee. Inspections can usually be scheduled within 24 hours.

Support Services Area

Support Services is responsible for: supporting managers and supervisors in maintaining a well-trained, flexible and diverse workforce; representing the agency on resolution of human resources and diversity issues; developing an agency-wide affirmative action plan; ensuring a safe workplace and promoting employee wellness activities; managing facilities, including such tasks as negotiating leases, coordinating building remodeling and renovation, and monitoring security systems; participating in the statewide nuclear response drills and preparation to ensure that health and safety of the public is protected in the event of a nuclear emergency at the Monticello or Prairie Island nuclear generating plants; developing and maintaining the department's computer system and associated activities; and maintaining and upgrading the department's website.

Finance and Budget Division

(651) 296-1151; Fax (651) 297-1056 Becky Leschner, director; Al Louismet, assistant director. This division is responsible for handling all accounting-related inquiries, and the administration of grants and claims. For more information, contact Becky Retherford at (651) 296-1151. Inquiries regarding receiving information for central services should be directed to Joyce Walkosz at (651) 297-2135.

Human Resources and Diversity Division

(651) 296-1584; Fax (651) 297-7868 Russell Havir, director; Susan Miller, assistant director. (651) 297-2598; Fax (651) 297-5522 Shirley Holyfield, diversity director. The mission of this division is to support managers and supervisors in maintaining a well-trained, flexible and diverse workforce to meet the challenges of a changing environment and to ensure a safe workplace. The division provides staffing, classification, training, labor relations, affirmative action, facilities management and safety services to the agency's management, supervisors, and the public. The division also represents the agency on statewide efforts and on resolution of statewide human resources and diversity issues. The following are division programs:

• **Human Resources serves as a technical resource** in recruitment, selection, retention and development of staff. It provides information to staff on benefits and other information they require as a part of their employment and provides information to the public on job opportunities. Under delegated authority, it determines the job classification of positions and approves compensation. It provides guidance on labor relations contract administration.

• The **Office of Diversity** develops an agency-wide affirmative action plan that encourages fair access to all individuals, respect for all employees and stakeholders, encourages the use of employee skills and development, and continuous assessment of the department's diversity initiatives. The diversity director provides consultation on affirmative action, equal opportunity and works closely with the department's Americans With Disabilities coordinator while keeping the management team aware of current EEO trends and training opportunities. The director serves as a community liaison and networks with various state, county and federal agencies.

• **Safety and Health ensures a safe workplace** and promotes employee wellness activities for staff.

• **Building Services negotiates leases**; coordinates building remodeling and renovation; monitors security systems; and, plans space, communications and moves.

• **Nuclear Response** participates in the statewide effort to ensure that health and safety of the public is protected in the event of a nuclear emergency at the Monticello or Prairie Island nuclear generating plants.

Information Services Division

(651) 215-1347; Fax (651) 282-2442 Larry Palmer, chief information officer. Responsible for developing and maintaining the department's computer system and associated activities. Most technology support services are performed for internal customers. However, as the department creates centralized databases and captures more work on department-wide systems, this information is being made available to all on the website: <*http://www.mda.state.mn.us*>

E-mail: webinfo@state.mn.us

(651) 297-7447 Kimberly Von Toft, web coordinator. The website encompasses the wide variety of information and programs found at the Department of Agriculture. New information is added and updates are made frequently. Questions and suggestions may be directed to the web coordinator by using the "Ask MDA" online form. Website content falls into the following categories: **Food & Beverage** (food recalls affecting Minnesota, food safety and handling, food safety complaint form); **Animals & Feed** (feedlot info, animal waste technicians, commercial feed, manure testing labs, livestock health and safety issues); **Crops & Horticulture** (from nursery inspection and certification to biotechnology and organic production and certification); **Water & Land** (from nutrient and pesticide management to drinking water protection and testing); **Pests & Weeds** (weed bio control, invasive species, integrated pest management, pesticide applicators); **Farm Planning & Practices** (risk management, grants, loans, sustainable agriculture); and **Promotion & Education** (Minnesota Grown products, educator resources for ag educators, ethanol).

Quick links to frequently accessed information include food safety, licensing, finance, employment, new releases, and publications. The Licensing Information System contains live data for over 50 different license types. New license applications and information are available for many licenses.

Board of Animal Health

MAIN OFFICE:

90 W Plato Blvd, St. Paul, MN 55107

Phone: (651) 296-2942 Fax: (651) 296-7417

Hours: 8:00 a.m. - 4:30 p.m.

Website: *www.bah.state.mn.us*

Executive Director William Hartmann, DVM

MINNESOTA POULTRY TESTING LABORATORY:

622 Business Hwy 71 N.E., P.O. Box 126 Willmar, MN 56201

Director Dale Lauer, DVM, (320) 231-5170 Fax: (320) 231-6071

MINNESOTA VETERINARY DIAGNOSTIC LABORATORY:

College of Veterinary Medicine, University of Minnesota, 1333 Gortner Avenue, St. Paul, MN 55108

Director James Collins, DVM, (612) 625--8787; FAX: (612) 624-8707

Website: *www.mvdl.umn.edu* E-mail: *mvdl@umn.edu*

Minnesota Statutes, Chapters 35 and 347; ***Minnesota Rules***, Chapters 1700-1799

THE MINNESOTA BOARD OF ANIMAL HEALTH is the official animal disease control and eradication agency of the State of Minnesota. The mission of the board is to safeguard domestic animal health in Minnesota. The board operates under the direction of a five-member board consisting of livestock producers and veterinarians. In carrying out its mission, the board works cooperatively with the U.S. Department of Agriculture, and other agencies such as the Minnesota Department of Health, the Minnesota Department of Agriculture, the Minnesota Department of Natural Resources, and the University of Minnesota, College of Veterinary Medicine.

The board regulates and inspects many aspects of the livestock and poultry industries. The board may quarantine or euthanize any domestic animal infected with, or which has been exposed to, a contagious, infectious, and/or dangerous disease. The board may regulate or prohibit domestic animals coming into the state that may injure the health of Minnesota livestock. The board is authorized and empowered to establish and maintain a quarantine of any or all domestic animals and/or poultry, imported into the state when necessary to protect the health of the domestic animals of the state. The board has the authority to request tests for infectious diseases under the provisions of the statutes and rules. The board's official laboratory is the Minnesota Veterinary Diagnostic Laboratory at the College of Veterinary Medicine, University of Minnesota. In addition, the board operates the Minnesota Poultry Testing Laboratory in Willmar in cooperation with the Minnesota Diagnostic Laboratory. Currently, the Board of Animal Health has approximately 30 employees, including nine field staff located across the state.

From 1883 – 1903, the functions of animal disease control in Minnesota were carried out under the State Board of Health. In 1903 these functions were transferred to the newly formed Livestock Sanitary Board. In 1980 the name was changed to the Board of Animal Health.

Citizen Participation and Appointment:

• Board of Animal Health

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Reportable Diseases

The board maintains a list of animal diseases that Minnesota veterinarians are required to report to the board. A list of these diseases can be obtained by calling the board, or can be viewed on the board's website.

Emergency Preparedness

The board has developed an Emergency Response Plan to provide a framework that will facilitate early detection, control and eradication of a Foreign Animal Disease.

This Emergency Response Plan represents the state's coordinated response to a Foreign Animal Disease outbreak. The plan follows guidelines set by the Office of International Epizootics and the disease containment strategies are in accordance with the United States Department of Agriculture policy on Foreign Animal Disease. The Minnesota Board of Animal Health is the lead state agency in responding to an introduction of Foreign Animal Disease in Minnesota. Its expertise in animal disease control and eradication is essential to a successful response.

While the goal of the plan is to successfully eradicate any Foreign Animal Disease, its procedures address important public concerns: humane slaughter of infected and exposed animals, environmentally sound disposal of carcasses and other infected products, use of environmentally safe disinfectants, and the fair, economic treatment of owners of infected of exposed herds.

Permits/Licenses/Certificates/Registration

Brands:

The board approves, registers, and maintains records on livestock brands in the state for the purpose of documenting ownership. The fee for registering a brand in Minnesota is $10. Brand books are available for purchase from the board. Call the board office to obtain an application for registering a livestock brand or to purchase a brand book.

Brucellosis Herd Certification/Validation

Producers wishing to get their cattle, goat, or captive cervid (deer, elk, reindeer) herd certified brucellosis-free should contact the board for more information. The owner must sign an agreement form provided by the board and the herd must pass the required number of tests. Swine producers may apply to have individual swine herds designated as validated swine bucellosis-free by contacting the board office. There is no fee for these services. All required testing is at owner expense.

Captive Cervidae (Deer, Elk, Reindeer) Registration

All captive cervid herds in Minnesota including, but not limited to, deer, elk, and reindeer, must be registered with the board. The owner submits the registration request on forms provided by the board. There is an annual registration fee of $10 per animal per year, with a maximum of $100 per herd.

Dead Animal Disposal

Carcass disposal is the responsibility of the owner. Carcasses must be buried, sent to a rendering plant, or consumed by fire. Poultry, swine, and sheep carcasses may be composted. Cattle and goat carcasses can be composted if a permit is obtained from the board. The board investigates complaints concerning the disposal of dead livestock by inspecting the premises to ensure that carcass disposal complies with board rules. For more information about proper dead animal disposal methods and composting, call the board or visit our website.

Exhibition, Markets / Sales of Livestock and Poultry

In order to prevent the spread of disease, all public exhibitions, markets, and community sales of livestock and poultry are under the supervision of the board. Exhibition managers should call the board to get authorization to hold an exhibition. Community livestock market or sale managers must obtain an annual permit from the board before holding a sale. There is no cost for this service. The board will mail information to the sale or exhibition manager, which outlines his/her responsibilities. Each public exhibition or community livestock sale must employ an official veterinarian. The official veterinarian is selected by the management of the exhibition or sale and is authorized by the board. The official veterinarian must enforce the rules, which pertain to livestock exhibition, sales, and markets. The exhibitions or sale management pays the official veterinarian's fee. Cost of any test required for exhibition is at the livestock owner's expense.

Feeding Garbage to Livestock and Poultry

No person is permitted to feed garbage to livestock in Minnesota unless he has first obtained a garbage-feeding license from the Board of Animal Health. Licensed garbage-feeders must cook all garbage at 212° F for 30 minutes prior to feeding it to livestock. They are also subject to monthly inspections to verify compliance. Livestock producers may also apply to the board for an "Exempt Materials" permit. Such a permit allows producers to feed certain non-meat food waste ("exempt materials") to livestock and poultry without cooking it prior to feeding.

Importation of Domestic Animals and Poultry

The board monitors the importation of domestic animals and poultry into Minnesota. A Certificate of Veterinary Inspection must accompany all domestic animals imported into the state. In addition, some animals must have official identification, be tested for certain diseases, or meet other import requirements. These requirements change frequently. Current importation requirements for various species can be obtained by calling the board. In addition, permits may be

necessary for some importations. Permits can be obtained 24 hours per day by calling the board, and must be obtained prior to importation. Annual permits are required for poultry importations. Call the board for details. There is no charge for importation permits.

Kennel, Dealer, and Institution Licenses: Dogs, Cats

The Board of Animal Health inspects and licenses kennels that house stray, abandoned, or unwanted dogs or cats. Boarding kennels, breeding kennels, and municipal pounds are exempted. The annual license fee is $15 for kennels. The board also inspects and licenses institutions which conduct investigations or instruction using dogs and cats obtained from a pound (fee $50), as well as Federal Class B animal dealers who sell or transfer dogs or cats to such institutions (fee $100).

Pet Food Processing

Annual permits are required for establishments that process pet food. Board employees inspect all pet food processors for compliance with agency rules and state statutes. Board rules outline plant, vehicle and processing requirements. A veterinarian must examine all carcasses used for this purpose. Call the board for more information or to obtain a permit. There is no charge for these permits.

Poultry Dealers, Hatcheries, and Poultry Breeding Flock Permits

Annual permits are required for all poultry dealers, poultry breeding flocks, and hatcheries in the state. Applications are available from the board. Poultry operations are inspected annually and are required to test for certain diseases as part of an overall disease control program:

• **All hatcheries, dealers, and poultry breeder flocks** must participate in the *Salmonella pullorum/gallinarum* disease program.

• **Turkey and chicken breeder flocks and hatcheries** must participate in the *Mycoplasma gallisepticum/synoviae* disease control programs.

• **Egg type chicken breeder flocks and hatcheries** must participate in the sanitation monitored program for *Salmonella enteritidis.*

• **Turkey breeder flocks** have the option of participating in a voluntary *Salmonella typhimurium* program, a unique Minnesota disease control program since 1971.

Test schedules are available from the board. There is no charge for the hatchery permits, inspections, or the required testing.

National Poultry Improvement Plan Certification

The board is the official state agency responsible for administration of the National Poultry Improvement Plan (NPIP), a cooperative State/Federal/Industry program. The NPIP program consists of a variety of programs intended to prevent and control egg-transmitted, hatchery disseminated poultry diseases. Since the inception of the NPIP program in 1935, provisions have been added and programs changed to meet the needs of the industry, incorporating new information and technology as it becomes available. Participation in NPIP allows greater ease in moving hatching eggs/live birds in intrastate commerce, interstate commerce, and international export. Additional information on NPIP can be obtained by contacting the Minnesota Poultry Testing Laboratory. There is no charge for this service.

Poultry Testing Authorization

As part of poultry program disease compliance activities, the board trains individuals to become authorized testing agents who can conduct *Pullorum-Typhoid* tests or collect samples for disease control programs. Authorization is permitted after they have completed a training course and field instruction. These training courses are held annually in different locations throughout the state. There is a small charge for the course, and pre-registration is required. Information regarding the next course is listed on the board's website, or is available by contacting the Minnesota Poultry Testing Laboratory.

Rendering Plants

To prevent the spread of disease, all rendering plants in Minnesota must obtain a permit from the Board. Trucks used for hauling carcasses must have a permanent cover, be leak-proof, and pass inspection. Call the Board for details and to obtain a permit. There is no charge for this service.

Tuberculosis Herd Accreditation

Producers wishing to get their cattle, goat or captive cervid (deer, elk, reindeer) herd accredited tuberculosis-free should contact the board for more information. The owner must sign an agreement form provided by the board and the herd must pass the required number of tests. Tests are at the owner's expense.

Disease Control Programs

Chronic Wasting Disease

Chronic Wasting Disease Surveillance is mandatory for all captive cervids in Minnesota. Annual inventory of all cervids owned is required. The brain from all cervids, 16 months of age and over which have died, must be tested for Chronic Wasting Disease in a method determined by the board. All costs associated with the herd inventory and the surveillance are at the owner's expense, including the laboratory cost of examining brains for CWD.

Cervid importation into Minnesota is strictly regulated and permits are required for all importation. Animals must come from herds that have been participating in a state-recognized Chronic Wasting Disease surveillance program for a minimum of three years. Other restrictions may apply. Call the office for more details or to obtain a permit. There is no charge for this service.

Equine Infectious Anemia (EIA)

All horses imported into Minnesota, and all horses that attend public exhibitions in Minnesota must have a negative EIA test within the previous 12 months. The board quarantines all horses that are positive with EIA.

Johne's Disease (Paratuberculosis)

The purpose of Minnesota's Voluntary Johne's Disease Program is to educate producers about the disease and to assist them in identifying and controlling Johne's disease in their herds. Numerous publications explaining Johne's disease and its control are available from the board. Board veterinarians are available to perform a thorough on-farm assessment of management practices to help identify areas of Johne's disease risks and to make recommendations for changes to reduce the transmission of disease on the farm. These "risk assessments" can be scheduled by calling the board. There is no charge for this service. The board also has a program to assist producers with the cost of testing Johne's disease. Call the board for details.

Herds that test negative for Johne's disease can enter the Herd Status Program. Herds in the Status Program can provide a source of low-risk replacement animals for producers. The board will publish the names of these herds on its website at the owners request. There is no charge for this service and the board covers most of the cost of testing for participation in the program.

The board regulates the use of Johne's vaccine. Permits may be issued to a veterinarian to use the vaccine in specified herds, which are heavily infected with Johne's disease. Call the board for an application and more details.

Poultry Diseases

The board directs poultry disease and eradication programs, establishing quarantines when indicated. It administers the surveillance, compliance and enforcement activities of several program diseases under *Minnesota Rules*, including *Salmonella, Mycoplasma, Avian Influenza* and *Avian Pneumovirus*.

There is no charge for testing conducted at the lab for Minnesota poultry operations under permit with the board or participating in a board surveillance program. Call the Minnesota Poultry Testing Laboratory for details.

Pseudorabies

The last case of pseudorabies was identified in Minnesota in 2002. The state continues to monitor swine for the disease. The board quarantines herds that are infected with the pseudorabies virus.

Rabies

The board investigates all positive cases of rabies in Minnesota and quarantines rabies-exposed animals when appropriate. Rabies-suspect animals can be tested by submitting samples to the Minnesota Veterinary Diagnostic Laboratory. There is no charge for rabies testing if there has been human exposure; other cases are tested on a fee basis. Contact the laboratory for more information on charges and sample submission.

Scrapie

The board administers the National Scrapie Identification Program for sheep and goats by registering flocks and helping producers obtain official identification tags for their animals. There is no charge for this service. Call the board office to register your flock or herd and to order tags. The board also oversees activities related to the National Scrapie Eradication Program in Minnesota, including scrapie investigations, testing, and quarantines.

Laboratory Services

Minnesota Poultry Testing Laboratory

This laboratory is maintained and funded as a cooperative venture of the Board of Animal Health and the Veterinary Diagnostic Laboratory, College of Veterinary Medicine, University of Minnesota. It is the official and only laboratory in the state that conducts independent poultry program disease testing to eradicate hatchery-disseminated diseases and to verify the disease status of poultry flocks.

The laboratory tests blood and environmental samples from commercial turkey, turkey breeder, broiler breeder, egg layer chicken and waterfowl-exhibition-backyard poultry flocks participating in poultry disease control programs under board supervision. Tests are conducted for *Avian Influenza, Avian Pneumovirus, Salmonella,* and *Mycoplasma* all of which can have a devastating effect on animal health and economic well-being of growers and processors. Positive flocks are diagnosed and confirmed with the assistance of outside laboratory services.

The laboratory also furnishes supplies to authorized testing agents and hatcheries involved in poultry disease control programs. The laboratory also serves as a United States Department of Agriculture approved certification lab for the National Poultry Improvement Program. The laboratory is designated by the Minnesota Board of Animal Health, United States Department of Agriculture, and the National Poultry Improvement Program to certify poultry products.

For services, supplies for forms, contact the Minnesota Poultry Testing Laboratory. There are no fees for most of the poultry program disease-testing services.

Minnesota Veterinary Diagnostic Laboratory

The Veterinary Diagnostic Laboratory is a cooperative project of the Minnesota Board of Animal Health and the College of Veterinary Medicine, University of Minnesota. The laboratory's mission is to protect and promote animal and human health through early detection and monitoring of animal diseases. The laboratory is fully accredited by the American Association of Veterinary Laboratory Diagnosticians for testing all animal species.

Laboratory hours are 7:45 a.m. - 4:30 p.m., Monday through Friday, except for selected holidays. Samples and animals should be delivered to the Veterinary Diagnostic Laboratory at the address listed above, or after hours, samples/animals can be delivered to the emergency entrance of the Veterinary Teaching Hospital, College of Veterinary Medicine, staffed 24 hours a day, 7 days a week. Contact the laboratory for specific instructions for after-hours delivery.

Fee schedule, laboratory forms, specimen submission instruction and other useful information are available on the website at <*http://www.mvdl.umn.edu*>, by phone at (612) 625-8787, or by E-mail: <*mvdl@umn.edu*>. Laboratory results are reported to the submitting veterinarian or owner by secure, password protected Internet access, by FAX and by U.S. mail.

Office of the State Archaeologist

Fort Snelling History Center, St. Paul, MN 55111-4061
Phone: (612) 725-2411 Fax: (612) 725-2427
Website: *www.admin.state.mn.us/osa/*
State Archaeologist Mark J. Dudzik

Minnesota Statutes 138.31-138.42 and 307.08

THE MISSION OF THE OFFICE OF THE STATE ARCHAEOLOGIST is to foster, among its diverse public, an appreciation of the State's archaeological resources through research, stewardship and education; to provide quality technical information, support, and service to individuals and agencies; and to promote, among archaeologists, the very highest standards of professional conduct.

The Office of the State Archaeologist (OSA) manages the State's archaeological resources, including sites and data, on behalf of the people of Minnesota, under provisions of *Minnesota Statutes* 138.31-138.42 and *Minnesota Statutes* 307.08. In addition to extensive federal legislation addressing cultural heritage resource management, other state statutes, including *Minnesota Statutes* 86A (the *Outdoor Recreation Act*) and *Minnesota Statutes* 116B (the *Minnesota Environmental Rights Act*), also speak to issues of archaeological resource protection.

Under provisions of its statutory mandates, OSA is charged with: sponsoring, conducting and directing research into the prehistoric and historic archaeology of Minnesota; identifying, protecting and preserving archaeological sites, objects and data; disseminating archaeological information through the publication of reports and articles; identifying, authenticating and protecting human burial sites; reviewing and licensing archaeological fieldwork conducted within the state; and enforcement of the *Field Archaeology Act*.

Per *Minnesota Statutes* 138.31-138.42, licensure through OSA is required for field archaeology undertaken on lands owned, leased by or subject to the paramount right of the state or its subdivisions, as well as on lands or waters impacted by publicly-funded development projects.

Please contact OSA directly for additional information and application materials. *Minnesota Statutes* 307.08 affords all human remains and burials older than 50 years, and located outside of platted, recorded or identified cemeteries, protection from unauthorized disturbance; this statute applies to burials on both public and private lands or waters. Efforts to protect burials emphasize "preservation-in-place", that is, maintaining the burial area in its original location and condition. Authentication of prehistoric and early historic burials is conducted under the sole auspices of OSA per this statute.

Among others, OSA review processes related to these statutes are critical to controlling public and private development costs, which may derive, in part, from federal, state, and local mandates which require the identification, evaluation, and protection of archaeological (including early burial) and other heritage resources.

The OSA, an agency of state government, is a division of the Minnesota Department of Administration.

Population Served:

OSA clients include: local, state and federal agencies; representatives of Minnesota's tribal communities; cultural resource management firms; builders and development associations; county historical societies; private homeowners; professional and avocational archaeologists; local heritage preservation commissions; educators and school districts; and other public and private agencies and individuals.

Services Provided:

• **Data management,** including the review and processing of submitted site records and reports, and development and maintenance of a comprehensive records archive and database (with both paper and electronic/website components).

• **Consultation** with other state, local and federal agencies, developers, tribal interests, educators, members of the general public, and others, regarding applicable legislation and regulations (both federal and state), standards of performance, past and current research, etc.

• **Licensing and review** of proposed construction projects and/or related archaeological field investigations to determine the potential for adverse project impacts to state (and other) archaeological sites; determine the appropriateness of proposed field investigation purposes, methods and techniques; and assess professional qualifications/capabilities.

• **Compliance and enforcement** services to ensure compliance with provisions of the above statutes (including documentation of state-licensed archaeological investigations) and conformance to standards of professional performance.

• **Research activities** including sponsoring, directing and conducting research into the archaeology of the state, and identifying and evaluating state archaeological sites.

• **Information dissemination** to make data and information about the prehistoric and historic archaeology of the state available to other agencies of state government, professional archaeologists, educators, developers, and others.

Both integrated and interdependent, these program services function as a whole. As an example, the scheduling, cost, and progress of both public and private development projects depend on accurate and timely consultative services which, in turn, require comprehensive data management and research capabilities.

To better realize these program elements, OSA has developed strategic and collaborative partnerships with a variety of organizations including: the Land Management Information Center, Department of Administration; the Minnesota Department of Transportation; the Minnesota Office of Tourism; the University of Minnesota; representatives of Minnesota's tribal communities; the National Park Service; and others.

For additional information, please contact the OSA.

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

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Minnesota Statutes 326.02 – 326.15; ***Minnesota Rules***, Parts 1800.0200 to 1805.1600

THE MINNESOTA BOARD OF ARCHITECTURE, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design was established to protect the public and ensure that persons practicing architecture, professional engineering, land surveying, landscape architecture, geoscience, or interior design meet and maintain the qualifications, standards, and professionalism required to competently practice their profession in Minnesota. The board examines, licenses, and regulates the practice of these professions. A person must be licensed or certified before being permitted to offer these professional services to the public. The board's program for administering the law is comprised of (1) administering exams; (2) issuing and renewing licenses and certificates; (3) regulating the professions by enforcing the board's statutes and rules.

The full board meets twelve times annually, normally the third Friday of each month. The **Executive Committee** is comprised of the chair, vice chair, secretary, and treasurer and is responsible for setting Board policy. The **Complaint Committee**, comprised of five board members, is responsible for processing and resolving all complaints received by the board. The **Rules Committee** is responsible for providing information and handling all issues regarding the board's statutes and rules. The **Credentialing Committee** is responsible for addressing issues concerning examination and licensing including those surrounding the use of national examinations and their applicability to Minnesota's statutes. The Rules and Credentialing Committees are each comprised of eight board members appointed by the board chair. Each board member serves on at least one of these committees. The committees each meet six times annually with the exception of the Complaint Committee, which meets monthly. The board is also divided into two sections: 1. Architects, Landscape Architects, and Certified Interior Designers (ALACID), 2. Professional Engineers, Land Surveyors, Geoscientists (PELSGEO) which meet six times annually in the opposite months as the above mentioned committees. Each of the sections discuss and provide recommendations to the full board regarding issues pertinent to the professions in that section. The full board must ratify all actions taken by board committees and sections.

All Board, Committee, and Section meetings are open to the public, **except** Complaint Committee meetings. The meeting schedule is posted on the board's website or can be obtained by contacting the board office.

Summary of Services to the Public

The board serves to protect the public health, safety, and welfare by ensuring that persons practicing architecture, professional engineering, land surveying, landscape architecture, geoscience, or interior design meet and maintain the qualifications, standards, and professionalism required to competently practice their profession in Minnesota. The board investigates complaints from members of the public against licensed or certified professionals and/or individuals who are practicing one of the above professions without a license. (See Complaints and Enforcement below for information on filing a complaint).

Agency Services at Work in Minnesota

The board was created in 1921 to regulate the practice of architecture, professional engineering, and land surveying. In 1986, the practice of landscape architecture was added to the board's jurisdiction. The title act for Certified Interior Design in 1992 added this profession to the board. Finally, in 1995 the practices of geology and soil science (geoscience) were added to the board.

Citizen Participation and Appointment:

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

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Architects

The **Architect Registration Examination (ARE)** is a nine-part computerized test administered by the National Council of Architectural Registration Boards (NCARB) at various times and locations. To gain admission to the examination, an applicant must hold a professional degree from an approved architectural program and have three years of combined architectural education and experience as of the date of the desired examination. The applicant will fill out an application and submit it to the board office, along with a $75.00 application fee for Board approval. Once the application is approved, the applicant's name and information is given to the Chauncey Group who will then send the applicant the list of times and locations that each of the exam parts is offered. The board will automatically receive the applicant's scores for each of the nine parts of the exam. Once all nine parts are passed, the board will send the applicant an application for licensure. The fee for licensure is $120.00. The fees for each of the nine parts of the exam vary and the applicant should contact NCARB for fee information.

Engineers

The board administers engineering and land surveying licensing examinations in April and October each year. The eight-hour **Fundamentals of Engineering (FE) Examination** is given to those applicants who are graduating seniors or who hold a bachelor of science degree from an approved engineering program. Bachelor of Science degrees from engineering technology programs are not acceptable because they lack sufficient mathematics, basic science and engineering science coursework. An applicant who has passed the FE Examination and has gained four years of qualifying engineering experience subsequent to graduation from an approved engineering program is eligible for admission to the eight-hour **Principles and Practice of Engineering (PE) Examination** in the engineering discipline desired by the applicant. Applications for the Fundamentals of Engineering (FE) Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination with a fee of $100.00. Applications for the Principles and Practice of Engineering (PE) Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination with an application fee. The application fee for all disciplines except Structural II is $200.00 and the fee for Structural II is $500.00. Retake fees for the PE Examination are $425.00 for Structural II and $125.00 for all other disciplines.

Land Surveyors

The eight-hour **Fundamentals of Land Surveying (FLS) Examination** is given to those applicants who hold a bachelor of science degree to include eight (8) quarter credits of surveying coursework. Applications for the Fundamentals of Land Surveying (FLS) Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination. The fee for this examination is $115.00. Applications for admission to the **Principles and Practice of Land Surveying (PLS) Examination** must be submitted two (2) months prior to the scheduled examination date. Examination qualification requirements include a bachelor of science degree to include sixteen (16) quarter credits of surveying coursework and three or four years of qualifying land surveying experience depending upon the degree earned. Applicants must document combined qualifying education and experience, and must also document their experience in twelve areas of land surveying activity. Formal application must be filed in the office sixty (60) days prior to the scheduled examination. The fee to take only the six-hour Principles and Practice of Land Surveying (PLS) Examination is $210.00 and $135.00 to retake it. Applicants must also take and pass the Minnesota two-hour local exam before being licensed to practice. The fee to take only the local exam is $250.00 and $175.00 for the retake. If applicants choose to take both the PLS Exam and the Local Exam at the same time, the fee is $360.00 and $285.00 for the retake. The FLS and PLS Exams are given twice annually in April and October.

Landscape Architects

The **Landscape Architectural Registration Examination (LARE)** is given twice per year in June and December. Sections A-E of the exam are given in June and Sections C and E are given in December. An applicant must hold a bachelor of landscape architecture degree from an approved landscape architectural program and document three years of experience. An applicant holding a four-year Bachelor of Science degree in landscape architecture must document four years of experience. A non-graduate must document eight years of combined education and experience. Formal requests for admission for the LARE must be filed in the board office by March 1 for the June exam and September 1 for the December exam. The examination fee is $720.00 (including the application and exam administration fee) to take all five sections of the exam. (Each of the five sections can be taken separately. For individual fees, please contact the board office).

Geoscientists

"Geoscience" is broken down into two professions, geology and soil science, each of which require a fundamentals exam and a professional exam for licensure. The board administers these exams in March and September of each year. Admission to the four-hour **Fundamentals of Geology (FG) Examination** requires a Bachelor of Science degree in geology with a minimum of thirty (30) semester or forty-five (45) quarter hours in geology. Geology courses must include a minimum of twenty-four (24) semester hours or thirty-six (36) quarter hours in a variety of specific geology subjects. Please contact the board office for the exact requirements. Once the applicant has passed the FE Examination and gains five years of qualifying geology experience, they are eligible to apply for the **Practice of Geology (PG) Examination**. Applications for the FG and PG exams must be

received in the board office sixty (60) days prior to the date of the desired examination. The fee for the FG examination is $175.00 and the fee for the PG examination is $250.00.

Admission to the **Fundamentals of Soil Science (FSS) Examination** requires a bachelor of science degree in soil science with a minimum of sixteen (16) semester or twenty-four (24) quarter hours in soil science AND a minimum of fourteen (14) semester or twenty-one (21) quarter hours in closely related geoscience courses. Soil science courses must include a minimum of two (2) semester hours or three (3) quarter hours in each of four basic soil science areas. Please contact the board office for the exact requirements. Once the applicant has passed the FSS Examination and gains five years of qualifying soil science experience, they are eligible to apply for the **Practice of Soil Science (PSS) Examination**. Applications for the FSS and PSS exams must be received in the board office sixty (60) days prior to the date of the desired examination. The fee for the FSS examination is $150.00 and the fee for the PSS examination is $200.00.

Interior Designers

Certified Interior Designer means a person who is certified under section 326.10 to use the title certified interior designer and who provides services in connection with the design of public interior spaces, including preparation of documents relative to non-load-bearing interior construction, space planning, finish materials and furnishings. An applicant for certification as a certified interior designer shall pass a written examination prepared and administered by the National Council for Interior Design Qualification (NCIDQ). To qualify for admission to the written examination, an applicant shall present evidence that the applicant has obtained at least six qualifying credits for education and experience. After an applicant has been approved by the board based on education, experience and passage of the NCIDQ exam, the applicant will be required to submit a $120.00 certification fee. Minnesota licensed architects are exempt from the NCIDQ examination. Minnesota licensed architects who are interested in certification as an interior designer shall submit application to the board with an application fee of $50.00 as well as a $120.00 certification fee.

Comity

The board also licenses persons from other jurisdictions on the basis of comity. The out-of-state applicants must have received the original license based on requirements equal to or greater than Minnesota requirements at the time of original licensure. The comity application fee is $100.00. Comity applicants are reviewed upon receipt for compliance with board requirements. Architect, professional engineer, and landscape architect comity applicants tentatively approved for licensure are notified that they may practice their profession in Minnesota pending final board approval and licensure issuance. Prospective land surveyor applicants by comity must pass a two-hour examination on Minnesota land surveying law and procedures before they may be licensed to practice.

Forms

Application forms for licensure or certification by examination or comity are available on the board's website or by calling the board office. All forms, including those for examinations not administered by the board must be returned to the board office by the deadline date. Many applications have multiple parts and ample time should be allowed to gather all references, verifications, and other pertinent information. If there are questions about the applications, please call the board office.

Renewal

The board renews licenses and certifications every two years. Renewal notices are mailed by May 15 each even-numbered year. Licenses and certificates must be renewed by July 1. The renewal fee is $120 biennially. All licenses and certificates expire at the same time (June 30 of each even-number year) regardless of when initial licensure or certification was granted. Licenses or certificates which are not renewed on or before June 30 are considered to be lapsed beginning July 1. Individuals are not allowed to practice with a lapsed license or use the title Certified Interior Designer, or CID, with a lapsed certificate. Renewals postmarked after June 30 will be assessed a $30 late fee and those postmarked on or after September 1 will be assessed a $60 late fee.

Information concerning licensing, examinations, examination fees and certification is available on the board's website or may be obtained by calling or writing the board office. Written and telephone requests are normally answered on a same-day basis.

Continuing Education

Licensees and certificate holders must obtain twenty-four (24) professional development hours (PDH) to renew their licenses or certificates every two years. New licensees and certificate holders are exempt from the continuing education requirement for their first renewal, however they must obtain 24 PDH for the next. Continuing education is reported on the renewal application and licenses or certificates cannot be renewed until the continuing education requirement is met. Continuing education requirements and forms can be found on the board's website.

Complaints and Enforcement

The board receives and investigates consumer complaints. The board has the authority to revoke or suspend licenses or certifications or take action against unlicensed and uncertified persons who practice architecture, professional engineering, land surveying, landscape architecture, or geoscience or use the title of certified interior design. Persons desiring to file a complaint may do so by writing the board office. A complaint form is available on the board's website or by request from the board office that may be used to file a complaint. There is no fee for filing a complaint. Anonymous complaints are not investigated. Complaints resolution time varies from 30 days to 18 months depending on the complexity of the complaint.

Professional Firms

All professional corporations, limited liability companies, and limited liability partnerships, which provide architectural, professional engineering, land surveying, landscape architectural, geology, soil science, or certified interior design services, are required by *Minnesota Statutes* 319B to register with the board. This includes professional firms located out of state that are providing services in Minnesota. Minnesota professional firms must submit a copy of their organizational document along with a $100.00 initial filing fee to the board office. Foreign professional firms must submit a copy of their Certificate of Authority to Transact Business from the Minnesota Secretary of State along with the $100.00 initial filing fee. The professional firm is then issued a Certificate of Compliance and must renew their registration each year. The registration renewal fee is $25.00 and is due on the first day of January.

Each individual professional in the firm who will be providing services in Minnesota must be licensed in the State of Minnesota before providing those services. (See the Comity section above).

Publications

The board publishes its newsletter, the *Communicator*, two times per year. It contains current disciplinary action information, dates for upcoming events, as well as other articles pertinent to licensure or certification. The *Communicator* is mailed to all current licensees, certificate holders, building officials, legislators, National Councils, professional societies, state boards, and others who request to be on the mailing list. If you would like to receive the *Communicator* in hard copy, please contact the board office. There is no charge to be on the mailing list. The *Communicator* is also available on the board's website at: <*http://www.aelslagid.state.mn.us*> for download in the same format sent in hard copy.

Minnesota State Arts Board

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Website: *www.arts.state.mn.us* E-mail: *msab@arts.state.mn.us*
Executive Director Robert C. Booker

Minnesota Statutes, Chapter 129D; ***Minnesota Rules***, Chapter 1900

AS AN AGENCY DEDICATED TO ENRICHING THE CULTURAL LIFE of Minnesota, the Minnesota State Arts Board serves the state by increasing arts awareness, access, and participation. Minnesota is recognized as an innovative and spirited cultural center in the Upper Midwest, and the board plays a key role in maintaining a climate in which the arts are fostered and their contribution to society is recognized and valued. The Arts Board nurtures and supports excellence in the arts, encourages new forms of artistic expression, and works to preserve the state's artistic heritage. Through a series of grant award programs, the Arts Board provides aid for a variety of arts activities in the performing, visual, and literary arts.

The Arts Board was first established as the State Arts Society by the Minnesota Legislature in 1903. In 1963, two years before the National Endowment for the Arts was formed, the legislature dissolved the State Arts Society and created the Minnesota State Arts Council in its place. In 1976, the enabling statute of the Arts Council was amended significantly and the agency was officially renamed the Minnesota State Arts Board.

The board offers assistance by providing workshops, conferences, technical assistance, and publications. The board maintains a mailing list of arts constituents that includes approximately 14,000 artists and arts organizations who have applied to one of its grant programs or who have asked to be placed on the database. The information on this database is provided to the public for a nominal fee in accordance with the Minnesota Government Data Practices Act and the information release guidelines of the National Standard.

Funds administered by the agency are obtained from the Minnesota State Legislature, the National Endowment for the Arts, and the private sector. The board makes its programs, grants, and services available to all Minnesotans without regard to race, national origin, color, sex, age, religion, sexual orientation, or disability.

Contact the Arts Board or visit its website for up-to-date information on all programs and grants.

Citizen Participation and Appointment:

• Minnesota State Arts Board

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Grant Programs

The Arts Board makes grants in three broad categories:

• **Artist Assistance —** Programs are designed to support individual artists at various stages in their career. Grants are designed to recognize and encourage outstanding individual artists throughout Minnesota and enable professional artists to take advantage of opportunities that will advance their work or careers.

• **Arts in Education Program —**Programs convey to students, teachers, parents and the general public that the arts are essential to the learning process. The programs and services offered are designed to create an awareness that the arts are a basic component to K-12 education, to support quality arts opportunities in schools through grantmaking programs that fund artist and art organization residencies, and to provide professional development services for teachers and artists. The programs strive to connect youth with professional artists and art organizations.

• **Arts Institutions and Presenters Support —** Grants to provide unrestricted operating support to non-profit, tax-exempt arts organizations that produce or exhibit works of art, that offer services to artists, or that present the arts. Grants enable arts organizations to support their artistic goals and management objectives, as well as maintain ongoing programs, services, and facilities. They also help Minnesota communities experience new, diverse, and outstanding live performances, exhibitions, and screenings in the visual, performing, and literary arts. A presenter can be any non-profit, tax-exempt organization, college, university, school, or governmental unit which engages touring artists or exhibitions.

Other Programs/Services

• **Statewide Audience Development Initiative (SADI) —** This program works to increase community involvement in the arts. Its goal is to attract new audiences and connect more deeply with those already committed to the arts in communities across the state. Increased community involvement not only broadens the base for revenues but also is central to the mission of many Minnesota arts organizations. SADI includes training, grants, and networking opportunities to develop new strategies for understanding and influencing arts participation. Minnesota is one of thirteen states chosen to participate in this four-year, nationwide project, funded by The Wallace Foundation.

• **Minnesota Percent for Art in Public Places —** Under Minnesota Statute, state buildings with construction or renovation budgets of $550,000 or more may designate up to $100,000 or one percent, whichever is less, of the total construction budget for the purchase or commission of original work. A site selection committee is created for each project. Committee members include: representatives of the residents/users of the building; the building's architect or design firm; and arts or design professionals. The Arts Board manages the Percent for Art program through a delegation agreement with the Minnesota Department of Administration.

Arts Board Website and Publications

• **Arts Board Website** <*http://www.arts.state.mn.us*> offers useful information about the Arts Board and the organizations and artists the agency serves. It includes: guidelines and applications for all Arts Board grant programs; grant deadlines, workshop and panel review dates; links to Minnesota's eleven regional arts councils; staff listing with phone numbers and email links; Arts Board publications; and a form to submit in order to be added to the mailing list.

• **Publications —** The following are available, free of charge, from the Arts Board.

- ***Arts Board News,*** the agency's quarterly newsletter
- ***The Minnesota State Arts Board Annual Report***
- ***Arts in Education Roster of Artists*** (on-line only)
- ***Minnesota Folk Artists Directory*** (on-line only)
- ***A Basic Guide to Grants for Minnesota Artists***
- ***A Basic Guide to Gallery and Exhibition Spaces in Minnesota***
- ***A Basic Guide to Performance and Rehearsal Spaces***
- ***Grant guidelines and application forms for all Arts Board programs.***

Americans With Disabilities Act (ADA)

The Minnesota State Arts Board is committed to the State of Minnesota's Equal Employment Opportunity Policies and Statewide Affirmative Action for its employees and the public it serves. The agency offices are located in an accessible space. The TTY phone number is listed on all publications, business cards, and stationery. All publications are provided upon request in alternative formats. Grant contracts with arts and community organizations have a specific clause regarding discrimination based on disability, and the on-staff ADA Coordinator is available to assist grantees with questions and concerns about accessibility and compliance with the ADA.

Partnerships

• **Arts Midwest —** The Arts Board is a member of Arts Midwest, a regional arts organization providing funding, training, and publications to individuals and organizations in the nine-state Midwestern region. Arts Midwest's programs include a variety of visual and performing arts programs, cultural projects, arts educational activities, and arts conferences. The participating states include Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin.

• **Cultural Tourism —** A partnership of five state agencies, including the Minnesota State Arts Board, that encourages cultural tourism in Minnesota. The other four agencies are the Minnesota Historical Society, the Minnesota Department of Natural Resources, Explore Minnesota Tourism, and the Office of Environmental Service at the Minnesota Department of Transportation. This partnership has developed a network that connects many of Minnesota's profit, nonprofit, community, education, and volunteer groups in the interest of developing and promoting the state's cultural tourism. In particular, the partnership promotes Minnesota's twenty scenic byways which reflect the state's intrinsic values of culture, history, archaeology, scenic, natural, or recreation.

• **Regional Arts Councils —** Minnesota's eleven regional arts councils are part of a unique, decentralized structure for supporting and promoting the arts across the state. The system is an effective means to distribute arts funds and ensure that all citizens have access to the arts in their own communities. Councils provide grants and technical assistance to individual artists, schools, and non- profit arts organizations in their particular areas of the state. Each regional arts council is staffed by at least one professional arts administrator, and is independently governed by a board of community volunteers, or is a component of its area regional development commission. The Minnesota State Arts Board acts as a fiscal agent for state funds administered by the councils.

Northwest Regional Arts Council
115 South Main Avenue
Warren, MN 56762
(218) 745-6733; or (800) 646-2240
FAX: (218) 745-6438
E-mail: mara@nwrdc.org
Website: www.nwrdc.org

Counties Served: *Kittson, Marshall, Norman, Pennington, Polk, Red Lake, Roseau*

Region 2 Arts Council
426 Bemidji Avenue
Bemidji, MN 56601
(218) 751-5447; or (800) 275-5447
FAX: (218) 751-2777
E-mail: staff@r2arts.org
Website: www.r2arts.org

Counties Served: *Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnomen*

Arrowhead Regional Arts Council
1301 Rice Lake Road, Suite 111
Duluth, MN 55811
(2l8) 722-0952; or (800) 569-8134
FAX: (218) 722-4459
E-mail: ARACouncil@aol.com
Website: www.aracouncil.org

Counties Served: *Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis*

Lake Region Arts Council
133 South Mill Street
Fergus Falls, MN 56537
(218) 739-5780; or (800) 262-ARTS
FAX: (218) 739-0296
E-mail: Lrac@prairietech.net
Website: www.prtelweb.com/arts

Counties Served: *Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin*

Five Wings Arts Council
200 First Street NE
Staples, MN 56479
(218) 894-5485
FAX: (218) 894-3045
E-mail: mturner@ncscmn.org
Website: www.fwac.org

Counties Served: *Cass, Crow Wing, Morrison, Todd, Wadena*

Southwest Minnesota Arts & Humanities Council (SMAHC)
1210 East College Drive, Suite 600
Marshall, MN 56258
(507) 537-1471; or (800) 622-5284
FAX: (507) 537-0040
E-mail: smahc@starpoint.net
Website: www.smahc.org

Counties Served: *Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, Yellow Medicine*

East Central Arts Council
100 Park Street South
Mora, MN 55051
(320) 679-4065
FAX: (320) 679-4120
E-mail: ecac@ercdc.org
Website: www.region7erdc.org

Counties Served: *Chisago, Isanti, Kanabec. Mille Lacs, Pine*

Central Minnesota Arts Board
554 Third Street NW, Suite 101 (office)
P.O. Box 750 (mailing address)
Elk River, MN 55330
(763) 241-9517
FAX: (763) 241-9700
E-mail: mail@centralmnartsboard.org
Website: www.centralmnartsboard.org

Counties Served: *Benton, Sherburne, Stearns, Wright*

Prairie Lakes Regional Arts Council
111 Second Avenue NE
Waseca, MN 56093-2905
(507) 833-8721; or (800) 298-1254
FAX: (507) 833-8799
E-mail: plrac@hickorytech.net
Website: www.plrac.org

Counties Served: *Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan*

Southeastern Minnesota Arts Council
1610 - 14th Street NW, Suite 206
Rochester, MN 55901
(507) 281-4848
FAX: (507) 281-8373
E-mail: staff@semac.org
Website: www.semac.org

Counties Served: *Dodge, Fillmore, Freeborn, Goodhue, Houston, Olmsted, Mower, Rice, Steele, Wabasha, Winona*

Metropolitan Regional Arts Council
2324 University Avenue West, Suite 114
St. Paul, MN 55114
(651) 645-0402
FAX: (651) 523-6382
E-mail: mrac@mrac.org
Website: www.mrac.org

Counties Served: *Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington*

Other Arts Information

• Many magazines, newspapers, websites, and radio and television stations in Minnesota offer calendar information about local arts events. Check local media for more information.

• Explore Minnesota Tourism publishes the *Minnesota Explorer*, a newspaper featuring articles about special activities throughout the state, as well as calendars of festivals and arts events.

Perpich Center for Arts Education

6125 Olson Memorial Highway, Golden Valley, MN 55422
Phone: (763) 591-4700 Toll-free: 1-800-657-3515 Fax: (763) 591-4646
Website: http://www.pcae.k12.mn.us* E-mail: *firstname.lastname@pcae.k12.mn.us
Executive Director David Flannery; Deputy Director Pam Paulson

Minnesota Statutes, sections 129C.10 and 129C.15; ***Minnesota Rules***, Chapter 3600

THE PERPICH CENTER FOR ARTS EDUCATION (PCAE) is an agency of the State of Minnesota. Its mission is to provide innovative public education centered in the arts to Minnesota students and teachers in the K-12 system. Established in 1985 by the state legislature, the center works to insure that quality arts education is an integral part of the daily learning for all Minnesota students. In this vision, arts study is integrated into the overall educational curriculum of schools and valued as essential.

The Perpich Center for Arts Education includes the Research, Assessment, and Curriculum Center; the Professional Development Institute, and the Learning Resource Center, all serving teachers and schools across the entire State of Minnesota. It is also home to the Arts High School, serving 11th and 12th grade students who come from throughout the state.

Citizen Participation and Appointment:

• Board of the Perpich Center for Arts Education

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The Arts High School (AHS)

Established in 1989, the Arts High School is an innovative, tuition-free, public high school delivering a comprehensive education centered in the arts. It serves approximately 310 11th and 12th grade students and offers a residential component for students living outside the Twin Cities metropolitan area. The school's curriculum is centered on the student learner; every student is an active participant of his/her own learning and assessment process.

The Research, Assessment and Curriculum Center (RACC)

This group focuses on research and development of best practices in education and co-sponsors the Arts Best Practice Network with the Department of Education. RACC works to create new tools and build understanding to improve student achievement through regular inquiry into teaching and learning methodologies. RACC collaborates with colleges and universities on research and evaluation of the arts in education and collects recent research findings. RACC provides extensive teaching tools, technical assistance, curriculum models, and opportunities for professional growth in arts education.

The Professional Development Institute (PDI)

This group provides professional consulting, creates and participates in educational partnerships, and produces materials that enhance and support arts education for all Minnesota students. PDI provides teaching tools, information, technical assistance, curriculum models and opportunities for professional growth in the field of arts education. In collaborations with teachers, artists, higher educational institutions and arts organization, PDI aims to improve student achievement and school improvement through the arts.

The Learning Resource Center (LRC)

This center contains an outstanding collection of unique instructional materials in each arts discipline, as well as multi-cultural and interdisciplinary resources. It delivers information to members statewide through the Internet, video, CD-ROM or print. LRC memberships are available to Minnesota residents free of charge. The unique materials found in the LRC support the academic and arts specific curriculum offered at the Arts High School as well as K-12 arts education.

Informational Sessions

The Perpich Center for Arts Education annually hosts an informational session in the fall for potential students and their parents. This is a great way to meet students and teachers of the Arts High School and get a tour of the facilities. For general inquiry visits, the school's public information officer is available to assist by appointments.

For more information, please call 1-800-657-3515 or visit the website: <*http://www.pcae.k12.mn.us*

Council on Asian-Pacific Minnesotans

658 Cedar Street, 1st Floor, St. Paul, MN 55155
Phone: (651) 296-0538 Fax: (651) 297-8735
Website: *www.state.mn.us/ebranch/capm/* E-mail: *jovita.bjoraker@state.mn.us*
Executive Director Ms. Kao Ly Ilean Her

Minnesota Statutes, Section 3.9226

THE COUNCIL ON ASIAN-PACIFIC MINNESOTANS (Council or CAPM) was created by the Minnesota State Legislature in 1985 to fulfill these primary objectives:
• **Advise the governor and state legislators** on issues confronting Asian and Pacific Islander people in the state, including problems unique to non-English speaking immigrants and refugees;
• **Ensure that Asian and Pacific Islander** Minnesotans are incorporated and engaged in governmental and policy-making processes;
• **Publicize the accomplishments** of Asian and Pacific Islander people as well as their contributions and value to the state;
• **Serve as a bridge** between the Asian and Pacific Islander community in Minnesota and mainstream society and institutions; and
• **Empower Asian and Pacific Islander people** to be self-sufficient and productive residents of the state.

Population Served

The focal point of CAPM's work are the members of ethnic communities descending from more than 40 countries, including: Afghanistan, Australia, Bangladesh, Bhutan, Brunei, Burma (Myanmar), Cambodia, China, Cook Islands, Federated States of Micronesia, Federated States of Midway Islands, Fiji, French Polynesia, Guam, Hawaii, Hong Kong, India, Indonesia, Iran, Japan, Kazakhstan, Kiribati, Kyrgyzstan, Korea, Laos (Hmong and Lao), Macau, Malaysia, Maldive Islands, Marianas, Marshall Islands, Mongolia, Nauru, Nepal, New Caledonia, New Guinea, New Zealand (Maori), North Korea, Northern Mariana Islands, Okinawa, Pakistan, Palau, Papua New Guinea, Philippines, Pitcairn Islands, Polynesia, Russia, Samoa, Singapore, Solomon Islands, South Korea, Sri Lanka; Tahiti, Taiwan; Tajikistan, Thailand, Tibet, Tonga; Turkmenistan, Tuvalu, Uzbekistan, Vanuatu, and Vietnam.

Role and Activity

In its capacity as a state agency, the council is routinely engaged in a series of unique and essential functions on behalf of the Asian and Pacific Islander community in Minnesota. They are not limited to advisor, advocate, liaison, and broker. In keeping with its charge, CAPM:

• **Functions as a liaison** with federal, state and local government agencies, media outlets; foundations and non-profits; public and private sector employers; and various other entities;
• **Spearheads changes** to administrative and legislative barriers blocking access to benefits and services provided to people in the state;
• **Recommends steps** necessary to eliminate underutilization of people in the state's work force;
• **Serves as a referral agency** to assist target population in securing access to state agencies and programs;
• **Facilitates the creation of opportunities** for affordable housing and health care; and
• **Leads measures to increase preparedness** for, and presence in, the state's ever-evolving workforce.

Citizen Participation and Appointment:

• Council on Asian-Pacific Minnesotans

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

While serving as a conduit to state government for Asian and Pacific Islander organizations, the council also recommends legislation to the governor and state legislature designed to improve the economic and social condition of all Asian and Pacific Islander Minnesotans. Furthermore, the council may provide comment and recommendations regarding any application for federal funds submitted by state departments or agencies that stand to impact programs pertinent to Asian and Pacific Islander Minnesotans.

Community Outreach and Collaboration

On its own, or in conjunction with one or more entities, CAPM hosts roundtable discussions, forums, and workshops. It also convenes workgroups, task-forces, and special committees to address issues or circumstances calling for immediate attention -- often convening when the community conveys, with a sense of urgency, the need for a solution or resolution.

Issues of Focus and Research

The council may perform or contract for the performance of studies designed to make recommendations or suggest solutions pertaining to education; employment human rights; immigration and refugee concerns; mental health; housing; social welfare; workforce and economic development; violence prevention intervention; or any other timely subject matter.

CAPM Board Meetings

Council board meetings are free and open to the public. Community members are encouraged to attend. Interested individuals may inquire by phone or visit the CAPM website for scheduled meetings dates, times, and location.

To raise specific issues or make a brief presentation during the community forum – held immediately preceding most board meetings – please contact the office manager to discuss the possibility of being added to the agenda of an upcoming meeting.

Board of Assessors

c/o Department of Revenue. Mail Station 3340, 600 North Robert Street, St. Paul, MN 55146-3340
Phone: (651) 556-6056 Fax: (651) 556-3128 TTY: 711
Website: *www.taxes.state.mn.us/proptax/stassess/assess.html* E-mail: *pam.e.lundgren@state.mn.us*
Secretary-treasurer Deb Volkert; Program Administrator Pam Lundgren

Minnesota Statutes 270.41-270.53; ***Minnesota Rules***, Chapter 1950

THE BOARD ESTABLISHES LEVELS OF LICENSURE and issues licenses to those who meet the education and experience requirements. A free brochure which describes the education and licensing procedures is available and can be obtained by either writing or calling the board's office.

The rules of the Board of Assessors regulate the licensure, education and conduct of assessors. Copies of the rules are available, at no charge, from the board. Complaints regarding an assessor not fulfilling the requirements of the office may be filed by writing the board. All complaints are investigated immediately and are usually resolved within a matter of weeks.

The board meets approximately every six (6) weeks at various locations throughout the state. The meetings are open to the public. Places and times of the meetings can be obtained by calling Pam Lundgren at (651) 296-0209.

Citizen Participation and Appointment:

• Board of Assessors

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

The board publishes an annual newsletter describing current events in the assessment field. A free copy can be obtained by calling the board office.

All persons engaged in valuing or classifying property must be licensed within three years of being employed. There are four licensing levels for assessors: certified assessor, certified assessor specialist, accredited assessor, and senior accredited assessor. All applications for these designation levels must be approved by the board at one of their regular meetings. Various taxing jurisdictions throughout the state require different levels of licensure with the more complex assessment areas requiring a higher licensing level. All licenses must be renewed annually on July 1st.

The **Certified Assessor** license requires one year of experience either working in an assessor's office or alternate experience such as: employment in the appraisal field of another governmental agency, fee appraisal experience, or condemnation appraisal experience. Real estate sales experience will not be considered as qualifying experience. In addition, an individual must complete three week-long courses and pass the exam given at the conclusion of the classes. It is recommended that applicants complete the three courses and the one year experience requirement prior to making application for certification.

Certified Assessor Specialists must attend two additional weeks of training courses, receive a passing grade on a written form report, and work one additional year in the assessor's office.

Accredited Assessors must attend five weeks of courses and have three years of assessment experience. In addition, an individual must write and receive a passing grade on a demonstration narrative appraisal which demonstrates the applicant's knowledge of the appraisal process.

Senior Accredited Assessors are required to have five years of experience and must submit a second narrative appraisal report on an income-producing property.

License Fees:

Certified Assessor	$30.00
Certified Assessor specialist	$40.00
Accredited Assessor	$50.00
Senior Accredited Assessor	$75.00.

License applications are mailed annually about May 1 to all who are currently licensed. Additional applications can be obtained by writing to the board.

All assessors must earn continuing educational units (CEUs) in the four year period beginning July 1, 2000 and ending June 30, 2004 and every succeeding four-year period thereafter. Certified assessors and certified assessor specialists must earn four CEUs; accredited and senior accredited assessors must earn five CEUs.

Training courses are offered by the University of Minnesota's Department of Professional Development and Conference Services. The courses are offered at various times and at various locations throughout the state. Interested persons can be put on the mailing list by writing to: University of Minnesota, Department of Professional Development and Conference Services, 344 Classroom Office Bldg., 1994 Buford Avenue, St. Paul, MN 55108-6041, or call (612) 624-3745. Tuition fees are paid to the University of Minnesota and must be received at least two weeks prior to the first day of the course. Tuition will be refunded if courses are canceled.

Office of the Attorney General

102 State Capitol, St. Paul, MN 55155
Phone: (651) 296-6196 Fax: (651) 297-4193 TTY: (651) 297-7206
Website: *www.ag.state.mn.us* Email: *attorney.general@state.mn.us*
Attorney General Mike Hatch

Minnesota Statutes, Chapter 8; ***Minnesota Rules***, Chapters 2000-2009

THE ATTORNEY GENERAL IS THE CHIEF LEGAL OFFICER for the state and is the legal advisor to the governor and all the constitutional officers. His duties arise from the constitution, state statutes and common law. Every board, commission and agency of the state receives its legal counsel and representation from the attorney general.

The attorney general provides legal assistance to local officials, such as county attorneys and sheriffs, in their efforts to enforce laws, and the Trial Division prosecutes difficult or complex criminal cases at the request of local prosecutors, especially serious crimes against people.

He represents and advocates for consumers in areas of consumer protection, charities oversight, antitrust enforcement and utilities regulation. In these areas the attorney general has focused on privacy issues, protecting the public from unscrupulous businesses, combating scams and fraud targeted at senior citizens, and combating telemarketing fraud.

The attorney general is also a member of the State Executive Council, the State Board of Investment, the Pardon Board and the Land Exchange Board.

The attorney general, deputy attorneys general, solicitor general, and assistant attorneys general must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Attorney General's Staff

The attorney general's staff is headed by:
- **Chief Deputy Attorney General:** Kristine Eiden
- **Solicitor General:** Lori Swanson
- **Deputies Attorney General:** Kenneth Peterson, Michael Vanselow
- **Director of Administration:** Rebecca Spartz
- **Press Secretary:** Leslie Sandberg.

Other staff include attorneys, legal assistants and support staff in the following divisions:

Agriculture, Natural Resources and Commerce Division

(651) 297-1075, Karen Olson, assistant attorney general, division manager. This division provides legal assistance and representation to the Department of Natural Resources, Department of Agriculture, the Board of Water and Soil Resources, the Board of Animal Health, the State Archaeologist, the Indian Affairs Council, and other related agencies. Advice is provided with respect to laws protecting Minnesota's natural resources, including its waters, forests, and wildlife.

In addition, the division provides advice and representation to the Minnesota Department of Commerce, which regulates the areas of banking, insurance, securities and real estate, among others. The principal work of the division involves representing the Commerce Department in litigation involving matters such as securities and real estate fraud, defense of constitutional challenges to client agency legislation, and disciplinary cases against persons licensed by client agencies.

Appeals Division

(651) 297-2040, Thomas Ragatz, assistant attorney general, division manager. This division handles criminal appeals before the Minnesota Supreme Court and Minnesota Court of Appeals for 83 of Minnesota's 87 counties. The division seeks to uphold convictions properly obtained and also to shape and develop criminal case law to enhance the protection of Minnesota citizens.

Charities Division

(651) 296-9412, Ann Bloodhart, assistant attorney general, division manager. The Charities Division maintains a registry of approximately 8,000 charities, charitable trusts and professional fundraisers. Each registered organization is required to file registration information and financial statements for its most recently completed fiscal year. This information is available to the public in hard copy or in computerized format.

The division investigates and takes legal action against fraudulent and charitable solicitation campaigns, improper administration or use of charitable assets, and mismanagement and breaches of fiduciary duty by directors and trustees. The division receives notice of litigation involving charitable organizations and trusts, including probate court litigation, and may intervene in these actions. The division also supervises the dissolution of nonprofit corporations holding charitable assets.

Civil Litigation Division

(651) 282-5700, P. Kenneth Kohnstamm, assistant attorney general, division manager. Attorneys in the Civil Litigation Division defend lawsuits challenging the validity of state statutes and actions of state officials on constitutional grounds, represent judges and other members of the state judiciary, and assist other divisions of the attorney general's office in litigation matters. This division also defends state agencies and state employees against all claims for personal injury, property damage, and wrongful death. The division handles litigation involving highway crash cases, persons injured in state correctional facilities and regional treatment centers, and accidents occurring in state parks.

The Civil Litigation Division represents the Minnesota Department of Employee Relations and is responsible for defending employment-related lawsuits brought against the State of Minnesota, its state agencies and the Minnesota State Colleges and Universities. The division also provides legal advice to the Public Utilities Commission.

Consumer Services Divisions

(651) 296-3353, Chuck Ferguson, division manager. This division assists Minnesota citizens with a variety of consumer problems. It also answers questions and provides educational information to help consumers enforce their own rights and to prevent them from becoming victims of fraudulent conduct. The division performs these functions in a broad range of consumer-related matters, including telemarketing scams, landlord/tenant disputes, automobile disputes, and the like.

Education Division

(651) 296-9412, Charles T. Mottl, assistant attorney general, division manager. The division represents agencies that provide services to the public at all levels of Minnesota's public education system, including the Department of Education and Minnesota State Colleges and Universities. Division attorneys provide legal advice to these agencies on numerous issues, such as student and personnel matters, open meeting and conflict of interest issues, copyright, contract, statutory construction, and rulemaking proceedings. The

division represents the agencies in state and federal court and before the Office of Administrative Hearings.

Environmental Protection Division

(651) 297-1075, Eldon G. Kaul, assistant attorney general, division manager. This division provides legal assistance and representation to the Minnesota Pollution Control Agency, the Office of Environmental Assistance, and the Environmental Quality Board. Advice and representation is provided with respect to, among other things, the enforcement of statutes and regulations protecting the water, air and land from pollution. The division also represents the Minnesota Pollution Control Agency in federal and state rulemaking, contested case hearings, and all judicial proceedings.

Health and Antitrust Division

(651) 296-9412, Ann B. Kinsella, assistant attorney general, division manager. This division represents the Department of Health, which is responsible for the enforcement of certain state health laws. Responsibilities include regulation of health care facilities, asbestos contractors, health maintenance organizations (HMOs), and restaurants; handling public health aspects of communicable diseases; and dealing with public health aspects of environmental concerns related to such matters as protection of the state's drinking water.

The division also enforces state and federal antitrust laws within the State of Minnesota. By enforcing the antitrust laws, the division helps consumers, business and government obtain the best possible environment in which to purchase goods and compete. The division also actively monitors mergers and acquisitions that may affect consumers and businesses within the State of Minnesota.

Health Licensing Division

(651) 296-7575, Steve Gunn, assistant attorney general, division manager. This division represents 18 boards that license and discipline health care professionals such as doctors, dentists, nurses, and social workers. The division represents the boards in disciplinary proceedings against licensees and in contested cases before the Office of Administrative Hearings. Attorneys also seek injunctive relief on behalf of the boards against individuals who practice without a license. Complaints against a licensed professional should be filed directly with the board licensing the individual.

Health Licensing Investigation Division

(651) 296-7575, Hollice Allen, division manager. Investigators in this division investigate complaints filed with the state licensing boards governing health professionals such as doctors, nurses, dentists, social workers, and psychologists. The division works closely with the licensing boards and with the office's licensing division.

Human Rights / Labor / Corrections Division

(651) 297-2040, Richard L. Varco, Jr., assistant attorney general, division manager. This division represents the departments of Human Rights, Labor and Industry, Economic Security, Corrections and Veteran's Affairs as well as the Bureau of Mediation Services, the Public Employee Retirement Association, Minnesota State Retirement System, Teacher's Retirement Association, Veteran's Home Board, and the Health Benefits Division of the Department of Employee Relations.

On behalf of its client agencies, the division provides advice and handles litigation on a variety of issues before agencies, the Office of Administrative Hearings, and the courts. Its major human rights activity, through negotiation, mediation, and litigation, is handling of cases where the Department of Human Rights has determined that illegal discriminatory conduct has occurred. Its two major activities on behalf of the Department of Labor and Industry are litigating workplace safety and health violations and defending the Special Compensation Fund from unwarranted workers' compensation claims.

Human Services Division

(651) 297-1075, Frank Ling, assistant attorney general, division manager. This division provides legal assistance and representation to the Department of Human Services. Division attorneys provide advice and representation on a wide range of issues including income assistance programs (AFDC, GA refugee assistance, child support), social services for children and adults (maltreatment, foster care, adoption), and licensing of day and residential treatment programs. The division also represents several regional treatment centers that provide residential and treatment services to persons who are judicially committed as mentally ill, developmentally disabled, psychopathic personalities, and chemically dependent.

Medicaid Fraud Division

(651) 296-9412, Deborah Peterson, assistant attorney general, division manager. This division brings criminal and civil suits against medical service providers who submit fraudulent claims for reimbursement to the state, including doctors, dentists, pharmacists, nursing homes, clinics, and ambulance services. Responsibilities include investigating and prosecuting patient neglect and abuse allegations at Medicaid-funded facilities and investigating and prosecuting the misuse of patient trust accounts at facilities that receive Medicaid funds.

Public Finance/Opinions/Small Boards Division

(651) 297-2040, Christie B. Eller, assistant attorney general, division manager. This division represents the Departments of Finance, Administration, and Employment and Economic Development as well as other state boards, agencies and departments that deal with financial matters, including the State Board of Investment, Housing Finance Agency, Iron Range Resources Agency, Public Facilities Authority, Agricultural and Economic Development Board and Rural Finance Authority. In addition, the division represents numerous other state boards such as the Campaign Finance and Public Disclosure Board, the Client Security Board, and the Board of Teaching.

Public Safety/Gambling Division

(651) 297-2040, Jeff Lebowski, assistant attorney general, division manager. This division provides legal services to the Department of Public Safety, including the State Patrol, Bureau of Criminal Apprehension, Driver and Vehicle Services, Emergency Management and the Office of Pipeline Safety. Staff attorneys prosecute violations of the state's implied consent laws and other drivers' license revocation cases throughout the state. In addition, the division represents other clients, including the Minnesota Racing Commission, the Gambling Control Board, Private Detectives Board, the Crime Victims Reparations Board, and the State Patrol.

Residential Utilities Division

(651) 297-1075, Peter Marker, assistant attorney general, division manager. This division acts as an advocate for residential and small business customers of utilities' services and products in state proceedings. The division assists residential and small business customers with specific questions or problems regarding their utility service. Division staff are available to assist customers in disputes with utilities on issues such as unauthorized charges, service problems, and disconnections. For assistance on utility matters, contact the Residential and Small Business Utility Division at 900 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101.

Tax Litigation Division

(651) 296-3421, Barry Greller, assistant attorney general, division manager. This division handles all litigation for the Department of Revenue. Staff attorneys provide legal aid in the administration and collection of state taxes, including income, sales, inheritance, gift, occupation, gross earnings, deed, petroleum, and tobacco taxes.

Telecommunications and Energy Division

(651) 296-7575, Julia Anderson, assistant attorney general, division manager. This division litigates on behalf of the Department of Commerce in the areas of telecommunications and energy law. The department is responsible for the regulation of most of Minnesota's telephone, gas and electric utilities, and is the decision-maker for energy conservation programs throughout the state. Division attorneys represent the department before the Public Utilities Commission, federal regulatory agencies, and state and federal courts. The division also provides legal representation, primarily in the consumer protection area, to the Weights and Measures Division of the Department of Commerce. The division advises the Department of Commerce on a wide range of energy and utility law issues.

Trial Division

(651) 297-2040, Timothy Rank, assistant attorney general, division manager. This division prosecutes serious crimes in trial courts throughout Minnesota and handles psychopathic personality or sexually dangerous person commitments when requested by a county attorney under *Minnesota Statutes* 8.01. The division also provides legal advice and prosecution support to the Minnesota Gang Strike Force and prosecutes white collar and drug offenses.

Attorneys General since Statehood:

For more detailed information, visit the Legislative Reference Library website: *www.leg.state.mn.us/lrl/mngov/Mngov.htm*

Name	P.O. address	Assumed office
Charles H. Berry	Mankato	May 24, 1858
Gordon E. Cole	Faribault	January 4, 1860
William Colville	Lake City	January 8, 1966
F.R.E. Cornell	Minneapolis	January 10, 1868
George P. Wilson	Winona	January 9, 1874
Charles M. Start	Rochester	January 10, 1880
W.J. Hahn	Minneapolis	March 11, 1881
Moses E. Clapp	Fergus Falls	January 5, 1887
H.W. Childs	Wadena	January 2, 1893
W.B. Douglas	Moorhead	January 2, 1899
W.J. Donahower	St. Paul	April 1, 1904
Edward T. Young	Appleton	January 2, 1905
George T. Simpson	Winona	January 4, 1909
Lyndon A. Smith	Montevideo	January 1, 1912
Clifford L. Hilton	Fergus Falls	March 9, 1918
Albert F. Pratt	Anoka	December 21, 1927
G.A. Youngquist	Crookston	February 2, 1928
Henry N. Benson	St. Peter	November 20, 1929
Harry H. Peterson	St. Paul	January 3, 1933
William S. Ervin	Minneapolis	December 15, 1936
J.A.A. Burnquist	Minneapolis	January 2, 1939
Miles Lord	Minneapolis	January 3, 1955
Walter F. Mondale	Minneapolis	May 4, 1960
Robert W. Mattson	Minneapolis	December 30, 1964
Douglas M. Head	Minneapolis	January 2, 1967
Warren Spannaus	Minneapolis	January 4, 1971
Hubert H. Humphrey III	New Hope	January 3, 1983
Mike Hatch	Burnsville	January 4, 1999

Office of the State Auditor

525 Park Street, Suite 400, St. Paul, MN 55103
Phone: (651) 296-2551 Fax: (651) 296-4755
Website: *www.osa.state.mn.us* E-mail: *stateauditor@osa.state.mn.us*
State Auditor Patricia Anderson

Minnesota Statutes, Chapter 6

THE MISSION OF THE OFFICE OF THE STATE AUDITOR (OSA) is to assure integrity, accountability and cost-effectiveness in government. The state auditor fulfills this mission by serving as a "watchdog" over Minnesota's governmental entities. Through financial, compliance and special audits, and review and analysis of financial data, the OSA helps to assure that approximately 4,300 units of government hold themselves to the highest standards of financial integrity.

The Office of the State Auditor is an outgrowth of the Public Examiner's Office, which was established in 1878 (*Laws of Minnesota, 1878*, Ch. 83). In 1973, the powers of the public examiner relating to audits of cities, villages, towns, counties, school districts, and other local governmental units were transferred to the state auditor.

The Office of the State Auditor (OSA) is one of five offices created by the Minnesota Constitution and its duties are governed by *Minnesota Statutes* Chapter 6. The other four constitutional officers are the governor, attorney general, secretary of state, and the treasurer.

To qualify as state auditor, a person must be a qualified voter, twenty-one years old, and elected by the people. The state auditor serves a four-year term. The state auditor and chief deputy must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Conducting annual audits is the largest function of the OSA and the most important component to fulfilling its mission. The office performs approximately 250 audits annually and reviews the audits performed by private CPA firms for local governmental units and nonprofit organizations that receive federal funds through the state of Minnesota. The audits attest to the accuracy of these governments' financial statements according to generally accepted accounting principles and to their compliance with federal, state, and local laws.

Citizens may petition for an audit of the financial affairs of a city, township, or school district. If the petition audit is for a city, the petition must be signed by a number of registered voters at least equal to 20 percent of those voting at the last presidential election. In a school district petition audit, the petition must be signed by 10 eligible voters for each 50 students in average daily attendance. Town voters may request a petition audit at the annual or a special town meeting. Petition forms and other requirements are available from the Office of the State Auditor. The audited political subdivision pays the cost of the audit. The time required for an audit varies with the size of the political subdivision.

The second component to fulfilling the office's mission is to collect and distribute accurate, up-to-date information on the financial condition of Minnesota's cities, counties, and townships. The office collects financial information about Minnesota's local units of government through its audits and statutorily required reporting to the Office of the State Auditor. One of its goals is to provide this information in an easily accessible format for lawmakers, local governmental units, and the public.

The third component to fulfilling the office's mission is to work actively with local government officials to find more efficient and cost-effective ways to spend tax dollars. The office serves as a resource

to cities and counties who wish to improve their financial operations and, thereby, direct more of their available tax resources to essential services.

Constitutional Office

(651) 296-2551

The Constitutional Office oversees all the activities of the Office of the State Auditor and its divisions. This includes the final review of all audits, special investigations and research reports, as well as the planning of conferences and training programs.

The office is responsible for the finances, administrative affairs, and all constitutional and legislative mandates assigned to the OSA. The office is also responsible for handling personnel issues, labor negotiations, compliance with state and federal employment laws, and designing and implementing the office's overall strategic plan.

The office publishes *Auditor's Update* twice a year, which is mailed to over 1,000 local government officials and is available on the OSA's website at *osa.state.mn.us*, or can be obtained by calling (651) 297-8290.

The office provides oversight of Minnesota funeral providers who maintain pre-need trust accounts and permanent care and improvement (PCI) trust funds managed by cemeteries. The office also provides a consumer guide for funeral goods and services which may be downloaded from the OSA's website at *www.osa.state.mn.us*, or can be ordered for free by calling (651) 297-8290. The website also contains a resource list on funeral and cemetery goods and services, links to applicable law and benefits for veterans.

Legal Department

(651) 297-3673, Deno Howard, general counsel/deputy state auditor. The Legal Department serves all the divisions and 145 employees of the Office of the State Auditor and insures that the OSA stays abreast of current case law and is in compliance with new laws and rules. The department reviews each audit report and provides legal compliance comments. The attorneys have specialized knowledge in areas such as watershed districts, economic development agencies, solid waste facilities, ambulance services, metropolitan agencies, service cooperatives, and joint powers entities.

The department fields over 2,000 inquiries each year about Minnesota local government law from audit staff, private accountants, financial institutions, citizens, counties, cities, and other political subdivisions. The department provides private auditors with the minimum legal requirements of a public audit through annual updates of the Minnesota Legal Compliance Audit Guide for Local Government, which is available on the OSA's website at *www.osa.state.mn.us*, or for sale at the Minnesota's Bookstore for $30.00.

Audit Practice Division

(651) 296-7003, Greg Hierlinger, deputy state auditor/division director; (651) 297-8343, Donna Cullen, standards and procedures; (651) 296-4715, Tom Karlson, petition audits. The Audit Practice Division conducts financial and compliance audits of local governments throughout Minnesota and is supported on a fee-for-service basis. Audited entities include 87 counties, the three first-class cities, government authorities affiliated with these counties and cities, and other entities as required by statute. Audit staff provide services to other local governments when requested either by governing boards or by taxpayer petition. In 1999, the Audit Practice Division issued 258 reports.

Local governments receive an independent analysis of their organizational effectiveness and compliance with Minnesota law. Staff attorneys are available through the division for clarification of laws and regulations which affect the use of public funds. A management letter is provided with every audit and includes suggestions for improvement.

The division works closely with other state agencies to track state monies received by local governments. Entities that use these services include the Department of Natural Resources and the Department of Human Services.

The division has regional offices throughout the state to provide better service for local governments. More than half of the auditors work out of regional offices; the remaining auditors work in the metropolitan area. Regional offices are located in the following cities: Big Lake, Detroit Lakes, Duluth, Mankato, Marshall, Moorhead, Rochester, Thief River Falls, and Virginia.

Special Investigations Division

(651) 297-7107, Lea De Souza Speeter, division director. The Special Investigations Division investigates allegations of malfeasance, misfeasance, or nonfeasance on behalf of the taxpayers of Minnesota.

The division is a fact-finding entity and has no prosecutorial powers. Staff receive specialized training in fraud auditing, investigation, law, criminology, and ethics. In cases that require complex financial investigation, the division has assisted local law enforcement agencies, the Bureau of Criminal Apprehension, and the Office of the Attorney General.

The division encourages resolution of disputes between citizens and local governments and recommends corrective action to prevent future illegal or improper activity. The division trains and educates local government officials and employees on ways to detect and prevent fraud, waste, and abuse in their programs and operations.

The division has jurisdiction over 4,300 local governments and demand for services continues to increase. In addition to responding to inquiries and requests from citizens and local government officials and employees, the division has responded to an increasing demand for investigations. Case completions reached 341 in 1999, up from 202 case completions in 1995. The results of the division's major investigations are found on the OSA's website at *www.osa.state.mn.us*, or can be obtained by calling (651) 297-3676.

Government Information Division

(651) 297-7110, Matt Lindemann, division director; (651) 297-3682, Dave Kazeck, division supervisor, small cities and towns accounting system (CTAS). The Government Information Division (GID) collects uniform financial data from over 2,700 local governments and compiles it into statewide databases. The financial data is verified to audits, property tax data, and historical data from each local government. This data is then made available through published reports and on the Internet. It enables citizens, local officials and state policymakers to assess the financial condition of local governments.

The division issues a variety of reports as mandated by state law. Statewide financial data on local governments includes revenues, expenditures, indebtedness, fund balances, salaries and benefits, and tax capacity. Reports issued by the division result in more cost-effective government services. A foundation is provided for the discussion of financial trends and the relative financial condition of local governments. These reports are available on the OSA's website at *www.osa.state.mn.us*, or by contacting the Government Information Division at (651) 297-3688.

Other agencies and organizations rely on the uniform financial data provided by the division. These organizations include: the U.S. Bureau of the Census, the U.S. Department of Transportation, the Minnesota Department of Transportation, the Minnesota Department of Revenue, the Minnesota Taxpayers Association, the Minnesota Pollution Control Agency, the Minnesota Department of Administration, and the House and Senate research departments in the Minnesota Legislature. The division has developed and maintains the Small City and Town Accounting System (CTAS). This basic, low-cost computer software program is used by more than 500 local governments. Division staff serve as the helpline to these local governments to maintain and improve their accounting systems.

Pension Division

(651) 282-6110, division director. The Pension Division is responsible for monitoring investment, financial, and actuarial reporting for 720 public pension funds in Minnesota. The division tracks local tax dollars that are contributed to these funds and ensures fiscally sound management and compliance with state law. The division's financial reporting system establishes the normal cost of pension funds, determines unfunded liabilities or surpluses, and calculates required municipal contributions.

The division reviews annual financial reporting forms, schedules, actuarial reports, and audited financial statements for accuracy and completeness. The division resolves all reporting discrepancies by working directly with pension relief association officers, city officials, and independent accountants. The division prepares an annual compilation of financial information filed by Minnesota volunteer fire relief associations, which is available on the OSA's website at *www.osa.state.mn.us*, or by calling (651) 282-6110. The division also certifies to the Commissioner of Revenue the eligibility of pension relief associations for state aid.

The division provides assistance to police and fire relief associations with annual updates of its auditor's packet, treasurer's packet, tax booklet, investment recommendations, and financial spreadsheets. This information assists association officers, auditors, and money managers on key issues such as reporting requirements, fiduciary responsibilities of trustees, and compliance with state laws. The division also provides training to relief members at various conferences.

Tax Increment Financing Division

(651) 642-0837, Bill Connors, division director. The Tax Increment Financing (TIF) Division is responsible for monitoring over 2,100 TIF districts to ensure that the property tax revenues funding these districts are spent in accordance with state law. The division reviews annual reports containing financial information from all TIF districts and performs legal compliance audits on TIF districts throughout the state.

The division responds to inquiries regarding TIF from citizens and local government officials and travels throughout the state educating local governments and their affiliates on issues such as proper TIF expenditures, methods of accounting for TIF revenues and expenditures, and proper financial reporting.

Reports issued by the division can be obtained on the OSA's website at *www.osa.state.mn.us*, or by calling the division at (651) 642-0837.

State Auditors since Statehood:

For more detailed information, visit the Legislative Reference Library website: *www.leg.state.mn.us/lrl/mngov/Mngov.htm*

Name	P.O. address	Assumed office
W.F. Dunbar	Caledonia	May 24, 1858
Charles McIlrath	St. Paul	January 1, 1861
O.P. Whitcomb	Rochester	January 13, 1873
W.W. Braden	Preston	January 10, 1882
Adolph Biermann	Rochester	January 5, 1891
Robert C. Dunn	Princeton	January 7, 1895
Samuel G. Iverson	Rushford	January 5, 1903
J.A.O. Preus	Minneapolis	January 5, 1915
Ray P. Chase	Anoka	January 5, 1921
Stafford King	St. Paul	January 6, 1931
William J. O'Brien	Mendota Heights	March 7, 1969
Rolland F. Hatfield	St. Paul	January 4, 1971
Robert W. Mattson	St. Paul	January 6, 1975
Arne H. Carlson	Roseville	January 4, 1979
Mark Dayton	Minneapolis	January 7, 1991
Judith H. Dutcher	Minnetonka	January 3, 1995
Patricia Anderson	Eden Prairie	January 6, 2003

Board of Barber Examiners

1885 University Ave. West., Iris Park Place Bldg., Suite 335, St. Paul, MN 55104-3403
Phone: (651) 642-0489 Fax: (651) 649-5997
Executive Director Maureen Tibbetts

Minnesota Statutes, Chapter 154; ***Minnesota Rules,*** Chapter 2100

THE BOARD WAS CREATED IN 1897 TO PROTECT THE PUBLIC'S health and welfare while maintaining a high quality of barbering services to the public. The board accomplishes this goal by regulating the examination, practice and registration of all licensed apprentices, registered barbers, instructors, barber shops and barber schools as well as inspection of all shops and schools. The board normally meets once a month and the meetings are open to the public

Citizen Participation and Appointment:

- **Board of Barber Examiners**
- **Cosmetology Advisory Council**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board also conducts examinations four times a year, February, May, August and November. Examinations are held at the barber schools, and pre-registration is required.

The board gives three different types of examinations to qualified applicants, registered apprentices, registered barbers and instructors. The applications for examination can be obtained by contacting the board office, and are usually sent the same day. Applications for examination must be received in the office by the 20th of the month preceding the examination date. Examination fee and one current photo of the applicant must accompany the application. The initial license is included as part of the examination fee. Upon successful completion of the examination, the board will issue a license, normally within two working days of the examination.

The board issues five different types of licenses. Initial licenses for registered apprentices, registered barbers and instructors are issued upon successfully passing the examination. These three types of licenses must be renewed on an annual basis during the month of December.

School licenses are issued upon approval of the application and are renewed in December of each year. Barber shop licenses are issued upon receipt and approval of the application and floor plan. These licenses must be renewed annually during the month of June.

In addition to the licenses, the board also issues student permits which allows students in Barber School to work on the public.

License, Examination, and Registration Fees:

Temporary apprentice permit	$25.00
Student permit	$10.00
Examination and certificate - registered apprentice	$50.00
Examination and certificate - registered barber	$55.00
Examination - instructor	$150.00
License - instructor	$50.00
Initial school registration	$1,000.00
Initial shop registration	$50.00
Renewal - shop registration	$50.00
Renewal - school registration	$250.00
Renewal of license - registered apprentice	$35.00
Renewal of license - registered barber	$40.00
Renewal of license - instructor	$50.00
Restoration of registered apprentice license	$60.00
Restoration of registered barber license	$65.00
Restoration of shop registration	$75.00
Change of location - shop registration	$25.00
Change of ownership - shop registration	$25.00
Apprentice home study course	$75.00
Duplicate license	$10.00

Registered apprentices and registered barbers who do not renew their licenses within one year of expiration are required to re-examine before a license will be issued to them.

Applicants from another state are required to take and pass the Minnesota examination to become licensed.

Applicants should contact the board in the state which they hold a current license, obtain a license certification from that board and submit the completed papers to the Minnesota board for review.

Continued education is required for renewal of the instructors license only. The requirement is 108 clock hours every five years and most classes can be obtained at the community colleges. Attendance at shows is also permitted for continuing education credit.

Questions, information and applications can be obtained by contacting the board office.

The board receives and investigates all complaints under its jurisdiction which are received from the public. The board has the authority to suspend or revoke the licenses of professionals, shops or schools found to be in violation of the law. For information regarding filing a complaint or to receive a complaint form, contact the board office.

Complaints are turned over to the Attorney General's Office in some instances and that office requires the name of the complainant before they will begin any type of investigation. There is no fee for filing a complaint, and complaints are handled as quickly as possible.

Cosmetology Licenses

Cosmetology licensing is now being transitioned to the Board of Barber Examiners. Licenses are issued for three years and renew on December 31 of the appropriate year. To obtain a license, all applicants must complete required education, and pass a written test and a skills test. The education required for the various licenses is: cosmetologist - 1,500 hours; manicurist - 350 hours; esthetician - 600 hours. To obtain a salon manager license, 2,700 hours of work experience and a written test are required. To renew an active cosmetology license, 1,800 hours of work experience are required. To renew an instructor license, 45 hours of continuing education are required. License fees for the various licenses are: cosmetologists - $45 (initial license) and $30 (renewal); manicurists $45 and $30; estheticians $45 and $30; managers $60 and $45; salons $65 and $50; instructors $60 and $45. The Enforcement Division inspects salons and cosmetology schools and investigates complaints from the public.

Board of Behavioral Health and Therapy

2829 University Avenue Southeast, Suite 210, Minneapolis, MN 55414
Chair: Colin Ward, Ph.D., Executive Director: Kari Rechtzigel
Phone: (612) 617-2192 TTY: 1-800-627-3529 or VCO Direct: 1-877-627-3024
Website: *www.bbht.state.mn.us*

Minnesota Statutes, Sections 148B.50-148B.593, ***Minnesota Rules*** (pending)

THE MINNESOTA BOARD OF BEHAVIORAL HEALTH AND THERAPY (BBHT) was created by legislative act on May 19, 2003. It was originally created and currently exists to protect the public through the regulation of licensed professional counselors (LPCs) in the state of Minnesota. Regulation is accomplished through licensure examination and renewal, as well as by the investigation of complaints. The board members were initially appointed in December 2003, and immediately began work on legislative issues, administrative rules, licensure requirements, and licensure applications.

Citizen Participation and Appointment:

• Board of Behavioral Health and Therapy

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

The BBHT is allocated its budget every two years by the legislature. All moneys spent must then be recovered. The BBHT does this by charging fees for licensing and other services. Fees have been established through the legislature and signed into effect by the Governor on May 29, 2004. Those listed below have been approved.

Fees:

Initial License application	$250.00
Active (annual) license renewal	$200.00
Inactive (annual) license renewal	$100.00
License renewal late fee (per month)	$100.00
Copies of disciplinary orders and stipulations	$10.00
Official letter of standing/license verification (per name)	$10.00
Duplicate license certificate fee	$10.00
Initial Registration Fee.	$50.00
Annual Registration Renewal Fee.	$25.00

The 13-member board appointed by the governor meets every month during this early stage of development. Board meetings are typically held on a Thursday starting at 12:30 p.m. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. A meeting notification and agenda are posted on the board's website at least 3 days prior to any meeting. To obtain information about Board meetings, interested parties may contact the BBHT office by telephone or e-mail.

The Executive Committee of the BBHT, is comprised of the Chair, Vice Chair and Administrative Officer. This committee meets for the purpose of consistent communication with BBHT staff and to handle matters referred from the executive director which do not require full board attention. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. To obtain information about Executive Committee meetings, interested parties may contact the BBHT office by telephone or e-mail.

Four board members of the BBHT comprise the Rules Committee. This committee, at the direction of the full board, creates administrative rules. The purpose of administrative rules is to clarify or implement current statutes. Once administrative rules go through an extensive approval process, they have the force and effect of law. This committee meets monthly. Meetings are open to the public. Part of the rules approval process involves publishing notices of the BBHT's intent to adopt or amend rules in the *State Register*. Such notices are also mailed to any interested party. The purpose of the notices is to allow members of the public to participate in the process. To obtain information about Rules Committee meetings or to have their name and address placed on the "rulemaking" mailing list, interested parties may contact the BBHT office by telephone or e-mail.

Currently, the board's statute sets forth criteria for LPC licensure. These criteria include specific educational requirements as well as passing scores on the National Counseling Exam (NCE). Until July, 2005, persons currently licensed in Minnesota as LADCs or LMFTs are eligible for licensure without examination if they meet the other criteria. Persons currently licensed as LPPs are eligible for licensure without meeting the specific educational criteria. Additionally, persons licensed in another jurisdiction may be eligible for licensure by reciprocity without meeting the specific criteria of Minnesota's licensing requirements if the license requirements from the other jurisdiction are determined to be substantially similar to those of BBHT. To obtain more information or an application form, interested parties may contact the board or visit the website.

Minnesota licensed professional counselors will be required to Renew Licenses Annually. Renewal forms will be available on-line at least 60 days prior to the renewal deadline. Biennially, each licensed professional counselor will be required to show proof of a minimum number of hours of board-approved continuing education obtained in the two-year period immediately preceding renewal. Specific requirements regarding the number and categories of continuing education hours to be fulfilled will be set in public rulemaking. Licensees should read their renewal notices carefully and check the board's website for the most current requirements.

Once established by rulemaking, the BBHT will approve Continuing Education Sponsors and Programs. Potential sponsors may contact the BBHT office by telephone or e-mail to obtain approval application materials when they become available.

The BBHT will investigate complaints which allege violations of the Minnesota Behavioral Health and Therapy Practice Act or rules of the BBHT. If a more in-depth investigation is required, the Minnesota Attorney General's Office conducts the required investigation. The BBHT has authority to revoke, suspend, condition, limit, restrict, qualify, or refuse to grant a professional counseling license. Complaint panel meetings are NOT open to the public, as complaints are not public information. Resolution of a complaint may take from one month to more than a year depending on such factors as the nature of the allegations, the number of complaints currently in process, and the time element involved with an investigation. Complaints may be registered by contacting the BBHT office by telephone, fax, or mail to obtain a complaint form.

The BBHT will provide announcements periodically on its web site. The purpose of the website is to provide Minnesota LPCs with pertinent information about the regulation of its license.

BBHT does not make referrals to counselors. However, members of the public may contact the BBHT office to obtain a list of licensed counselors. Ultimately, this information will be made available on the board's website.

Additionally, members of the public may contact the BBHT to obtain public information about LPCs. The information includes, but may not be limited to, license status, the date of original license issuance, graduate college attended, and any disciplinary action taken against a license. If the information requested involves more than one licensee, the information must be requested in writing and a fee is required. Ultimately, this information will be made available on the board's website.

Interested parties will be able to obtain mailing lists of various sorts by contacting the BBHT office writing after the database has been established. Interested parties should contact the board office by phone to inquire whether this information has been made available. Requests may include:

- an indication of what type of list is wanted (e.g., all licensees, new licensees only, licensees by type of license, etc.);
- an indication of what type of information is wanted (e.g., name, address, license status, original issue date, etc.);
- an indication of the order in which the information should be (e.g., alpha by last name, numerical by license number, numeric by zip code, etc.); and
- the fee for service.

The BBHT Statutes and Rules are available for download on the website at *www.bbht.state.mn.us*. Copies of these documents will be available from the board office by submitting a written request along with the required fee for copies.

Council on Black Minnesotans

2233 University Avenue, Wright Building, Suite 426, St. Paul, MN 55114
Phone: (651) 642-0811 Fax: (651) 643-3580
Website: None E-mail: *lester.collins@state.mn.us*
Executive Director Lester R. Collins

Minnesota Statutes, Section 3.9225

THE COUNCIL ON BLACK MINNESOTANS (CBM) WAS CREATED in 1980 to address the unmet needs and ongoing issues impacting Minnesotans of African descent and ensure that the needs of their constituents are conveyed to the policy makers and others in positions of authority who impact the well-being of this population. One objective is to provide accurate and culturally competent information to policy makers and guarantee protection of the law and equal access to state services and programs to Black Minnesotans.

In 1990, Minnesota documented a growth rate of 78 percent for persons of African heritage, the sharpest increase nationally. Over the past five years, thousands of Minnesotans born in Africa as well as other cities throughout the nation, have chosen Minnesota as their home and CBM anticipates that the census figures for the year 2000 will, also, reflect a record growth.

The 78 percent increase reflects an under-count of the community per the State Demographic Center. The CBM continues to experience a swift increase in the request for services: *i.e.* telephone activity has tripled since 1992 and mailing list is four times greater.

In order to advise the governor, legislative body and others, the staff of CBM works in collaborative efforts with organizations and participates in approximately 73 different ongoing committees and task forces which examine and address issues including economic development, education, employment, violence, crime, drugs, health, out-of-home placement of children, family preservation, police community relations, poverty, housing, and the unique concerns of African-born Minnesotans.

As the population grows, the diversity of concerns continues to increase. In 1980, African Americans were the predominant focus. Today, diverse committees and task forces include individuals from approximately 20 different African countries and the Caribbean.1995 included a number of new accomplishments for CBM: 1) coordination of the Martin Luther King march, rally and celebration (Over 5,000 individuals attended); 2) launching of the "One Company, One Child" campaign; 3) facilitation of the African and African-American Resource Committee; 4) African-American Lobby Day at the State Capitol (1,000 in attendance); 5) the Roy Wilkins Memorial (2,000 attended); 6) the African-American Summit and post-summit meetings; 7) ACCESS: Consumer Issues and, 8) the University of Minnesota's Roy Wilkins Community Dialogue.

In addition to gathering statistics related to the issues previously listed, making recommendations, conducting and participating in task forces and committees, the council is a designated U.S. Census Bureau Data Center Affiliate. The council works in conjunction with the State Demographic Center and has direct access to extensive demographic information.

The Council on Black Minnesotans is funded by the State of Minnesota.

Citizen Participation and Appointment:

- **Council on Black Minnesotans**
- **Governor's Council on the Martin Luther King Jr. Holiday**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Campaign Finance and Public Disclosure Board

658 Cedar St., 190 Centennial Building, St. Paul, MN 55155
Phone: (651) 296-5148 Toll-free: (800) 657-3889 Fax: (651) 296-1722; (800) 357-4114
TTY through the Minnesota Relay Service: (800) 627-3529
Website: *www.cfboard.state.mn.us* E-mail: *cf.board@state.mn.us*
Executive Director Jeanne Olson; Assistant Executive Director Jeff Sigurdson

Minnesota Statutes, Chapter 10A; ***Minnesota Rules***, Chapters 4500-4525

THE CAMPAIGN FINANCE AND PUBLIC DISCLOSURE BOARD (formerly Ethical Practices Board) was established by the state legislature in 1974 through enactment of the Ethics in Government Act, *Minnesota Statutes* Chapter 10A. The board is a six-member bipartisan citizen body responsible for administration of the act.

Members of the board are appointed by the governor to staggered four-year terms. Their appointments must be confirmed by a three-fifths vote of the members of each house of the legislature. The board elects its leadership annually, holds regular meetings which are open to the public, and reports on its activities annually to the governor, the legislature, and the public.

In carrying out its responsibilities, the board develops and administers registration, disclosure, and enforcement programs to ensure that the requirements of the Ethics in Government Act are met. These programs are designed to promote public confidence in state government decision making and in the integrity of state government. In addition to enforcing the provisions of the act, the board provides the public with information about the activities of groups and individuals whose conduct is regulated by the act.

The board's programs require registration and public disclosure by candidates, political committees and funds, and lobbyists. Other programs provide for disclosure of economic interests and of conflicts of interest for certain state and metropolitan officials. The board is also responsible for administration of the state's public subsidy program which provides public funding for political campaigns.

Citizen Participation and Appointment:

- **Campaign Finance and Public Disclosure Board**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board maintains office hours from 8:00 a.m. until 4:30 p.m. Monday through Friday except for state holidays. The office is located in Suite 190, Centennial Office Building at 658 Cedar Street in St. Paul. Public meter parking is available on adjoining streets or in the public section of the Centennial Ramp, located behind the Centennial Office building and entered from Constitution Avenue.

Most of the forms, reports, and other materials mentioned in this *Guidebook* are available for viewing and downloading from the board's website.

Requests and comments directed to the board may also be placed from this site. Requests for assistance or for information, forms, or reports may also be made by telephone, facsimile transmission, in person, in writing, or by electronic mail. All reports and statements required to be filed with the board must be made in writing and signed. Advisory Opinion requests and complaints must also be written and signed. Board staff will advise callers when a written request is required.

Copies of the board's annual reports, summary program reports, program handbooks and forms, advisory opinions, findings, and notices, agendas and minutes of meetings are available on the board's

website or from the board office without charge. Registrations, reports, and statements filed with the board are available for public inspection and copying within 48 hours of their receipt in the board office.

Self-service copying is available in the board office at a cost of 10 cents per page payable in cash or by check. Staff service for copying is also available at a cost of 50 cents per page. This service must be prepaid and includes the cost of mailing the copies to the requester. Requesters using the staff copying service should allow up to four weeks for receipt of the requested documents. Certain reports are available on floppy disk. Contact the board office for more information about this service.

The Ethics in Government Act and the board rules relating to it are available at the board's website, or may be examined and copied at the board office or at the state depository libraries listed with the Legislative Reference Library entry of this *Guidebook*. A copy of the act and associated rules may be purchased from Minnesota's Bookstore. For ordering information, see Minnesota's Bookstore within the Department of Administration entry.

Campaign Finance Disclosure

(651) 296-1721, Jeanne Olson. The Ethics in Government Act regulates spending for the purpose of influencing the election of officials for statewide offices, state senators and representatives, judges of the state Supreme Court, Appeals Court and District Courts, as well as spending to affect statewide ballot questions. Principal campaign (candidate) committees, political party units, political committees and political funds which raise or spend more than $100 in a year for these purposes must register with the board within 14 days of doing so. Registration forms and handbooks are available at the board's website and are provided by the board upon request. There is no registration fee.

Registered committees and funds file reports of receipts and expenditures once in a non-election year and three times in an election year. The board mails reporting forms to registered committees and funds before each reporting date. Copies of registration statements and reports of receipts and expenditures filed with the board are available for viewing and photocopying in the board office within 48 hours of receipt. The board has developed software to assist committees and funds in meeting the statutory requirements.

Copies of statements and reports filed by legislative candidates may also be requested by county auditors. Procedures for viewing and copying documents in county auditor's offices are determined by each county auditor. A list of registered political committees and funds is available at the board's website and from the board office without charge.

Public Subsidy

(651) 296-1720, Jeff Sigurdson. The board administers Minnesota's program of public subsidy for political campaigns and political parties. The subsidy is funded in part with funds designated by Minnesota residents through the voluntary check-off system on state income tax or property tax and renter refund forms. Public subsidy money is available for candidates for governor and lieutenant governor, attorney general, secretary of state, state auditor, state senator, and state representative.

Candidates who wish to participate in this program must register a principal campaign committee with the board and must sign and file a public subsidy agreement with the board by September 1 of their election year. Additionally, to be eligible to receive a public subsidy, candidates must raise matching funds in amounts specified in the act and file with the board a notarized affidavit verifying those contributions. The board provides agreement and affidavit forms to each candidate who files for office. There is no charge for filing these documents with the board. Candidates who sign public subsidy agreements are limited in the amount they may spend for campaign expenditures and contribute to their own committee.

These candidates also may obtain from the board without charge official contribution receipt forms to enable their contributors to claim a refund of up to fifty dollars per individual or one hundred dollars per married couple, filing jointly. Refund forms are obtained from and filed with the Department of Revenue. (See the Department of Revenue entry in this *Guidebook*). The board's website lists each candidate and whether that candidate has an effective public subsidy agreement.

Conflict of Interest Disclosure

(651) 297-7352, LuAnn Swanson. The board administers provisions of the act under which certain public and local officials must disclose situations where their official action would substantially affect their financial interests or those of a business with which they are associated. If such a potential conflict of interest occurs, the official must give notice to the official's immediate superior or to the governing body of which the official is a part. If the official is unable to abstain from action in connection with the matter, the official must file written notice describing the conflict and the action taken within seven days after the action. State officials file this notice with the board; local officials file the notice with the governing body in which the local official serves. Forms are available at the board's website or from the board office. There is no filing fee.

Lobbyist Registration and Reporting

(651) 296-5615, Joyce Larson. The board administers a program of registration of lobbyists and reporting of lobbying disbursements by individuals, associations, or political subdivisions to influence legislative or administrative action or the official actions of metropolitan governmental units. After becoming a lobbyist as defined by the act, a person must register with the board within five days. Registration forms and handbooks are available at the board's website and from the board office upon request. Each year registered lobbyists must file two reports of lobbying disbursements. Report forms are provided automatically to registered lobbyists. A list of registered lobbyists, individuals or associations represented, and subjects and kinds of action they seek to influence is available at the board's website and for viewing or copying in the board office. On January 15 of each year, each lobbyist paid a $50 fee. This fee provision expired on June 30, 2004.

Principal Disclosure, Lobbying Program

(651) 296-1721, Jeanne Olson. A principal is an individual or association that spends more than $500 in any calendar year to engage or compensate a lobbyist, or authorizes the expenditure of more than $500 in any calendar year by a lobbyist. Principals also include individuals or associations not within the above definition that spend at least $50,000 in any calendar year in efforts to influence legislative or administrative action or the official action of metropolitan governmental units. Each principal must report to the board by March 15 regarding its spending level during the preceding calendar year to influence legislative, administrative, and metropolitan governmental unit action in Minnesota. Spending levels are reported by rounding the total amount spent to the nearest $20,000. Reporting forms are provided to principals listed by registered lobbyists or otherwise identified by the board. The forms are also available from the board's website. On March 15, each lobbyist principal paid a $50 fee. This fee provision expired on June 30, 2004.

Gift Prohibition

(651) 296-1721, Jeanne Olson. The board administers provisions of the Act that prohibit gifts from lobbyists and lobbyist principals to officials. Officials include those public officials who must file statements of economic interest, employees of the Minnesota Legislature, and local officials in metropolitan governmental units. Contact the board office for a complete list. While most gifts are prohibited, the act provides limited exceptions. The board publishes a Guide to Interpretation of *Minnesota Statutes* 10A.71. The guide is

updated whenever the board issues an advisory opinion relating to the gift prohibition provisions. The guide is available at the board's website and without charge from the board office upon request.

Representation Disclosure

(651) 297-7352, LuAnn Swanson. The board administers provisions of the act which require a public official who represents a client for a fee at a rulemaking or other specified hearing before an individual, state board, commission, or agency to publicly disclose that representation within 14 days after the hearing. The public official must file a representation disclosure statement with the board using a statement form available from the board. Reports filed under this provision are available for public inspection in the board office. There is no filing fee.

Public Employee Retirement Association (PERA) Candidate Contribution Disclosures

(651) 297-7352, LuAnn Swanson. A candidate for PERA trustee who receives or spends more than $100 to bring about the candidate's election must file a report with the Campaign Finance and Public Disclosure Board within 30 days after results of the election are announced. The report must disclose the source and amount of all contributions received. The board prescribes and furnishes reporting forms to the candidates. Reports filed by PERA trustee candidates are available for public inspection in the board office. There is no filing fee.

Minnesota Technology, Inc. (MTI)

(651) 297-7352, LuAnn Swanson. The president and board of directors of MTI are required to file statements with the board under *Minnesota Statutes* 116O.03 and 116O.04. Upon appointment to the MTI Board, directors must disclose the nature, amount, date, and recipient of contributions they made which in aggregate exceed $100 a year, including non-cash contributions, within the four years preceding the appointment to any public office, political committee, political fund, or political party as defined in the Ethics in Government Act. Statements must be updated annually throughout the individual's term in office. The board prescribes and furnishes statement forms to the individuals required to report. Statements filed by MTI officials are available for public inspection in the board office. There is no filing fee.

State Board of Investment (SBI)

(651) 297-7352, LuAnn Swanson. The members and employees of the SBI are required to file statements with the Campaign Finance and Public Disclosure Board under *Minnesota Statutes* 11A.075. The statements disclose member or employee expenses which were paid or reimbursed by investment advisors, consultants, or outside money managers who are under contract with the SBI or who have bid on SBI contracts, or by businesses in which the SBI has invested money under its control. Statements must be updated annually throughout the individual's term as an SBI member or employee. The board prescribes and furnishes statement forms to the individuals required to report. Statements filed by the SBI officials are available for public inspection in the board office. There is no filing fee.

Advisory Opinions

(651) 296-1720, Jeff Sigurdson. Individuals or associations whose activities are regulated by the Ethics in Government Act may request advisory opinions from the board providing interpretation of the act or adopted rules of the board. The board may also issue advisory opinions to assist individuals in compliance with *Minnesota Statutes* 383B.041-383B.058 which require officials and candidates for elective office in Hennepin County and the cities of Minneapolis and Bloomington to disclose their personal economic interests and campaign contributions and expenditures. The board must issue an advisory opinion within 30 days of receipt of the request unless a majority of the board agrees to extend the time. The request for an opinion and the opinion itself are nonpublic data unless the requester consents to make them public. The board publishes public summaries of its opinions, which do not include identifying information. Compilations of advisory opinions are available without charge from the board office. Selected advisory opinions are also available at the board's website.

Rulemaking

(651) 296-1720, Jeff Sigurdson. The board adopts rules to assist in carrying out the purposes of the Ethics in Government Act. Once adopted, the board's rules are applicable to the conduct of individuals and associations regulated by the act. Rules are adopted after public notice has been given, and pursuant to the Minnesota Administrative Procedures Act, *Minnesota Statutes* Chapter 14. Contact the board office if you wish to be placed on the board's list of individuals and associations desiring to receive notices and information related to the board's rulemaking activities.

Complaints, Audits, and Investigations

(651) 296-1721, Jeanne Olson. Any individual or association may file a complaint with the board about an alleged violation of the Ethics in Government Act. The board must investigate any violation of the act based on a written complaint and may investigate violations based on information in its own files or other information. The board notifies individuals or associations being investigated and provides a copy of any written complaint to them. The board may also conduct audits and investigations with respect to statements or forms which are required to be filed under the act. Investigations and audits are conducted in confidence. Meetings concerning any complaints, investigation, or audit are confidential and are not open to the public. When the board issues a public finding of probable cause or no probable cause to believe the law has been violated, the matter becomes public along with materials contained in the record except as the board determines that the materials should remain private. The board reports a finding of probable cause that the act has been violated to the appropriate law enforcement authorities.

Economic Interest Disclosure

(651) 297-7352, LuAnn Swanson. The board administers a system of reporting personal economic interests by public and local officials and by candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative, and candidates for elective office in metropolitan governmental units. These officials and candidates must file a statement of economic interest within the time prescribed by the act and must file supplementary statements on or before April 15 each year that the official remains in office if information on previously filed statements has changed. Individuals who have terminated service as public or local officials must file statements covering the period from the previous statement through the last day of service as public or local officials if information on previously filed statements has changed. Handbooks for public officials and for local officials are available at the board's website or from the board office. Candidates for state partisan offices and public officials file their statements with the board on forms supplied by the board. There is no filing fee.

Copies of statements of economic interest filed with the board, as well as the list of officials required to file with the board, are available at the board's website <*www.cfboard.state.mn.us*> and for viewing and photocopying in the board office within 48 hours of receipt.

Capitol Area Architectural and Planning Board

50 Sherburne Avenue, 204 Administration Building, St. Paul, MN 55155
Phone: (651) 296-1162 Fax: (651) 296-6718
Website: *www.caapb.state.mn.us*
Executive Secretary Nancy Stark

Minnesota Statutes, Section 15.50; ***Minnesota Rules,*** Chapter 2400

THE CAPITOL AREA ARCHITECTURAL AND PLANNING BOARD (CAAPB) was established by the 1967 Legislature to preserve and enhance the dignity, beauty, and architectural integrity of the Capitol, the buildings immediately adjacent to it, the Capitol grounds, and the Capitol area. It is a 10-member board, chaired by the Lieutenant Governor, and has both House and Senate representation. The agency employs five full-time staff and is supported by a three-member architectural/planning Advisory Committee.

Mission:

To preserve and enhance the Capitol area's unique aesthetic and historic character, and to plan and guide its future development by maintaining a flexible framework for its physical growth.

The CAAPB operates under the following criteria:

- **Providing a historical reference.** The CAAPB maintains the history of development within the Capitol area. From construction of new buildings to placement of memorials on the Mall, the CAAPB has recorded the history of events and processes leading to growth within the area in the spirit of the original Cass Gilbert designs.
- **Providing and preserving the Capitol area's unique aesthetic character.** As the planning and regulatory agency responsible for architectural design and long-range planning for the Capitol area, the CAAPB has exclusive zoning jurisdiction and design review over both the state government complex and the surrounding commercial and residential neighborhoods. The agency guides planning and design for the Capitol area with a newly revised Comprehensive Plan and Zoning and Design Rules for a 60-block area around Minnesota's Capitol building.

The comprehensive land use plan and the zoning and design ordinance are used to regulate both public and private construction, as well as changes in the use of land or buildings within the capitol area. Any private organization or individual seeking to engage in any of this development activity must apply to the board for a zoning permit. Permit applications and instructions are available by contacting the board office.

Prior consent must also be obtained before any public building monument, or other construction can be built on public land within the Capitol area, and before any substantial alteration or improvement can be made to public lands or buildings. In addition, the board is responsible for selecting the preliminary design for new public buildings and landscaping projects within the Capitol area. To achieve these designs, the board usually conducts architectural competitions. Since 1985, the board has conducted seven such competitions: the Judicial building, History Center, capitol mall landscaping, State Office Building parking ramp, Minnesota Vietnam Veterans Memorial, Minnesota Korean Veterans Memorial, and the Minnesota Woman Suffrage Memorial. In addition to these planning and design roles, the board coordinates the implementation of major public projects in the capitol area.

For the Capitol Building, the board shares responsibility with the Department of Administration to prepare standards and policies governing the repair, alteration, furnishing, appearance, and cleanliness of its public and ceremonial areas. The board must also approve the design, structural composition, and location of all monuments, memorials or artwork in the Capitol's public and ceremonial areas, and on the Capitol grounds.

The board advises the governor and legislature on the appropriate development of the Capitol area; in the case of new state development proposals, the board provides a statement of the proposal's Capitol area impact and compatibility with its Comprehensive Plan.

Citizen Participation and Appointment:

• Capitol Area Architectural and Planning Board

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

The agency staff are currently assisting the newly created Capitol 2005 Commission. The 15-member commission, formed by Exeuctive Order, are charged with planning not only a 2005 Centennial Celebration, but also looking to establish a private endowment for future work on the Capitol Building.

Council on the Affairs of Chicano/Latino People

555 Park Street, Suite 210, St. Paul, MN 55103
Phone: (651) 296-9587 Toll-Free: (888) 234-1291 Fax: (651) 297-1297
Website: *www.clac.state.mn.us* E-mail: *clac.desk@state.mn.us*
Executive Director Ytmar Santiago

Minnesota Statutes, Section 3.9223

THE ELEVEN-MEMBER COUNCIL ADVISES THE GOVERNOR and the legislature on the issues and problems of Hispanic people in Minnesota and serves as a liaison between state and federal governments, private organizations and Minnesota's Chicano/Latino community. Approximately 144,000 (2000 Census figures) permanent residents are of Hispanic descent, and an average 12,000 to 18,000

Chicano/Latino migrant agricultural workers come to Minnesota every summer. The arrival of Caribbean, Central and South American immigrants added to this fast-growing population.

The primary mission of the council is to create opportunities for Chicano/Latino people to realize their full potential and to secure a productive/satisfying existence in the state of Minnesota. The council's priorities are centered in the areas of legislation serving as a catalyst for the creation of programs such as: Hispanic Chamber of Commerce; Hispanic Technical and Professional Education Project; Hispanic Women's Development Corporation; Casa de Esperanza – a shelter for Hispanic women and their children; and Un Primer Paso – a motivational program for young women.

The council serves as a referral agency in securing access to state agencies and community programs. The Chicano Latino Affairs Council works with the governor and legislators to recommend legislation designed to improve the economic, social and human services, equal employment opportunities, health, education and immigration of Hispanics in Minnesota.

The council, in cooperation with other organizations, has proposed the creation of a state commission to commemorate the contributions made by Chicanos/Latinos in the state of Minnesota.

The council produces the "Bilingual Resource Directory" consisting of more than 100 organizations and resources that provide bilingual services for Chicano/Latino people. The directory is free to the public.

The council collaborates with studies designed to suggest solutions to problems encountered by Minnesota's Chicano/Latino community.

Appointments to the council are made by the governor with the consent of the senate according to the state's open appointments process. The council meets the third Saturday of every other month. For exact meeting times, dates and places call the council. Copies of brochures, information manuals, and bilingual resource directory can be obtained by contacting the council.

Citizen Participation and Appointment:

• Council on Affairs of Chicano/Latino People

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Board of Chiropractic Examiners

2829 University Avenue Southeast, Suite 300, Minneapolis, MN 55414-3220
Phone: (612) 617-2222 Fax: (612) 617-2224 TTY: (612) 297-5353 or 1-800-627-3529
Website: *http://www.mn-chiroboard.state.mn.us*
Executive Director Larry A. Spicer, D.C.

Minnesota Statutes, Sections 148.01-148.106; ***Minnesota Rules***, Chapter 2500

THE MINNESOTA BOARD OF CHIROPRACTIC EXAMINERS (MBCE) was created by legislative act on March 13, 1919. It was originally created and currently exists to protect the public's interest through the regulation of chiropractors in the state of Minnesota. Regulation is accomplished through licensure examination and renewal, as well as by the investigation of complaints. In June 2003, there were 2243 actively licensed chiropractors in Minnesota.

Citizen Participation and Appointment:

• Minnesota Board of Chiropractic Examiners

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

The MBCE is allocated its budget every two years by the legislature. All moneys spent must then be recovered. The MBCE does this by charging fees for licensing, registrations, and other services. Fees listed are subject to change and should be verified by contacting the MBCE office by telephone, fax or mail. Additional information regarding fees and meeting dates can be found on the board's website: <*http://www.mn-chiroboard.state.mn.us*>

The seven-member board appointed by the governor meets approximately five times a year. Meetings are typically held on a Thursday starting at 9:00 a.m. Traditionally meetings have been held in the months of February, April, July, September, and November. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. A meeting notification and agenda are mailed to any interested party approximately one week before the meeting. Interested parties may consult the board's website to check scheduled dates and/or contact the MBCE office via telephone, fax, or mail to request that their name and address be placed on the "board meeting notification" mailing list.

The Executive Committee of the MBCE, is comprised of the president, vice president and administrative officer. This committee meets monthly for the purpose of consistent communication with MBCE staff and to handle matters referred from the executive director which do not require full board attention. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. To obtain information about Executive Committee meetings, interested parties may consult the board's website to check scheduled dates and/or contact the MBCE office by telephone, fax, or mail.

Three board members of the MBCE comprise the Rules Committee. This committee, at the direction of the full board, creates administrative rules. The purpose of administrative rules is to clarify or implement current statutes. Once administrative rules go through an extensive approval process, they have the force and effect of law. This committee meets monthly. Meetings are open to the public. Part of the rules approval process involves publishing notices of the MBCE's intent to adopt or amend rules in the *State Register*. Such notices are also mailed to any interested party. The purpose of the notices is to allow members of the public to participate in the process. To obtain information about Rules Committee meetings interested parties may consult the board's website and/or contact the MBCE office by telephone, fax, or mail.

Licenses are granted to those applicants who pass the MBCE's jurisprudence examination and meet such pre-licensure requirements as the completion of at least one-half of a baccalaureate program, graduating from an accredited chiropractic college and passing all parts of a national examination. To obtain more information or an application form for licensure, interested parties may contact the MBCE office via telephone, fax, or mail.

License Fees:

License (examination) application	$ 250.00
Active (annual) license renewal	$ 200.00
Inactive/inactive retired (annual) license renewal	$ 150.00
License renewal late fee (per month)	$ 150.00
Corporation registration	$ 100.00
Corporation renewal	$ 25.00
Corporation renewal late fee (per month)	$ 5.00
Acupuncture registration	$ 100.00
Acupuncture renewal	$ 50.00
Independent examination registration	$ 150.00
Independent examination renewal	$ 100.00
Disciplinary orders and stipulations	$ 10.00
MN Chiropractic Practice Act + related laws & rules	$ 10.00
List of all licensees (diskette or paper)	$ 100.00
List of all licensees (labels)	$ 150.00
Sub-lists (e.g. corporations, new licensees)	$ 10.00
Official letter of standing/License verification (per name)	$10.00
Copying charge (per page)	$ 0.25

Minnesota licensed chiropractors must renew licenses annually. Renewal forms are mailed at least 30 days prior to the December 31 renewal deadline. Licensees must retain all proof of attendance receipts for all continuing education taken to meet their 20-hour annual requirement until such time as the hours are audited by the board. Following an audit a notice or release will be issued. Specific requirements regarding the categories of continuing education to be fulfilled by the 20 hours are set in public rulemaking. Licensees should read their renewal notices carefully and check the board's web site for the most current requirements. The MBCE approves continuing education sponsors and programs. Anyone interested in providing continuing education programs to licensed chiropractors must have pre-approval from the MBCE. Pre-approval must be requested a minimum of 45 days prior to the first date of the proposed seminar. Potential sponsors may download applications from the board's website, or contact the MBCE office by telephone, fax, or mail to obtain approval application materials.

The MBCE administers a Graduate Preceptorship Program (GPP). This program allows a licensed chiropractor who has been practicing a minimum of five years (with at least the most recent three years of practice being in Minnesota) to supervise the practice of an unlicensed graduate of a board-approved chiropractic college. This allows chiropractic college graduates to keep their knowledge and skills fresh while they wait to take the MBCE licensure examination. Interested parties may download applications from the board's website or contact the MBCE office by telephone, fax, or mail for additional information about the GPP.

Licensed chiropractors who perform acupuncture in their chiropractic practice or perform independent examinations for third party payers must annually register with the board. The MBCE mails renewal materials at least 30 days before the September 15 (acupuncture) and February 28 (independent examinations) renewal deadlines. Chiropractors failing to register or renew are their registration(s) are subject to disciplinary action by the MBCE. To verify the registration of a particular chiropractor, or obtain any other information about chiropractors registered to practice acupuncture or perform independent examinations, interested parties may check the board's website or contact the MBCE office by telephone, fax, or mail for additional information or to request an application form.

The MBCE registers Professional Firms incorporated under *Minnesota Statutes* section 319B annually. Upon receipt of a registration application, the MBCE reviews all materials, including the articles of incorporation, for compliance with the Professional Corporation Act and the rules of the MBCE. Annual report forms are sent to all registered corporations at least 30 days before the January due date. Interested parties may download applications from the board's website or contact the MBCE office by telephone, fax, or mail to request corporation registration materials, verify the registration of a corporation, or obtain any other information about the registration of chiropractic corporations.

The MBCE investigates complaints which allege violations of the Minnesota Chiropractic Practice Act or rules of the MBCE. If a more in-depth investigation is required, the Minnesota Attorney General's Office conducts the required investigation. The MBCE has authority to revoke, suspend, condition, limit, restrict, qualify, or refuse to grant a chiropractic license. Three complaint panels comprised of two board members each meet monthly to review and resolve complaints. Complaint panel meetings are NOT open to the public, as complaints are not public information. Resolution of a complaint may take from one month to more than a year depending on such factors as the nature of the allegations, the number of complaints currently in process, and the time element involved with an investigation. Complaint forms may be downloaded from the board's website, or complaints may be registered by contacting the MBCE office by telephone, fax, or mail.

The MBCE publishes a quarterly newsletter (winter, spring, summer, and fall). The purpose of the newsletter is to provide licensed Minnesota chiropractors with pertinent information about the regulation of their license. Interested parties may have their name and address placed on the "MBCE newsletter" mailing list by contacting the MBCE office by telephone, fax, or mail. There is no cost. The MBCE will accept articles from outside sources only if the content is applicable to the regulation of chiropractic licenses in Minnesota.

The MBCE does not make referrals to chiropractors. However, members of the public may go to the board's website, or contact the MBCE office by telephone to receive public information maintained on each licensed chiropractor. The information available includes, but may not be limited to, license status, the date of original license issuance, chiropractic college attended, and any disciplinary action taken against a licensee. If the information requested involves more than one licensee, the information must be requested in writing and a fee is required. Written requests will be responded to within two weeks.

Interested parties may obtain mailing lists of various sorts by contacting the MBCE office in writing. Included should be:

- an indication of what type of list is wanted (e.g., all licensees, new licensees only, licensees registered for acupuncture, etc.);
- an indication of what type of information is wanted (e.g., name, address, license status, original issue date, etc.);
- an indication of the order in which the information should be listed (e.g., alpha by last name, numerical by license number, numeric by zip code, etc.), and
- the appropriate fee.

Requests will be responded to within two weeks. More information about the types of lists available may be obtained by contacting the MBCE office by telephone, fax, or mail. A list request form is also available on the board's website.

The MBCE no longer produces a law book. However, interested persons may download the information for free off the board's website. For a paper copy of the text, an interested party may submit a written request with the appropriate fee to the MBCE office. A copy of the laws will be mailed to the requester within two weeks. Updates to the laws and rules governing chiropractic are distributed via the board's website and the MBCE newsletter. Copies of the full set of *Minnesota Statutes* and *Rules* may be purchased through Minnesota's Bookstore, 660 Olive Street, St. Paul, Minnesota (one block east of I-35E, and one block north of University Avenue), (651) 297-3000, website:

<http:www.minnesotasbookstore.com>.

Minnesota State Colleges and Universities

Office of the Chancellor: 500 Wells Fargo Place, 30 East 7th Street, St. Paul, MN 55101
Phone: (651) 296-8012 Fax: (651) 296-0872
Website: *www.mnscu.edu*
Chancellor James H. McCormick

Minnesota Statutes, Chapter 136F; ***Minnesota Rules***, Chapters 8450, 8480, 8500

Background

The law creating the Minnesota State Colleges and Universities System was passed in 1991 and went into effect July 1, 1995. Three former systems – the state university system, the community college system and the technical college system – were merged into one. As a result of the legislatively mandated merger, three governing boards were eliminated, a new Minnesota State Colleges and Universities Board of Trustees was created and a chancellor was selected to lead the system.

As part of the merger, many community colleges joined with nearby technical colleges to create comprehensive two-year colleges. The number of institutions has been reduced from 45 to 32 and the merger provided new opportunity for both two- and four-year institutions to better meet the needs of students, communities, and Minnesota employers.

General information

The Minnesota State Colleges and Universities System consists of two-year colleges and state universities with 53 campuses located in 46 Minnesota communities. The system serves approximately 240,000 students each year in credit-based courses and reaches another 130,000 people annually in non-credit courses. Minnesota State Colleges and Universities is the largest system of higher education in the state and produces approximately 29,000 graduates per year. It does not include the University of Minnesota.

Since the 1995 merger, many colleges and universities have increased collaboration with sister institutions. The transfer process has been streamlined for students. Several institutions have formed regional alliances to improve access, share resources and talent, and improve the student experience.

Key facts

- Number of students served annually in credit-based programs annually: 240,000
- Number of students served annually in non-credit courses: 130,000
- Number of employers served annually with contract training: 6,000
- Number of graduates per year: 29,000
- Percentage of students who are part-time: 45%
- Percentage of students of color: 12.1%
- Average age: 26.4
- Number of full- and part-time faculty and staff: 16,600
- Number of degree programs offered: 3,500
- Average 2003-04 tuition and fees at a two-year college: $3,419
- Average 2003-04 tuition and fees at a state university: $4,328

(Data is for the 2002-2003 academic year unless otherwise noted.)

Board of Trustees

The Board of Trustees for the Minnesota State Colleges and Universities has 15 members appointed by the governor and approved by the Minnesota Senate. Each congressional district is represented by at least one member of the board. Three members of the board must be students or recent graduates, one each from a state university, a community college and a technical college. The remaining members represent the state at-large. Members serve six-year terms, except for student members who serve for two years.

The chancellor and members of the Minnesota State Colleges and Universities Board must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Candidate Advisory Council

(*Minnesota Statutes* 136F.03) To help the governor make his appointments, a 24-member candidate advisory council exists to recruit and screen non-student candidates and make recommendations to the governor. Twelve members of the council are appointed by the speaker of the Minnesota House of Representatives and 12 are appointed by the Senate Committee on Rules and Administration. No more than two-thirds of the members appointed by each appointing authority may belong to the same political party; however, political party activity or affirmation is not required for the appointment of a member. Advisory council members are appointed to a six-year term. The governor is not bound by the recommendations of the council.

Student board member selection

The Board of Trustees includes one community college student, one technical college student, and one state university student. The statewide Minnesota State College Student Association and the Minnesota State University Student Association are responsible for recruiting, screening, and recommending qualified candidates. The recommendations are forwarded to the governor for consideration. The governor is not bound by the recommendations.

Educational opportunity

Two-year colleges offer a wide range of certificates, diplomas and degrees. Most two-year colleges offer the Associate in Arts and Associate in Science degrees. These associate degrees generally meet the freshman and sophomore requirements for a variety of majors at four-year colleges and universities.

The Associate in Applied Science is awarded to students in career programs designed to prepare students for jobs. Minnesota State Colleges and Universities offer more than 1,000 certificate programs that take one year or less to complete. Many two-year colleges offer industry certification in a variety of fields from computer technology to automotive technology.

State universities generally offer bachelor's and master's degrees. Several universities have created a Bachelor's of Applied Science degree for students who wish to apply their high level technical training toward a four-year degree.

Two-year college transfer plan

Students can start on a bachelor's degree at any community or combined community college and technical college and at some technical colleges in specific programs designed for transfer. Many students who start at two-year colleges continue on to become engineers, doctors, veterinarians, community leaders, teachers, authors, business leaders and lawyers. Community colleges offer students the opportunity to get started on a four-year degree in an environment that is personal and convenient.

Career programs

All two-year colleges, and technical colleges in particular, offer short-term training programs in hundreds of fields from health care to technology to law enforcement to precision manufacturing to construction trades. The Minnesota State Colleges and Universities System offers more than 1,000 credit-based programs that take one year or less to complete.

Four-year universities

Minnesota's seven state universities offer a wide selection of affordable, high quality bachelor's and master's degree opportunities and a full college experience. Building on a long tradition, the universities prepare students to live and work in a rapidly changing society. Students are drawn to the diversity of opportunities offered at state universities, whose graduates become leaders in business, industry, government, science, education, and the arts.

Accreditation

All Minnesota State Colleges and Universities are accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Minnesota State Colleges and Universities:

Alexandria Technical College

Interim President Janet Mahoney
Website: *www.alextech.edu*
Phone Numbers: Admissions: (320) 762-4520
Toll-free: (888) 234-1222; TTY: (320) 762-4623
Mailing Address: 1601 Jefferson St., Alexandria, MN 56308
Total number students served: 3.473.

Nationally recognized Alexandria Technical College is located in a recreational area near many lakes. The college offers more than 40 academic programs including transfer degrees.

• In the 2002-2003 academic year, students from 12 states and 81 Minnesota counties chose Alexandria Technical College.

• The 2003 Noel Levitz Student Satisfaction Inventory showed that the college's students are significantly more satisfied than students at other community, junior and technical colleges nationwide in 11 of 12 key factors surveyed. These factors include academics, concern for the individual, and responsiveness to diverse populations.

• Excellent technology – the college ranked ninth nationally in Yahoo! Internet Life's last survey of most wired two-year colleges.

• A five-year average job placement rate of 95 percent in graduates' chosen career fields.

• Associate of Science degrees especially for students who want to transfer to a college or university that offers bachelor's degrees.

• Personal attention and career-focused education.

Anoka-Ramsey Community College

President Patrick Johns
Website: *www.anokaramsey.edu*
Phone Numbers: Admissions: (763) 422-3333; TTY: (763) 422-3460
Mailing Address: 11200 Mississippi Blvd. NW, Coon Rapids, MN 55433
Total number students served: 8,344.

• Two beautiful campuses – on the Rum River in Cambridge and the Mississippi in Coon Rapids.

• Great career programs in nursing, business, computer networking, biomedical technology, geographic information systems, and physical therapist assistant.

• Small classes with personal attention.

• Internet courses that blend convenience with individual attention from skilled instructors.

• Highly acclaimed registered nursing program.

• Complete four-year degrees in nursing and business offered on the Coon Rapids campus through partnership with Metropolitan State University.

• State-of-the-art science center and newly remodeled technology center on the Coon Rapids campus, and new campus center in Cambridge.

• Easy access to computer labs.

• Intercollegiate sports, theater, band and choir.

• Student-centered services, including free tutoring for more than 25 subjects, accessible services for students with disabilities and Project START, a federally funded support program for first-generation college students.

Anoka Technical College

President Anne Weyandt
Website: *www.ank.tec.mn.us*
Phone Numbers: Admissions: (763) 576-4850
Toll-free: 1-800-247-5588; TTY: (763) 576-4747
Mailing Address: 1355 W. Highway 10, Anoka, MN 55303
Total number students served: 4,144.

Anoka Technical College is located in Anoka, a northwest suburb of the Twin Cities, right off Highway 10. Anoka Technical College offers fast, affordable and quality education.

• 92 percent of the graduates are employed in their chosen field of study. "Our Grads Get Great Jobs!" is more than just a slogan.

• The teaching quality surpasses the national average, according to Sandra Golden & Associates Inc. research.

• Instructors have worked in business and industry. They know the day-to-day challenges students will face — and how to prepare students for success.

• The average technical class size is 30 and lab size is 12.

• Anoka provides the same courses and studies that are required for industry certification.

• The college has partnerships with regional businesses to ensure students use the same kind of equipment they will find on the job. Students will acquire the majority of skills and knowledge needed to succeed in a career through practical, hands-on instruction versus lecture-dominated courses.

• Students have access to free job placement assistance, financial aid for those who qualify, free tutoring, professional career counseling and planning, and Internet access.

Bemidji State University

President Jon Quistgaard
Website: *www.bemidjistate.edu*
Phone Numbers: Admissions: 1-877-236-4354 (1-877-BEMIDJI); Toll-free: 1-800-475-2001; TTY: (218)755-2040
Mailing Address: 1500 Birchmont Drive NE, Bemidji, MN 56601
Total number students served: 6,057.

The Lake, The Learning, The Life is a phrase that perfectly embodies the university's spectacular shoreline campus, a commitment to its nationally recognized professor-student partnerships, and an emphasis on transforming student lives.

• Bemidji State is the only Minnesota state university listed in every edition of the *Making a Difference College Guide*. This national publication rates America's best 80 universities that help students find fulfillment and success within a supportive environment.

• With one of the smallest average class sizes (17) of any Minnesota public university, students are taught by a high percentage of full-time faculty and are assured of the highest-quality learning experience.

• Bemidji State recently received full 10-year accreditation from the Higher Learning Commission of the North Central Association of Colleges.

• State-of-the-art technology permeates the campus, from the newly renovated library to the 21 departmental computer labs, the completely wired residential halls to the Super Lab for student computing, and from newly installed smart classrooms to the high-technology complex under construction on campus.

Central Lakes College

President Joseph Birmingham
Website: *www.clcmn.edu*
Phone Numbers: Admissions: (218) 855-8037
Toll-free: 1-800-933-0346; TTY: (218) 855-8224
Mailing Address: 501 W. College Dr., Brainerd, MN 56401
Total number students served: 4,216.

• Affordable — Low tuition.
• Environment — Small classes, safe surroundings.
• Faculty — Caring, knowledgeable, progressive, articulate.
• Facilities — Modern, computerized, accessible, comfortable.
• Employment — Abundant jobs for students, graduates.
• Financial assistance — Ample through Central Lakes College Foundation, community and alumni support.
• Convenient — Evenings, weekends, interactive television and web courses, plus fast-track options.
• Quality — Credits transferable to upper-level degrees.
• Variety — More than 70 degrees and career education programs on the Brainerd and Staples campuses.
• Diversity — Occupational skills program offering individualized instruction for people with disabilities; American Indian and Ojibwe studies; Latin American studies.
• Culture — Excellent athletic and student enrichment programs in arts and social action.

Century College

President Larry Litecky
Website: *www.century.mnscu.edu*
Phone Numbers: Admissions: (651) 773-1700
Toll-free: 1-800-228-1978; TTY: (651) 773-1715
Mailing Address: 3300 Century Ave. N., White Bear Lake, MN 55110
Total number students served: 10,938.

Century College has the advantage of being two colleges in one—both a community college and a technical college. Century offers a full liberal arts curriculum as well as a wide variety of technical and career programs. In the last four years, Century's enrollment has grown 44 percent. Students are choosing Century because:

• The college is friendly, safe and has something for everyone. If a student doesn't know what to study, no problem. The college's general education courses lets students explore many topics.
• Century is known for the high quality of its instructors. The number of faculty members with doctorate degrees has doubled in the last 20 years.
• Century has new programs in information and communications technology, kitchen and bath design, horticulture, pre-teacher education, Microsoft certified specialist engineer, and sports facilities management.
• The college has an excellent two-year registered nursing program, in addition to 15 other programs in health occupations.
• If you are interested in photography and graphic design, the visual communication technologies program is outstanding.
• Century has a beautiful new dental lab for students in the dental hygiene and dental assisting program.
• Scholarships are available through the Century Foundation.

Dakota County Technical College

President Ronald Thomas
Website: *www.dctc.edu*
Phone Numbers: Admissions: (651) 423-8302
Toll-free: 1-877-937-3282 (1-877-YES-DCTC);
TTY: (651) 423-8621
Mailing Address: 1300 145th St. E. (Cty. Rd. 42), Rosemount, MN 55068-2999
Total number of students served: 6,068.

Dakota County Technical College combines the environment of a small town with the social and cultural advantages of a large city. It's the best of both worlds, since the college is located just 20 minutes south of downtown St. Paul.

• More than 400 computers and 16 computer labs.
• Remodeled computer labs for convenient use.
• New Student Life Center, Wellness Center and newly installed technology throughout the campus.
• Courses offered days, evenings, weekends, online, and through the Flextime Lab.
• General education courses complement the career programs and are transferrable.
• Because the college has more than 500 active collaborations with businesses and industries, students receive the skills employers are seeking, using the latest technology.
• Job placement rate of more than 95 percent for graduates in their chosen fields of study.
• Free job placement assistance, plus access to a child care center, financial aid, tutoring, TRIO program services, career counseling.
• The college has more than 125 agreements with high schools and several articulation agreements with other colleges for credit transfer.

Fond du Lac Tribal & Community College

President Donald Day
Website: *www.fdltcc.edu*
Phone Numbers: Admissions: (218) 879-0808
Toll-free: 1-800-657-3712; TTY: (218) 879-0805
Mailing Address: 2101 14th St., Cloquet, MN 55720
Total number students served: 1,450.

Fond du Lac Tribal and Community College is the only combined tribal college and state community college in the United States.

• New programs in e-crime/computer forensics, computer security, geographic information systems, child development, and nutrition.
• New $7.5 million academic expansion opened in August 2003.
• Ten new classrooms including high-tech science labs and computer labs.
• Classes usually have 20 or fewer students.
• Student-to-computer ratio is about 6-to-1, typically no waiting or long lines in computer labs.
• High-speed Internet access and individual e-mail accounts for all students.
• Students learn from award-winning instructors and friendly staff.
• Fond du Lac Tribal and Community College emphasizes uniting cultures and creating individual and community awareness of each other.
• Excellent financial aid resources and services to students.
• Unique transfer programs with four-year colleges ensure credits transfer easily.
• Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

Hennepin Technical College

President Sharon Grossbach
Website: *www.hennepintech.edu*
Phone Numbers: Admissions: (763) 488-2547
Toll-free: 1-800-345-4655; TTY: (763) 488-2571
Mailing Address: 9000 Brooklyn Blvd., Brooklyn Park, MN 55445
Total number students served: 9,360.

Hennepin Technical College graduates succeed in the workplace. With campuses in Brooklyn Park and Eden Prairie and sites in Plymouth, Hopkins and Bloomington, the college delivers technical education to a wide array of learners.

• The institution is strengthened through strong partnerships with business and industry.

• The college has achieved national certification in culinary arts, health careers and transportation. It is accredited by the Higher Learning Commission and is a member of the North Central Association.

The top 10 reasons students choose Hennepin Technical College:

• Affordable tuition
• Convenient locations
• Flexible scheduling
• Industry-validated curriculum
• Industry-experienced faculty
• Small classes
• Hands-on learning
• Job placement assistance
• Courses for career advancement
• Short-term programs

Hennepin Technical College offers more than 40 programs in the following areas:

• Media communication careers
• Business and computer careers
• Health careers
• Service careers
• Transportation careers
• Manufacturing and electronics careers
• Construction and building careers
• Floral and landscape careers

Hibbing Community College*

*Hibbing, Itasca, Mesabi Range, Rainy River and Vermilion make up the Northeast Higher Education District, a consortium of five state colleges.

President Joe Sertich
Website: *www.hcc.mnscu.edu*
Phone Numbers: Admissions: (218) 262-7207
Toll-free: 1-800-224-4422; TTY: (218) 262-7294
Mailing Address: 1515 E. 25th St., Hibbing, MN 55746
Total number students served: 3,558.

Your future starts here! Hibbing Community College offers a wide variety of programs and offers full programs in music, theater and the visual arts, in addition to 25 different career programs and more than 60 transfer programs.

The college's $21.5 million expansion boasts a top learning environment. At 144,000 square feet — roughly the size of three football fields — the facility has:

• A bookstore
• A culinary arts facility
• A dental laboratory, home to a unique partnership between the college's dental assisting students and University of Minnesota School of Dentistry interns.
• A law enforcement center with a crime scene lab, latent print room and indoor shooting range.
• Labs and classrooms for medical laboratory technician, electrical maintenance, auto mechanics, diesel mechanics and refrigeration, heating and air-conditioning programs.
• Students may be able to continue their college education at Hibbing Community College and earn a bachelor's or master's degree without leaving the community. Limited upper division classes and programs are offered through Arrowhead University Consortium. Contact the college admissions office for information.
• Students will feel at home at Hibbing Community College. With one instructor for every 22 students, the small class sizes make it easy to know instructors and other students.

Inver Hills Community College

President Cheryl Frank
Website: *www.inverhills.edu*
Phone Numbers: Admissions: (651) 450-8503
TTY: (651) 450-8369
Mailing Address: 2500 E. 80th St., Inver Grove Heights, MN 55076
Total number students served: 6,809.

Conveniently located just 10 minutes south of downtown St. Paul, Inver Hills offers a broad range of liberal arts, career preparation, and job skills training programs.

• A comprehensive array of liberal arts courses allows students to complete the first two years of most bachelor's degree programs.
• A unique liberal education/professional skills program allows students to develop an individual portfolio that profiles 10 essential professional skills, an assessment that complements their traditional college transcripts.
• More than 20 two-year degrees prepare students for employment upon graduation or allow them to continue their education through transfer to a four-year institution.
• Access to new computer labs, classrooms and science labs, career development services and academic counseling, writing and math assistance, peer tutoring, and services for students with disabilities.
• Average class size of about 25 allows for personalized attention.
• With distinctive architecture, separate buildings and a natural setting of hills and woodlands, Inver Hills is one of the most scenic college campuses in the Twin Cities.
• Obtain a quality two-year degree for about $7,000.
• Weekday, evening and Saturday classes, plus online and independent study courses.
• Participate in a variety of extra-curricular activities.
• Work on-campus.

Itasca Community College*

*Hibbing, Itasca, Mesabi Range, Rainy River and Vermilion make up the Northeast Higher Education District, a consortium of five state colleges.

President Joseph Sertich
Website: *www.itascacc.edu*
Phone Numbers: Admissions: (218) 327-4468
Toll-free: 1-800-996-6422 (1-800-9966-ICC);
TTY: (218) 327-4167
Mailing Address: 1851 E. Highway 169, Grand Rapids, MN 55744-3397
Total number students served: 1,559.

The college, founded in 1922, is in the scenic north woods of Minnesota, where students will find more than 1,000 lakes, the Mighty Mississippi, endless trails and year-round recreational and cultural opportunities.

• Class sizes are small, and instructors help students succeed.
• Students can start their bachelor's degree here and seamlessly transfer to four-year institutions.
• Special services include free tutoring, a special needs office, and four computer labs for student use.
• The Class Act program provides teaching experiences for students during their first two years at Itasca.
• Wildland Firefighting is offered as a one-year diploma or two-year associate degree in natural resources.
• Itasca offers a new degree in American Indian studies that includes classes in American Indian language, art, literature, philosophy, and history.
• The new Engineering Center features a concept lab, learning studios, and housing for engineering students.
• New programs include an Associate in Science degree in applied psychology, and paraprofessional and child development certificates.
• Students may be able to continue their college education at Itasca Community College and earn a bachelor's or master's degree without leaving the community. Limited upper division classes and programs are offered through Arrowhead University Consortium. Contact the college admissions office for information.

Lake Superior College

President Kathleen Nelson
Website: *www.lsc.mnscu.edu*
Phone Numbers: Admissions: (218) 733-7601
Toll-free: 1-800-432-2884; TTY: (218) 722-6893
Mailing Address: 2101 Trinity Road, Duluth, MN 55811
Total number students served: 7,778.

Lake Superior College is situated on a wooded campus that overlooks Duluth's famous harbor. It features award-winning architecture, comfortable classrooms, up-to-date technical labs and beautiful study and library facilities. The campus is enhanced by a natural setting that includes an urban forest and trout stream.

• Offers more than 100 technical majors, programs for transfer, continuing education and customized training for business and industry.

• Enrollment has increased 49 percent since 1998.

• Operates a popular online instructional program with 89 classes available and more than 1,800 registrations in spring 2003.

• The college's Emergency Response Training Center provides world-class training for emergency response professionals, including firefighters and emergency medical technicians. It features one of the world's most advanced aircraft fire-fighting simulators.

• Provides dental hygiene and physical therapy services to uninsured residents of the region through faculty-supervised student clinics.

• Partners with dental professionals to provide a community dental clinic for individuals who qualify for the Minnesota Care program.

• "Honors Online" program provides college courses to high school students via the Internet, allowing students to pursue college courses without leaving their high school.

• LSC Technology Center, located in the Duluth Technology Village, houses a new accelerated computer networking program, computer classes on a flexible schedule and customized training services.

• Member of the Arrowhead University Consortium, providing an opportunity to take bachelor's or master's degree coursework.

Mesabi Range Community & Technical College*

*Itasca, Mesabi Range, Rainy River and Vermilion make up the Northeast Higher Education District, a consortium of five state colleges.

President Joseph Sertich
Website: *www.mr.mnscu.edu*
Phone Numbers: Admissions: (218) 741-3095
Toll-free: 1-800-657-3860; TTY: (218) 749-7783
Mailing Address: 1001 Chestnut St. W., Virginia, MN 55792
Total number students served: 2,544.

• Mesabi Range Community and Technical College is located in the heart of beautiful northeastern Minnesota, with campuses in Virginia and Eveleth.

• Small class sizes ensure that students will have personal attention and interaction with instructors.

• The graphic design/print communications program makes Mesabi Range the only technical college designated a graphic arts center north of the Twin Cities. It is the first Minnesota program to be nationally accredited by the Graphic Arts Education and Research Foundation.

• Carpentry students gain valuable hands-on training by building a house during the second year of the program.

• The welding program trains students to American Welding Society standards; students can test for AWS certification on campus at the accredited test facility.

• The computer networking program trains students for certification tests in Novell and Microsoft. Students have an opportunity to test for levels of certification up to Microsoft Certified Systems Engineer and Certified Novell Engineer. Students can test on campus at the Sylvan Prometric Testing Center.

• The college's foundation awards nearly $83,000 in scholarship money to students each year.

• Students may be able to continue their college education at Mesabi Range Community and Technical College and earn a bachelor's or master's degree without leaving the community. Limited upper division classes and programs are offered through Arrowhead University Consortium. Contact the college admissions office for information.

Metropolitan State University

President Wilson G. Bradshaw
Website: *www.metrostate.edu*
Phone Numbers: Admissions: (651) 793-1300 or
(612) 659-7300; TTY: (651)772-7687
Mailing Address: 700 East Seventh Street, St. Paul,
MN 55106-5000
Total number students served: 8,892.

• Meets the unique educational needs of those living and working in the metropolitan region.

• Focuses on providing high-quality, affordable educational programs and services in a student-centered environment.

• Provides more than 44 undergraduate programs and a number of graduate programs, with the option to create individualized degree programs.

• Offers daytime, evening and weekend classes on two main campuses plus several other locations, with comfortable class sizes and flexible, innovative scheduling.

• Encourages creative learning strategies, including internships, web-based learning, and independent study.

• Awards credits for college-level learning students gain through non-classroom experience.

• Reflects the area's rich diversity in its students, faculty, staff, and community partnerships.

• Has faculty who bring both practical and theoretical knowledge to their instruction.

• Offers Your Academic Journey, a course to introduce students to the university and skills needed for success.

Minneapolis Community & Technical College

President Phillip Davis
Website: *www.minneapolis.edu*
Phone Numbers: Admissions: (612) 659-6200
Toll-free: 1-800-247-0911; TTY: (612) 659-6731
Mailing Address: 1501 Hennepin Ave., Minneapolis,
MN 55403
Total number students served: 10,555.

Students will feel welcome the moment they walk through the doors on the college's beautiful Loring Park campus. Students of all ages, races, ethnic cultures, backgrounds, and interests will welcome students.

• Vibrant, diverse, urban environment.

• Offers both liberal arts and occupational programs.

• More than 80 languages and dialects are spoken on this ethnically diverse campus. Class discussions are fascinating.

• The college's foundation awards nearly $100,000 in scholarships to students each year.

• Small class sizes.

• Variety of support services including tutoring, career advising, academic counseling, one of the state's largest English-as-a-Second-Language programs, and much more.

• 99 percent job placement rate.

• The college integrates service learning into its programs to give students practical, hands-on work experience and to reinforce the importance of volunteerism and civic engagement in our community.

• Campus tours are offered every Wednesday at 8:30 a.m. Tour groups meet at the Student Services Center on the skyway level of the Technical Building.

Minnesota State College – Southeast Technical

President Jim Johnson
Website: *www.southeastmn.edu*
Phone Numbers: Admissions: (507) 453-2700
Toll-free: 1-877-853-8324 (1-877-853-TECH)
TTY: (507) 453-2785
Mailing Address: 1250 Homer Road, P.O. Box 409, Winona, MN 55987
Total number students served: 3,086.

• More than 70 diverse programs in six major career fields: business and office, health and human services, sales and management, musical instrument repair, technical, trade, and industrial.

• Three sites — Red Wing, Winona and Winona Airport — all along the majestic bluffs of the Mississippi River Valley.

• Small classes with instructors who know students by name.

• Cutting-edge technology with numerous computer labs and laptops in many programs.

• Minnesota Transfer Curriculum and general education courses.

• Accredited as a distance learning institution by the Higher Learning Commission.

• Hands-on learning in clinical settings and labs.

• Automotive technology program is National Automotive Technicians Education Foundation certified in all eight areas.

• Associate in Science-nursing mobility program (two-year registered nurse program) offered in Red Wing and Winona.

• Technical majors, online classes, distance learning and evening classes.

• Trade and industrial majors include automotive, aviation maintenance, carpentry, machine tool and die, industrial technology, truck driving, and heating, ventilating, air conditioning, and refrigeration.

• Technical majors include drafting, electronics, computer programming and networking with Cisco and Microsoft certification.

• 97 percent job placement rate.

Minnesota State Community & Technical College

President Ken Peeders
Website: *www.minnesota.edu*
Phone Numbers: Toll-free: 1-800-492-4836;
TTY: 1-800-627-3529
Mailing Address: 1414 College Way, Fergus Falls, MN 56537-1000
Total number students served: 6,282.

Minnesota State Community and Technical College includes four campuses located in Detroit Lakes, Fergus Falls, Moorhead and Wadena. The Fergus Falls campus previously was known as Fergus Falls Community College, and the Detroit Lakes, Moorhead, and Wadena campuses were part of Northwest Technical College.

• The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

• Through the four campuses, the college offers more than 100 one- and two-year career programs, plus distance education courses and programs through its Virtual Campus.

• The Fergus Falls campus offers the first two years of most degrees for transfer to a four-year institution.

• All campuses provide career programs in health care services, Cisco computer networking and office information careers.

• The campuses are wireless, allowing online accessibility for users of laptop computers.

Minnesota State University, Mankato

President Richard Davenport
Website: *www.mnsu.edu*
Phone Numbers: Admissions: (507) 389-1822
Toll-free:1-800-722-0544; TTY: (507) 389-1915
Mailing Address: 122 Taylor Center, Mankato, MN 56001
Total number students served: 15,600.

• Approximately 85 miles south of Minneapolis and St. Paul, the beautifully landscaped campus sits atop 350 acres overlooking the Minnesota River Valley.

• Offers more than 150 majors, 72 graduate programs and 16 pre-professional programs. Scholarships and assistantships are available.

• Named "Best Value for Your Tuition Dollar" by Kaplan/Newsweek College Catalog 2002, Minnesota State University, Mankato, provides a high-quality, affordable education.

• A national leader in wireless technology, students enjoy untethered laptop computers and cell phones with Internet and e-mail capabilities. Named Nokia's "model campus" for the Western Hemisphere. Named in Yahoo! Internet Life 2002 as one of the "Top 100 Most Wired Campuses" in the nation.

• Undergraduate engineering program is among the top 55 in the nation, according to U.S. News & World Report 2003.

• As of fall 2003, first in the nation to offer a master of fine arts in speech communication. The university offers strong undergraduate and graduate programs in theater and creative writing.

Minnesota State University Moorhead

President Roland Barden
Website: *www.go.mnstate.edu*
Phone Numbers: Admissions: (218) 477-2161
Toll-free: 1-800-593-7246; TTY: (218) 477-2980
Mailing Address: 1104 7th Avenue S., Moorhead, MN 56563
Total number students served: 9,100.

From 1991 to 2002, Minnesota State University Moorhead professors were named Minnesota Professor of the Year four times.

• The university's biotechnology program received the 2002-2003 award for excellence in curriculum programming from Minnesota State Colleges and Universities. Art and design and speech communications were recognized in 2000 and 2001.

• The teacher preparation and nursing programs received strongly affirmative reviews by their accrediting agencies.

• The new science laboratories building is scheduled to open in fall 2004.

• The university's medical school and health school professions acceptance rates are consistently 85 percent and above.

• 35,000 people annually attend campus theater productions.

• The university is home to New Rivers Press, a publishing enterprise featuring regional authors that offers educational opportunities for students.

• The industrial technology program is one of only 50 in the nation accredited by the National Association of Industrial Technology.

• The university's academic service learning program provided 14,500 hours of service to community organizations last year.

• MSU Moorhead collaborates with North Dakota State University and Concordia College in the Tri-College University, to provide additional course options and library services.

Minnesota West Community & Technical College

President Ronald Wood
Website: *www.mnwest.mnscu.edu*
Phone Numbers: Admissions: (507) 825-6811
Toll-free: 1-800-658-2330; TTY: 1-800-627-3529
Mailing Address: 1314 N. Hiawatha Ave., Pipestone, MN 56164
Total number students served: 5,082.

• Five convenient southwest Minnesota campus locations: Canby, Granite Falls, Jackson, Pipestone, and Worthington.

• More than 60 specialized programs in technical and liberal arts disciplines.

• Students at all Minnesota West campuses benefit from increased course offerings through interactive television and the Internet.

• You may attain technical skill or begin your four-year college education from any Minnesota West campus.

• The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

• Minnesota West is a Microsoft Authorized Academic Training Provider. Also, the National Institute of Metalworking Skills certifies machine tool technology students.

• Minnesota West continues to expand the use of wireless computer technology and is one of the first two-year colleges to utilize wireless Internet laptop computers in the classroom.

• Minnesota West provides the Minnesota Transfer Curriculum, which is designed to meet the first two years of a bachelor's degree at any Minnesota state university as well as other four-year colleges.

Normandale Community College

President Katherine Hiyane-Brown
Website: *www.normandale.mnscu.edu*
Phone Numbers: Admissions: (952) 487-8201
Toll-free: 1-866-880-8740; TTY: (952) 487-7032
Mailing Address: 9700 France Ave. S., Bloomington, MN 55431
Total number students served: 11,091.

Normandale Community College is located at 98th Street South and France Avenue in Bloomington, on a wooded 90-acre site just 1.5 miles south of I-494.

Opportunities at Normandale:

• A.A. degree, A.S. degree, A.A.S. degree programs, certificates.

• Service learning and cooperative learning curriculum.

• Instructional options including courses offered via television, ITV, individualized study and computer-based learning.

• Continuing education offerings in nursing, computers, leadership, small business development, career development and more.

• Student life activities including theater, band, choir, speech, newspaper, intramural and recreational sports, fitness facilities, Phi Theta Kappa, and Student Senate, as well as more than 20 student organizations and weekly arts and entertainment events.

• Support services for second language and developmental education students as well as students with disabilities are provided.

• Academic programs in more than 60 areas are offered, including programs for transfer to four-year colleges, specialized career programs leading to direct employment, and non-credit continuing education and customized training programs. Flexible schedules provide a variety of enrollment options.

North Hennepin Community College

President Ann Wynia
Website: *www.nhcc.edu*
Phone Numbers: Admissions: (763) 424-0722
Information: (763) 424-0702; TTY: (763) 424-0949
Mailing Address: 7411 85th Avenue N., Brooklyn Park, MN 55445-2299
Total number students served: 8,131.

Turn to North Hennepin Community College for a new direction. We provide affordable, convenient, quality education. Whether you want to complete the first two years of a bachelor's degree, earn an associate degree, enhance your current job skills or continue your education, North Hennepin has the program for you.

• Programs lead immediately to rewarding careers or transfer to four-year colleges and universities.

• Daytime, evening and weekend classes are offered in standard, accelerated, honors, web-enhanced and online formats.

• Average class size is 29.

• Enrollment represents the increasing diversity of surrounding communities with 644 students from 77 countries.

• More than 418 computers are available for student use, with computer labs open seven days a week.

• Off-campus classes are available at the Wright County Center in Buffalo.

• Approximately $100,000 in scholarship money is available to students each year.

• A new science building provides the perfect learning environment with the latest in equipment and technology.

Northland Community & Technical College

President Orley Gunderson
Website: *www.northlandcollege.edu*
Phone Numbers: Toll-free, East Grand Forks: 1-800-451-3441;
Toll-free, Thief River Falls: 1-800-959-6282;
TTY: (218) 681-0990
Mailing Address: 1101 Highway 1 E., Thief River Falls, MN 56701
Total number students served: 4,542.

Northland Community and Technical College at Thief River Falls has recently consolidated with Northwest Technical College at East Grand Forks. The Northland Community and Technical College name now represents more than 80 different programs and 3,000 students at campuses in East Grand Forks and Thief River Falls, as well as satellite sites around the region.

• Small class sizes and personal attention from faculty help students feel comfortable and enable them to succeed.

• Students at both campuses are eligible to participate in Pioneer athletics and student life activities.

• The East Grand Forks campus is one of the state's premier laptop campuses. At Thief River Falls, students have access to computer labs and cyber cafes equipped with the latest technology.

• Northland has a large liberal arts transfer program.

• Online and distance education programs offer convenience for students pursuing career and educational goals.

• Student resources include multicultural student services, counseling, career placement, women's resource center, libraries, and a day care center at Thief River Falls.

Northwest Technical College

President Jon Quistgaard
Website: *www.bemidji.ntcmn.edu*
Phone Numbers: Admissions: (218) 755-4278
Toll-free: 1-800-942-8324; TTY: 1-800-627-3529
Mailing Address: 905 Grant Ave. SE, Bemidji, MN 56601
Total number students served: 932.

Northwest Technical College is located in Bemidji, in the heart of the lakes and forests.

• Northwest Technical College at Bemidji has aligned with Bemidji State University under a reorganization of the state colleges in the region.

• Northwest Technical College at Bemidji previously was part of a five-campus college with locations at Detroit Lakes, East Grand Forks, Moorhead, and Wadena. Now the East Grand Forks campus has become part of Northland Community and Technical College. The Detroit Lakes, Moorhead, and Wadena campuses are combined with the former Fergus Falls Community College and are renamed Minnesota State Community and Technical College.

• The Multicultural Center serves students of diverse cultures.

• Northwest Technical College offers 27 programs in business, technology, health, and trades.

• Automotive machine technology is one of only a dozen similar programs in the United States, a unique program in the motor sports and high performance engine profession.

• The college is committed to technology. Many programs have a laptop requirement complemented with the wireless facility. Every student has full use of the Internet and e-mail, and access to the media center.

• Students have access to Bemidji State University housing, activities, and intramural sports.

• The college is accredited by the Higher Learning Consortium of the North Central Association of Colleges and Schools.

Pine Technical College

President Robert Musgrove
Website: *www.pinetech.edu*
Phone Numbers: Admissions: (320) 629-5100
Toll-free: 1-800-521-7463; TTY: (320) 629-1030
Mailing Address: 900 Fourth Street SE, Pine City, MN 55063
Total number students served: 1,634.

Pine Technical College, located just 60 miles north of the Twin Cities, offers nearly 40 technical majors.

• The unique gunsmithing and taxidermy programs are nationally recognized.

• Every student has full use of the Internet and e-mail and access to a fully equipped library and media center.

• The college is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

• The college's virtual reality program is the only one of its kind in the Midwest.

• General education courses are offered along with technical majors, including engineering, automotive, administrative careers, accounting, computer and information sciences, nursing, and human services.

• Pine Technical College is a national model in its use of telecommunications and other distance education tools to provide higher education in a rural setting.

Rainy River Community College*

*Hibbing Itasca, Mesabi Range, Rainy River and Vermilion make up the Northeast Higher Education District, a consortium of five state colleges.

President Joe Sertich
Website: *www.rrcc.mnscu.edu*
Phone Numbers: Admissions: (218) 285-2207
Toll-free: 1-800-456-3996; TTY: (218) 285-2261
Mailing Address: 1501 Highway 71, International Falls, MN 56649
Total number students served: 847.

Begin your great journey in education at Rainy River Community College.

• Excellent liberal arts program leading to great career starts in all fields.

• High rates of retention, graduation, and job placement.

• Outdoor leadership program.

• Technical programs leading to great jobs in health care, computers, business, and recreation.

• Financial aid and scholarships available.

• On- and off-campus employment opportunities.

• Leadership opportunities for students.

• Strong math and science departments.

• Outdoor recreation opportunities.

• In-state tuition for all non-resident, non-reciprocity students.

• Located near Voyageurs National Park, Minnesota's only national park.

• Students may be able to continue their college education at Rainy River Community College and earn a bachelor's or master's degree without leaving the community. Limited upper division classes and programs are offered through Arrowhead University Consortium. Contact the college admissions office for information.

Ridgewater College

President Douglas Allen
Website: *www.ridgewater.mnscu.edu*
Phone Numbers: Admissions: (320) 231-2906
Toll-free: 1-800-722-1151; TTY: 1-800-627-3529
Mailing Address: 2101 15th Ave. NW, PO Box 1097, Willmar, MN 56201
Total students served: 5,593.

Ridgewater College is a community and technical college with campuses in Willmar and Hutchinson.

• Small class sizes (the average class size is 25 students or fewer) mean that students receive more individual attention and the opportunity to gain hands-on experience as a first-year or second-year student.

• On-site day care is available on the Hutchinson campus.

• Ridgewater College has a 97 percent job placement rate for graduates.

• More than 100 educational programs in liberal arts and sciences, transfer options and technical education are offered.

• To help ease the financial burden among students, Ridgewater College offers students the option to pay their tuition and fees in three installments.

• The Willmar campus is located in one of the fastest-growing areas of central Minnesota.

• The Hutchinson campus is in a high-tech community within one hour of the Twin Cities.

• The college was Region 13 champion in 2002-2003 in volleyball (NJCAA champion), wrestling (NJCAA third place), baseball, softball and women's tennis (NJCAA third place). Football and men's basketball were Region 13 place winners.

Riverland Community College

President Terrence Leas
Website: *www.riverland.cc*
Phone Numbers: Admissions: (507) 433-0820
Toll-free: 1-800-247-5039; TTY: 1-800-627-3529
Mailing Address: 1900 8th Ave. NW, Austin, MN 55912
Total number students served: 4,825.

Students will find educational value at Riverland. Students will be able to pursue their dreams, improve their future and enjoy the process — at a fraction of the cost of many colleges.

• Locations in Albert Lea, Austin and the Owatonna College & University Center make it easy to complete one of more than 50 career programs or earn the first two years of a bachelor's degree.

• Support services are available to help students improve study skills, locate resources, address personal issues, make strong career decisions, pay for college, or arrange the details of a smooth college transfer.

• Opportunities in theater, music, clubs, intercollegiate sports, and student government provide an easy way to meet new friends, share talents, and make dreams happen.

• In every program, students access state-of-the-art technologies. Interactive television and online classes make learning convenient.

Rochester Community and Technical College

President Don Supalla
Website: *www.rctc.edu*
Phone Numbers: Admissions: (507) 285-7268
Toll-free: 1-800-247-1296; TTY: (507) 280-2968
Mailing Address: 851 30th Ave. SE, Rochester MN 55904
Total number students served: 6,775.

Rochester Community and Technical College is Minnesota's oldest community college, offering more than 70 programs in liberal arts, technical fields, and lifelong learning.

• The college is located 70 miles south of the Twin Cities in Minnesota's third-largest city and America's 50th-fastest-growing metropolitan area.

• The college is part of the University Center Rochester, a partnership with the University of Minnesota and Winona State University providing students with a spectrum of educational opportunities ranging from certificate to doctoral programs.

• Rochester is home of the world-renowned Mayo Clinic and IBM Rochester and is a world leader in healthcare and technology fields. The area has been rated in the top 20 areas nationally for high technology activity.

• The college recently opened three premier facilities including TELEPro (Technology Enhanced Learning Projects Environment), a new Regional Sports Center and a new Horticulture Technology Center. These facilities provide students with access to world-class technologies and an athletic complex unique to two-year institutions.

St. Cloud State University

President Roy H. Saigo
Website: *www.stcloudstate.edu*
Phone Numbers: Admissions: (320) 308-2244
Toll-free: 1-877-654-7278; (1-877-654-SCSU)
TTY: 1-800-627-3529
Mailing Address: 720 Fourth Ave. S., St. Cloud, MN 56301-4498
Total number students served: 19,383.

St. Cloud State University, which provides a high-quality education at an affordable price, offers 175 majors, minors and pre-professional programs in business, education, fine arts and humanities, science and engineering, and social sciences.

• Classes are taught by professors rather than graduate assistants; students work side-by-side with professors on research projects.

• The university holds every national accreditation available for its undergraduate programs.

• Herberger College of Business is one of three in Minnesota nationally accredited at the undergraduate and graduate levels.

• The university has a strong international program with 900 students from 80 countries on campus and 250 students in 17 study-abroad programs.

• The university is committed to nurturing diversity with educational, cultural, and support programs that increase understanding of today's diverse society.

• One of just 207 National Merit Scholarship program sponsors out of 3,500 colleges and universities nationwide.

• Men's Division I hockey team is one of only three in the nation to advance to the NCAA playoffs in 2000, 2001, 2002 and 2003.

St. Cloud Technical College

President Joan Volkmuth
Website: *www.sctc.edu*
Phone Numbers: Admissions: (320) 308-5089
Toll-free: 1-800-222-1009; TTY: (320) 308-5988
Mailing Address: 1540 Northway Drive, St. Cloud, MN 56303
Total number students served: 4,710.

St. Cloud Technical College is located in one of the fastest-growing communities in Minnesota. The college offers 100 career majors that can be completed in two years or less.

• Students learn in a hands-on environment and are prepared for the workplace upon graduation.

• Job placement rates average 98.5 percent over the last five years.

• The college's foundation gives more than 100 tuition awards annually.

• Campus tours are available Friday mornings throughout the year. To schedule a tour, visit the website at *www.sctc.edu/tours/*.

• A new state-of-the-art child care facility is located on campus.

Saint Paul College

President Donovan Schwichtenberg
Website: *www.saintpaul.edu*
Phone Numbers: Admissions: (651) 846-1666
Toll-free: 1-800-227-6029; TTY: (651) 846-1569
Mailing Address: 235 Marshall Ave., St. Paul, MN 55102
Total number students served: 8,711.

Start here. Go anywhere. Students can start where they are, and the college will help them get where they want to go. That might be one of 70 career-focused programs, starting a bachelor's degree or meeting continuing education needs.

• The college has a long and rich history of helping students succeed in high-demand careers since 1910.

• The new liberal arts program offers transfer credits that allow students to start a four-year degree program.

• Faculty members possess the necessary industry experience and academic credentials to teach students the critical skills and knowledge to be successful.

• Students have access to technology through wireless networks and computer labs, including e-mail and Internet access.

• Students experience career-focused technical and liberal arts courses, small classes, state-of-the-art technology, excellent job placement services, flexible schedules, and a diverse student population.

• Employers rely on the college to fill their need for skilled and professional employees. The college's close link to business and labor ensures that programs give students what they need to be successful in today's competitive workplace.

South Central Technical College

President Keith Stover
Website: *www.southcentral.edu*
Phone Numbers: Admissions: (507) 389-7218
Toll-free: 1-800-722-9359; TTY: (507) 389-7200
Mailing Address: 1920 Lee Blvd., North Mankato, MN 56003
Total number students served: 5,375.

South Central Technical College has had a history of academic excellence since 1946. The college has campuses in two great communities — Faribault and Mankato.

• South Central Technical College Foundations have provided more than $190,000 in student scholarships during the past year.

• South Central Technical College has more than 50 quality program options with industry-savvy instructors. Many programs have evening degree completion opportunities and online courses.

• The college offers on-campus child care, career assessment assistance and counseling, and supplemental services including tutoring and ADA assistance.

• The college emphasizes globalization and integrates an international perspective into the curriculum.

• Grants, student loans and work-study opportunities are available for qualifying students. South Central Technical College makes college education affordable.

• South Central Technical College enjoys established relationships with regional businesses and industries that provide great employment opportunities for students and graduates.

Southwest Minnesota State University

President David Danahar
Website: *www.southwestmsu.edu*
Phone Numbers: Admissions: (507) 537-6286
Toll Free: 1-800-642-0684; TTY: 1-800-627-3529
Mailing Address: 1501 State St., Marshall, MN 56258
Total number of students served: 6,646.

Southwest Minnesota State University, founded in 1963, delivers a high-quality liberal arts education and strong career planning for its students. *U.S. News and World Report* designated Southwest Minnesota State as the #1 regional public liberal arts college in the Midwest in 1998, 1999, 2000, 2001, 2002, and 2003.

• Southwest Minnesota State offers 46 undergraduate programs, 51 minors, four associate degree majors and four master's degree programs. New majors include justice administration and rural public administration. The newest master's program is the MBA.

• Construction started in summer 2003 on a new $18 million Student Center complex, which will be the focal point of the campus. It will include all student service offices, food service and the bookstore. A $9.2 million library renovation also was under way, which will make the library more user-friendly and up-to-date technologically.

• Southwest Minnesota State prides itself on the personal attention its students receive from faculty and staff. With a faculty/student ratio of 1:18, the average class size is just 23 students.

• The 215-acre Southwest Minnesota State campus features interconnected academic, student center and food service buildings, which are fully accessible.

Vermilion Community College*

*Hibbing, Itasca, Mesabi Range, Rainy River and Vermilion make up the Northeast Higher Education District, a consortium of five state colleges.

President Joseph Sertich
Website: *www.vcc.edu*
Phone Numbers: Admissions: (218) 365-7215
Toll-free: 1-800-657-3608; TTY: (218) 365-7292
Mailing Address: 1900 E. Camp St., Ely, MN 55731
Total number students served: 1,351.

Vermilion Community College, located on the edge of the Boundary Waters Canoe Area, offers liberal arts, business, computer information systems, and environmental programs.

• The natural resource forestry and wildlife program is recognized by the Society of American Foresters.

• The water resource program has maintained virtually 100 percent job placement for its graduates.

• The law enforcement skills program also provides certification for a seasonal park ranger.

• The wilderness management program offers a spring trip to foreign countries to visit unique wilderness areas.

• The parks and recreation program provides training for students who wish to be park interpreters or work within the parks.

• Students in the business program own and operate the Rez Hall Mall, a convenience store on campus.

• The wildland/wildlife law enforcement program is designed for students who are planning careers as conservation officers and park rangers.

• Vermilion Community College has three new programs - computer information systems, wildlife management, and land surveying.

• Students may be able to continue their college education at Vermilion Community College and earn a bachelor's or master's degree without leaving the community. Limited upper division classes and programs are offered through Arrowhead University Consortium. Contact the college admissions office for information.

Winona State University

President Darrell Krueger
Website: *www.winona.edu*
Phone Numbers: Admissions: (507) 457-5100; 1-800-342-5978
(1-800-DIAL-WSU); TTY: (507) 457-2410
Mailing Address: P.O. Box 5838, Winona, MN 55987
Total number students served: 9,040.

• Winona State University has been named in America's 100 Best College Buys for quality and value for seven consecutive years.

• A "laptop university," meaning every new student will use a laptop computer in class, in the library, or anywhere.

• Offers a university-wide four-year graduation guarantee.

• Home to the first residential college in Minnesota.

• Home to the National Child Protection and Training Center, a national resource and training center to create college curriculum and help child protection professionals prevent and end child abuse.

• The university is a national leader in continuously assessing institutional quality and effectiveness.

• Together with Winona State University-Rochester Center, Winona State University provides 78 academic majors and 16 graduate programs.

• Winona State University is the custodian institution of the "Seven Principles for Good Practice in Undergraduate Education," which include encouraging high levels of student collaboration, active learning, faculty-student contact, time on task, prompt feedback, high expectations and respect for diverse talents and methods of learning.

Department of Commerce

Golden Rule Building, 85 - 7th Place East, Suites 500 and 600, St. Paul, MN
Mailing Addresses: 85 - 7th Place East, Suite 500, St. Paul, MN 55101-2198
Licensing and Unclaimed Property Units: 85 - 7th Place E., Suite 600, St. Paul, MN 55101-3165
Phone: (651) 296-4026 Fax: (651) 297-1959 TTY: (651) 297-3067
Website: *www.commerce.state.mn.us* E-mail: *general.commerce@state.mn.us*
Commissioner Glenn Wilson Assistant Commissioner Michael Blacik

Minnesota Statutes, Chapters 216A, 216B, 216C; 45-56, 59A, 168.66, 239, 332; 45, 60-79; 45, 80, 237; 306, 332, 501; 82-83; 345;
Minnesota Rules, Chapters 2600-2899, 7600-02, 7603-7799, 7810-7835

MINNESOTA HAS LONG BEEN A LEADER IN ENACTING LAWS that protect consumer interests and ensure uniform, fair rules for business. The Department of Commerce is responsible for seeing that these laws are observed in the vital industries of banking, energy, insurance, real estate, securities, and telecommunications. The responsibilities of each division within the department vary depending on the structure of that division's industry and its requirements. Some divisions focus on licensing and policy analysis, while others advocate on behalf of public interest. Because it closely monitors these industries, the Department of Commerce is aware of new developments and issues that may call for reform of existing laws or enactment of new measures. The department, therefore, often leads in developing policies and proposing legislative changes to meet new conditions and challenges. The department's clients include both the general public and regulated industries. The department accepts information requests and public input regarding matters related to regulated industries. Letters, phone calls or fax transmissions to the commissioner or the appropriate manager are accepted during business hours, 8 a.m. to 4:30 p.m. Monday through Friday. The Department of Commerce is located in the Golden Rule Building in St. Paul, at the corner of 7th Place and Robert Street. Numerous parking ramps and parking meters are available in the immediate area, and the department is accessible by the skyway system. The building is handicapped accessible.

The department publishes many consumer guidebooks that are available free of charge. For a complete listing or copies of information, check the department website or call (651) 297-4634. Other publications related to industries the department regulates are available from Minnesota's Bookstore, (651) 297-3000, located at 660 Olive Street, St. Paul, MN 55155 (one block east of I-35E, and one block north of University Ave.); *www.comm.media.state.mn.us*

For media requests, call (651) 296-7531.

History and Background

In 1999 the Department of Commerce and the Department of Public Service merged, blending the state's oldest agency with one of its newest agencies.

The Department of Public Service traces its roots as the state's first agency to the Railroad Commission, which was founded in 1871 to regulate railroads. Soon after the farmers were claiming that the railroads were cheating them in grain sales, and the commission was charged with regulating the weighing and handling of grain. Accurate weights and measurements were seen as critical in other business prospects also, and in 1911 the Weights & Measures Department was created. Regulation of telephones was added to the department in 1915. In response to the energy crisis of the 1970s, the Minnesota Energy Agency, now the department's Energy Division, was established in 1974 to manage the state's energy supplies and serve as a center for information, analysis and policy development concerning energy resources, supplies, production, conservation, prices and trends.

The Minnesota Legislature established the Department of Commerce in 1983, reorganizing the banking, insurance, securities and real estate departments into one agency to better coordinate regulatory functions.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Important Consumer Telephone Numbers:

Energy Information Center

Metro area (651) 296-5175
Toll-free (800) 657-3710

Enforcement Division

Metro area (651) 296-2488
Toll-free (800) 657-3602

Licensing Division

Metro area (651) 296-6319
Toll-free (800) 657-3978

Telecommunications Division

(651) 296-1255

TACIP (Telecommunications Access for Communication Impaired Persons)

Minnesota Relay Service (for hearing impaired) 7-1-1 or (800) 627-3529
Speech-to-Speech (for speech impaired) (877) 627-3848

Unclaimed Property Program

Metro area (651) 296-2568
Toll-free (800) 925-5668

Division of Energy and Telecommunications

(651) 296-7502, Edward Garvey, deputy commissioner Division of Energy and Telecommunications. Email: *energy.info@state.mn.us*

The division's energy goal is to ensure reliable, affordable, and environmentally sound energy supplies for Minnesota's residential, industrial, commercial, and small business utility consumers now and into the future. The division enforces state statutes and policies regarding the regulation of public utilities; advocates for the public interest before the Public Utilities Commission; develops state energy policy, and promotes energy conservation and modern energy technology; and provides energy assistance to consumers.

On the Telecommunications side, the division represents residential, industrial, commercial, and small business consumers in all aspects of the regulatory process to ensure that reliable telecommunications services are provided to all at reasonable rates. The division directs statewide telecommunications policy and develops legislative initiatives to advance and protect Minnesota's interests in response to regulatory and technological changes in the industry.

State Energy Office

(651) 297-2545. This office focuses on energy programs and technologies. It provides unbiased energy information to all sectors of Minnesota's consumers, including homeowners, small businesses, and building contractors. The State Energy Office is the main state conduit for U.S. Department of Energy funding. State energy programs are implemented through loans and grants maximizing the benefits of energy efficiency and renewable energy technologies, with the objective of bringing them closer to market realities.

Programs include:

- Up-to-date information on the status of Minnesota's petroleum supplies and prices, including gasoline, No. 2 fuel oil, and propane as well as E85 (85 percent ethanol, 15 percent gasoline) supply and price.
- Current, unbiased energy conservation information from energy specialists at the **Energy Information Center**. Staff answers general, energy-related questions and provides specific advice on improving efficiency of homes and business. The center distributes publications on CD-ROMs, paper, or through the department's website at no charge. Publication subject matter includes home energy conservation strategies, renewable resource updates, Home Builders' Energy Updates, and energy calculation tools for the building industry trade. Energy data, utility data, wind data and the department's Quadrennial Energy Policy and Conservation Report is also available. Energy Information Center staff also provide information to consumers through the Minnesota State Fair and multiple Home Shows throughout the year.
- Builder education and training is provided to contractors, building officials, architects and engineers on the Minnesota Energy Code in conjunction with the Minnesota Department of Administration's Building Codes and Standard Division.
- Partners with other state agencies and private sector groups to demonstrate renewable resources and new technologies, such as the Minnesota E85 Project Team, Twin Cities Clean Cities Coalition and Windustry.
- Provides professional technical review of energy demonstration projects, conservation improvement proposals, energy investment loan programs, energy production, generation, transportation, transmission, distribution, and consumption issues, and energy information for builders and consumers.
- Administers the **Weatherization Assistance Program (WAP)**. This federal program uses energy conservation techniques to reduce home energy costs in income-qualified residences. Correcting health and safety hazards and potentially life-threatening conditions is the first consideration in WAP activities. Program services include participant education, home energy audits, exterior wall and attic insulation, air infiltration and bypass sealing, and testing, and repairing or replacing home mechanical systems to ensure efficiency and safety. Eligibility requirements are the same as for the LIHEAP program listed below.

Office of Energy Assistance Programs

(651) 284-3275. Application forms and information available on the department's website.

To help Minnesota consumers cope with high heating costs, this office administers the federal Low Income Heating Energy Assistance Program (LIHEAP). This program was moved from the Department of Economic Security to the Department of Commerce in 2001 for the purpose of streamlining and uniting the state's consumer directed energy programs.

LIHEAP helps pay home heating costs for income-qualified consumers. Households with the lowest incomes and highest energy costs receive the greatest benefit. LIHEAP is federally funded through the U.S. Department of Health and Human Services. During federal fiscal year 2003, LIHEAP received approximately $77 million to aid more than 122,000 households in Minnesota.

Eligibility:

• Households who are at or below 50 percent of the state median income are eligible

• Size of grant is based on household size, income, fuel type and energy usage

• Funds are available for renters or homeowners

Program services include:

• Provide direct payments to the energy suppliers

• Educate consumers to use home heating energy efficiently and safety

• Advocate with energy suppliers and human services providers on behalf of consumers

• Crisis help for utility disconnections or necessary fuel deliveries

• Emergency heating system repair or replacement

Energy Planning and Advocacy

(651) 297-1773. This unit serves as the public's chief advocate in gas and electric utility matters to ensure that all categories of Minnesota consumers receive low-cost, reliable energy service from regulated utilities.

To accomplish this goal, the unit's staff:

- **Intervenes on the public's behalf** in all gas and electric utility matters before the PUC. Issues include rate cases, natural gas procurement practices, energy facility siting, service area disputes, environmental costs of power production, utility company mergers, utility affiliate transactions, and integrated resource planning, a 15-year planning process for electric resources.
- **Works with the utility companies** to develop cost-effective energy conservation improvement programs, a legislatively mandated program designed to reduce consumers' energy use. The commissioner has final approval authority over the utility sponsored conservation projects and monitors each project's success.
- **Collects data, maintains historical databases**, and conducts analyses of energy use in Minnesota, from production to distribution, providing an overview of Minnesota's energy supplies.

Regulatory Advocacy - Telecommunications

(651) 296-1255. This part of the division represents the broad public interest in all telecommunications matters before the Public Utilities Commission (PUC) by analyzing telephone company filings (e.g. changes in rates, conditions of service, provision of services, service area), delivering expert testimony, and providing written recommendations to the PUC. The unit investigates company policies and practices and enforces Minnesota's telecommunications statutes (Chapter 237) and PUC orders. Compliance with commission orders is monitored through companies' reporting requirements, by reviewing company records and practices and through follow-up investigations.

Other activities include:

• Information and complaint resolution

Division staff respond to inquiries regarding telephone company services, service areas, rates, practices, and service quality concerns. Inquiries and requests for information may be directed to the above telephone number. Complaints should be directed to the PUC's Consumer Complaint Office at (651) 296-0406 or 1-800-657-3782. Company tarrifs (a description of company services, rates and policies) are available for review or may be duplicated at a cost of 25 cents per page. Call (651) 296-6913 with requests. Information available in the department library includes: department reports and comments submitted to the PUC (non-proprietary versions) and other company specific information are also available to the public for 25 cents per page.

• Company certification and fees

Division staff are also responsible for analyzing requests for certificate of authority for telecommunications carriers, telephone companies and service resellers. Assessments are based on the time required to review the application. Telecommunications providers pay an annual assessment, based on gross intrastate revenues, imposed on all regulated telecommunications service providers.

Division of Market Assurance

(651) 296-2488; or 1-(800) 657-3602. Patrick Nelson, deputy commissioner. E-mail: ***market.assurance@commerce.state.mn.us***

This division has three functional areas: Investigations, Registration, and Policy Analysis. The primary focus is to enforce the laws relating to the financial services industry.

Investigation

(651) 297-7046. Investigation staff fields calls from the public and investigates complaints about the sellers of financial products, including insurance, securities, residential building contractors, roofers, notaries, real estate agents, appraisers and abstractors, collection agencies, and currency exchanges.

Each year, the Division responds to over 73,000 inquiries and complaints. Most complaints are resolved in a short time. About 8,000 complaints per year are formally investigated. Consumers should direct their complaints to (651) 296-2488, or (800) 657-3602.

The commissioner may take enforcement actions, such as issuing a cease and desist order or revoking a license, in cases where regulations or rules have been violated. Investigations typically recover more than $7 million each year for consumers, including recoveries for insurance complaints and real estate fraud. Public complaints about agents and businesses in the areas of insurance, securities, real estate, mortgage, banking, notaries, residential building contractors, appraisers, abstractors, or any other industry regulated by the department may be filed by calling, writing, or by email. When appropriate, the commissioner may authorize additional investigations or take administrative action to protect policyholders. Financial statements submitted each year by insurance companies are available to the public. Original documents may be reviewed at the Commerce Department; copies are available for a fee.

Policy Form Analysis

(651) 296-3588. This unit approves the application forms and policy forms that insurance companies use in transactions with policyholders. New forms and changes in existing forms require approval. Forms must be understandable, must not be misleading, and must comply with Minnesota statutes. Adjustments in the rates charged by insurance companies also require approval. Approval is based on whether the proposed change is justified and actuarially sound.

This unit also oversees the FAIR Plan for high-risk property owners, the Auto Assigned Claims Plan, the Minnesota Dram Shop Market Assistance Committee, the Minnesota Comprehensive Health Insurance Act, the Auto Insurance Plan, the Workers' Compensation Reinsurance Association, the Minnesota Joint Underwriting Association, and the Minnesota Workers' Compensation Assigned Risk Plan.

• Workers Compensation Self-Insurance and Third Party Administrators (TPAs) The fee for self-insurance certification by a business is $4,000 and $400 for new members joining existing groups. The annual renewal fee is $500. Group and individual self-insurers must file annual certified financial statements.

Third party administrator licenses are for two years. Initial application fee and biennial renewal is $1,000. TPAs file certified, biennial financial statements. For information, call (651) 296-8592.

Registration

(651) 296-9431. The Registration unit reviews registration applications for common stock, limited partnerships, investment company securities, preferred stock, bonds and other debt securities, corporate takeovers, subdivided land and camping memberships, and franchises. Applications must meet disclosure requirements and "merit review" standards intended to protect consumers. Interpretive legal opinions may be requested; a legal fee will be charged. Call (651) 296-2284.

All filings submitted for registration or exemption are available to the public, including applications, financial disclosures, and annual reports. Original documents may be reviewed at the department.

• Securities

Securities licenses are renewed annually. Initial and renewal fees are $50 for agents, $200 for broker/dealers, and $100 for investment advisers. All securities offered or sold in Minnesota must either be registered or exempted from registration by statute. Securities filings or registrations under Chapter 80A of *Minnesota Statutes* must be made on Form U-1. Filings for private placement exemptions use the Statement of the Issuer format. There is a filing fee of $50 for exemption. Initial application fee for investment company securities is $100 plus 1/20th of 1 percent of maximum aggregate offering price. The annual report fee is 1/20 of 1 percent of maximum aggregate offering price. Initial application fee for all other securities is $100 plus 1/10th of 1 percent of maximum aggregate offering price up to $300. Annual report fee is $100. For the following registration and licensing information, call these numbers:

- Broker/dealers, investment advisers and agents, (651) 296-2283
- Debt securities, notifications, private placements, existing security holder and merger exemptions, (651) 296-4520
- Limited partnerships and real estate investment trusts, (651) 296-6332.
- Common stock, annual reports and rescissions, (651) 296-4523
- Investment company securities, (651) 296-4973

• Franchises

Initial application fee is $400. Annual report fee is $200. Amendment fee is $100.00. For information, call (651) 296-6328.

• Subdivided Lands and Camping Memberships

Application fee for a subdivided lands registration is $400 plus $1 for each lot, unit, parcel or interest up to a cap of $3,500. If more than 100 units are registered, a public offering statement must also be filed. Annual report fee is $150. Fee to register by notification is $150 for 100 units or less; annual report fee is $75. (Persons engaged in subdivided land sales must have a real estate broker, salesperson, or limited broker license in addition to a subdivided lands registration.) Application fee to register land sold for camping memberships is $500; annual report fee is $100. (Persons engaged in camping memberships sales must have a Camping Memberships Sales License in addition to the registration.) For information on registering land to be subdivided or sold for camping memberships, call (651) 296-6332. For information on licenses to sell subdivided lands or camping memberships, call (651) 296-6319.

Division of Financial Examinations

(651) 296-2715, Kevin Murphy, deputy commissioner
E-mail: ***financial.commerce@state.mn.us***.

Banks, Credit Unions and Consumer Credit

The Financial Examinations Division, also known as the Banking Division, examines state-chartered banks, credit unions and other financial institutions. Each institution's financial books and operations records are reviewed on-site by teams of examiners stationed throughout Minnesota. Additional staff analysis provides the commissioner with up-to-date evaluations of the financial condition of each institution and provides guidance in taking regulatory action to protect consumers. The division is accredited as a bank supervisory agency by the National Conference of State Bank Supervisors. Legislation in 1995 consolidated and simplified consumer lending laws into one uniform code in *Minnesota Statutes* 47.59. The statutes specify the requirements for organizing, operating and regulating financial institutions.

The division issues charters or licenses for commercial state banks, detached banking facilities, part-time banking locations at senior citizen locations, state credit unions, electronic financial terminals, electronic funds transfer companies, trust companies, trust service offices, investment certificate companies, state savings and loans, industrial loan and thrifts, savings banks, regulated lenders, consumer small loan lenders, motor vehicle sales finance companies, premium finance companies, debt prorate companies, and safe deposit companies. Public complaints about banks or other institutions listed above may be registered by calling the division.

The division also issues initial licenses for residential mortgage originators and residential mortgage servicers, issued under *Minnesota Statutes* Chapter 58. The initial application fee for a residential mortgage originator license is $850; for a residential mortgage servicer license, $1000. A new licensee whose license expires less than 12 months from the date of issuance pays a fee equal to one-half the applicable initial fee. Licenses for both originators and servicers expire July 31 of the odd-numbered years. A two-year renewal fee for a residential mortgage originator license is $450 and for a residential mortgage servicer license the renewal fee is $500. Residential mortgage servicers and mortgage originators who service residential mortgage loans must provide continuous surety bond coverage, or an irrevocable letter of credit from a bank authorized to do business in Minnesota or provide evidence of approval by FNMA or FHLMC. Persons who qualify for an exemption from the licensing requirements of *Minnesota Statutes* Chapter 58 file for Certificate of Exemption and pay a one-time fee of $100.

Financial Examinations – Insurance Solvency

(651) 296-2715. This unit examines the financial condition of companies licensed to sell life policies, health policies, homeowners policies, auto policies, annuities, pension investment contracts, retirement accounts and other insurance products in Minnesota. Field examiners visit insurance companies to conduct on-site reviews of financial and operations records. Analysts study the data to evaluate the financial status of the companies. When appropriate, the commissioner may authorize additional investigations or take administrative action to protect policyholders. The division also licenses insurance companies to conduct business in Minnesota. Original licensing documents may be reviewed at the Commerce Department in St. Paul; copies are available for a fee.

Division of Weights and Measures

(651) 639-4010, Carol Hockert, director. FAX: (651) 639-4014.
2277 Highway 36, St.Paul, MN 55113.
E-mail: *weights.measures@state.mn.us*

The Weights and Measures Division is responsible for checking the accuracy of all commercial weighing and measuring equipment in Minnesota, from gas pumps to grain elevators to grocery scales. The division also offers precision measurement services, inspects packaged commodities, and monitors the quality and correct labeling of petroleum products. Currently a substantial part of the division's inspection load is to inspect the accuracy, quality and safety of gasoline pumps, in addition to offering inspection of other weighing and measuring equipment including grocery store scales, truck scales, railroad scales, LPG meters and a wide range of other weighing and measuring equipment.

Division functions include:

- **Regular equipment inspection and testing of all commercial weighing and measuring equipment** in Minnesota. The division conducts more than 70,000 inspections each year, including gas pumps, bulk fuel meters, LPG meters, grocery store scales, truck scales, railroad scales, and a wide range of other weighing and measuring equipment.
- **Package inspection** includes regular sampling and net content verification of commodities packaged within the state. The division annually inspects approximately 65,000 samples of packaged foods and agricultural commodities.
- **Petroleum inspection** includes continuous sampling and testing of petroleum products sold in Minnesota, both in the division's state-of-the-art petroleum laboratory and at gas stations and terminals across the state. Weights and measures field inspectors daily perform unannounced, random inspections at point of sale

locations across the state. Tests include octane, cetane, oxygenates, and sulfur content.
- **Recycling information** includes distribution of recycling information posters for used motor oil and automotive batteries.

Metrology Laboratory

(651) 639-4020; FAX (651) 639-4014. The division's Metrology Laboratory, now with NVLAP accreditation, offers the highest levels of precision measurement and calibration available in the nation, providing clients a certificate of traceability to the National Institute of Standards and Technology for all calibrations performed. The laboratory is open during business hours, 8:00 a.m. to 4:30 p.m. Monday through Friday and is located at 2277 Highway 36, St. Paul 55113. Ample parking is available next to the building.

Measurement services available to Minnesota's businesses include:
- Mass standards and test weights - calibrations and tests from 1 mg to 100,000 lbs.
- Volume standards - volumetric and gravimetric calibrations for laboratory and field standards, from small volumes up to 1,500 gallons.
- Length - traceable calibration of measuring tapes and rules.
- Temperature - electronic thermometers and liquid-in-glass thermometers up to 500°C.
- Density - solid and liquid density determination.

Complaint Filing

The division investigates and resolves consumer complaints relating to:
- Weighing or measuring equipment accuracy. The most common complaints involve gasoline pump accuracy.
- Packaged commodities. Most complaints involve the net weight or measure of packaged foods and other consumer commodities.
- Petroleum product quality, including octane levels and labeling, water in gasoline, and other problems.

The division accepts complaints by telephone, fax, or in writing. The complainant must be able to provide complete information about the problem, including the identity of the product purchased and the name and address of the business where the product was purchased. For gasoline complaints, the identity of the specific gas pump is also required. Most complaint investigations are completed within one week.

Fees

The division charges direct user fees for all non-petroleum inspection services, and a "per-gallon" fee for petroleum equipment and product quality inspection. Consumers are not charged for complaint investigations. A copy of the fee schedule is available on request.

Registration and Permits

- Placing-in-service registration. The division registers and monitors 440 individuals who install and repair commercial weighing and measuring equipment in Minnesota. Registration is voluntary. Registrants must have complete test equipment and a thorough knowledge of department requirements governing the equipment they install or repair.
- Vehicle and railroad scales. The division reviews plans and issues permits to install railroad scales and above ground scales used for commercial truck weighing. These scales cannot be installed in Minnesota without a permit.

Administrative Services

(651) 296-5120. This division manages the personnel and internal business affairs of the department as well as the communications, legislative, and record-keeping functions. The division also administers several programs, including: the Licensing Unit, the Petrofund Program; Telecommunications Access Minnesota (TAM) program; and Unclaimed Property Program. Following are the descriptions of the units and programs within the Administrative Services Division.

Licensing Unit

Licensing: **(651) 296-6319** or **1-800-657-3978**
Email: licensing.commerce@state.mn.us
Walk-In Desk Hours: 10:00 a.m. to 3:00 p.m. Monday through Friday
Applications and Information: download from department website

The Licensing Unit administers a license application and renewal program for more than 30 occupational and professional licenses, including Insurance (producers and adjusters); Real Estate (agents, appraisers, abstractors); Residential Building Contractor; Debt Collection; and Notaries. Most licenses require that certain standards of education, examination and professional conduct must be achieved to obtain and maintain a license. The Licensing Unit issues more than 50,000 new licenses each year, and oversees licenses for more than 300,000 active individual and business licenses.

Insurance Licenses for Insurance producers are issued for a period of two years and expire on October 31 of the second year unless renewed. On-line renewal is available for individual licenses. For a license to sell life, health, property, or casualty insurance, the applicant must complete 37.5 hours of pre-license education, pass an exam, and be appointed by an insurance company. To renew a license, 15 hours of annual continuing education are required. License application fees for producers: life $40; health $40; property $40; casualty $40; variable annuity $75; limited lines $80; surplus lines $500. License application fees for agencies: $200**.**

Real Estate Licenses are issued for two years and expire on June 30 of the second year unless renewed. On-line renewal is available for salesperson, broker, and appraiser licenses. For a salesperson license, the applicant must complete 90 hours of pre-license education, pass an exam, and be associated with a broker. For a broker license, the applicant must complete 30 hours of pre-license education, have salesperson experience, and pass an exam. For an appraiser license above trainee level, the applicant must complete required hours of pre-license education, have experience, and pass an exam. To renew a license, 15 hours of annual continuing education are required. License application fees are $100 for salespersons; $180 for brokers; and $200 for appraisers above trainee level.

Residential Building Contractors and Remodelers Licenses - are issued for one year and expire on March 31 each year unless renewed. For a building contractor, remodeler, roofer or manufactured home installer license, the applicant must pass an exam. To renew a license, 7 hours of annual continuing education are required. License application fees range from $200 to $300 depending on gross receipts.

Collection Agency and Debt Collector Licenses are issued for one year and expire on June 30 each year unless renewed. There are no exam or continuing education requirements. License application fees for collection agencies are $1,000. License application fees for debt collectors are $10.

Notaries Commissions are issued for five years and expire on January 31 of the fifth year. An application for reappointment may be submitted 60 days prior to expiration of the commission. There are no exam or continuing education requirements. The application fee for a five-year notary commission is $40. After obtaining a notary commission, notaries must register the commission in their county of residence for a registration fee of $100 payable to the county.

Petrofund

(651) 297-1119, or **1-800-638-0418**
Email: *petrofund.commerce@state.mn.us*

This unit provides staff assistance to the Petroleum Tank Release Compensation Board, which administers funds from the Petroleum Tank Release Compensation Fund program, or “Petrofund.” The Petro-

fund was created in 1987 in response to Environmental Protection Agency regulations requiring all petroleum storage tanks in the nation to be replaced or upgraded by 1998.

Reimbursements of up to 92.5 percent are made for the cost of cleaning up spills and leaks from tanks containing petroleum products. The Petrofund is funded by assessments on the petroleum industry. Over the past decade, cleanup costs for approximately 8,100 sites have been reimbursed through the Department's Petrofund Program at a cost of more than $300 million. Payments to applicants have ranged from $221 to over $913,500. Petrofund information and application forms are available on the Commerce Department website or by calling the Petrofund Section.

Telecommunications Access Minnesota (TAM)

(651) 297-4564 (voice) or (651) 297-3067 (TTY)
E-mail: ***tam.commerce@state.mn.us***

This unit is responsible for overseeing the Minnesota relay and the Telephone Equipment Distribution (TED) Program. The TAM administrator manages all vendor contracts and interagency agreements to ensure the provision of the Minnesota Relay and TED Program.

• Minnesota Relay

The Minnesota Relay is located in Moorhead, MN, and is provided to the state under contracts with Communications Services for the Deaf and Sprint Communications Company LP. The Minnesota Relay allows a person using a specialized device called a Telecommunciations Device for the Deaf (TDD) for Teletypewriter (TTY), or an individual with a speech- or mobility-impairment, to communicate with a person using a standard telephone. The Minnesota Relay provides telephone access to Minnesotans who are deaf, deaf-blind, hard-of-hearing, speech-impaired or mobility-impaired, 24 hours per day, seven days a week. In 2002, the Minnesota Relay conducted 928 outreach presentations to over 32,000 participants and relayed 1,408,468 telephone calls.

• Telephone Equipment Distribution (TED)

The TED Program provides a wide variety of assistive listening and telecommunications devices at no charge to income eligible deaf, deaf-blind, hard-of-hearing, speech-impaired or mobility-impaired Minnesotans. In 2002, the TED Program conducted 175 presentations to 4,392 participants and distributed 2,584 telecommunications devices. The TED program is provided to the state under an interagency agreement with the Department of Human Services/Deaf and Hard of Hearing Services Division. For more information regarding the TED Program please call (651) 297-1507 (voice) or (651) 296-9603 (TTY).

The Minnesota Relay and TED Program, as well as the administrative expenses of TAM, are funded by a 13-cent monthly surcharge to each telephone access line in the state, including wireless phones.

Telecommunications Relay Services are mandated by rules and regulations of the Federal Communications Commission (47 C.F.R. Part 64) and the promulgated rules and laws of the State of Minnesota. Additionally, the State of Minnesota must remain in compliance with Title IV of the Americans with Disabilities Act.

• Unclaimed Property Program

(651) 296-2568 or 1-800-925-5668
Email: unclaimed.property@state.mn.us

Every year the Minnesota Department of Commerce seeks thousands of Minnesotans who are unaware that they are the owners of unclaimed personal property. Unclaimed properties include savings accounts, uncashed paychecks, travelers checks, stock, insurance, and uncashed tax refunds. In 1999 department received the contents from 850 safe deposit boxes and 3,519 security-related holdings. In 2000, the department began trying to locate more than 23,000 persons and businesses to claim abandoned property worth $22 million. The largest departmental effort is an annual spring newspaper advertising campaign.

Nearly $87 million worth of property has been returned to Minnesota residents since the unclaimed property program began in 1969. The Department has returned 44 percent of unclaimed property reported to the state to the rightful owners through the unclaimed property program. As of May 2000, $120 million worth of property still remained unclaimed. Every 10 years an auction is conducted to dispose of the contents of abandoned safe deposit boxes. The next auction is scheduled for 2013.

Claim forms are available on the DOC website or by calling the Unclaimed Property Section.

• Utility Documents Library consists of current and historical records pertaining to the regulation of telephone, gas and electric utilities in Minnesota. Records include PUC orders, petitions, financial reports and tariff books (describing the rates and services of each company). All documents are available for public review and certified copies can be ordered at a charge of $2 per document, plus 25 cents per page for duplication. To request duplicates and certified copies, call (651) 296-6913 during business hours.

• Utility Assessments

The Administrative Services unit also performs the department's accounting functions and assesses the utilities for regulatory services. For more information on utility assessments, call (651) 296-2467.

• Communications

Communications staff provide information about department programs and services through the media, the department website and publications. Publications cover a broad range of topics including energy conservation and efficiency, telecommunications, insurance, real estate and banking. All brochures are available free of charge, many are on CD-ROM, and most are available on the department's website, *www.commerce.state.mn.us.* For more information about publications, call (651) 297-4634. Media inquiries should be directed to (651) 296-7531.

• Legislative Relations

This unit is the department's link to the state legislature and the U.S. Congress regarding the department's policies and activities. Unit staff assists in the development of state legislative policy, monitors state and federal legislation, schedules testimony before legislative bodies and represents Minnesota's interests in cases and proceedings before the Federal Energy Regulatory Commission, the U.S. Nuclear Regulatory Commission, the Federal Communications Commission and the U.S. Department of Energy.

Boards and Committees:

The Commissioner of Commerce is the appointing authority for a number of boards, committees and special task forces. To maintain diversity, most groups require member positions to represent specified constituencies. All committees meet as needed unless otherwise noted. Appointing authority is the Commissioner of Commerce, unless otherwise noted. For more information, call (651) 296-5769.

Advisory Committees Not Subject to the Open Appointments Process:

- **Agent Termination Board of Review** - Conducts termination reviews. Consists of 10 agents and 10 insurer representatives.
- **Bank Advisory Committee** - Advises the commissioner on bank-related matters.
- **Insurance Solvency Task Force** - Advises the commissioner on matters relating to the financial health of insurance companies writing business in Minnesota.
- **Minnesota Life & Health Insurance Guaranty Association** - Assesses members and pays claims of policyholders whose life/health insurers have become impaired or insolvent.
- **Workers' Compensation Self-Insurers Advisory Committee** - Advises the commissioner on whether applicants for self insurance meet statutory requirements.
- **Minnesota Self-Insurers Security Trust Fund** *(Workers' Compensation Self-Insurance)* - Administers the Fund to continue

workers' compensation benefits due to the failure of a private self-insured employer to meet its workers' compensation obligations. As prescribed by *Minnesota Statutes* 79A.01-79A.18.

- **Commercial Self-Insurance Group Trust Fund** *(Workers' Compensation Self-Insurance)* -Administers the Fund to continue workers' compensation benefits due to the failure of a commercial group self-insured employers group to meet its compensation obligations. As prescribed by *Minnesota Statutes* 79A.19-79A.32.

Committees Subject to the Open Appointment Process

Citizen Participation and Appointment:

- **Minnesota Automobile Assigned Claims Plan**
- **Minnesota Insurance Guaranty Association**
- **Minnesota Automobile Insurance Plan Governing Committee**
- **Minnesota Comprehensive Health Association Board of Directors**
- **Minnesota Fair Plan**
- **Minnesota Joint Underwriting Association - Liability Insurance**
- **Market Assistance Program Committee**
- **Medical Malpractice Joint Underwriting Association (MMJUA)**
- **Petroleum Tank Release Compensation Board**
- **Minnesota Property Insurance Placement Facility Board**
- **Advisory Task Force on Uniform Conveyancing Forms**
- **Minnesota Workers' Compensation Insurers' Association (Data Service Organization)**

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Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Department of Corrections

1450 Energy Park Drive, Suite 200, St. Paul, Minnesota 55108-5219
Phone: (651) 642-0200 Fax: (651) 642-0223
Website: *www.doc.state.mn.us*
Commissioner Joan Fabian

Minnesota Statutes, Chapters 241-244 and Sections 260.51-.57; ***Minnesota Rules***, Chapters 2900-2999

SCOPE

THE COMMISSIONER OF CORRECTIONS, AS THE CHIEF administrative officer of the department, is responsible for operation of adult and juvenile state correctional facilities; provision of probation, supervised release and parole services; administration of the state Community Corrections Act; and provision of assistance and guidance on a statewide basis in the management of criminal justice programs and facilities.

Responsibilities of the commissioner of corrections in Minnesota are much broader than is typical of most other states. For example, Minnesota is one of fewer than a dozen states where the commissioner is responsible for both adult and juvenile facilities. The commissioner is responsible for determinations regarding the parole of first-degree murderers; in most states, this function is the responsibility of a separate parole board. The provision of probation and parole services is also a function of a separate agency in many states.

The Minnesota Department of Corrections was created in 1959 to consolidate state correctional functions under one agency. A service and regulatory agency, the department has a broad scope of activities and responsibilities.

The department currently operates ten correctional facilities including eight for adults and two for juveniles. For adult offenders, a five-level classification system reflects the necessary level of control for offenders classified in each designation.

Adult prison populations total more than 7,500 inmates; juvenile residents number around 200. Department agents supervise about 20,000 adult and juvenile offenders on probation, supervised release, and parole. Through the state Community Corrections Act, the department also administers subsidy funds to units of local government for corrections programs.

Citizen Participation and Appointment:

- **Advisory Task Force on the Woman and Juvenile Female Offender in Corrections**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

The Department is Organized into Three Divisions:

1) The **Facility Services Division**, headed by a deputy commissioner, reports directly to the commissioner. This division oversees Health Services, MINNCOR Industries, Safety, Special Investigations, and Financial Services. Additionally, as assistant commissioner within this division is responsible for day-to-day operations of adult and juvenile facilities.

2) The **Community Services Division**, headed by a deputy commissioner, reports directly to the commissioner. This division oversees Administrative Services, Field Services, Information and Technology, and Policy and Legal Services.

3) The **Support Services Division**, headed by an assistant commissioner, reports directly to the commissioner. This division oversees the Office of Diversity, Community Juvenile Services, Research/Best Practices, Human Resource Management, and the Communications Office.

A government relations director and an executive aide also report directly to the commissioner. Additionally, the commissioner's office has direct access to advisory representatives from the state's Attorney General's Office and Department of Finance.

The department has approximately 3,700 employees working in facilities, field offices, central office, and MINNCOR Industries.

Background

Minnesota has a national reputation for operating secure, humane correctional institutions that have low levels of violence and are safe for inmates and staff. Inmate populations have been increasing substantially during the last decade, and prison crowding is plaguing most states. Minnesota has been able to manage its increasing population through expansion at existing facilities and construction of a new facility that opened in 2000. The department continues to plan for an increasing prison population, based on projections determined by the agency and the Sentencing Guidelines Commission.

Minnesota has had relatively low levels of violent crime for many years. Minnesota's low rate of incarceration is reflected in the correctional system's heavy reliance on local alternatives to prison for less serious offenders. The system is designed to reserve expensive prison space for only those criminals who are dangerous and need to be incarcerated.

All of the department's correctional institutions meet standards established by the American Correctional Association (ACA). The standards relate to all aspects of institutional operation. The department's central office, adult and juvenile release functions, and adult and juvenile field services also meet ACA standards.

Inmates in state facilities have access to a variety of work, education, and other program activities. MINNCOR Industries provides positive activities for inmates while they are incarcerated and develops work skills they can use in productive employment after release. Educational programs focus on basic literacy instruction. Programs are also provided for sex offenders and chemically-dependent inmates.

Facility Services Division

(651) 642-0290; Fax: (651) 632-5066, Dennis Benson, deputy commissioner, E-mail: *dennis.benson@state.mn.us.* This office oversees the facility services division and reports directly to the commissioner. This division includes MINNCOR Industries, health services, safety, special investigations, and financial services. Additionally, an assistant commissioner within this division is responsible for day-to-day operations of adult and juvenile facilities. Descriptions of units and facilities within this division follow.

Health Services

(651) 603-0165; Fax: (651) 523-7139, **Nanette Schroeder, director, E-mail: *nan.schroeder@state.mn.us.*** This position is responsible for management of inmate health care delivery systems and administration, as well as providing leadership as the department begins more intensive health care planning and cost-containment efforts. It oversees clinical supervision for medical and dental care, mental health services, chemical dependency and sex offender programming, and supervises the directors of nursing, mental health services, dental, and medical, as well as administrative contract managers. The director advises the commissioner, deputy commissioners, and institution heads on policy matters related to the delivery of health care to the inmate population.

MINNCOR Industries

(651) 603-0118; Fax: (651) 603-0119, Chris Pizinger, chief executive officer, E-mail: *chris.pizinger@state.mn.us.* MINNCOR Industries was created in 1994 in order to provide a centralized organizational structure for the correctional industry program, which now operates in eight institutions. While MINNCOR works toward financial self-sufficiency, it continues to balance that objective with maximizing the number of inmates employed, teaching them valuable job skills and work habits.

MINNCOR Industries operates under the following principles as stated in its mission statement. MINNCOR is a customer-driven business contributing to a safer Minnesota by providing:

- **Sound management** that ensures financial sufficiency;
- **Quality products** on time to build a loyal customer base;
- **Efficient reduction** of inmate idleness that contributes to a secure prison environment;
- **Work skills training** that prepares the offender for release.

The MINNCOR administrative office and showroom are located at 1450 Energy Park Drive, Suite 110, St. Paul, MN 55108-5219.

Financial Services

(651) 642-0216; Fax: (651) 643-3457, Lisa Cornelius, chief financial officer, E-mail: *lisa.cornelius@state.mn.us.* This unit is responsible for all financial activities within the department. Services include biennial budget and annual spending plan development, employee payroll, purchasing, internal auditing, accounts receivable, accounts payable, lease preparation, and cost accounting. The unit also manages offender banking activities at all correctional facilities.

Budget and reporting functions for federal grant monies are another responsibility of this unit, as well as distribution of grants and subsidies to local units of government and nonprofit agencies.

Formulation of fiscal policies and procedures is managed by the financial services unit. Staff provide training and consultation of fiscal activities to department staff and monitor use of department funds. The chief financial officer also determines the financial impact of proposed legislation on the department and serves as a resource and liaison to Department of Finance staff.

Facility Finance Directors:

Chris Dodge, **E-mail: *chris.dodge@state.mn.us***
MCF-Stillwater, Oak Park Heights, Red Wing

Kathy Ludwig, **E-mail: *kathy.ludwig@state.mn.us***
MCF-St. Cloud, Lino Lakes

Lori Wilmes, **E-mail: *lori.wilmes@state.mn.us***
MCF-Willow River/Moose Lake

Alan Walz, **E-mail: *alan.walz@state.mn.us***
MCF-Rush City

Vicky Baukol, **E-mail: *vicky.baukol@state.mn.us***
MCF-Shakopee

Jim Dull, **E-mail: *jim dull@state.mn.us***
MCF-Faribault

Jean Hilde, **E-mail: *jean.hilde@state.mn.us***
Thistledew Camp

Safety and Health

(651) 642-0277; Fax: (651) 642-0223; Mark Koetke, director, E-mail: *mark.koetke@state.mn.us.* This position is responsible for management, development, and consistent implementation of safety and health initiatives that improve operational effectiveness and reduce costs for all department facilities, field services offices, and ICWC/STS offender work crew sites. This position also supervises the safety and health officer at each facility and directs safety activities of the department through education, compliance, and injury reduction programs to help ensure a safe and healthful environment for employees, offenders, and visitors. The director serves as liaison with state regulatory agencies and advises the commissioner and her executive team, institution heads, and other department managers on policy matters, cost-saving measures, and system improvements related to safety and health.

Office of Special Investigations (OSI)

(651) 642-0419; Fax: (651) 642-0403, Cari Gerlicher, director, E-mail: *cari.gerlicher@state.mn.us.* The OSI provides the department with a variety of coordinated investigative services.

- Criminal activity and misconduct by institution staff, visitors or inmates are vigorously investigated. The OSI coordinates such cases

to ensure that department resources are used efficiently and productively. In all criminal matters, the OSI works cooperatively with appropriate criminal justice agencies. The OSI also performs investigations for other entities.

• The second branch of the OSI is responsible for intelligence gathering within state correctional facilities including information on security threat group activity, escape-risk offenders, and others who threaten facility security.

• A third branch coordinates fugitive apprehension efforts (The fugitive unit has been designated by statute as a law enforcement agency, and staff are licensed peace officers with full authority to arrest department fugitives.)

The OSI is designated as the official liaison with local, state, and federal enforcement entities in investigative and apprehension matters.

(651) 642-0257; Fax: (651) 632-5066, Erik Skon, assistant commissisoner, E-mail: *erik.skon@state.mn.us.* This assistant commissioner reports to the deputy commissioner of the facility services division and is responsible for the day-to-day activities of eight adult and two juvenile correctional facilities. This assistant commissioner also oversees facility support services such as education, classification/alternative services, capital resources, and religious programming/resources. Descriptions follow.

Minnesota Correctional Facility-Faribault

(507) 334-0700; Fax: (507) 332-4538, Connie Roehrich, warden, E-mail: *connie.roehrich@state.mn.us.* The Minnesota Correctional Facility-Faribault, 1101 Linden Lane, Faribault, Minnesota 55021-6400, is a medium-security, level-three facility housing adult males. A level 1 and 2 minimum-security unit is also located outside the secure perimeter. The 1989 Minnesota Legislature initially approved opening of the facility by authorizing funds to convert portions of the Faribault Regional Center for correctional use. Population is 1,225 (10/03).

The facility includes ten remodeled buildings used for living quarters. One of the buildings has been adapted to meet the needs of the department's geriatric and special needs populations.

A variety of work, vocational/academic educational, and other programs is offered. MINNCOR Industries include wood furniture manufacturing, truck refurbishing, laundry, cleaning products, and subcontract work.

Education programs include adult basic education, literacy, and general educational development (GED). Vocational diploma/certificate programs contracted through South Central Technical College include cabinetmaking, upholstery, painting/commercial drywall, floor covering installation, carpentry, computer certification, small business management, drafting and facility maintenance.

The facility also has a treatment unit for alcohol and other drugs.

Minnesota Correctional Facility-Lino Lakes

(651) 717-6100; Fax: (651) 717-6105, David Crist, warden, E-mail: *david.r.crist@state.mn.us.* The Minnesota Correctional Facility-Lino Lakes, 7525 Fourth Avenue, Lino Lakes, Minnesota 55014, constructed in 1963, originally served as a juvenile facility. In 1978 the institution was remodeled and converted to a level three, medium-security facility for adult males transferred from the state's higher-security locations that are housed inside a secure perimeter. A level one, minimum-security unit is located outside the perimeter. Population is 1,264 (10/03).

The facility is the primary department treatment center for sex offenders and provides pre-release programming for sex offenders released from the department. Chemical dependency programming is provided in TRIAD, a 380-bed therapeutic community. Additional programming is offered through educational and vocational classes, and work opportunities are available through support services and MINNCOR subcontract services.

Lino Lakes is also the site of the InnerChange Freedom Initiative, a faith-based program funded and operated by Prison Fellowship through a partnership with the corrections department.

Minnesota Correctional Facility-Oak Park Heights

(651) 779-1400; Fax: (651) 779-1385, Lynn Dingle, warden, E-mail: *lynn.dingle@state.mn.us.* The Minnesota Correctional Facility-Oak Park Heights, 5329 Osgood Avenue North, Stillwater, Minnesota 55082-1117, opened in 1982, receives inmates transferred primarily from other adult male institutions who are classified as maximum custody or extreme risks to the public. The level five, maximum-security institution has a population of 425 (10/03).

The facility has nine self-contained complexes which can operate independently. Six are designed to house 52 inmates each. Inmates participate in highly-structured programming including industry, education, and institutional housekeeping. The remaining three complexes contain the mental health, transitional health care, and administrative control units that serve adult male offenders department-wide.

Oak Park Heights is the site of the consolidated offender canteen service, operated by MINNCOR Industries and servicing all department adult facilities.

Minnesota Correctional Facility-Red Wing

(651) 267-3600; Fax: (651) 267-3761, Otis Zanders, superintendent, E-mail: *otis.zanders@state.mn.us.* Constructed in 1889, the Minnesota Correctional Facility-Red Wing, 1079 Highway 292, Red Wing, Minnesota 55066, is a fenced facility for male juvenile offenders committed to the commissioner of corrections by juvenile courts. Detention and pre-dispositional evaluation services are also available to the courts. Current population (10/03) is approximately 140. In late 2003, the facility began housing adult male offenders separate from the juvenile population.

All juvenile residents participate in the facility's Equip Program. Components include staff-directed small group sessions designed to assist residents to restructure their antisocial thinking and develop pro-social cognitive and behavioral skills. Each resident is expected to develop an individual relapse prevention plan and demonstrate its effectiveness as an outcome of his participation in Equip sessions. Residents attend five Equip sessions a week and individual counseling is utilized to guide and support the resident's progress.

All residents are assessed for substance abuse at admission. Those whose substance abuse is primary are assigned to one of the facility's residential substance abuse treatment units and are involved in a continuum of services designed to address both their delinquency and substance abuse.

A continuum of mental health services is provided. The facility also has a 12-bed mental health unit for those residents unable to adjust in a general population unit.

The transition services program is designed to assist residents as they return to the community. Activities focus on education, employment, residency, support groups, and relapse prevention.

The MCF-Red Wing has a sex offender program designed to address issues related to sexual misconduct.

Residents are also assessed for educational needs, and participate in both academic and vocational programs. Special education and remedial services are also available. Residents who achieve a GED or diploma may be assigned to the facility's work readiness program.

The facility's volunteer services program is designed to provide opportunities for residents to interact with individuals and groups from the community through leisure, education, transition, and religious services.

Minnesota Correctional Facility-Rush City

(320) 358-0400; Fax: (763) 689-7543, Robert Feneis, warden, E-mail: *robert.feneis@state.mn.us.* The Minnesota Correctional Facility-Rush City, located at 7600 – 525th Street, Rush City,

Minnesota 55069, opened in February 2000. The close-custody, level-four facility currently houses 994 offenders (10/03), most in double-bunked cells. Offender activities are conducted on a strict schedule. These activities include institution support jobs, prison industry jobs, education assignments, religious programming, and recreation and visiting times.

MINNCOR Industries at the facility focuses on providing production space and offender labor to the business community through subcontract services.

Educational programming focuses on basic education, parenting, English as a second language, vocational, and transitional programming.

Minnesota Correctional Facility-St. Cloud

(320) 240-3000; Fax: (320) 240-3054, Patt Adair, warden, E-mail: *patt.adair@state.mn.us.* The Minnesota Correctional Facility-St. Cloud, 2305 Minnesota Boulevard, St. Cloud, Minnesota 56304, is a level four, close-security institution built in 1889, remodeled and modernized. Population is 814 (10/03). A variety of programs is offered such as individual and group counseling and chemical dependency. The facility serves as the department's intake center for adult males.

Varied educational opportunities are available including adult basic education, GED instruction, and vocational training with programs in barbering, meat-cutting, masonry, painting, and decorating. MINNCOR Industries oversees the production of Minnesota's auto and truck license plates and tabs.

Minnesota Correctional Facility-Shakopee

(952) 496-4440; Fax: (952) 496-4476, Mark Carey, warden, E-mail: *mark.carey@state.mn.us.* The Minnesota Correctional Facility-Shakopee, 1010 West Sixth Avenue, Shakopee, Minnesota 55379, opened in 1986, houses adult women offenders committed to the commissioner of corrections. Population is 424 (10/03), which includes all custody levels. The facility has 10 buildings including a core building for administration and inmate activities, a segregation unit with a mental health programming unit connected, six living units, an industry building, and a heating plant.

MINNCOR Industries provide part or full-time work for the offender population in the areas of data processing, assembly, market research, telemarketing, sewn products, and subcontract work. Many inmates also work on institution maintenance crews and in food service.

Through the facility's education unit, offenders have access to a variety of academic and vocational educational opportunities. Mental health and treatment services are also available.

Minnesota Correctional Facility-Stillwater

(651) 779-2700; Fax: (651) 351-3600, Daniel A. Ferrise, warden, E-mail: *daniel.a.ferrise@state.mn.us.* The Minnesota Correctional Facility-Stillwater, 970 Pickett Street North, Bayport, Minnesota 55003-1490, built in 1914 as an industrial prison, is the state's largest close-security, level four institution for adult male felons. Population (10/03) is 1,301.

MINNCOR Industries include metal products, farm machinery, wood products, furniture, upholstery, system furniture, distribution and installation services, warehousing, and subcontract work.

A wide variety of vocational and academic educational programs, a chemical dependency program, and a level one minimum-security unit for selected offenders nearing release are available.

Minnesota Correctional Facility-Willow River/Moose Lake

(218) 485-5000; Fax: (218) 485-5120, Terry Carlson, warden, E-mail: *terry.carlson@state.mn.us.* The Minnesota Correctional Facility-Willow River/Moose Lake, has two locations. The **Moose Lake** site is located at 1000 Lakeshore Drive, Moose Lake, Minnesota 55767, phone: (218) 485-5000, fax: (218) 485-5120. It is a level three, medium-security institution for adult males. The site is the former Moose Lake Regional Treatment Center. Conversion to a correctional facility began in 1988. The facility provides a variety of programming including vocational and academic education, sex offender programming, and industry. MINNCOR Industries encompass textile/garment manufacturing, signage, printing, and subcontract work. The facility's current population is 982 (10/03).

Willow River was the facility's original site and is located at 86032 County Highway 61, Willow River, Minnesota 55795, phone: (218) 372-3101, fax: (218) 372-3090. It serves as phase 1 of the department's Challenge Incarceration Program (CIP), a boot camp mandated by the 1992 Legislature that accepted its first squad in October 1992. Phase 1 is a six-month, intensive program for up to 90 non-dangerous male and female offenders. Programming components include education, critical thinking skills development, chemical dependency programming, and rigorous physical exercise. Phases 2 and 3, both supervised release phases, are at least six months in duration and served in the community.

Thistledew Camp

(218) 376-4411; Fax: (218) 376-4489, David Hegg, superintendent, E-mail: *dave.hegg@state.mn.us.* Thistledew Camp, 62741 County Road 551, Togo, Minnesota 55723, is available for use on a per diem basis by all Minnesota juvenile county courts and provides court and social service agencies with an alternative residential program. Average daily population is about 35.

Thistledew offers a three-week program, operated separately for boys and girls between 13 and 17 years old. Thistledew also offers a three-month program for boys. Each program is intended to serve as a treatment resource for juveniles who have experienced failure in the home, school and community.

Three-Week Program - Wilderness Endeavors is a year-round, 21-day adventure therapy program for boys and girls (the girls' program operates separately from the boys program and has a strong gender-specific focus). It provides students with a safe but challenging environment in which to discover and develop tools for change and personal growth. Wilderness activities such as backpacking, canoeing, and cross-country skiing are used, along with a four-day solo, rock climbing, a teams course, and a high ropes course. A therapy component helps students process their experiences and transfer them to real-life situations.

Students receive one full year of school credit in experimental education and also one full year in physical education.

Three-Month Program - This program is available for juvenile males whose needs and interests are met through involvement in group living, school, work, special classes, and recreational activities. A student's success is measured through a comprehensive points system included in all areas of the program. Scores provide opportunities for both rewards and consequences. A sense of responsibility is encouraged through a fair and reasonable system of accountability.

The last three weeks of the three-month program are devoted to *Challenge*, the camps' high-adventure wilderness program. *Challenge* stresses self-confidence, leadership abilities, and the important teamwork.

Aftercare and Transition - Thistledew has a statewide aftercare and transition program provided for all youths who complete the three-month program. Aftercare is provided for 12 weeks and includes at least three visits to the home community by the child's caseworker. The intent is to provide support for the youth in school employment, and his relationships with family and peers. Transition programming is centered on setting up a restorative justice circle for each youth as he returns to the community. The purpose of this circle is to identify support systems and individuals who will work with the youth to help provide a positive transition back to the community, school, and work. This network of support is intended to continue beyond the 12-week aftercare period.

Education

(651) 642-0244; Fax: (651) 603-0150, Marcie Sorensen, director, E-mail: *marcie.j.sorensen@state.mn.us.* The central office education unit is responsible for oversight of offender education in adult and juvenile facilities. Adult Basic Education, special education, high school diploma, GED, vocational, parenting, life skills, critical thinking skills, and transitional programming are all available through correctional education.

To offer the above programs, the department partners with the Department of Education, Minnesota State Colleges and Universities, the Department of Employment and Economic Development, and other public and private organizations.

Research, data collection, program development, assessment, and national affiliations for the growth of correctional education are all functions of this unit.

Religious Programming and Resources

(651) 717-6543, Fax: (651) 717-6137, Steve Hokonson, director, E-mail: *steve.hokonson@state.mn.us.* This unit is responsible for ensuring that incarcerated offenders have reasonable opportunities to pursue lawful individual religious beliefs and practices of the religion or faith of their choice. Religious programming is provided consistent with security practices and principles, rehabilitative goals, health and safety, allocation of limited resources, responsibilities, and needs of the correctional facilities.

Classification and Alternative Services

(651) 642-0319, Fax: (651) 632-5066, Jerry Clay, director, E-mail: *jerry.clay@state.mn.us.* Responsible for inmate classification, transfer, and transportation services as well as administering the facility interstate corrections compact.

The department's inmate classification system utilizes an objective rating process to balance the classification assignment of inmates at the lowest custody level consistent with an objective assessment of public risk, facility security, and safety of staff and inmates. The facility interstate corrections compact allows for transfer of inmates between states who are members of the compact.

Transportation provides safe, efficient, and effective movement of supervised release, work release, and CIP violators; interstate corrections compact transfers; and transfer of inmates between department facilities.

The director also oversees security activities including serving as chair of captain meetings and coordination of SORT (Special Operation Response Teams) and K-9 programs.

Capital Resources

(651) 642-2047, Fax: (651) 632-5066, Joe Miller, administrator, E-mail: *joe.miller@state.mn.us.* The capital resources administrator coordinates capital projects, institution bonding, facility remodeling/renovation, and new institution planning. The administrator serves as a liaison with the Department of Administration, other state agencies, and firms involved in capital improvement projects and construction.

Community Services Division

(651) 642-0280; Fax: (651) 642-0414, Harley Nelson, deputy commissioner, E-mail: *harley.nelson@state.mn.us.* This office oversees the community services division and reports directly to the commissioner. This division includes administrative services, field services, information and technology, and policy and legal services. Descriptions of units in this division follow.

Information and Technology

(651) 603-0194; Fax: (651) 603-6768, Daniel Storkamp, director, E-mail: *dan.storkamp@state.mn.us.* The information and technology unit provides technology direction and services. The director is also responsible for the Statewide Supervision System (the department's component of CriMNet), office services, and web services. In addition, the director has responsibility for special projects as assigned by executive staff, such as prison population forecasting and legislative support.

Information Technology

(651) 642-0302, Fax: (651) 642-0223, Lon Erickson, director, E-mail: *lon.k.erickson@state.mn.us.* Information Technology provides technological consultation, systems planning, and project management direction and services to department staff.

CriMNet/Statewide Supervision System (S^3)

(651) 632-5074, fax: (651) 642-0223, Deb Kerschner, manager, E-mail: *deb.kerschner@state.mn.us.* Responsible for the department's components of CriMNet, the state's criminal justice information integration effort. The primary department component is the Statewide Supervision System, known as S^3, which provides criminal justice professionals with offender probation and incarceration information.

Office Services

(651) 642-0345; Fax: (651) 642-0223, Pat Wewers, supervisor, E-mail: *pat.wewers@state.mn.us.* Responsible for a variety of office support services including supplies, mail, reception services, space planning, and building liaison for the department's central office. The office services supervisor also coordinates telecommunication services and fleet management for central office and field services offices located throughout the state.

Policy and Legal Services

(651) 642-0161; Fax: (651) 603-0148, Ben Brieschke, director, E-mail: *ben.brieschke@state.mn.us.* Responsibilities include administrative review of claims filed by offenders; provision of technical assistant to staff that draft contracts and administrative rules; development and review of department policy; and management and coordination of litigation and legal advice.

Offender records are maintained by this unit, including systems development and coordination of this function with records unit supervisors at all state correctional facilities.

The manager is also the department's data practices administrator and serves as a staff resource to ensure compliance with provisions of the act.

Other responsibilities include activities relating to the Interstate Agreement on Detainers and processing extraditions for persons under the jurisdiction of the department; oversight of OSHA-related cases; review of department investigations; and provision of staff support to the Board of Pardons and Sentencing Guidelines Commission. Additionally, all offender hearings, release plans, and warrants are the responsibility of this section.

Hearings & Release

(651) 642-0270; Fax: (651) 642-0417, Jeffrey Peterson, E-mail: *jeff.peterson@state.mn.us.* Responsible for all administrative hearings and reviews to which inmates and those offenders released to the community are entitled, including disciplinary hearings and release revocations. Staff approve plans for supervised release, work release, and parole as well as issue warrants when offenders abscond from supervision. Other responsibilities include reviewing treatment goal progress and making parole decisions for juveniles under the jurisdiction of the commissioner of corrections. Staff also coordinate reviews for inmates serving life sentences.

Litigation and Offender Property Claims

(651) 917-4750; Fax: (651) 603-0148, Mary McComb, E-mail: *mary.mccomb@state.mn.us.* Responsible for tracking all litigation to which the department is a party, coordinating responses to lawsuits filed by offenders and employees against the department, and working with the Attorney General's Office to prepare litigation defenses. This manager serves as a resource to facility managers and staff. Other responsibilities include review of policies and practices to ensure compliance with statutory and case law, coordinating employee

responses to subpoenas, and providing administrative review of property claims relating to offenders.

Data Practices, Offender Injury Claims, and Board of Pardons

(651) 643-2560; Fax: (651) 603-0148, Randy Hartnett, E-mail: *randy.hartnett@state.mn.us.* This office is responsible for:

• **Reviewing classification** of department data pursuant to *Minnesota Statutes* in response to data practices requests.

• **Investigation and reviewing claims** against the department by injured offenders; makes recommendations regarding payment of claims to the Joint Senate/House Subcommittee on Claims.

• **Advising the Board of Pardons** -- made up of the Governor, Chief Justice, and Attorney General -- on investigative backgrounds of applicants for pardons, commutations of sentence, and pardons extraordinary.

• **Review of department policies** and practices in non-litigation matters to ensure compliance with statutory and case law.

Policy, Accreditation, Contracts and Rule Review

(651) 642-0372; Fax: (651) 603-6770, Shelby Richardson, E-mail: *shelby.richardson@state.mn.us.* Responsible for review and approval of all department policies. To ensure consistency and accuracy, training and technical assistance are provided to agency staff on development of policy language and format. This manager also oversees the department's compliance with standards set by the American Correctional Association. Other responsibilities include drafting contracts, requests for proposals, and administrative rules.

Field Services

(651) 603-0181; Fax: (651) 642-0457, William Guelker, director, E-mail: *william.r.guelker@state.mn.us.* This unit is responsible for administration of the statewide intensive supervision program; work release; Institution Community Work Crew Program; Sentencing to Service; and probation, supervised release and parole supervision in designated areas of the state.

Although the 31 counties participating in the Community Corrections Act (CCA) provide services to persons on probation, supervised release or parole, the department provides these services to adult offenders in the remaining 56 counties. Juvenile probation and parole services in non-CCA counties are provided by county probation agents or by state agents under contract to the counties. In either case the state pays up to 50 percent of the agent's salary.

For specific information about probation, supervised release or parole, contact the following community services staff:

Northern Region:

Andy Doom, Regional Manager, **E-mail:** *andrew.e.doom@state.mn.us*
(320) 202-0966, Fax: (320) 654-5272, 810 West St. Germain,
Suite 202, Box 1143, St. Cloud, MN 56302

Bruce Besse, **E-mail:** *bruce.besse@state.mn.us*
(218) 846-0727, Fax: (218) 846-0740, 211 West Holmes Street,
Suite 204, Box 844, Detroit Lakes, MN 56502

Larry Smith, **E-mail:** *lawrence.r.smith@state.mn.us*
(320) 255-3900, Fax: (320) 255-3905, 810 West St. Germain,
Suite 202, Box 1143, St. Cloud, MN 56302

Rick Thomton, **E-mail:** *richard.thomton@state.mn.us*
(218) 755-2980, Fax: (218) 755-4186, 403 4th Street NW,
Suite 330, Box 397, Bemidji, MN 56619

Greg Potvin, **E-mail:** *greg.potvin@state.mn.us*
(218) 236-2471, Fax: (218) 236-2072, Juvenile Center Building,
919 Eighth Avenue North, Box 280, Moorhead, MN 56560

Southern Region:

Jill Carlson, Regional Manager, **E-mail:** *jill.carlson@state.mn.us*
(507) 389-2023, Fax: (507) 389-1644, 12 Civic Center Plaza,
Suite 2145, Mankato, MN 56001

James Sop, **E-mail:** *jim.sop@state.mn.us*
(507) 389-5794, Fax: (507) 389-1644, 12 Civic Center Plaza,
Suite 2145, Mankato, MN 56001

Kent Grandlienard, **E-mail:** *kent.grandlienard@state.mn.us*
(651) 257-2258 ext. 226, Fax: (651) 257-8623,
335 Summit Avenue, Box 187, Center City, MN 55012

Linda Aaberg, **E-mail:** *linda.aaberg@state.mn.us*
(952) 496-4170, Fax: (952) 496-4180, 1275 Ramsey Street,
Suite 100, Shakopee, MN 55379

Michael Downey, **E-mail:** *mike.downey@state.mn.us*
(507) 379-3416, Fax: (507) 379-3419, 142 Main Street West,
Box 627, Albert Lea, MN 56007

Swantje Willers, **E-mail:** *swantje.else.willers@state.mn.us*
(507) 537-7104, Fax: (507) 537-7111, 601 North Highway 59,
Marshall, MN 56258

Intensive Supervision Program

(320) 229-5682, Fax: (320) 654-5272, Mike Fall, supervisor, E-mail: *mike.fall@state.mn.us.* This statewide program provides intensive supervision of offenders – seven days a week, 365 days a year – including four face-to-face contacts weekly, electronic home monitoring, mandatory work or school, daily curfews, mandatory restitution, and random drug testing.

Specially trained corrections agents whose caseloads are 15 or less supervise offenders deemed high-risk to the public who are released from department institutions. The department has agents in several locations across the state.

Institution/Community Work Crew (ICWC)

(651) 603-0010, Fax: (651) 632-5065, Ron Solheid, director, E-mail: *ron.solheid@state.mn.us.* ICWC puts minimum-security prison inmates to work in the community under the supervision of a department crew leader. Participants primarily build affordable housing in partnership with non-profit community agencies. The program helps address a housing shortage for low to moderate income families and serves as a vocational training program for offenders. As of July 2003, over 130 homes have been constructed by the ICWC.

This unit also supervises the department's work release program and phases 2 and 3 of the challenge incarceration program.

Work Release

(651) 642-0350, Fax (651) 642-0251, Tom Drobac, director, E-mail: *tom.drobac@state.mn.us.* Work release provides a structured transition period for offenders returning to the community with the intent of better preparing them for a successful, crime-free life. Selection criteria include current and prior criminal behavior, institutional adjustment, and alcohol and chemical dependency history. Offenders are eligible for work release during the last eight months prior to their supervised release date. The program contracts with public and private agencies for residential work release services. Programs provide structured living and close supervision and surveillance.

Sentencing to Service (STS) Program

STS is a sentencing alternative for courts that puts carefully selected, nonviolent offenders to work on community improvement projects. Supervised STS crews work in parks and other public areas, frequently in combination with jail time. STS is operated by the Minnesota Department of Corrections, courts, and local governments.

Project proposals are requested, and submitted proposals should outline anticipated community improvement projects. City, county, township, school districts, state, and nonprofit entities may submit proposals.

For more information about STS or to submit a project proposal, contact the following community services staff:

Northern Region:

Andy Doom, Regional Manager, **E-mail:** *andrew.e.doom@state.mn.us*
(320) 202-0966, Fax: (320) 654-5272, 810 West St. Germain,
Suite 202, Box 1143, St. Cloud, MN 56302

Region 1 - Mike Stoltman, **E-mail:** *mike.stoltman@state.mn.us*
(218) 291-4379, Fax: (218) 236-2072
P.O. Box 280, Moorhead, MN 56302

(**Includes:** Aitkin, Becker, Cass, Clay, Crow Wing, Douglas, Grant, Hubbard, Kittson, Mahnomen, Marshall, Morrison, Norman, Ottertail, Pennington, Polk, Red Lake, Todd, Traverse, Wadena, and Wilkin Counties)

Region 2 - Dennis Drury, **E-mail:** *dennis.g.drury@state.mn.us*
(218) 755-4090, Fax: (218) 755-4186
4W Building, P.O. Box 397, Bemidji, MN 55619

(**Includes:** Beltrami, Carlton, Clearwater, Cook, Itasca, Koochiching, Lake, Lake of the Woods, Roseau, and St. Louis Counties)

Southern Region:

Jill Carlson, Regional Manager, **E-mail:** *jill.carlson@state.mn.us*
(507) 389-2023, Fax: (507) 389-1644
12 Civic Center Plaza, Suite 2145, Mankato, MN 56001

Region 3 - Shelva Swanson, **E-mail:** *shelva.lee.swanson@state.mn.us*
(651) 643-3440, Fax: (651) 632-5065
1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219

(**Includes:** Anoka, Benton, Chisago, Dakota, Hennepin, Isanti, Kanabec, Kandiyohi, Meeker, Mille Lacs, Pine, Ramsey, Sherburne, Stearns, Washington, and Wright Counties)

Region 4 - Mike Smith, E-mail: *michael.l.smith@state.mn.us*
(507) 389-5796, Fax: (507) 389-1644
12 Civic Center Plaza, Suite 2145, Mankato, MN 56001

(**Includes:** Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Lac Qui Parle, Lincoln, Lyon, Martin, McLeod, Murray, Nicollet, Nobles, Pipestone, Pope, Redwood, Renville, Rock, Sibley, Stevens, Swift, Watonwan, and Yellow Medicine Counties)

Region 5 - John Radmer, **E-mail:** *john.n.radmer@state.mn.us*
(651) 385-6489, Fax: (651) 385-6498
Goodhue County Government Center, Room 103,
509 West Fifth Street, Red Wing, MN 55066

(**Includes:** Carver, Dodge, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Mower, Olmsted, Rice, Scott, Steele, Wabasha, Waseca, and Winona Counties)

Administrative Services

(651) 642-0348, Fax: (651) 603-6768 Ken Merz, director, E-mail: *ken.merz@state.mn.us* The administrative services unit is responsible for administration of the Community Corrections Act, county probation officer subsidy program, sex offender services, grants and subsidies, interstate compacts, and jail inspections and standards enforcement. The position also provides administrative assistance to the division's deputy commissioner and serves as legislative liaison for the division.

Risk Assessment/Community Notification

(651) 642-0374, Fax (651) 603-0020, William Donnay, director (acting), E-mail: *william.b.donnay@state.mn.us.* This unit is responsible for assessment of sex offenders and those offenders known as predatory offenders under the Community Notification Act (M.S. 244.052). Several types of assessments are done, including assessments to recommend risk level assignment for community notification, treatment referrals, and referrals for civil commitment as a person with a sexual psychopathic personality or a sexually dangerous person.

The unit is also responsible for providing community notification information to law enforcement agencies for each predatory offender released from prison and subsequent address changes by the offender. In conjunction with this responsibility, this unit also maintains a website with current information on level 3 predatory offenders in the community (*www.doc.state.mn.us*, select "Level 3 Offender Locator").

Interstate Compacts for Supervision

(651) 642-0311, Fax: (651) 917-4768, Rose Ann Bisch, director, E-mail: *rose.ann.bisch@state.mn.us.* Responsible for administering adult and juvenile interstate compacts which allow for the transfer of probation and parole supervision to and from Minnesota. This unit also assists in returning both delinquent and non-delinquent runaways to their home state.

Facilities Inspection and Enforcement

(218) 485-5072, Fax: (218) 485-5007, Greg Carlson, director, E-mail: *greg.carlson@state.mn.us.* This unit is responsible for inspection and licensing of state and local correctional facilities including jails, lockups, holding facilities, adult institutions, group homes, halfway houses, juvenile detention centers, and other juvenile correctional residential facilities. Another responsibility is certification of facilities for out-of-home/out-of-state placements. Additionally, the unit is responsible for development and coordination of security audits conducted in all department facilities.

Development and enforcement of facility standards and training of staff overseeing these operations are duties of the unit, which also acts as a clearinghouse for architectural and operational planning for new or remodeled state and local correctional facilities.

Grants, Contracts & the Community Corrections Act

(651) 643-3442, Fax: (651) 642-0292, Mary Dombrovski, director, E-mail: *mary.dombrovski@state.mn.us.* This unit administers department contracts with community residential and nonresidential programs to provide halfway house placements, job placements, and other support services. Grants are administered for remote electronic alcohol monitoring programs, adult felony, sex offender supervision, intensive supervised release, caseload/workload reduction, restorative justice, eight-day temporary hold, and sex offender treatment programs. This unit is also responsible for administration of county probation officer reimbursement, short-term offender reimbursement, and an emergency housing fund.

This unit also administers the Minnesota Community Corrections Act (CCA) of 1973, which authorizes the commissioner of corrections to award subsidy grants to a county or group of counties for the provision of local correctional services. The act is designed to encourage development of a local correctional system that includes sanctions for offenders and a variety of community programs. Thirty-one counties representing about 70 percent of the state's population participate in the CCA.

Areas include:

Aitkin/Crow Wing/Morrison - (218) 825-8345, Fax: (218) 825-8370, Robert Tepfer, director, Central Minnesota Community Corrections, 611 Oak Street, Brainerd, MN 56401

Anoka - (763) 422-7008, Fax: (763) 422-6987, Jerry Soma, director, Anoka County Corrections, 2100 Third Avenue, Anoka, MN 55303

Blue Earth - (507) 344-3707, Fax: (507) 344-3737, Gerald Haley, director, Blue Earth County Community Corrections, P.O. Box 3543, Mankato, MN 56002-3543

Dakota - (651) 438-8288, Fax: (651) 438-8340, Barbara Illsley, director, Dakota County Community Corrections, Judicial Center, 1560 Highway 55, Hastings, MN 55033-2392

Dodge/Fillmore/Olmsted - (507) 285-8164, Fax: (507) 287-2673, Andy Erickson, director, Dodge/Fillmore/Olmsted Community Corrections, 151 Fourth Street Southeast, Government Center, Fourth Floor, Rochester, MN 55904

Hennepin - (612) 348-8981, Fax: (612) 348-6488, Fred LaFleur, director, Hennepin County Community Corrections, C-2353 Government Center, Minneapolis, MN 55487-0533

Kandiyohi - (320) 231-6218, Fax: (320) 231-6292, Deborah West, director, Kandiyohi County Community Corrections, 2200 - 23rd Street Northeast, Suite 2060, Willmar, MN 56201

Ramsey - (651) 266-2384, Fax: (651) 266-2293, Carol Pender-Roberts, director, Ramsey County Corrections Department, 50 West Kellogg Boulevard, Suite 650, St. Paul, MN 55102

Red Lake/Polk/Norman - (218) 281-6363, Fax: (218) 281-0403, Susan Mills, director, Tri-County Community Corrections, 600 Bruce Street, Crookston, MN 56716

Rice - (507) 332-6290, Fax: (507) 332-5981, Jim Haas, director, Rice County Community Corrections, 128 Northwest Third Street, Suite B, Faribault, MN 55021

Rock/Nobles - (507) 372-8285, Fax: (507) 372-8393, Jon P. Ramlo, director, Rock/Nobles Community Corrections, P.O. Box 547, Worthington, MN 56187

St. Louis/Carlton/Cook/Koochiching/Lake - (218) 726-2650, Fax: (218) 733-2972, Tom Roy, director, Arrowhead Regional Corrections, 100 North Fifth Avenue West, 319 Courthouse, Duluth, MN 55802-1202

Stearns - (320) 656-6420, Fax: (320) 656-6439, Mark Sizer, director, Stearns County Community Corrections, 705 Courthouse Square, Room 445, St. Cloud, MN 56303

Swift/Lac qui Parle/Yellow Medicine/Chippewa - (320) 269-6513, Fax: (320) 269-5996, Midge Christianson, director, 6W Community Corrections, 1215 Black Oak Avenue, P.O. Box 551, Montevideo, MN 56265

Todd/Wadena - (320) 732-6165, Fax: (320) 732-6197, Kathy M. Langer, director, Todd/Wadena Community Corrections, 239 Central Avenue, Long Prairie, MN 56347

Washington - (651) 430-6900, Fax: (651) 430-6947, Tom Adkins, director, Washington County Court Services, 14949 - 62nd Street North, Box 6, Stillwater, MN 55082

Support Services Division

(651) 642-0273, Fax: (651) 642-0414, Chris Bray, assistant to the commissioner, E-mail: *chris.bray@state.mn.us*. This office oversees the support services division and reports directly to the commissioner. This assistant commissioner serves as the department's affirmative action officer and directs the office of diversity. She also serves as the department's communications director and oversees media relations.

This office is responsible for oversight of a variety of department activities including restorative justice, planning for female offenders, research, human resource management, employee development, and juvenile community services. Best practices, strategic planning, and performance measures are also major responsibilities of this office.

Descriptions of units in this division follow.

Human Resource Management

(651) 642-0313, Fax: (651) 643-2536, Karen McCarty, director, E-mail: *karen.mccarty@state.mn.us.* This unit provides consultation and direction concerning interpretation of personnel policies, grievance disputes, discipline matters, current staffing patterns, workforce planning, worker compensation, and labor relations including the formulation of union negotiation positions. It provides support to supervisors in recruitment, vacancy filling, and determinations of job classification and compensation. In addition, it documents the department's employment actions and administers employee benefits. This unit is also responsible for employee development activities (description follows).

Employee Development

(651) 642-0346, Fax: (651) 603-0185, Bruce Clendenen, director (acting), E-mail: *bruce.clendenen@state.mn.us.* In addition to providing training for all new employees, including a corrections officer academy, and ongoing skill-building training for staff at all levels, this unit provides management development training and organizational development consultation. Services provided include curriculum development, instructor train-the-trainer courses, certification programs, and development of e-training opportunities.

Juvenile Community Services

(651) 642-0334, Fax: (651) 642-0314, David Johnson, E-mail: *david.a.johnson@state.mn.us* Responsible for coordination and oversight of community juvenile services. Some areas include:

- Children's Mental Health Initiative Fund; interagency planning for delinquent children with disabilities; juvenile services training and technical assistance for juvenile justice and corrections stakeholders/staff; and development and implementation of interagency juvenile facility licensing rules.
- Management of the State Juvenile Female Commitment Program (for juvenile female adolescents committed to the commissioner of corrections).
- Development of juvenile community services policies and procedures and management of special studies or grants that relate to community juvenile services.
- Work with local juvenile correctional agencies and the legislature to develop and implement legislative initiatives surrounding juvenile justice issues.

Research and Best Practices

(651) 642-0225; Fax: (651) 642-0251, Claudia Fercello, E-mail: *claudia.fercello@state.mn.us* This unit designs and conducts research studies as well as provides data and information on criminal justice issues for the department, legislature, and other stakeholders to inform program and policy decision-making.

Technical assistance is provided across Minnesota, including consultation and training on correctional best practices and restorative justice.

Office of Diversity

(contact: assistant commissioner Chris Bray, listed in this section) Plans, directs, and implement the diversity and equal opportunity/affirmative action program in the following areas:

- Compliance with federal and state laws requiring the development and implementation of the department's Affirmative Action Plan and policies in the area of equal opportunity;
- Investigate allegations of discrimination and sexual harassment to ensure that the department's employment practices are nondiscriminatory and that all employees have a work environment free from discrimination based on race, color, sex, religion, creed, national origin, disability, age, sexual orientation, and marital status;
- Promote an inclusive work environment by ensuring all department employees receive training on professionalism and diverse cultures;

• Implement community and college recruitment to attract a diverse pool of job-seekers to a career in corrections, as well as internship opportunities;

• Ensure that the department provides services, programs, and policies accessible to individuals with physical or mental disabilities; and

• Provide leadership to diversity committees established at each department facility and the community services division.

Communications Office

(651) 603-0142, Fax: (651) 642-0414, Shari Burt, Information Officer, E-mail: *shari.burt@state.mn.us.* Coordinates the department's response to media inquiries as well as questionnaires and surveys. The communications office develops public information materials, including newsletters, brochures, and flyers, on a variety of topics. Review of department and legislative reports is also a task of this office.

Government Relations Director

(651) 642-0321, Fax: (651) 642-0414, Barbara Cox, E-mail: *barbara.cox@state.mn.us.* This office primarily serves as a liaison with members of the legislature and their staff. Responsibilities include monitoring legislative hearings, responding to inquiries on how proposed legislation would affect the agency, and participating in preparation of the biennial and capital budget documents. This office also performs administrative duties assigned by the commissioner and deputy commissioners.

Board of Dentistry

2829 University Avenue S.E., Suite 450, Minneapolis, MN 55414
Phone: (612) 617-2250 Fax: (612) 617-2260 Toll-free: 888-240-4762
Website: *www.dentalboard.state.mn.us* E-mail: *Marshall.Shragg@state.mn.us*
Executive Director: Marshall Shragg

Minnesota Statutes, Chapters 150A and 319A; ***Minnesota Rules***, Chapter 3100

THE BOARD OF DENTISTRY LICENSES DENTISTS AND DENTAL HYGIENISTS and registers dental assistants. Dentists and dental hygienists must pass the National Board Examination and the clinical examination offered through the Central Regional Dental Testing Service. Dental assistants must pass the Minnesota Registration Examination. All applicants must pass the Minnesota Jurisprudence Examination. Contact the board office for details and for applications.

Dentists and dental hygienists licensed in another state or Canadian province may apply for licensure by credentials. Dentists applying for licensure by credentials must have been in active practice three of the four years preceding receipt of application; dental hygienists applying for licensure by credentials must have been in active practice on of the two years preceding receipt of application. Applications are available from the board office.

Once licensed or registered, dentists, dental hygienists and registered dental assistants must renew their licenses or registrations annually. Renewal forms are sent to all licensees and registrants at least 30 days prior to the December 31 due date.

All licensees and registrants are required to continuing dental education credit to maintain their license or registration. Dentists are required to obtain a minimum of 75 credits during each five year continuing education cycle; dental hygienists are required to obtain a minimum of 40 credits; and registered dental assistants are required to obtain a minimum of 25 credits. All licensees and registrants are required to earn at least 5 credits during each five year continuing education cycle in the subject of infection control, including bloodborne diseases. The Board of Dentistry approves sponsors that offer continuing dental education courses to licensees and registrants.

Citizen Participation and Appointment:

• Board of Dentistry

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Complaint Unit

Mary Dee, supervisor. The Board of Dentistry investigates all complaints received which allege a violation of the Minnesota Dental Practice Act or rules of the board. The board has the authority to revoke or suspend a license or registration, as well as place limitations and conditions on a license or registration for actions that violate the Minnesota Dental Practice Act or rules of the board. Contact the board office for information and forms to file a complaint against a licensee or registrant.

The Board of Dentistry is also responsible for registering professional dental corporations. Professional corporations must file an initial report upon incorporation and an annual report thereafter. Annual reporting forms are sent to all professional corporations at least 30 days prior to the January 1 due date. Contact the board office for details and requirements for initial registration of a professional corporation with the board.

The Board of Dentistry publishes a newsletter at least annually containing current topics of concern and other pertinent, useful information. The newsletter is sent to all licensees and registrants as well as others who have requested to receive it.

A copy of the Minnesota Dental Practice Act and Rules of the board is available through Minnesota's Bookstore, 660 Olive Street, St Paul, Minnesota 55155 (in the Williams Hill Business Center), (651) 297-3000 or (800) 657-3757. Contact the board office for assistance in interpreting statutes and rules that apply to the practice of dentistry in Minnesota.

FEES:

Dentist/Initial Licensure	$ 140
Dental Hygienist/Initial Licensure	$ 55
Dental Assistant/Initial Registration	$ 35
Dentist/Licensure by Credentials	$ 725
Dental Hygienist/Licensure by Credential	$ 175
Dentist/Annual Renewal	$ 155
Dental Hygienist/Annual Renewal	$ 50
Dental Assistant/Annual Renewal	$ 35
Duplicate License	$ 20
Duplicate Annual Renewal Certificate	$ 10
Continuing Education Sponsor/Initial Approval	$ 75

Continuing Education Sponsor/Renewal $75
Professional Corporation/Initial Filing $100
Professional Corporation/Annual Renewal . . . . . $ 25
Affidavit of Licensure . . . . . $ 10
License Verification . . . . . $ 5

Board of Dietetics and Nutrition Practice

2829 University Avenue S.E., Suite 550, Minneapolis, MN 55414
Phone: (612) 617-2175
Website: None E-mail: *board.dietetics-nutrition@state.mn.us*
Executive Director Laurie Mickelson

Minnesota Statutes, Sections 148.621-148.633; ***Minnesota Rules***, Parts 3250.0010-3250.0050

THE BOARD ISSUES LICENSES TO DIETITIAN AND NUTRITIONIST applicants meeting the educational and experiential requirements for their respective choice of licensure. The specific requirements are described in the statutes governing the board.

Citizen Participation and Appointment:

• Board of Dietetics and Nutrition Practice

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

To receive applications, or specific information, regarding licensure, contact the board office. Following is a list of fees associated with the different applications.

Application Fees:

Nutritionist by Petition . . . . . $ 200.00
Nutritionist . . . . . $ 175.00
Dietitian by Petition . . . . . $ 200.00
Dietitian
Without CDR Registration . . . . . $ 175.00
Dietitian
With CDR Registration . . . . . $ 100.00

Licensing Fees:

Initial Licensure . . . . . $ 150.00
Annual License Renewal . . . . . $ 75.00

Late Fees:

Late Penalty . . . . . $ 37.50

Minnesota State Council on Disability

121 East 7th Place, Suite 107, St. Paul, MN 55101
Phone: (651) 296-6785 (V&TTY) Toll-free: (800) 945-8913 (V&TTY) Fax: (651) 296-5935
Website: *http://www.disability.state.mn.us* E-mail: *council.disability@state.mn.us*
Executive Director Joan Willshire

Minnesota Statutes, Section 256.482

THE LEGISLATURE CREATED THE MINNESOTA STATE COUNCIL ON DISABILITY in 1973 as the primary public agency to recommend and advocate for programs and legislation that will improve the quality of life and promote the independence of persons with disabilities in Minnesota.

Citizen Participation and Appointment:

• Council on Disability

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Mission Statement

The agency strives to fulfill its mission through a combination of activities. Each year, the agency responds to thousands of information and referral inquires from various regions throughout the state. It is recognized for its disability related training and presentations. The agency takes the lead in assuring improved physical and programmatic accessibility and provides technical consultation. Research, community involvement, and interaction, with other government agencies result in the development of position statements on the delivery of services to persons with disabilities.

The Legislature gave many specific duties and powers to the council. Among the most important are:

- **Advising the governor, the legislature, and state agencies** on matters pertaining to public policy and programs, services and facilities for persons with disabilities.
- **Encouraging and assisting with the development of coordinated interdepartmental goals and objectives** as well as the coordination of programs, services, and facilities for persons with disabilities.

- **Serving as a source of information** to the public on matters pertaining to disabilities.
- **Research, formulate and advocate plans, programs and policies** to serve the needs of persons who are disabled..

The council is composed of 21 members appointed by the Governor for a term of three years. A majority of them must be disabled themselves or must be parents or guardians of persons with a disability, and at least one member must be from each of the eleven development regions of the state.

The council's constituency is the largest minority group in our society. It is estimated that 19.4 percent of the state's population have one or more functional limitations, representing a wide range of disabilities. The scope of the council's legislative mandate covers all types of disabilities.

On a statewide level, the Minnesota State Council on Disability played a central role in the passage of the Americans With Disabilities Act (ADA). After this civil rights legislation was signed, the council organized a number of ADA training workshops and presented at about 50 workshops, which were sponsored at other organizations.

The Minnesota State Council on Disability reviews and has initiated legislation pertaining to disabilities; the agency works with disability related organizations in seeking to influence legislation. The council seeks to educate the public and policymakers on disability related matters.

The council handles hundreds of information and referral calls per month and provides technical assistance on physical access. The council is currently involved in the areas of access, employment, education, transportation, health and human service issues, housing and the enforcement of laws and regulations pertaining to adults and children with disabilities.

Duluth Seaway Port Authority

1200 Port Terminal Drive, Duluth, MN 55802-2609
Phone: (218) 727-8525 Fax: (218) 727-6888
Statewide Toll-free: 1-800-232-0703
Website: *www.duluthport.com* E-mail: *admin@duluthport.com*
Executive Director Adolph Ojard

Minnesota Statutes, Section 458.10 and Chapter 469

SERVING THE LARGEST port on the great lakes and the 21st largest total tonnage port in the United States, the Duluth Seaway Port Authority is unique when compared to several governmental units that are called “port” authorities in Minnesota.

The Duluth Seaway Port Authority operates the Public Marine Terminal (Clure Public Marine Terminal), handles ships and cargo, and has as its primary function to perform the marketing and promotion of Minnesota’s only direct import/export outlet to overseas trade. The Port of Duluth competes for ship cargoes with Atlantic, Gulf, and West Coast ports as well as other Great Lakes ports. It also runs the first operational Foreign Trade Zone (No. 51) in Minnesota.

In 2002 total tonnage in the Port of Duluth-Superior was 39.5 million metric tons, of which 92 percent was export or outbound domestic cargo.

The Duluth Seaway Port Authority was created in 1954 by the state legislature and is charged with “promoting the general welfare of the port district and of the port as a whole; increasing the volume of commerce through the port and region, and to promote the safe and economical handling of such commerce.”

Revenues generated by ships and cargoes moving through the Public Marine Terminal are used to cover operational and maintenance expenses, capital improvements, and administrative costs. Revenue is also received from industrial bond issues which the port has provided, and income from management of the Airpark Industrial Park. The authority is governed by a seven-member board of commissioners; all appointments are six-year terms, and appointment dates are staggered.

Citizen Participation and Appointment:

• Duluth Seaway Port Authority

Contact the Minnesota Secretary of State’s Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State’s Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Finance Section

John A. Kubow, chief financial officer. The section provides the bookkeeping and accounting services for the port authority, including computerized records and financial systems. They provide no services directly to the public.

Business Development Section

Andrew J. McDonough, business development director. This section oversees operations of an industrial park site in the City of Duluth Airpark Industrial Park. The section handles industrial development and expansion on the waterfront utilizing various financing incentives to locate business and industry in the area.

Government Resources Section

Ray Skelton, environmental and government affairs director. This section acts as liaison with all levels of government and promotes and protects the interests of the Port Authority in various local, regional, state, and federal organizations. This section also handles maritime security for the Port Authority.

Marketing and Sales Section

Ronald L. Johnson, trade development director. This section solicits import, export and domestic cargoes for the port. The section works closely with managing agent of Public Marine Terminal and with growers, manufacturers, shippers, shipping companies, and companies seeking shipping services to insure increased cargo flow through the port.

Foreign Trade Zone

Ray Skelton, foreign trade zone manager. Oversees the operation of Foreign Trade Zone No. 51 located within the Public Marine Terminal.

.Public Affairs Section

Lisa Marciniak, port promotion manager. Promotes the Duluth port area and region by offering informational brochures, a quarterly magazine *"North Star Port,"* films, speakers, and other presentations to customers and the public. Answers all written and phone inquiries from the public and provides the nationwide news media with continuing information on the port and its related industries. In addition, promotes and markets the port and the region through advertising in periodicals and other publications aimed at increasing the utilization of the port and its facilities.

Inquiries may be made in person or by writing or calling the authority (toll-free in Minnesota: 1-800-232-0703). There are no forms or fees. All requests are handled as they are received. Speakers, films, magazines, brochures, and presentations are subject to availability.

Department of Education

1500 Highway 36 West, Roseville, MN 55113-4266

Phone: (651) 582-8200 Fax: (651) 582-8204 TTY: (651) 582-8201

Web site: *Education.state.mn.us*

Commissioner Alice Seagren; Deputy Commissioner Chas Anderson

Minnesota Statutes, Chapters 119-129, 134; ***Minnesota Rules***, Parts 3400.0010-.0235 and Chapters 3500-3799

Mission Statement:

Improve educational achievement by establishing clear standards, measuring performance, assisting educators, and increasing opportunities for lifelong learning.

Agency Purpose:

To be an innovative education agency, assisting schools, families, and other education providers with exemplary services that result in high academic achievement for all students, pre-kindergarten to grade 12, and adult learners.

Agency Vision:

Every learner will have access to a high quality education that promotes development to full potential through an outstanding Minnesota educational system that is a world leader.

Core Functions:

The following core functions define the agency's efforts:

- provide information, training, and technical assistance to schools, school districts, counties, and local service providers;
- administer state and federal aids, subsidies, and grants;
- calculate school district property tax levy limitations;
- license teachers and administrators;
- develop and administer statewide student and school performance/accountability systems;
- ensure compliance with federal and state laws that guarantee the individual rights of all learners; and
- establish and maintain information technology systems that gather and disseminate data about children, students, schools, services, and finances.

MDE provides support and assistance in the areas of:

- special education;
- alternative education, including charter schools and open enrollment options;
- standards-based curriculum and instruction;
- lifelong and service learning;
- adult basic education;
- career and technical education;
- statewide testing and assessment;
- personnel licensing;
- library services;
- state and federal information technology;
- financial and management services;
- K-12 education funding;
- desegregation/equity;
- Indian education;
- food and nutrition, early childhood, and school readiness;
- violence and abuse prevention; and
- compliance with state/federal requirements.

At a Glance:

MDE's Customers: 850,236 Pre-Kindergarten - grade 12 students and their parents;

339 school districts; 93** charter schools; 52,871* licensed educators;

legislators and other policymakers; all Minnesota citizens.

* licensed classroom teachers; number of licensed educators in and out of the classroom is higher

** operating and/or approved to open

District/Charter Revenue processed annually (est. FY 2004)

Federal	6% $0.5 billion
Local	23% $2.0 billion
State	71% $6.1 billion

Agency Profile

Operations: The department serves a wide and varied customer base. Primary customers are local school districts and schools, children, educators, local service providers, families, citizens, and state policy-makers. The Office of Academic Excellence oversees responsibility for Minnesota's Academic Standards, statewide assessments, professional development and school choice programs in a renamed and reorganized education department focused on achievement and accountability. The Office of Finance & Administrative Services is responsible for direct oversight of state and federal expenditures in excess of $14 billion over the two-year biennial budget period and directs general operations of the department. The Office of Academic Accountability & Improvement oversees the divisions of statewide assessment and No Child Left Behind (NCLB) consolidated programs. The Office of Student Support Services oversees the department's special education, early childhood and food and nutrition programs.

Citizen Participation and Appointment:

Citizens can participate in the governance of the activities of the Department of Education through the Open Appointment process. Membership is open on a variety of associations, boards, committees, councils, foundations, leagues, and partnerships.

The Commissioner of the Department of Education and staff work with the organizations listed below on issues of mutual concern for the improvement of education services and their delivery to students, parents, communities, teachers, administrators and the citizens of the State of Minnesota.

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

- **American Indian Education Committee**
- **The Board of Minnesota State Academies**
- **Board of School Administrators**
- **Board of the Minnesota State Academies**
- **Board of Teaching**
- **Council on Disability**
- **Environmental Education Advisory Board**
- **Governor's Interagency Coordinating Council on Early Childhood Intervention**
- **Governor's Workforce Development Council**
- **Higher Education Services Council**
- **Minnesota Agriculture Education Leadership Council**
- **Minnesota Education Telecommunications Council**
- **Minnesota Foundation for Student Organizations**
- **Minnesota Library Advisory Council to Library Development and Services**
- **Minnesota Library for the Blind and Physically Handicapped Advisory Committee**
- **Minnesota Resource Center Advisory Committee: Blind/Visually Impaired**
- **Minnesota Resource Center Advisory Committee: Deaf/Hard of Hearing**
- **Minnesota State High School League**
- **Nonpublic Education Council**
- **Special Education Advisory Council**
- **State Bicycle Advisory Committee**
- **State Rehabilitation Council**
- **Subcommittee on Children's Mental Health**
- **Summer Scholarship Advisory Committee**
- **Title I Committee of Practitioners**
- **Youthbuild Advisory Committee**

Office of the Commissioner

(651) 282-8204, Commissioner Alice Seagren
E-mail: *MDE.Commissioner@state.mn.us;* **Fax: (651) 582-8724**

The commissioner of the Department of Education, appointed by the governor, provides leadership for the public elementary and secondary education and other services for children and families in Minnesota; supports state legislation, rules and policies which promote an educational and social climate that serves all citizens; and ensures that information on the requirements and initiatives of the state are interpreted and disseminated to local and regional educational officials and family service providers. The commissioner administers the staff and budget of the Department of Education, so the agency serves local school districts and other educational agencies, and state and local family service providers, through a program of planning, research, consultation, coordination, communication and in-service education. The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Deputy Commissioner

Chas Anderson (651) 582-8207
E-mail: *Chas.Anderson@state.mn.us;* **Fax: (651) 582-8724**

The deputy commissioner has the authority of the commissioner in the absence of the commissioner. The deputy meets with directors on a regular basis, is knowledgeable about the state and federal revenues for which the agency is responsible, gives leadership to assistant commissioners and other staff through involvement in the budget process, works closely with staff matters pertaining to expenditures, aids and grants, gives leadership to staff in their initiatives and programs, works in all facets of employee relations, and supervises the directors of fiscal services and employee relations.

Office of Academic Excellence

Mary Ann Nelson, Ph.D., Assistant Commissioner, (651) 582-8627
E-mail: *Maryann.E.Nelson@state.mn.us;* **Fax: (651) 582-8814**

The Office of Academic Excellence oversees the Division of Academic Standards and Professional Development, Division of Choice and Innovation, Division of Teacher and Personnel Licensing, Division of Statewide Libraries and School Technology. In addition, the Office serves as the liaison to the Minnesota Board of Teaching and the Minnesota Board of School Administrators.

Choice & Innovation Division

Morgan Brown, Director (651) 582-8337
E-mail: *Morgan.Brown@state.mn.us;* **Fax: (651) 582-8291**

This division is responsible for: (1) managing and coordinating programs related to school choice, academic options, equity, and American Indian education; (2) providing information to families about public and nonpublic education options; and (3) encouraging and showcasing innovative initiatives in K-12 education.

Choice and Equity

(651) 582-8616, vacant, supervisor. The office leads efforts to establish and promote a variety of school choice opportunities for K-12 students throughout the state of Minnesota, promotes desegregation and works collaboratively with Tribal schools and governments to strengthen education for American Indian students.

Families who have school choice questions may contact the office for help in learning about and accessing a number of opportunities, including:

- **open enrollment** into public schools in districts where the family does not reside;
- **charter schools** (both those operational now and those in development);
- **alternative schools** for students who face challenges that put them at risk for not completing school;
- **online learning**;
- **earning college credit** in high school through post-secondary options;
- **special ("supplemental") services** such as tutoring that are provided through the federal No Child Left Behind law; and
- **The Choice is Yours** program for many Minneapolis families, which allows them to attend suburban schools with free bus transportation provided.

The Choice and Equity unit approves desegregation spending detailed in desegregation plans that are developed locally through a community-based, collaborative process.

For more that 50 years, the State of Minnesota has worked collaboratively with Minnesota's Tribal governments and American Indian communities to support education. The Office of Choice and Innovation's Indian Education unit works to fulfill the intent of a 1988 state law to support the unique cultural and academic needs of American Indian students. Among the activities of the Indian Education unit are curriculum development, K-12 grants to schools, training, higher education scholarships and the American Indian Education Task Force.

Indian Education

1-800-657-3927, Yvonne Novack, Supervisor. This team provides leadership to schools in the provision of programs for American Indian

students, provides training and technical assistance to administrators, teachers, parents and communities, and manages the scholarship program for post-secondary American Indian students.

Academic Standards & Professional Development Division

Beth Aune, Director (651) 582-8751
E-mail: *Beth.Aune@state.mn.us;* **Fax: (651) 582-8876**
Supervisor, vacant.

Subject Area Content

The content program provides expertise in academic standards implementation in core subjects, and standards development and implementation in elective subjects. Training is provided to schools in classroom-based strategies designed to improve student achievement, including subject content instructional best practices, curriculum alignment, and classroom assessment. Content specialists also manage Quality Teaching Networks to facilitate communication.

Professional Development

The professional development program provides statewide leadership for district and site accountability for continuous improvement and achievement for all Minnesota students. State coordination and services are offered in the areas of curriculum, instruction, assessment, staff development and data-based system accountability. These services help schools and districts comply with state requirements and respond to changing organizational, curricular, and instructional needs.

Gifted and Talented Education

The gifted and talented programs provides leadership, coordination and consultation services for educators, administrators, and parents of gifted students. The program collaborates with postsecondary institutions, gifted and talented networks, and other groups interested in programs and services for gifted and talented students.

Personnel Licensing Division

Richard Wassen, Director (651) 582-8691
Richard.Wassen@state.mn.us
Fax: (651) 582-8809

This team evaluates and processes all applications for initial issue and renewal of teacher and administrator licenses. This team also coordinates the review of all college teacher education programs to ensure they meet State of Minnesota requirements.

Teacher Licensing

(651) 582-8691, Dianne Garcia, Lead Licensing Specialist.

Teacher Education

(651) 582-8885, Richard Simms, Supervisor. Conducts the review of all Minnesota colleges and universities seeking approval to prepare candidates for teacher licensure. The team coordinates activities focused on improving teaching education.

State Library Services and School Technology

(651) 582-8791, Suzanne Miller, Director/State Librarian.

This division serves as the state library agency in Minnesota. It provides leadership, planning and coordination, and development support in the provision and improvement of library services to all Minnesotans. Activities include provision of direct technical assistance to libraries, development and administration of statewide information services projects and partnering with other agencies for the provision of statewide services including licensing of online databases such as the Electronic Library of Minnesota (ELM). The office also works directly with school districts to provide support, information, and outreach to school districts, charter schools, and nonpublic schools for technology planning, school media center advocacy, school technology funding initiatives, and the federal e-rates telecommunications discount program. The division annually administers more than $19.5 million in state and federal grant programs, certifies levies, and collects, analyzes, and publishes data on public libraries.

Library for the Blind and Physically Handicapped, Faribault

(507) 333-4828, Catherine A. Durivage, Library Program Director.

The library, in cooperation with the Library of Congress' National Library Service for the Blind and Physically Handicapped, loans books and magazines in Braille, recorded cassette, and large print to eligible users. Federal law defines eligible users as anyone who is permanently or temporarily unable to read conventional print with corrective lens or unable to hold a book to turn its pages. There are no age restrictions, and pre-school through adult materials are available. All services are free of charge including postage costs to mail materials to users and return them to the library. Contact the library for an application: 388 SE 6th Avenue, Faribault, MN 55021-6340, (toll-free) 1-800-722-0550; (507) 333-4828, or FAX: (507) 333-4832.

E-mail: *mnlbph@state.mn.us*,
or visit: *http://education.state.mn.us/html/intro_mlbph.htm*

Office of Finance & Administrative Services

Chas Anderson, Deputy Commissioner (651) 582-8207
Chas.Anderson@state.mn.us
Fax: (651) 582-8724

This office is responsible for direct oversight of state and federal expenditures in excess of $13 billion over the two-year biennial budget period and directs general operations of the department.

Program Finance Division

Tom Melcher, Director (651) 582-8828
E-mail: *Tom.Melcher@state.mn.us*; **Fax: (651) 582-8878**

This division provides information and analysis on education funding and financial management issues to support the policy development process. It collects, maintains and analyzes student, financial, and special education data from local education agencies; determines state and federal aid entitlements, aid payments and property tax levy limitations for local education agencies; provides financial and student accounting reports and consultation to local education agencies to facilitate local financial planning and operations, and manages the state's K-12 education budget.

Financial Management, Facilities and Transportation

(651) 582-8788, Dick Guevremont, supervisor. This team provides financial management assistance to school districts, charter schools and cooperatives. This assistance includes business office management, budgeting, accounting, and reporting. The section advises policy makers on financial management issues, administers the Uniform Financial Accounting and Reporting Standards system (UFARS), and analyzes school district data. The staff consults, approves and monitors school districts, charter schools and cooperatives plans for the elimination of statutory operating debt. The section also collects and reviews all financial audit data from districts, charters and cooperatives, administers the Minnesota Credit Enhancement Program, and all the reporting of public school collective bargaining settlements (Structural Balance).

Staff also provide assistance to school districts in the areas of transportation, school district reorganization, facility planning, charter school lease aid applications, renewal and construction, and health, safety, and environmental issues.

Information Technologies Division

Cathy Wagner, Director (651) 582-8688
E-mail: *Cathy.Wagner@state.mn.us;* **Fax: (651) 582-8731**

This division provides information technology support for the agency and is responsible for various data and programming applications on both mainframe and PC-based systems. Additional responsibilities include network support, the technology helpdesk and management of a variety of technology related projects across all program areas.

Compliance and Assistance Division

(651) 582-8247, Amy Roberts, Director
E-mail: ***Amy.Roberts@state.mn.us*****; Fax: (651) 582-8725**

Monitors school districts and other educational agencies to ensure their programs comply with state and federal laws and rules. Programs include special education complaints, special education hearings and mediation; special education compliance monitoring, student discipline, expulsion appeals; student maltreatment and food and nutrition services review and training.

Due Process

(651) 582-8459, Barbara Case, supervisor. Administers programs which help ensure students are afforded procedural and substantive due process protections.

Special Education Complaints

(651) 582-8459, Barbara Case, supervisor. FAX: (651) 582-8725. Coordinates the investigation of allegations that public agencies have violated state or federal special education law. Complaints may be filed by writing: Complaint Supervisor, Division of Compliance and Assistance, Minnesota Department of Education, 1500 Highway 36 West, Roseville, MN 55113. Technical assistance related to special education and the complaint system is available at: (651) 582-8689.

Test Security Investigations

(651) 582-8459, Marikay Canaga Litzau, coordinator. FAX: (651) 582-8725. Coordinates the investigation of state test security breaches.

Arts High School Appeals

(651) 582-8459, Marikay Canaga Litzau, coordinator. FAX: (651) 582-8725. Provides technical assistance and coordinates the expulsion appeals from the Perpich Center of the Arts High School.

Special Education Due Process Hearings

(651) 582-8604, Jim Mortenson, coordinator. FAX: (651) 582-8613. Coordinates the special education hearing system.

State High School League Review

(651) 582-8604, Jim Mortenson, coordinator. FAX: (651) 582-8613.

Special Education Mediation Services

(651) 582-8222, Patricia McGinnis, coordinator. FAX: (651) 582-8498. Coordinates the special education mediation services including facilitated IEP meetings.

Special Education Compliance Monitoring

(651) 582-8899, Bonnie Carlson, supervisor. Provides oversight of public school application of special education due process requirements through monitoring and technical assistance.

Student Maltreatment Program

(651) 582-8546, Barbara Jondahl, J.D., supervisor. Responsible for investigating mandated reports of maltreatment of public school students by school employees.

FNS Reviews and Training

(651) 582-8531, Barbara Kalina, acting supervisor. Provides oversight of all Minnesota schools, child and adult care centers and homes, and all other organizations that participate in USDA food and/or milk programs, as well as provides necessary training to participants.

Student Discipline/Expulsion Appeals

(651) 582-8459, Marikay Canaga Litzau, coordinator. FAX: (651) 582-8725. Administers programs designed to ensure students are afforded procedural and substantive due process protections when faced with expulsion from school and provide technical assistance related to student discipline.

Student Maltreatment Program

(651) 582-8546, Barbara Jondahl, Supervisor. Investigates reports of alleged maltreatment of public school students by school employees. Staff investigate reports of physical abuse, sexual abuse, and neglect, coordinating efforts with law enforcement and school districts. **FAX: (651) 634-2277.** Internet: *http://education.state.mn.us* Go to: *Data & Reports*, then to *Student Maltreatment Reporting*.

Methods of Administration

(651) 582-8237, Sara Winter, J.D., coordinator. FAX: (651) 582-8725. Coordinates the Biennial Civil Rights Compliance Report submitted to the Office for Civil Rights, United States Department of Education.

Assurance of Compliance (AOC)

(651) 582-8249, Adele W. Ciriacy, Jr., Coordinator. FAX: (651) 582-8725. Web document number: *ED-00190-07*. Coordinates and collects the Assurance of Compliance with state and federal law prohibiting discrimination.

Office of Academic Accountability & Improvement

Pat Olson, Ph.D., Assistant Commissioner (651) 582-8856
Pat.Olson@state.mn.us
Fax: (651) 582-8874

Oversees the divisions of statewide assessment and No Child Left Behind (NCLB) consolidated programs.

Statewide Assessments Division

(651) 582-8628, Timothy Vansickle, Ph.D, Director.

Supports improvements in teaching and learning through quality assessments and testing. It designs, develops, and implements test development.

LEP Assessment

(651) 582-8299, Julie Henderson, supervisor. Responsible for the inclusion of English language learners in the statewide accountability system by implementing language proficiency assessments in reading, writing, listening and speaking and by providing districts with guidance on accommodations on state content assessments and translated parent informational materials.

NCLB Consolidated Programs Division

Jessie Montaño, Director (651) 582-8784
E-mail: *Jessie.Montano@state.mn.us;* **Fax: (651) 582-8727**

Responsible for administering the federal programs under NCLB. It provides guidance and leadership to district personnel in the implementation of programs under NCLB, in the definition of accountability for academic achievement under Title I and also assists schools identified as not making adequate yearly progress. It also interprets federal laws and regulations and works towards integrating state and federal laws to prevent conflict in program requirements.

Safe and Healthy Learners

(651) 582-8453, Carol Thomas, supervisor.
E-mail: *Thomas@state.mn.us***; FAX: (651) 582-8499**

Develops and executes policy directives and manages grants in the areas of alcohol, tobacco and drug abuse prevention; violence prevention; health promotion and after-school programs. It provides technical assistance and training to schools, local units of government and community organizations partnering on these initiatives at the local level.

Program Administration

Responsible for working directly with School Districts and Charter Schools to assist in the implementation of NCLB programs. It provides guidance, leadership and monitoring along with fiscal payments and assistance for all NCLB programs included in the NCLB/ESEA (Elementary and Secondary Education Act) Consolidated Application. This section also oversees Migrant Education, Homeless Education and Neglected and Delinquent Education.

Policy and Liaison

(651) 582-8614, Matt Mohs, supervisor. By working directly with the U.S. Department of Education, this group ensures that Minnesota remains in compliance with NCLB on program specific issues. The group is directly responsible for implementation of Title I School Improvement, Reading First, Title III, and Comprehensive School Reform.

NCLB Oversight

Supervisor, vacant. The NCLB Coordinator is responsible for working with internal and external groups to ensure successful implementation of NCLB in the state and to ensure proper coordination within a state-specific context. The Coordinator also communicates with federal representatives to ensure federal policies support the goals of Minnesota's education system.

Office of Student Support Services

Rollie Morud, Assistant Commissioner
Rollie.Morud@state.mn.us
Fax: (651) 582-8497

This office oversees the department's special education, Adult and Career Education Services, early childhood and nutrition, and early learning services.

Adult and Career Education

Director, Vacant

Career and Technical Education provides support and assistance to secondary students through career and technical education programs in Minnesota schools. Students gain academic and technical skills in various occupational pathways and develop solid college and career paths while still in school. Adult Basic Education provides adults with educational opportunities to acquire and improve their literacy skills necessary to be self-sufficient and to participate effectively as productive workers, family members, and citizens. Service-learning promotes attainment of academic competencies through community service activities directly tied to the curriculum. Community education programs support community access to school facilities and expand learning opportunities from early childhood through senior citizens programming.

Adult and Career Education Section

(651) 582-8330, Dan Smith, education supervisor. Works with public schools and others to implement career and technical (vocational) education programs, service-learning programs and community education programs. Distributes resources, sets standards and monitors performance of school-based, work-based and community-based learning programs including youth apprenticeship programs. Distributes resources and ensures appropriate access to programs of work-based learning, including such programs for students with disabilities. Distributes resources, sets standards, and monitors performance of service-learning programs. Promotes the use of technology to access information about future education and careers including the Minnesota Career Information System (MCIS) and the Internet System for Education and Employment Knowledge (iSeek). Collaborates with the Minnesota State Colleges and Universities and the Minnesota Department of Employment and Economic Development in the coordination and implementation of the state's workforce development efforts.

Adult Basic Education

(651) 582-8442, Barry Shaffer, Supervisor.

Provides support to service providers who help Minnesota adults acquire basic education skills necessary for literate functioning and meeting their responsibilities with family and community, to benefit from post-secondary and job training programs, to achieve a high school equivalency, and to achieve self sufficiency.

Adult basic education programs include:

- **English as a Second Language** programs for learners whose native language is something other than English.
- **High School Equivalency** programs leading to a General Educational Development (GED) certificate upon completion of five tests: mathematics, reading, writing, social studies, science.
- **Adult Diploma** programs for adults over 21 leading to a high school diploma from a sponsoring school district.
- **Basic Skills Enhancement** programs for learners who need goal-specific elementary or secondary level basic skills such as work-related math, reading, or basic employability skills.
- **Family Literacy** programs for adults and children that feature instruction for adults in literacy and parenting as well as educational/developmental services for children.
- **Workplace Education** programs that are provided at the learner's place of employment. Workplace instruction features work-related vocabulary and communication skills.
- **Citizenship Education** programs which prepare Minnesota non-citizens for the U.S. citizenship exam, including application preparation and English language instruction.

Special Education Policy Section

(651) 582-8289, Norena Hale, manager. The Special Education Section provides leadership to teachers, families, and other educators throughout Minnesota who in turn provide education and related services to children and youth with disabilities aged birth to 21. The section plays a lead role in the state for special education policy, staff development, coordination of interagency services and the identification of research-based practices. The section also administers state and federal applications and reporting. It has three units: Low Incidence, Special Education Continuous Improvement, and Special Education Interagency Services. TTY (651) 634-2739.

Low Incidence Unit

(651) 582-8268, Eric Kloos, supervisor. This unit provides program and policy expertise in eight of the 13 special education disability areas. A continuum of support to teachers is available that includes teacher networks, statewide and regional staff development opportunities, and the development of promising practice materials.

Special Education Results and Improvement Unit

(651) 582-8883, Marty Smith, acting supervisor. This unit oversees the federal Office of Special Education initiative for establishing statewide special education performance indicators, goals, data collection, and strategies to address the needs identified. This is referred to as the Continuous Improvement Focused Monitoring Process (CIFMP) and it impacts local districts and state agencies.

Special Education Interagency Services

(651) 582-1143, Robyn Widley, supervisor. The Special Education Interagency Services Unit in the Special Education Policy Division provides leadership in state and local capacity building efforts related to the development of a statewide interagency coordinated system of intervention services for children with disabilities and their families,

ages birth through 21. The focus of this unit includes the development, implementation and evaluation of policy, funding and training recommendations related to individual program areas as required in IDEA law/regulations and state law/rule for students with disabilities.

Nutrition and Early Learning Services Division

Karen Carlson, Director (651) 582-8397
E-mail: *Karen.Carlson@state.mn.us;* **Fax: (651) 582-8497**

This division develops and executes policy directives and manages grants in the areas of special education, early childhood education, school health, and nutrition services. It provides leadership and technical assistance to local units of government and community organizations responsible for the implementation of such programs at the local level.

Early Learning Services

(651) 582-8411, Karla Mouw, supervisor. The birth to age five programs in Early Learning Services (ELS) are geared to promoting young children's healthy development in preparation for school entrance. This section administers school-based early childhood programs, state Head Start grants, and federal Even Start grants. ELS provides leadership and technical assistance to projects related to school readiness, early childhood screening, early learning standards, early assessment, and parent education.

Program Accountability and Improvement

(651) 582-841l, Karla Mouw, supervisor. This section is responsible for ensuring program integrity and compliance with state and federal regulations in the areas of food and nutrition services, special education policy and early learning services. It monitors and conducts on-site reviews of local school districts and community programs.

Food and Nutrition Service Internal Operations

(651) 582-8550, Linda Rosenbaum-Grubbs, supervisor. The Food and Nutrition Service Internal Program Operations is responsible for overseeing all application, claim, food distribution, and program policy processes for state and federal (United States Department of Agriculture) food and nutrition programs. Internal Operations provides the following services to schools, child care institutions, adult care institutions, and other organizations that sponsor food and nutrition programs:

- Approval of applications for participation in one or more of the food and nutrition programs.
- Assistance with claiming reimbursement for meals, milk, and snacks served.
- Distribution of USDA donated commodity foods.
- Interpretation of state and federal regulations and policies.

Office of Communications

Bill T. Walsh, Director (651) 582-1145
Bill.T.Walsh@state.mn.us
Fax: (651) 582-8730

Manages internal and external communications planning, media relations, public relations, and mass communications. Manages projects that cross organizational lines of the department, as assigned by the commissioner and the cabinet. Projects involve strategic planning, citizen outreach, and coalition building.

Office of Government Relations

Greg Marcus, Director (651) 582-8292; Fax: (651) 582-8728
E-mail: ***Greg.Marcus@state.mn.us***

This office serves as the departmental liaison to the governor's office, the legislature, tribal, and other governmental entities. It is involved with coordinating and developing the department's legislative agenda. It takes a leadership role in building partnerships with community organizations. In addition, this office interprets educational laws and rules for the general public and educators.

Division of Administrative Services

(651) 582-8290, Tammy McGlone, Director. Fax: (651) 582-8723.
E-mail: ***Tammy.Mcglone@state.mn.us.*** This division provides financial, operational, office services, and human resources support for programs and staff serving external customers. The services provided by this division encompass the management of all agency financial, human resources, and business affairs for the agency.

Budgeting and Financial Reporting

(651) 582-8490, Rita Schmidt, supervisor. This section is responsible for providing assistance to the agency in optimizing the use of available funding and providing for effective management of department programs through coordinating the development and implementation of annual spending plans; coordinating the monitoring and reporting on annual expenditures versus budgets; directing the agency resource data structure that accurately and appropriately produces information depicting complement control; directing the fiscal operations of the agency's federal grant programs and state loan programs; and coordinating the development, implementation, and reporting on fiscal performance measures.

Agency Operations Support

(651) 582-1136, Heather Holt, Supervisor. This section includes procurement, accounts payable, contract coordinators, data collection forms, facility support services, management of mail systems, operation of the department's copying system, design and management of phone equipment and voice mail system, and coordination of all move and furniture projects.

Audit Section

(651) 582-8800, Robert Kasper, Supervisor. The audit section performs both internal (within the department) and external (flow-through funds to local educational agencies) audits to ensure (1) both the department and local educational agencies operate programs in compliance with state and federal requirements with adequate internal and administrative controls and (2) the accuracy and effectiveness of budgeting, accounting, financial and operating policies, procedures, and systems for those programs.

Human Resources

(651) 582-8290, Bev Barnick, Supervisor. This section provides staffing, benefits administration, and labor relations services for the Department of Education, Board of Teaching and the Board of School Administrators. Job openings are posted on the Department of Employees Relations website: *www.doer.state.mn.us*

Teacher Quality Enhancement Project

(651) 582-8824, Mary Lynne McAlonie, Director
E-mail: *Marylynne.Mcalonie@state.mn.us*
FAX: (651) 582-8724

This office is responsible for the implementation of the federal Higher Education Act, Title II, Part A, Teacher Quality Enhancement Grant, which is a three-year grant to MDE totaling approximately $8.1 million from the U.S. Department of Education. The grant project includes: the Teacher Advancement Program (TAP) pilot project, a comparison across selected schools of models for teacher compensation and student achievement; The Minnesota First Five project to develop and pilot a statewide mentoring program for teachers in their first five years of teaching; the MDE recruitment center activity to establish a program to provide support to districts in recruiting for hiring; and the effort to impact shortages of highly qualified teachers

through alternative pathways to teacher certification. Project staff will conduct project activities with various school districts, stakeholder groups and existing MDE division programs.

Board of Electricity

S-128 Griggs Midway Bldg., 1821 University Ave., St. Paul, MN 55104-2993
Phone: (651) 642-0800 Fax: (651) 642-0441
Website: *www.electricity.state.mn.us*
Executive Secretary John A. Schultz

Minnesota Statutes, Sections 326.01, 326.24l-326.248; ***Minnesota Rules, Chapters*** *3800-3899*

Background

THE BOARD OF ELECTRICITY WAS CREATED IN 1899 TO PROVIDE FOR SAFETY in the rapidly expanding use of electrical power. The law established safety standards and requirements for licensing of electricians and inspection of electrical installations. Initially limited to cities of the first class, electrical licensing and inspection have been required throughout the state since 1938 and 1951, respectively.

Board Responsibilities

The board administers electrical licensing requirements statewide and, except in political subdivisions (cities) that have by ordinance established their own electrical inspection program, inspects new electrical installations as provided by the *Minnesota Electrical Act*, *Minnesota Statutes*, sections 326.01 and 326.241 through 326.248, and *Minnesota Rules* Part 3800. The state licensing law preempts local ordinances. Cities cannot require city electrical licenses for the performance of electrical work, but may require that persons doing such work provide a copy of their state license or other evidence that they are licensed.

Electrical Safety Standards

The *National Electrical Code* (NEC) and *National Electrical Safety Code* (NESC) are adopted under *Minnesota Statutes*, section 326.243, as the accepted standards for construction for safety to life and property. The NEC is applicable to all premises wiring and equipment. The NESC covers electric supply stations and overhead and underground electric supply and communication lines, and is applicable only to systems and equipment operated by utilities or similar systems on industrial premises. The most recent edition of the NEC, which is revised every three years, is adopted through the rulemaking procedures of chapter 14, and generally becomes effective in July of the designated year of that edition. The 2002 edition became effective in September of 2002.

Personal Electrical Licenses Required:

With the exception of a licensed professional engineer, a person who plans or lays out electrical systems is required to be licensed by the board as a master electrician or power limited technician.

A person who installs, alters, or repairs electrical wiring or equipment must hold a personal electrical license issued by the board which authorizes the type of work to be performed, except that an unlicensed person may:

1. **Perform electrical work on premises the person owns and occupies as a residence** or will occupy as a residence upon completion of construction. Other persons who are not properly licensed are not permitted to assist the owner in performing the work.
2. **Perform electrical work under the personal supervision** of a properly licensed person employed by the same employer. A licensed person may supervise not more than two unlicensed persons, except for technology circuit or system work, when a licensed person may supervise not more than three unlicensed persons.
3. **Adjust, repair, or replace worn or defective parts** of electrical equipment and replace defective receptacle outlets and lighting switches on their employer's premises under the general supervision of a master electrician, licensed maintenance electrician, or electrical engineer employed by the same employer, or the master electrician of an electrical contractor under contract to the employer.
4. **Adjust, repair, or replace worn or defective parts** of technology circuits or systems on their employer's premises under the general supervision of a licensed power limited technician.
5. **Perform electrical work on technology circuits or systems** while employed by an electrical contractor, technology system contractor, or employer that is not required to be licensed as a contractor, except when these circuits are remote control circuits that control circuits that are not class 2 or class 3; are installed in cabinets, enclosures, or devices that contain physically unprotected circuits other than class 2 or class 3; or technology circuits or systems installed in hazardous classified locations.
6. **Perform electrical work on technology circuits or systems in a residential dwelling** while employed by an electrical contractor or technology system contractor.
7. **Perform electrical work on class 2 or class 3 power limited remote control wiring** associated with cord and plug connected appliances installed in residential dwellings. Companies are also not required to be licensed for this type of work.
8. **Perform electrical work on telephone systems** as an employee of a telephone company regulated under chapter 237 or on cable communication systems as an employee of a cable communications company regulated under chapter 238.
9. **Perform electrical work on facilities owned or leased** by electric, communication, or railway utilities, telephone companies, or cable communications companies, that are generally accessible only to employees of the company and used for the generation or transmission of electric power, operation of railway signals, transmission of intelligence, antenna service, street lighting, and outdoor area lighting on utility-owned poles.
10. **Assemble electrical wiring and components** of a manufactured equipment within the limits of the manufacturer's production facilities.
11. **Repair electrical appliances**.
12. **Planning, laying out, alteration, replacement, or repair** of heating, ventilating, air conditioning, or refrigeration equipment, and associated devices, controls, and wiring including wiring in or on the equipment when performed or directed by persons who have completed an approved heating, ventilating, air conditioning, or refrigeration apprenticeship program or who hold any class of personal license issued by the board. This exemption does not include the installation of wiring to the unit.
13. **Perform electrical work on property owned or leased** by the federal government unless licensing is specifically required by the federal government.

With the exception of class A masters and class A journeyman, whose licenses are valid for all types of electrical work, holders of personal electrical licenses may perform only the types of electrical work covered by their license, as shown in the following table.

Experience and Examination

Required for Personal Licenses:

A personal electrical license is issued to any applicant who passes the board's written examination for the class of license and pays the license fee. To qualify for examination, an applicant must have the related experience and/or training required under *Minnesota Statutes* section 326.242 and *Minnesota Rules* Part 3800.3500, as shown in the following table.

License Type	Electrical Work Permitted	Minimum Electrical Experience
Class A Master	Install, alter, and repair any type of electrical wiring and equipment; plan, lay out, or supervise such work	(1) 12 months as a Minnesota Class A Journeyman, or; (2) Graduate of a four-year college or university electrical course, or; (3) 60 months including at least 12 months wiring and 2 months each planning, laying out, and supervising
Class B Master	Same as class A master, but limited to single phase electrical systems of not over 200 amperes capacity on any farm or in single-family dwellings in towns or cities with a population of less than 2500	No new class B master licenses are issued. Existing licenses may be renewed
Master Elevator Constructor	Install, maintain, and repair elevator and escalator electrical wiring and equipment; plan, lay out, and supervise such work	60 months including at least 24 months elevator wiring
Class A Journeyman	Install, alter, and repair any type of electrical wiring and equipment, and supervise such work	48 months or 36 months plus an approved two-year construction electrician course, including a minimum of 1 month maintaining and repairing and 24 months wiring
Class B Journeyman	Same as class A journeyman, but limited to single phase electrical systems of not over 200 amperes capacity on any farm or in single-family dwellings in towns or cities with a population of less than 2500	No new class B journeyman licenses are issued. Existing licenses may be renewed
Elevator Constructor	Install, maintain, and repair elevator and escalator electrical wiring and equipment	36 months including at least 12 months installing elevators
Maintenance	Adjust, replace or repair worn or defective parts of equipment and replace defective receptacle outlets and manual switches for lighting control	48 months including at least 24 months maintaining and repairing
Power Limited Technician	Install, alter, and repair technology circuit and system electrical wiring and equipment; plan, lay out, or supervise such work	36 months installing wiring and equipment including at least 12 months installing alarm and communication or technology circuits or systems. Up to 12 months of experience credit may be granted for the completion of a board approved course
Class A Installer	Install major home appliances on the load side of the electrical service in towns or cities with less than 1,500 population that do not have an electrical contractor and not adjacent to a city of the first class	12 months with at least six months installing wiring and equipment or completion of an approved electrical course
Class B Installer	Install, alter, and repair wiring on center pivot irrigation booms	12 months with at least six months installing wiring and equipment or completion of an approved electrical course
Lineman	Install, maintain, and repair electrical transmission and distribution systems for electrical utilities	48 months with at least 24 months line work

Applications for examination are available from the board and must be submitted with an application and examination fee of $35. When an application is received, the board mails experience/training verification forms to current and former employers and/or technical colleges listed on the application. Applications are submitted to the executive secretary for approval or disapproval after responses to the verification forms have been received. A report of license applicants approved or disapproved is provided to the board at its regular meetings. An applicant whose experience and/or training meets the requirements of the statutes and rules is notified of the next available

examination dates and is directed to schedule an examination on a date convenient to the applicant, or if not approved, is advised of the reason for disapproval. This process is generally completed within 30 to 60 days, but may take longer if employers do not respond to the verification form in a timely manner.

Examinations are generally conducted up to four times each month at the board offices located at 1821 University Avenue, St. Paul. However, additional examinations are scheduled as necessary to meet applicant demand. When requested, oral examinations are provided for persons with certified reading disabilities, and other accommodations provided for persons with special needs. Examination results are mailed within a week of the examination.

A person who fails an examination may not be reexamined for the same or a higher class of license for six months.

Reciprocity

Minnesota Statutes, section 326.242, subdivision 11 allows the board to enter into reciprocal license agreements with other states that have similar licensing requirements. Under this provision, an applicant may acquire a personal license without examination if the applicant became licensed in the reciprocal state by examination and has held the license for at least one year. Currently the board has a reciprocal agreement for Class A Journeyman licenses with the states of Alaska, Washington, Idaho, Utah, Montana, Wyoming, Colorado, North Dakota, South Dakota, and Nebraska. Additionally, the board has a reciprocal agreement for Class A Master licenses with the states of North Dakota, South Dakota, and Nebraska. A qualifying applicant can become licensed by paying the examination fee of $35.00 and the appropriate license fee.

Continuing Education

Except for a person who holds a power limited technology license, a person who has held any other personal electrical license for a full two-year term must receive 16 hours of related continuing education credit through educational programs approved by the board as a condition for renewal of their license. Information concerning continuing education requirements is mailed to licensees with their initial license and subsequent renewal notices. Additional copies of the notice, which includes the continuing education rule and a list of approved education rule and a list of approved educational programs may be obtained from the board upon request.

Personal License Fees

Personal electrical licenses are issued for a two-year period. The two-year license fee for class A master and master elevator constructor licenses is $80.00, $50.00 or Class B Master Licenses and $30.00 for all other types. Master licenses expire on March 1 of each odd-numbered year, with the fee for new licenses pro-rated quarterly. All other personal licenses expire two years from the date of issuance or renewal. License fees are not refundable after the license has been issued.

Contractor Licenses

In addition to any personal license required, a person who performs electrical work must also be licensed by the board as a contractor, or must be employed by a contractor licensed by the board, with the following exceptions:

1. An employer who employs a licensed master electrician or power limited technician to perform and/or supervise electrical work performed by employees on the employer's premises. The responsible master electrician or power limited technician must file a certificate of employment with the board on a form which is available from the board on request. This does not exempt employees from the personal licensing requirements. Employees may only perform work within the scope of work on the master electrician or power limited technician who has completed and filed the certificate of employment with the board.
2. An employer who employs a licensed maintenance electrician, master electrician, power limited technician or electrical engineer to perform and/or supervise electrical maintenance work performed by employees on the employers premises, or where such employees are supervised by a master electrician employed by an electrical contractor under contract to perform electrical work for the employer. The supervising master, power limited technician or electrical engineer must file a certificate or employment on a form, which is available from the board upon request. Employees supervised by a power limited technician may only perform maintenance work on technology circuits or systems.
3. Work covered under items 1, and 5 through 9 of the preceding list of licensing exemptions.
4. Class A and Class B installers.

An applicant for an **electrical contractor license** is required to be a licensed master electrician or to have a full-time employee who holds such license, provide a $5,000 bond to the state, and liability insurance including products and completed operations in the amount of $100,000 per occurrence, $300,000 aggregate limits and at least $25,000 property damage or a policy with a single limit for bodily injury and property damage of $300,000 per occurrence and $300,000 aggregate limits.

An applicant for a **technology system contractor license** is required to be a licensed power limited technician or to have a full-time employee who holds such license, provide a $5,000 bond to the state, and liability insurance including products and completed operations in the amount of $100,000 per occurrence, $300,000 aggregate limits and at least $25,000 property damage or a policy with a single limit for bodily injury and property damage of $300,000 per occurrence and $300,000 aggregate limits.

An applicant for an **alarm and communication contractor license** is required to pass the alarm and communication system examination given by the board, or to employ a person who has done so, and provide a bond and liability insurance as stated above for electrical contractors.

The original and renewal fee for either type of contractor license is $200 for a two-year period, which is prorated quarterly according to the remaining license period. Electrical contractor licenses expire on March 1 of each even-numbered year and technology system contractor licenses expire on August 1 of even-numbered years.

Electrical licensing information as well as related information is available on the board's website at *www.electricity.state.mn.us*.

Electrical Inspection - Requests for Electrical Inspection

All new electrical installations, including alterations or extensions of existing installations and those performed by homeowners in their own homes and auxiliary buildings, are required to be inspected, with the following exceptions:

1. Minor repair work defined as the adjustment or repair and replacement of worn or defective parts of electrical equipment and replacement of defective receptacle outlets and manual switches for lighting control.

2. Technology systems other than the fire alarm systems; class 2 or class 3 remote control circuits that control circuits other than class 2 or class 3; class 2 or class 3 circuits in electrical cabinets, enclosures, or devices containing physically unprotected circuits other than class 2 or class 3; technology circuits in hazardous classified locations; technology circuits in critical health and medical facilities; and physical security systems within detention facilities. Inspectors ***may*** inspect any exempted installation, and if code violations are observed, require the installer to file a Request for Electrical Inspection.

3. Installations exempt from licensing under the conditions stated in items 7 through 12 under the discussion of personal electrical licenses, above.

The board inspects electrical installations in all areas of the state except local jurisdictions, which have by ordinance established their own inspection program. A person or firm performing electrical work required to be inspected by the board must file a completed *Request for*

Electrical Inspection form and inspection fee with the board at or before the time the installation is started. Inspection request forms are available for $1.00 at the board office or by mail, postpaid. Electrical inspectors, area electrical representatives, some electrical utilities, and some cities also keep a supply of inspection request forms for resale. Inspection fees are based on the ampere rating and number of the electrical services and/or circuits to be installed. The board will provide information to installers concerning proper inspection fees and completion of the inspection forms upon request, and also provides a copy of the fee schedule and instructions with mail orders for individual inspection forms.

The installer must contact the inspector and schedule an inspection of any wiring that will be concealed by the structure or building finish, and the wiring must be inspected before it is covered. The installer must also notify the inspector when the wiring is completed and prior to the wiring being utilized and the associated space being occupied to enable a final inspection to be made. Inspections are generally made on the same day the inspector is called or the following working day, but three or four days may be required in sparsely populated areas involving greater travel distances. All installations must meet the requirements of the NEC.

When a non-conforming condition is found, the inspector will issue an inspection report to the installer, citing the applicable NEC section, and will discuss the violation with the installer if available. If a licensed contractor does not correct reported violations, the contractor's bonding company is notified and required to have them corrected. If unsafe conditions are not corrected, the board must order the installation or unsafe part to be disconnected.

The board presently contracts with 75 electrical inspectors who inspect installations within assigned geographical areas. These inspectors generally maintain an office in their homes and take phone calls between 7:00 and 8:30 a.m., Monday through Friday. The board also has 12 area electrical representatives who monitor the performance of the contract inspectors and assist them with inspection problems. The area representatives are available to the public to respond to complaints or questions concerning code requirements, licensing, or inspection, and may be contacted by phone between 8:00 and 9:00 a.m., Monday through Friday. The name, address, and phone number of the contract inspector or area representative serving an area may be obtained by contacting the board office. Inspector and electrical area representative contact information as well as installation related information is also available on the board's website at *www.electricity.state.mn.us*.

Complaints

Upon written complaint of electrical code violations on rental property received from a tenant, the board will inspect the property as required by *Minnesota Statutes*, section 566.19 and take appropriate action if violations are found. Complaints of violations of the licensing or inspection laws, or of errors or inappropriate action by contract inspectors or board staff are handled in accordance with Chapter 214 and procedures established by the Office of the Attorney General. Licensees who violate the electrical act are subject to disciplinary action ranging from reprimands to license revocation depending on the severity of the infraction. Appropriate legal action is taken against persons who perform electrical work without a proper license, fail to file Requests for Electrical Inspection, or otherwise violate the statutes or rules. Complaints may be referred to the board office or area electrical representatives, but should preferably be submitted in writing.

Information Available to Clients

Board staff is available to discuss or provide information concerning all matters under the board's purview. Written requests for information will be responded to in writing. Board licensing and inspection records and other board documents that are classified as public data under the government data practices act may be reviewed and/or copied in the board office by prior arrangement. Copies of such data may be obtained for the cost of providing the copy.

Forms and Publications Available

The following forms and publications may be obtained from the board without charge by personal visit to the office or by mail. Most of this information is also available on the board's website at *www.electricity.state.mn.us*.

- **Application for Electrical Examination.** Must be submitted by a person who wishes to apply for examination for a personal electrical license or to qualify for an alarm and communication contractor license. Supplied in a packet that includes filing instructions, study suggestions, and a copy of a booklet entitled *The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations*.
- **Application for Electrical Contractor License. Application for Technology System Contractor License.** Must be submitted by a person who wishes to obtain a contractor's license. Packet includes instructions, a copy of *The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations*, and the required bond, certificate of insurance, and certificate of employment forms.
- **Certificate of Employment of Master Electrician.** Form required to be filed by the master electrician of record for an electrical contractor. A new certificate must be filed if the contractor employs a different master electrician of record.
- **Certificate of Employment of Power Limited Technician.** Form required to be filed by the power limited technician of record for a technology system contractor. A new certificate must be filed if the contractor employs a different power limited technician of record.
- **Certification of Employment of Licensed Electrician or Electrical Engineer Responsible Electrical Maintenance Only. Certification of Supervision of Electrical Maintenance Work by Responsible Master Electrician of an Electrical Contractor. Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance. Certification of Employment of Power Limited Technician Responsible for Technology Circuit and System Construction and Maintenance.** The appropriate form of those identified above must be filed by the licensed person who supervises electrical work performed by employees on their employer's premises.
- **Application for Approval of Educational Program.** Required for providers of educational programs for continuing education credit. Instructions on back of form. Packet includes Instructor Information, Supplemental List of Educational Program Presentations, and Educational Program Attendance Record forms, and a copy of *Minnesota Rules* 3800.3600 to 3800.3603 relating to continuing education.
- **Instructor Information.** Statement of instructor qualifications for educational programs for continuing education credit. Must be filed by each instructor of such programs.
- **Supplemental List of Educational Program Presentations.** Must be filed to advise board of presentations of educational programs for continuing education that were not previously reported.
- **Educational Program Attendance Record.** Required to report attendance of licensees at educational programs for continuing education credit.
- **Continuing Education Notice and Rules.** Notice of continuing education requirements sent to licensees with license renewal notices, which includes copy of the continuing education rules.
- **The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations.** A pocket-size booklet with the Minnesota Electrical Act and *Minnesota Rules* administered by the board, including the inspection fee schedule.
- **Directory of State and Municipal Electrical Inspectors.** Current inspector information is available on the board's website at *www.electricity.state.mn.us*. A booklet with the names, addresses, phone numbers and inspection areas of all state and city electrical inspectors, the board's area electrical

representatives, and names of the board's management staff is available for persons without internet access.

- **Safety Requirements for Portable Electrical Systems.** A summary of information concerning inspection and NEC requirements applicable to portable electrical systems such as those used by carnivals.
- **Fee Schedule.** The board's inspection fee schedule, *Minnesota Statutes*, section 326.2441.
- **Employee Electrical Licensing and Electrical Inspection.** A one-page memo explaining the licensing and inspection requirements that apply to persons who do electrical work on their employer's premises.
- **Electrical Inspections for Homeowners.** An eight-page pamphlet that explains general inspection and electrical code requirements.

The following forms and publications are available for the amount stated:

- **Request for Electrical Inspection forms.** One dollar each. Price includes postage if mailed. Available individually or in books of 25 forms. Instructions for filing are printed on the form. Homeowners ordering by mail receive a copy of the inspection fee schedule.
- **National Electrical Code.** The electrical safety standard adopted by reference in Minnesota statutes. The price of the current edition (2002) is $75.00 in looseleaf format and $65.00 in softcover, not including sales tax and shipping. This price may change without notice, please check current price before ordering.
- Complete lists of licensees are also available from the Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155, phone (651) 297-3000.
- The NEC may be obtained directly from the sponsoring organization, The National Fire Protection Association, Inc., by calling 1-800-344-3555.
- The NESC may be obtained directly from the sponsoring organization, the Institute of Electrical and Electronic Engineers, Inc. at 345 East 47th Street, New York, NY 10017-2394.

Organization

Board members are appointed by the governor to four-year terms. As required by law, the board consists of two master electricians who are electrical contractors, two journeyman electricians, two power limited technicians who are technology system contractors, one electrical engineer, two representatives of rural electrical power suppliers, and two public members. Board officers are elected for one-year terms at the boards' regular July meeting each year. The executive secretary is in the unclassified service and is appointed by the board. The board staff consists of the assistant executive secretary, electrical examiner, office manager, assistant office manager, 12 area electrical representatives, and nine clerical staff.

Citizen Participation and Appointment:

• Board of Electricity

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Disclaimer

Although significant effort has been made to provide an accurate summary of the statutes and rules administered by the Minnesota Board of Electricity, this guide should not be relied upon as a complete and accurate representation of *Minnesota Statutes*, sections 326.01 and 326.241 to 248 and *Minnesota Rules* Chapter 3800. Interested entities should reference official copies of these statutes and rules for complete and accurate information.

Emergency Medical Services Regulatory Board (EMSRB)

2829 University Ave. S.E., Suite 310, Minneapolis, 55414-3222

Phone: (612) 627-6000 Fax: (612) 627-5442 Toll-free: (800) 747-2011 TTY: (800) 627-3529

Website: *www.emsrb.state.mn.us* E-mail: *EMSRB.Webmaster@state.mn.us*

Executive Director Mary F. Hedges

Free parking is available to visitors in a small lot adjacent to the building off 29th Ave. S.E. or in a surface lot located behind the parking ramp on 4th St. S.E. A map and directions to the office may be found on the agency's website.

Minnesota Statutes, Chapter 144E; ***Minnesota Rules***, Chapter 4690

THE EMERGENCY MEDICAL SERVICES REGULATORY BOARD (EMSRB) is the lead agency for emergency medical services (EMS) in Minnesota. Its mission is: "To provide leadership which optimizes the quality of emergency medical care for the people of Minnesota--in collaboration with our communities--through policy development, regulation, system design, education and medical direction."

Background

The EMSRB was created in 1995 legislation and began operations on July 1, 1996. It was one of the first such independent EMS agencies in the country and has served as a model for other states. Before its existence, EMS functions in Minnesota had been carried out in the Department of Health's EMS Section, dating to the 1960s when EMS was emerging here and nationally as a distinct public health component.

Citizen Participation and Appointment:

• Emergency Medical Services Regulatory Board

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Agency Services

The agency offers the following services:

• **Licenses and regulates** approximately 300 ambulance services. The license fee us $150 for a two-year period. There is an additional fee of $96 for each vehicle operated by an ambulance service and a $25 fee for a duplicate of an original license.

• **Certifies more than 12,000** emergency medical technicians after they have completed basic, intermediate or paramedic courses and passed both written and practical tests; also renews their certification every two years after completion of continuing education requirements. There is no charge for certification cards but there is a $25 fee for issuing a duplicate.
• **Registers more than 16,000** first responders after they have completed the required training and testing. There is no certification fee.
• **Registers non-transporting medical response** (first responder) units through a voluntary web-based process. Registration is for a two year period. There is no registration fee.
• **Approves approximately 100** training programs, in a variety of settings statewide, that conduct training courses for EMS personnel. The fee is $100 for a two-year period.
• **Receives, investigates and resolves complaints** from the public and EMS professionals about ambulance services, training programs and EMS personnel.
• **Designates and funds eight organizations** that provide EMS support on a regional level throughout the state.
• **Administers funding** for Comprehensive Advanced Life Support (CALS) courses that teach advanced emergency care skills to rural doctors and nurses throughout the state.
• **Administers funding for the EMS** for Children Resource Center, which provides information and training on pediatric emergency care and child safety.
• **Administers annual reimbursements** to volunteer ambulance services for expenses associated with the initial training and continuing education of approximately 1,400 volunteer EMS personnel annually. The maximum reimbursement is $450 for initial training and $225 for refresher courses.
• **Administers a longevity program** that provides one-time cash awards to qualifying EMS personnel who retire from a volunteer ambulance service.

Forms Available

The following forms may be obtained by personal visit to the EMSRB office, through a request by mail or by downloading from the website:

• **Volunteer Training Reimbursement Application.** Must be completed to request reimbursement of costs for training volunteer ambulance service personnel.
• **Longevity Current Service Credit Form.** Must be completed by eligible volunteers to claim a service credit for the current period.
• **Longevity Prior Service Credit Form.** Must be completed by eligible volunteers to claim service credits for the period prior to June 30, 1993, if they have not been credited previously.
• **Longevity Award Claim Form.** Must be completed by eligible volunteers to claim a cash Longevity Award upon retirement.
• **Ambulance Service Medical Director Statement.** This form is completed by licensed physicians who agree to serve as medical directors of ambulance services.
• **Ambulance Inspection Form and Checklist.** This form is used by EMSRB personnel during the inspection of ambulance services.
• **Ambulance Vehicle Form (New or Replacement).** Must be completed by an ambulance service (and an inspection completed by EMSRB) before a vehicle can be put in service.
• **Ambulance Primary Service Area Charge.** Must be filled out by an ambulance service when applying for a change in its primary service area.
• **Complaint Report Form.** This form is to be completed by anyone reporting a complaint about a first responder or emergency medical technician, an ambulance service or a training program.
• **Disclosure Form.** A series of questions about certain convictions which must be filled out by individuals when applying for initial or renewal registration as a first responder or certification as an emergency medical technician.
• **Basic Examiner Form.** To be completed by EMS Personnel applying to become basic examiners.
• **Advanced Examiner Form.** To be completed by EMS personnel applying to become advanced examiners.
• **Training Program Forms.** A series of forms to be filled out by training programs when applying for program approval, scheduling a course, or conducting an examination.

Department of Employee Relations (DOER)

Centennial Office Building, Suite 200, 658 Cedar Street, St. Paul, MN 55155
Phone: (651) 297-1184 Fax: (651) 296-1990 TTY: (651) 297-2003
Website: *www.doer.state.mn.us* E-mail: *employ.relations@state.mn.us*
Commissioner: Cal R. Ludeman (651) 296-3095
Business hours: Monday through Friday 8:00 a.m. to 4:30 pm
(Metered public parking available along Cedar Street; public parking also available in the Orange Level of Centennial Building Ramp, located behind Centennial Office Building.)

Minnesota Statutes, Chapters 43A, 176, 179A, 15.46 and 471; ***Minnesota Rules*** 3900-3920

Agency Purpose

THE DEPARTMENT OF EMPLOYEE RELATIONS (DOER) leads the State of Minnesota's Human Resources System. This is accomplished through a partnership with human resource professionals from all agencies who are committed to the continuous improvement of human resource products and services that support state government in providing exceptional service to all citizens.

DOER is governed by *Minnesota Statute* 43A, which gives the department three main areas of responsibility. These are the administration of the state's civil service system, negotiating labor contracts for state employees, and providing insurance to state employees, retirees, and their families.

DOER Provides Services for State Government Entities and the Public

DOER's services are provided primarily to executive branch state agencies, but are also provided to the State Legislature, the State Judiciary, quasi-state agencies as well as these employees, retirees and their families. DOER serves the public directly by assisting those seeking employment within the executive branch. In addition, DOER provides limited services to local units of government, including cities, towns, and counties.

Agency History

In 1939, the state of Minnesota became one of the first states to pass a civil service law, which was implemented through the creation of the Civil Services Department. In 1971, the Public Employee Labor Relations Act (PELRA) was passed, authorizing public sector collective bargaining. Soon after PELRA was instituted, the Legislature adopted changes designed to strengthen recruiting and hiring for supervisory and management positions, and changed the name of the department to the Personnel Department.

In 1979, the legislature began to look into the interaction between the Department of Personnel and the State Negotiator's Office, which negotiated state employee contracts. After reviewing the pieces, the 1980 Legislature merged the Personnel Department and the State Negotiator's Office into one department, and named it the Department of Employee Relations. This new department was designed to express the concept of the state as one employer. The department has continued this philosophy and has since received added responsibilities to meet the changing needs of employees and state agencies.

Citizen Participation and Appointment:

• Department of Employee Relations Public Employees Insurance Program

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Agency Divisions

Office of the Commissioner

(651) 296-3095, Cal R. Ludeman, commissioner
FAX (651) 296-1990; TTY: (651) 297-2003

The Office of the Commissioner provides central executive authority, management and planning for all of DOER. The commissioner's direct reports include the Deputy Commissioner for Personnel and the Deputy Commissioner for Labor Relations, as well as other key managers and support staff.

The commissioner, deputy and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Deputy Commissioner for Personnel is responsible for the Human Resources Management Division, as well as the internal management of the Department. The deputy serves as the commissioner's representative to the Human Resources Directors Partnership.

The Deputy Commissioner for Labor Relations serves as the chief negotiator for the state during state employee contract negotiations bargaining and is responsible for the Labor Relations Division including the compensation unit.

In addition, DOER's commissioner declares weather emergencies which determine whether state employees must report to work. Details of weather emergencies, state office closures, and other pertinent information may be found on the Weather Emergencies section of the DOER Home Page, at <*http://www.doer.state.mn.us*>.

Human Resource Management Division

(651) 296-3448, Ann Schluter, deputy commissioner
(651) 296-8912, Laurie Hansen, manager;
FAX: (651) 296-8919; TTY: (651) 282-2699

The Human Resources Management Division (HRMD) is made up of seven functional units: Systems Development, Training and Analytics; Workforce Diversity; Affirmative Action; Systems & Applicant Support; Workforce Analysis and Reporting; DOER Administrative Services; and Agency Services.

The division establishes and maintains the Human Resource Information Systems (HRIS); enhances the capture of and access to information improving enterprise-wide collaboration; and provides data essential for strategic planning and performance measurement.

The division audits employee appointments and changes in the personnel records of all state employees and certifies that all HR transactions are in compliance with *Minnesota Statutes*, rules, administrative procedures, bargaining agreements, and compensation plans.

HRMD furnishes public personnel data when requested by the general public, the legislature, and the media. Dissemination of such data is regulated by the Minnesota Government Data Practices Act, as specified in *Minnesota Statutes* Chapter 13. Requests for public personnel data can be made by calling (651) 296-8912.

The division ensures that a diverse pool of competent job applications is available to fill state agency needs; provides information, consultation, training and resources in job analysis, recruitment, selection and workforce development; and manages, maintains, and integrates selection and recruiting technology.

The division assists persons seeking employment within the executive branch of the State of Minnesota. State employment information is available on-line by following the links from *www.doer.state.mn.us*. This site gives job seekers a variety of self-service options. Internet access and assistance is available at all Area Workforce Centers operated by the Department of Employment and Economic Development (DEED). Job applicants may also obtain state job information by calling the Job Information Line (JIL) at (651) 296-2616, using the teletypewriter (TTY) at (651) 282-2699 or E-mailing your request to *job.info@state.mn.us*

The deputy for Personnel serves as the commissioner's representative to the State Human Resources Directors' Partnership (HRDP). The HRDP is an organization of state agency human resources directors whose mission is to promote and unify human resources policies, procedures, and strategies throughout Minnesota's state government.

In cooperation with the HR community, the division is involved in leading and supporting creative approaches in the areas of workforce planning, training and development, computerized resume scanning, and skills identification.

The HRMD supports state executive branch agencies by providing leadership, consultation, and technical assistance in the development and implementation of affirmative action programs designed to develop a workforce that reflects the diversity of the state. The division's role is to develop and monitor policies, procedures, and practices to identify and remove barriers so that services and programs are equally accessible to all Minnesotans. The division also ensures that state agencies are in compliance with both the state requirements and Federal guidelines for the Americans with Disabilities Act.

The division staff has a significant role in ACCESS, a partnership of State Agency Affirmative Action Officers. This group works collaboratively with state agencies to create and maintain a statewide system which ensures equal opportunity and affirmative action best practices are implemented to attract, recruit, hire, develop, and retain a diverse workforce.

To register any concerns involving HRMD, please call (651) 296-3448.

Labor Relations Division

(651) 296-2516, Paul Larson, deputy commissioner
FAX: (651) 296-8273; TTY: (651) 297-7959

The Labor Relations Division negotiates and administers collective bargaining agreements and labor plans for state employees as well as handling employee grievances and interest arbitrations.

Working closely with the Legislative Joint Subcommittee on Employee Relations the division represents the management of 120 state agencies and boards, impacting about 37,200 executive branch state employees. The Labor Relations Division provides assistance regarding complaints related to labor practices within the scope of state government employment.

The division's compensation unit administers a compensation program for state employees. The compensation unit collects data dealing with salary and salary administration practices, and provides compensation information which the department uses during negotiations of the collective bargaining agreements.

The compensation unit administers the local government pay equity program, which assists approximately 1,500 local governments in achieving compliance with state laws eliminating sex-based wage inequities in compensation. The unit also reviews requests from local governments to exceed the statutorily mandated salary cap of 95% of the governor's salary.

To register any concerns about the Labor Relations Division, please call (651) 296-2516.

Employee Insurance Division

(651) 296-2457, Liz Houlding, manager
FAX: (651) 296-5445; TTY: 1-800-627-3529

DOER's Employee Insurance Division (EID), administers employee benefits and workers' compensation insurance for the State of Minnesota's eligible employees. It also purchases health, dental, and life insurance for units of local government.

To register any concerns about EID, and any of its programs or units, please call (651) 296-2457.

State Employee Group Insurance Program (SEGIP)

(651) 296-2457, Liz Houlding, manager
FAX: (651) 296-5445

SEGIP administers the state's comprehensive employee insurance benefits. SEGIP provides benefits to eligible state employees, retirees, and dependents in all three branches of state government, Minnesota State Colleges and Universities, and certain quasi-state agencies. This activity covers 120,000 individuals statewide.

SEGIP works with insurance carriers to obtain group life, medical, hospital, disability, long-term care and dental insurance coverages for its members on a cost-effective basis. SEGIP also offers employees the opportunity to participate in pre-tax accounts for health and dental plan premiums, eligible dependent care, medical and dental, and transportation expenses.

Employer-administered benefits have been an important part of state employee's compensation for more than 55 years. Over time, the range, complexity and expense of employee benefits has increased greatly particularly in the area of health benefits. To address such increases, EID developed the Minnesota Advantage Health Plan for state employees. The plan was launched in 2002 help contain health benefits costs, provide greater flexibility and options, and preserve access to a wide array of health care providers for employees.

Administration of the program includes enrollment, premium collection and payment, and resolution of coverage and claim disputes. Information about SEGIP services is available on the DOER website at *www.doer.state.mn.us*.

Health Risk Management Program

(651) 282-6437, Ricka Stenerson

The Health Risk Management Program in the Employee Insurance Division works with the state's health insurance carriers to develop initiatives and programs to utilize health care resources more effectively. An online brochure for employees entitled Health Improvement Resources is available at *www.doer.state.mn.us/health.htm*. Resources covered in the brochure are designed to complement services already provided by health care providers and primary care clinics. A variety of other resources such as health links and calculators, health tips, and upcoming programs are also available at this site.

Within the Health Risk Management Program is the State's Employee Assistance Program (EAP) which provides state employees and their eligible dependents counseling and consultation services regarding personal, family, and workplace problems that impact employee performance and organizational effectiveness. EAP also provides consultation to state agencies regarding organization change and performance management problems. EAP is available to all of state government's 54,000 employees including those in the legislative and judicial branches.

Through its State Safety and Industrial Hygiene Unit, the Health Risk Management Program provides state agencies with consulting services in occupational safety, industrial hygiene, and injury prevention.

State Workers' Compensation Program

(651) 296-6521, Gary Westman, manager
FAX (651) 297-5471

The State Workers' Compensation program ensures state employees a safe and healthy environment and works to minimize costs associated with work related injuries and illnesses. Minnesota's self-insured workers' compensation activity provides workers' compensation insurance to approximately 57,000 employees in the state's executive, legislative and judicial branches and employees of quasi-state agencies, such as the Minnesota Historical Society and the Minnesota State Fair.

Public Employees Insurance Program

(651) 296-0633, Scott Anderson, manager
FAX: (651) 296-5445

The Public Employees Insurance Program (PEIP) is a statewide health-dental-life insurance pool managed by DOER and offered to local units of government. The program provides Minnesota's public employers (including counties, cities, townships, school districts, and other jurisdictions) the option to purchase an affordable, uniform package of health care and other benefits for their employees, retirees, and their dependents.

Information Systems Division

(651) 297-5767, Steve Jorgenson, manager.

The Information Systems Division, under the leadership of the Chief Information Officer, provides DOER with a comprehensive information technology management program, providing design, development, implementation and maintenance support for statewide information systems such as the state's payroll, human resources, and employee insurance systems. The IS division increases service satisfaction among state agencies and employees through human resource systems integration, provides vision, products, systems, and services to enhance the suite of desktop technology at DOER, and provides for the management of data ensuring quality, integrity, compatibility, and economy of systems.

The division has three principle units: SEMA4 Technical Support unit which designs, develops, implements and maintains the state's payroll and human resources and insurance system to ensuring cost effectiveness and value added. The Technical Services Unit provides vision, leadership, products, systems, and services to support DOER's desktop and network technology resources. The Data Management Unit provides leadership, project oversight, and direction in managing DOER data including information planning, data management strategic planning, data administration, and systems development coordination.

Department of Employment and Economic Development

First National Bank Building, 332 Minnesota Street, Suite E200, St. Paul, MN 55101
Phone: 651-297-1291 (toll free: 800-657-3858 TTY: 651-282-6142 Toll free TTY: 800-366-2906)
Website: *www.deed.state.mn.us*
Commissioner Matt Kramer
Deputy Commissioner Dennis Yecke

Minnesota Statutes Chapters 41A, 116J, L and M, 248, 268, 268A, 446A ***Minnesota Rules*** Chapters 3300-3499, 4100-4399

THE DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT (DEED) is the state of Minnesota's principal economic development agency, with programs promoting business expansion and retention, workforce development, international trade, community development, and tourism.

The mission of the department is to support the economic success of individuals, businesses and communities by improving opportunities for growth. The department employs all available state government resources to upgrade the skills of Minnesota's workforce, foster economic independence and self-sufficiency, increase non-resident and resident tourism revenue, and facilitate an economic environment that produces net new job growth in excess of the national average.

DEED's primary clients are businesses, individuals, and communities. The agency provides services to its clients by meeting shared goals for economic development in domestic and international markets and by supporting Minnesota WorkForce Centers – one-stop career centers throughout the state. The department's Explore Minnesota Tourism Office provides direct services to consumers seeking information about Minnesota travel, tourism, and recreation opportunities.

Background

DEED was created in July 2003 with the merger of the former Department of Trade and Economic Development (DTED) and the Minnesota Department of Economic Security (MDES). MDES was originally created in 1977 as a merger of the former Departments of Employment Services and Vocational Rehabilitation, the Governor's Manpower Office, and the Economic Opportunity Office, which administered the anti-poverty programs. In 1985, State Services for the Blind joined the department, which was renamed the Department of Jobs and Training. The original name, the Department of Economic Security, was restored in 1994.

Minnesota's first economic development agency – the Department of Business Research and Development – was created in 1947, and since has undergone several legislative reorganizations. Its name changes include the Department of Business Development in 1953 and the Department of Economic Development in 1967. A 1981 legislative restructuring included the addition of many community development and energy development programs, and it became the Department of Energy, Planning and Development. In 1983, yet another reorganization led to the creation of the Department of Energy and Economic Development.

The agency became known as the Department of Trade and Economic Development in 1987, when the state's international trade activities were returned to the agency's purview and energy programs were transferred to the Department of Public Service. In 2000, legislative action led to the transfer of the Dislocated Worker Programs from the Department of Economic Security to the Minnesota Job Skills Partnership Board unit within DTED, resulting in the creation of the agency's Workforce Development Division.

Citizen Participation and Appointment:

- **Emergency Energy Assistance Advisory Council, Fuel Funds**
- **Governor's Workforce Development Council**
- **Minnesota Agricultural and Economic Development Board**
- **Minnesota Job Skills Partnership Board**
- **Rehabilitation Council for the Blind**
- **State Rehabilitation Advisory Council**
- **Statewide Independent Living Council**
- **Urban Initiative Board**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Internal Organization

Legislative Affairs Office

(651) 297-3731, Lynne Batzli, director, *Lynne.Batzli@state.mn.us*, **(651) 297-5713, John Rajkowski, director,** *John.Rajkowski@state.mn.us*

The Legislative Unit coordinates all aspects of the legislative process for the department including initiating, formulating, drafting, finalizing, getting authors, and presenting the legislative initiatives to the Governor's Office, Department of Finance, legislators, and key legislative staff.

Policy, Planning and Measures Office

(651) 296-5750, Libby Starling, director, *Elizabeth.Starling@state.mn.us*

This office provides a coordinated planning and performance measurement process for the department and the Minnesota WorkForce Center System and coordinates activities that directly support and facilitate the process of developing, writing, and implementing strategic planning for the department.

Business and Information Technology Office

(651) 296-7842, Matthew Porett, Chief Information Officer, *Matthew.Porett@state.mn.us*

The Business and Information Technology (BIT) Office is the primary technology support and system development group that supports DEED's business operations. The BIT group supports remote agency operations in over 50 WorkForce Center locations, three unemployment insurance processing centers, and the DEED Central Office. It also manages the development of national CareerOneStop electronic products.

Communications and Marketing Office

(651) 297-1192, Kit Borgman, director, *Kit.Borgman@state.mn.us*

This office provides centralized services in the area of communications, public relations, publications, and web development.

The Analysis and Evaluation Unit within Communications and Marketing provides analysis, research, program evaluation, and client surveys to support DEED's client services.

Fiscal Management Office

(651) 296-3965, John Stavros, Chief Financial Officer, *John.Stavros@state.mn.us*

This office provides fiscal oversight, budget management, and audit integrity for the agency and its programs.

Human Resources Office

(651) 296-4811, Vonnie Mulcahy, director, *Vonnie.Mulcahy@state.mn.us*

The DEED Human Resources Office, in partnership with the Minnesota Department of Employee Relations, provides a variety of services important to employees, supervisors, and managers. For information on DEED job openings, visit *www.doer.state.mn.us/stf-bltn/jobs2/index.htm*

Business and Community Development Division

(651) 296-5005. The Business and Community Development Division consists of offices that market all of DEED's programs to business and community customers; work with companies to expand in, or re-locate to Minnesota; promote international trade; finance business expansions; finance improvements in community infrastructure including public facilities, housing and commercial rehabilitation, new housing, environmental cleanup, and redevelopment of industrial land; provide information and consultation to small businesses; and assist communities and development organizations with strengthened capacity to undertake development.

Office of Business Finance

(651) 297-1391, Paul A. Moe, director, *Paul.A.Moe@state.mn.us*

The Office of Business Finance administers financing programs assisting businesses primarily with expansions through a variety of development tools. The most well-known, the Minnesota Investment Fund, receives legislative appropriations and federal funding to assist companies in projects that create new jobs, leverage private investment, and increase the tax base in all parts of Minnesota.

Minnesota Investment Fund

Website: *www.deed.state.mn.us/programs/mninvestfunds.htm*

This program assists expanding businesses in creating and retaining high quality jobs, with an emphasis on manufacturing, technology, and professional service employment. Grants are awarded to local governments, which, in turn, make loans for specific business projects or finance public infrastructure improvements. All projects must meet minimum criteria for private investment, number of jobs created, or retained and wage thresholds. At least half of total project costs must be privately financed through owner equity and other lending sources.

For more information, contact DEED Regional Loan Officers at *www.deed.state.mn.us/bizdev/loanofficers.htm* or (651) 297-1391; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Small Business Development Loan Program

Website:
www.deed.state.mn.us/bizdev/small_bus_dev_loanprogram.htm

This program helps to create jobs and provide loans for expansion of small business, typically with no more than 500 employees. The Minnesota Agricultural and Economic Development Board (MAEDB) makes small business loans through the issuance of industrial development bonds backed by a state-funded reserve of 25 percent. Manufacturing and industrial businesses located or intending to locate in Minnesota may be eligible. All projects must meet minimum criteria of new capital investment resulting in a significant number of new jobs and other beneficial economic impacts. Working capital and refinancing are not eligible. Loans are available from $500,000 (minimum) up to a maximum of $6 million.

For more information, contact DEED Regional Loan Officers at *www.deed.state.mn.us/bizdev/loanofficers.htm* or (651) 297-1291; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Rural Challenge Grant Program

The Rural Challenge Grant Program helps provide job opportunities for low-income individuals, encourages private investment, and promotes economic development in rural areas of the state, in partnership with the six Rural Initiative Funds (see: *www.deed.state.mn.us/programs/ruralchall.htm)*. Loans are drawn from a state appropriation and matched by the same level of funding from the McKnight Foundation (see: *www.mcknight.org/cfc/initiatives_mif.asp)*. The program operates as a revolving fund to create new jobs, leverage private investment, and increase the tax base in all parts of Minnesota.

For more information, contact Bart Bevins at *Bart.Bevins@state.mn.us* or (651) 297-1170; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Urban Initiative Program

The Urban Initiative Fund assists minority-owned and minority-operated businesses and others to create jobs in low-income areas of the Twin Cities. The program was created by the Legislature in 1993 and is matched by funds provided by certified nonprofit organizations with whom the Urban Initiative Board partners in the Twin Cities area. The program operates as a revolving fund.

For more information, visit *www.deed.state.mn.us/programs/urbaninitloan.htm* or contact Bart Bevins a*t Bart.Bevins@state.mn.us* or (651) 297-1170; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906**.**

Office of Community Finance

(651) 297-3172, Louie Jambois, director, ***Louis.Jambois@state.mn.u****s.*

The Office of Community Finance administers the Small Cities Marketing and Business Development Program, the state's mechanism for assisting local governments with rehabilitating housing and commercial buildings, and investing in new water and wastewater infrastructure. The office also administers the Contamination Cleanup Grant Program, Redevelopment Grant Program, the JOBZ Program and the Border Cities Enterprise Zone program. In recent years, there have been substantial efforts in disaster recovery arising from the tornadoes of 1998 and the flooding of 2001 and 2002.

Small Cities Development Program

The purpose of this program is to provide decent housing, a suitable living environment and expanding economic opportunities, principally for persons of low-and-moderate income. It provides federal grants from the U.S. Department of Housing and Urban Development (HUD) (see: *www.hud.gov/economicdevelopment/index.cfm)* to local units of government on a competitive basis for a variety of community development projects. Cities and townships with populations under 50,000 and counties with populations under 200,000 are eligible. Indian tribal governments, which can receive funds directly from HUD, are ineligible for this program. Proposed projects must meet one of three national criteria: benefit low and moderate income person, eliminate slum and blight conditions, or eliminate an urgent threat to public health or safety. In addition, proposed project activities must be eligible for funding, project need must be documented, and the general public must be involved in the application preparation. State program rules subdivide grant funds into three general categories: Housing Grants, Public Facility Grants and Comprehensive Grants. The maximum grant award for a Public Facility or Housing project is $600,000. The maximum grant for a comprehensive project is $1.4 million. For more information, contact DEED Small Cities Development Representatives at *www.deed.state.mn.us/SCDP/index.htm.*

Contamination Cleanup and Investigation Grant Program

Website: *www.deed.state.mn.us/programs/contamclean.htm*

These grants are awarded to development authorities for contamination investigations and the development of Response Action Plans (see: *www.pca.state.mn.us/programs/sbap_p.html)* or for the cleanup of contamination on sites that will be redeveloped. The Contamination Investigation grants allow communities to test sites believed to be contaminated and develop plans to clean sites for future redevelopment. The Contamination Cleanup grants address the growing need for uncontaminated land that can be developed. In both cases, grants are awarded to those sites where there is serious, imminent private or public redevelopment potential. Cities, port authorities, housing and redevelopment authorities, economic development authorities, or counties are eligible. Both publicly and privately owned sites qualify for this program. For more information, contact the DEED Brownfields and Community Assistance Unit at (651) 296-5005; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Rural Redevelopment Grant Program

These grants are awarded to development authorities to assist with costs related to redeveloping blighted properties such as old industrial, residential, or commercial properties. The program only applies to sites where a past use and the need to "recycle" the land for a more productive use exists. Grants can pay for land acquisition, demolition, infrastructure improvements, stabilizing unstable soil when infill is required, ponding, environmental infrastructure, and other costs on sites where a subsequent redevelopment will occur. Eligible applicants include cities, counties, port authorities, housing and redevelopment authorities, and economic development authorities. For more information, contact Meredith Udoibok at *Meredith.Udoibok@state.mn.us* or (651) 297-4132; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Enterprise Zone Program

Website: *www.deed.state.mn.us/programs.bcez.htm*

This program provides business tax credits to qualifying businesses for investment, development, job creation, or retention in the Enterprise Zone cities of Breckenridge, Dilworth, East Grand Forks, Moorhead, and Ortonville. Businesses may apply for property tax credits, debt financing credit on new construction, sales tax credit on construction equipment and materials, and new or existing employee credits.

For more information, visit the website above, or contact Meredith Udoibok at *Meredith.Udoibok@state.mn.us* or (651) 297-4132; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

JOBZ Job Opportunity Building Zones

Website: *www.deed.state.mn.us/bizdev/jobz.htm*

The goal of JOBZ is to stimulate economic development activity in distressed areas of Minnesota by providing local and state tax exemptions. Up to 10 Job Opportunity Building Zones (JOBZ) and five Agricultural Processing Facility Zones (APFZ) can be created for a maximum duration of 12 years. JOBZ cannot exceed 5,000 acres but may include one or more non-contiguous sub-zones and multiple commercial/industrial properties. APFZ cannot exceed the size of the facility and space for ancillary facilities and expansions in the reasonably foreseeable future.

Greater Minnesota local units of government are eligible to apply. Multiple local units of government are strongly encouraged to submit joint multi-jurisdictional JOBZ applications.

The types of tax exemptions include corporate franchise tax, income tax for operators or investors, sales tax on goods and services used in the zone if the goods and services were purchased during the duration of the zone, property tax on commercial and industrial improvements but not on land, wind energy production tax, and employment tax credit for high paying jobs. Exemptions do not apply to the following property: property subject to general obligation bond levy, property subject to a school operating referenda approved by the voters before designation of the JOBZ or APFZ, land only (improvements to land are exempt), or property where neither the owner nor lessee is a qualified business.

Qualified businesses include businesses in the zone at the time of designation, business startups in the zone, business relocations from other states, and business relocations from Minnesota if the business increases by 20 percent within the first year or makes a capital investment equal to 10 percent of gross revenues. Applicants for zone designation must submit a Development Plan outlining details of the proposed zone to the Department of Employment and Economic Development. Zone selection will be based on: poverty rates, average weekly wages, deteriorated or underutilized property, low housing median sales price, low household income, population loss, sudden or severe job loss, physical problem on sites, adequate infrastructure, low business startup or expansion rates, viability and creativity of Development Plan, local public/private commitment, dedication of existing resources, relationship to other economic development activities, linkage between job creation and training, and reduced regulation.

For more information, contact JOBZ at (651) 297-1291; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Public Facilities Authority

(651) 296-5005, Terry Kuhlman, executive director,
E-mail: *Terry.Kuhlman@state.mn.us;*
Website: *www.deed.state.mn.us/Community/assistance/pfa.htm*

The Public Facilities Authority (Authority) is governed by a board of six ex-officio members, which includes the commissioners of the departments of Agriculture, Employment and Economic Development, Finance, Health, Transportation, and the Pollution Control Agency. The Authority manages revolving funds for assisting state or local jurisdictions in financing water, wastewater treatment systems, non-point-source, and transportation-related projects. The commissioner of Employment and Economic Development chairs the Authority. (*Minnesota Statutes* Chapter 446A)

The Authority manages the investments and transactions of three revolving funds and administers several financing programs that provide financial assistance to state agencies and local units of government to improve infrastructure related to water quality, drinking water, and transportation. Specific programs include the Drinking Water Revolving Fund, Transportation Revolving Fund, Wastewater Infrastructure Fund and the Water Pollution Control Revolving Fund. The Authority is also authorized to issue up to $1 billion in revenue bonds to fulfill its corporate purposes. The Authority has become the third largest issuer of bonds in the state, behind the Housing Finance Agency and the State of Minnesota. In addition, the Authority administers the County Credit Enhancement Program that provides a state guarantee of county general obligation bonds issued for certain purposes.

Drinking Water Revolving Fund

This fund enables borrowers to finance public drinking water storage, treatment and distribution systems that meet Safe Drinking Water Act standards. The Authority provides below-market rate loans to borrowers for upgrading and constructing public drinking water systems. Eligible applicants include any county, city, town, township, regional entity or other governmental entity, or other entities having primary responsibility for providing public drinking water. Projects must be included on the Minnesota Department of Health's (MDH) Project Priority List *www.health.state.mn.us/divs/eh/envreview/drinkingwater.pdf)* and on the Authority's Intended Use Plan. Projects must be certified by MDH before the Authority may consider approving a loan. An applicant must demonstrate it has the financial capability to repay the loan and that complete financing of the project is in place. Borrowers must issue a general obligation bond to the Authority as security for the loan. Allowable costs as defined in the Safe Drinking Water Act include site preparation, land acquisition costs, construction costs, engineering costs, costs of equipment and machinery, bond issuance costs, and certain fees and contingency costs. Projects that are primarily to serve growth are not eligible.

For more information, visit *www.deed.state.mn.us/programs/pfadrinkwater.htm* or contact the Minnesota Department of Health, Public Water Supply Unit at (651) 215-0784.

Water Pollution Control Revolving Fund

Website: *www.deed.state.mn.us/programs/pfawaterpollu.htm*

This fund enables borrowers to finance wastewater facilities that meet effluent standards mandated under the Clean Water Act. The Authority provides below-market rate loans to borrowers for upgrading and constructing wastewater facilities. Any home rule charter or statutory city, county, sanitary district, or other governmental subdivision having primary responsibility for wastewater treatment may apply. Projects must be included on the Minnesota Pollution Control Agency's (MPCA) Project Priority List and Intended Use Plan. Projects must be certified by MPCA before the Authority may approve a loan. An applicant must demonstrate it has the financial capability to repay the loan and that complete financing of the project is in place. Borrowers must issue a general obligation bond to the Authority as security for the loan.

For more information, visit the website above, or contact the Minnesota Pollution Control Agency, Water Quality Division at (651) 296-8140; toll-free: 800-657-3864.

Wastewater Infrastructure Fund

This fund provides supplemental assistance grants to municipalities seeking financing for high cost wastewater treatment projects and municipalities that discharge to Outstanding Resource Value Waters. Municipalities that apply for wastewater financing through the Public Facilities Authority, Water Pollution Control Revolving Fund, or the U.S. Department of Agriculture's (USDA) Rural Development program may receive a grant from the Wastewater Infrastructure Fund for a portion of the project costs if they meet certain eligibility requirements. Any home rule charter or statutory city, county, sanitary district, or other governmental subdivision having primary responsibility for wastewater treatment may apply. Applicants with less than 10,000 population and with median household income below the state's non-metropolitan area median wage must apply directly to USDA Rural Development.

For more information, contact Terry Kuhlman at *Terry.Kuhlman@state.mn.us* or (651) 296-5005; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Transportation Revolving Loan Fund (TRLF)

Website: *www.deed.state.mn.us/programs/pfatransrevo.htm*

The purpose of TRLF is to attract new funding into transportation, encourage innovative approaches to financing transportation projects, and help build needed transportation infrastructure by providing low-cost financing to eligible borrowers. The Authority provides below-market rate loans to borrowers for transportation projects approved by the Minnesota Department of Transportation. When the loans are repaid, the funds are returned to the TRLF, recycled, and used to finance additional projects. The state, counties, cities, townships, and other governmental entities are eligible to apply. An applicant must demonstrate it has the financial capability to repay the loan and that complete financing of the project is in place. Borrowers must issue a general obligation or revenue bond to the Authority as security for the loan. Loans can be amortized up to a maximum of 30 years but cannot exceed the useful life of the project. Eligible projects include pre-design studies; acquisition of right-of-way; road and bridge maintenance, repair, improvement, or construction; enhancement items; rail and air safety projects; and transit capital projects.

For more information, contact Becky Sabie at *Rebecca.Sabie@state.mn.us* or (651) 297-3799 (toll free: 800-657-3858 / TTY: (651) 282-6142; toll free TTY: 800-366-2906; or the Minnesota Department of Transportation at (651) 282-2170.

Office of Business Development

(651) 297-4567, Mark Lofthus, director, *Mark.Lofthus@state.*mn.us

The office of Business Development provides oversight to marketing representatives and industry specialists who serve Minnesota's business community.

Business Development Representatives

Business Development Representatives have regional assignments to help businesses and communities in their regions access DEED programs and services. They serve as "account representatives" in connecting people with DEED programs, other state services, or programs outside state government that might promote business and community development. The principal emphasis is assisting companies with financing, business cost comparisons, training, identifying new sites, or other expansion needs that will allow businesses to add jobs or otherwise prosper in Minnesota. These businesses are typically existing Minnesota companies but can also be companies outside the state considering Minnesota for an expansion.

MNPRO

MNPRO (*www.mnpro.com*) is a web-based system of community profiles, building and land available for development that aids in business expansion.

This office hosts the annual fall Development Conference which brings together economic and workforce professionals on the latest trends and issues facing them. The office also hosts Manufacturers Week that recognizes the contributions of this sector through community-sponsored events. An ongoing special project is the e-Commerce Certification program to help communities determine their capacity to participate in e-Commerce. The office maintains "fact sheets" on business and community programs that are available through the DEED website or by contacting the office.

For more information, contact a Regional Business Development Representative at *www.deed.state.mn.us/bizdev/reps.htm*

Industry Assistance

Industry specialists (some of whom also serve as regional business development representatives) promote specific industry sectors where Minnesota has strength and potential for growth. Staff work with existing Minnesota firms as well as those considering locations within the state, providing information on financing, appropriate communities, sites, and buildings for expansion, industry partners and support networks, trade opportunities, business cost comparisons, availability of necessary transportation or other infrastructure, and any other information or assistance that will support a decision to expand in Minnesota. As needed, staff will coordinate formal proposals to businesses that are considering Minnesota as well as other states for potential expansion. Collectively, industry specialists work in the following industries:

- Biosciences;
- Business services;
- Electrical and electronic equipment;
- Industrial equipment;
- Medical devices and scientific instruments;
- Printing and publishing;
- Software and data processing;

For more information, contact an Industry Representative at *www.deed.state.mn.us/bizdev/industryassistance.htm*

Small Business Assistance Office

Website: *www.mnsbao.com/*

The Small Business Assistance Office seeks to facilitate the incubation and survival of new businesses, jobs, and wealth by serving as a point of first and continuing contact for information and assistance regarding the start-up, operation, or expansion of a small business in Minnesota. The Office works to reduce the cost of information to potential, new, and existing small businesses in the following ways:

Free-of-charge publications on topics and issues beneficial to the successful operation of small businesses. This program presently has 13 publications. The two most frequently requested are *A Guide to*

Starting a Business in Minnesota and *An Employer's Guide to Employment Law Issues in Minnesota*. (Visit *www.deed.state.mn.us/publications/index.htm#bus)*

Workshops and training programs on topics that cut across industry lines (e.g., capital formation), topics specific to particular industries (e.g., products liability for medical device manufacturers) and topics specific to new business circumstances (e.g., the new European currency). Visit *www.mnsbdc.com/workshops.htm*.

One-on-one counseling to small businesses on business planning, financing, marketing, regulations, and other areas of business management and operations. Much of this counseling is delivered through a statewide network of 17 Small Business Development Centers. Visit: *www.mnsbdc.com/counseling.htm*.

For more information, visit *www.mnsbdc.com/index.htm*, or contact (651) 296-3871; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Minnesota Trade Office

(651) 296-3373, Tony Lorusso, director, *Tony.Lorusso@state.mn.us*
30 East 7th Street, Suite 1000, Saint Paul, MN 55101
Website: *www.exportminnesota.com*

The Minnesota Trade Office (MTO) focuses on expanding the state's exports, promoting international trade, and providing information, training and counseling to Minnesota businesses that desire to sell their products and services in the international marketplace.

The MTO provides assistance for businesses new to exporting entirely or new to specific markets. It also offers ongoing support for businesses that have built an export base in other countries but require further assistance to strengthen their position or expand their global reach. Services are delivered at no charge or a minimal fee for education events and some trade promotion activities.

Export Promotion Unit

Staffed by a team of export professionals with broad international business experience, the MTO's Export Promotion unit provides a variety of services designed to help Minnesota businesses establish themselves more quickly and easily in foreign markets.

The Export Promotion Unit identifies markets for Minnesota products and services and provides one-on-one counseling to companies either at the Trade Office or at the company's location. It assists businesses with trade leads, provides referrals regarding export services, and arranges and leads trade missions to promote Minnesota's products and services. The unit also promotes Minnesota products and services at national and international trade shows; hosts foreign delegations; plans itineraries and arranges meetings to help foreign buyers find compatible Minnesota companies; provides market intelligence and personalized export consultation; helps foreign companies locate facilities in Minnesota by finding appropriate government, legal, real estate and business services; and maintains an international information network.

Export Education and Information Unit

The MTO's Education and Information unit conducts intensive export-training seminars and workshops statewide to familiarize potential exporters with the fundamentals of international trade. The unit also maintains the International Research Center, an exhaustive repository of detailed and up-to-date information on foreign markets, current trends and general export information and statistics.

International Library Services

An invaluable tool for exporters at all levels, the library is open to the public and provides professional researchers to assist patrons as they gather background information on foreign markets and economies, marketing, regulations, standards, and culture. Materials are available to help exporters learn the basic mechanics of exporting and the art of conducting business in countries around the globe. The library has economic data, export statistics, international trade periodicals, information on trade shows, "How-to-Export" guides, and company directories.

For more information, visit *www.exportminnesota.com* or contact *mto@state.mn.us* or (651) 297-4222; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Minnesota WorkForce Centers

www.MNWorkForceCenter.org

888-GET-JOBS (888-438-5627)

TTY: (651) 282-5909 or toll free: 800-657-3973

for the Center nearest you

Minnesota's WorkForce Centers should be everyone's first stop on the way to work or hiring. The WorkForce Centers are "one-stop shops" for all staffing, employment and training needs. Employers, jobseekers, career-changers and students can visit any one of the more than 50 WorkForce Centers across the state. Nearly all services are offered at no cost.

Each WorkForce Center features a core of partners including Job Service, State Services for the Blind, Rehabilitation Services, and the designated job training provider in the local area. In addition, each location has a unique mix of local service providers that form a partnership beneficial to the community. Each WorkForce Center offers a different array of services in addition to the core of employment and training services.

The heart of the WorkForce Center is the Resource Area, which features all job-related tools, resources, and information. Like a public library, the Resource Area is equipped with computers, fax machines, copiers, and more at no cost to help people in their search for information on jobs, careers, or training.

WorkForce Centers come in different shapes and sizes. They are located in community and technical colleges, county service centers, government centers, malls, and main street buildings. And all WorkForce Centers are fully compliant with the Americans with Disabilities Act. Contact your area WorkForce Center and discover how it can help meet your workforce needs.

Even though WorkForce Centers are located throughout Minnesota, most resources can be found online at *www.deed.state.mn.us*, including the ability to file for Unemployment Insurance.

Major Services available at Minnesota WorkForce Centers

Employer Services:

Labor Exchange Services These services include localized workforce availability, data and skill set analysis, job match, workforce recruitment, screening and testing, training customized to employers' special needs, and access to online unemployment insurance program information.

Minnesota's Job Bank Employers can post their job openings for no fee in this computerized job bank, the state's largest database of job leads. Employers can also search for qualified employees locally, statewide or nationally through this website. Minnesota's Job Bank can be found at *www.mnworks.org*.

Untapped workers Employers can learn about the benefits of hiring youth, older workers, veterans, or qualified jobseekers with disabilities including blindness.

Labor Market Information (*www.deed.state.mn.us/lmi/)* This information is basic data on types of employment enumerated by region, with wage and trend details organized and analyzed by labor market areas. After accessing this information, employers, counselors,

educators, and jobseekers will know which occupations are growing or shrinking, the types of skills growing occupations require, and where in the state these changes will take place. Regional LMI experts can be found at various WorkForce Centers around the state.

Publications related to Labor Market Information include:
• *Minnesota Employment Review;*
• *Minnesota Economic Trends;*
• *Minnesota Employment Outlook by State and by Region;*
• *Minnesota Salary Survey;*
• *Minnesota Careers;*
• *Employment Hours and Earnings, by State and for Regions; and*
• *Minnesota Employment and Wages by Economic Region and County, Quarterly and Annual Average*.

These can be ordered online at *www.deed.state.mn.us/lmi/publications/* or by calling the Labor Market Information Desk at (651) 296-6545; toll-free: 888-234-1114, or fax: (651) 282-5429.

Employer Library, Seminars and Publications This is a collection of information of interest to employers concerning opportunities and requirements for business, including occupational/industrial employment projections, salary surveys, employment laws, workforce demographics, community profiles, local area unemployment statistics, census data and economic indicators as well as current best practices including Internet recruiting. Seminars bring in experts in areas such as Workers' Compensation or the Family Medical Leave Act.

Rehabilitation and Training Assistance Employer training is available in areas such as disability awareness information on assistive technology and the Americans with Disabilities Act. Assistance is given to employers to identify, modify, or eliminate architectural, procedural, instructional, attitudinal, or communication barriers to the employment or advancement of persons with disabilities.

Jobseeker Services:

General Services Included in this group are a wide array of free services aimed at connecting qualified applicants with available jobs. Some of these services include localized job forecasting, job listings, career counseling, individual skills testing and assessment, job-seeking skill training, and linkages with education and training options. In addition, based on eligibility, customers may receive more individualized services.

Minnesota's Job Bank Through this computerized job bank, customers enter their resumes and can view jobs currently open in Minnesota and throughout the U.S. Thousands of jobs are listed and updated daily. Minnesota's Job Bank can be found at *www.mnworks.org/*

Job Fairs For a current listing of Job Fairs in the metro and greater Minnesota areas, visit *www.deed.state.mn.us/events/index.htm*

Minnesota Career Information System This is a computer-based encyclopedia on education and training programs available nationwide. Information includes the variety of training programs available, the size of campus, admission requirements, financial aid, and student body demographics. Preference testing helps to determine the best occupational fields suited to individuals.

Career Information Library This is a collection of information about career areas, future outlooks for employment opportunities in each career and job category, videos on typical job duties, periodicals on recent developments in business, and information on local, state and national business cultures.

Publications Many excellent career development publications are available including the award-winning *Minnesota Careers*, *www.mncareers.org*, which contains guides for making career and education decisions and provides detailed labor market information for Minnesota occupations. View additional publications online at *www.deed.state.mn.us/CareerInfo.htm*

ISEEK (Internet System for Education and Employment Knowledge) is an innovative, on-line system that provides individuals and organizations with up-to-date information about educational, career, and employment opportunities. ISEEK can be found at *www.ISEEK.org.*

Jobseeking Classes Various, unique classes and seminars are offered throughout the state on timely, useful jobseeking topics. For topics and schedules, contact your local WorkForce Center at 888-GET-JOBS or visit *www.deed.state.mn.us/cjs/services.htm*

America's Career InfoNet This is an electronic storehouse, available at *www.acinet.org*, of national, state, and metro labor market data not available elsewhere. Users can learn about typical wages and projected employment trends across occupations and industries. It has more than 3,000 external links and offers a rich, in-depth set of career resources.

Creative Job Search Creative Job Search materials and seminars have been recognized as a premiere resource by jobseekers and employment professionals from all over the world. Jobseekers learn how to look for work and market their skills using this award-winning job search guide. Creative Job Search can also be found at *www.deed.state.mn.us/cjs/cjsbook/order.htm*

Reemployment Orientation Orientation sessions are held weekly in each Center and include a self-assessment, information about local services and providers, and the development of an individual reemployment plan. While individuals who qualify for unemployment benefits and do not have a definite date to return to work are required to attend a Reemployment Orientation, all are welcome and encouraged to attend.

Workforce Rehabilitation Services These services provide a full range of vocational and independent living services, including vocational rehabilitation counseling and guidance, vocational evaluation, adjustment to disability, vocational training, job follow-up, job analysis, job development, job modification, and independent living services to eligible clients who have severe disabilities. Rehabilitation services also provide for on-going employment supports for people with the most severe disabilities.

Services for the Blind These services assist Minnesotans of all ages who are blind or visually-impaired to achieve personal and vocational independence.

Metro Area WorkForce Centers

ANOKA COUNTY WORKFORCE CENTER
Anoka County Human Services Building,
1201 89th Avenue NE, Ste 235, Blaine, MN 55434
Phone: (763) 783-4800, Fax: (763) 785-4814, TTY: (763) 785-5987
Hours: 8:00am-4:30am M-F, Tuesday open till 6:30pm

DAKOTA COUNTY NORTHERN AREA WORKFORCE CTR.
1 Mendota Road West, Ste 170, West St. Paul, MN 55118
Phone: (651) 554-5955, Fax: (651) 554-5928, TTY: (651) 554-5914
Hours: 8am-4:30pm M-F, Resource Area open till 6:45 pm Tuesday

DAKOTA COUNTY WESTERN AREA WORKFORCE CTR.
14551 County Road 11, Burnsville, MN 55337
Phone: (952) 997-4850, Fax: (952) 997-4860, TTY: (952) 997-4873
Hours: 8:00am-4:30pm M-F

HENNEPIN NORTH WORKFORCE CENTER

Northland Interstate Business Center,
7115 Northland Terrace, Suite 100, Brooklyn Park, MN 55428
Phone: (763) 536-6000, Fax: (763) 536-6001, TTY: (763) 536-6005
Hours: 8:00am-4:30pm M-F

HENNEPIN SOUTH WORKFORCE CENTER
4220 West Old Shakopee Road, Bloomington, MN 55437
Phone: (952) 346-4000, Fax: (952) 346-4042, TTY: (952) 346-4043
Hours: 8:00am-4:30pm M-F

MINNEAPOLIS NORTH WORKFORCE CENTER
1200 Plymouth Avenue North, Minneapolis, MN 55411
Phone: (612) 520-3500, Fax: (612) 520-3530, TTY: (612) 302-7061
Hours: 8:00am-4:30pm M-F

MINNEAPOLIS SOUTH WORKFORCE CENTER
777 East Lake Street, Minneapolis, MN 55407
Phone: (612) 821-4000, Fax: (612) 821-4014, TTY: (612) 821-4013
Hours: 8:00am-4:30pm M-F

NORTH ST. PAUL WORKFORCE CENTER
McKnight 36 Plaza, 2098 East 11th Avenue, North St. Paul, MN 55119
Phone: (651) 779-5666, Fax: (651) 779-5646, TTY: (651) 779-5223
Hours: 8:00am-4:30pm M-F

SCOTT COUNTY WORKFORCE CENTER
Valley Green Workforce Development Center,
752 Canterbury Road South, Shakopee, MN 55379
Phone: (952) 445-7087, Fax: (952) 403-7995, TTY: (952) 403-7999
Hours: 8:00am-4:30pm M-F

ST. PAUL DOWNTOWN WORKFORCE CENTER
Norwest Center, 55 East 5th Street, 1st Floor, St. Paul, MN 55101
Phone: (651) 296-6786, Fax: (651) 297-1306, TTY: (651) 297-5447
Hours: 8:00am-4:30pm M-F

ST. PAUL MIDWAY WORKFORCE CENTER
2455 University Avenue West, St. Paul, MN 55114
Phone: (651) 642-0363, Fax: (651) 649-5707, TTY: (651) 643-3567
Hours: 8:00am-4:30am M-F

WASHINGTON COUNTY WORKFORCE CENTER
Woodbury Service Center, 2150 Radio Drive, Woodbury, MN 55125
Phone: (651) 275-8650, Fax: (651) 275-8682, TTY: (651) 275-8653
Hours: 7:30am-5:00pm M-F

Greater Minnesota WorkForce Centers

ALBERT LEA WORKFORCE CENTER
Skyline Mall, 1649 West Main Street, Albert Lea, MN 56007
Phone: (507) 379-3409, Fax: (507) 379-3413, TTY: (507) 379-3409
Hours: 8:00am-4:30pm M-F

ALEXANDRIA WORKFORCE CENTER
303 - 22nd Ave. West, Suite 107, Alexandria, MN 56308
Phone: (320) 762-7800, Fax: (320) 762-7530, TTY: (320) 762-7805
Hours: 8:00am-5:00pm M-F

AUSTIN WORKFORCE CENTER
Riverland Community College, 1900 8th Ave. NW, Austin, MN 55912
Phone: (507) 433-0555, Fax: (507) 433-0591, TTY: (507) 433-0556
Hours: 8:00am-4:30pm M-F

BEMIDJI WORKFORCE CENTER
Beltrami County Community Services Center,
616 America Ave. NW, Suite 210, Bemidji, MN 56601
Phone: (218) 759-8200, Fax: (218) 759-3841, TTY: (218) 759-8200
Hours: 8:00am-5:00pm M-F

BRAINERD WORKFORCE CENTER
1919 South 6th Street, Brainerd, MN 56401
Phone: (218) 828-2450, Fax: (218) 828-6194, TTY: (218) 828-5030
Hours: 8:00am-5:00pm M-F

CAMBRIDGE WORKFORCE CENTER
1575 East Highway 95, Ste C, Cambridge, MN 55008
Phone: (763) 689-7136, Fax: (763) 689-7140, TTY: (763) 689-7141
Hours: 8:00am-4:30pm M-F

CLOQUET WORKFORCE CENTER
715 Cloquet Avenue, Cloquet, MN 55720
Phone: (218) 878-4414, Fax: (218) 878-4409, TTY: (218) 878-4414
Hours: 8:00 am-4:30 pm, M-F

CROOKSTON WORKFORCE CENTER
1730 University Avenue, Crookston, MN 56716
Phone: (218)-281-6020, Fax: (218) 281-6025, TTY: (218) 281-6020
Hours: 8:00am-4:30pm M-F

DETROIT LAKES WORKFORCE CENTER
Roosevelt Building, 801 Roosevelt Avenue, Detroit Lakes, MN 56501
Phone: (218) 846-7379, Fax: (218) 846-0773, TTY: (218) 846-0772
Hours: 8:00am-5:00pm M-F

DULUTH WORKFORCE CENTER
Government Services Center,
320 West Second Street, Ste 205, Duluth, MN 55802
Phone: (218) 723-4730, Fax: (218) 723-4734, TTY: (218) 723-4725
Hours: 7:30am-4:30pm M-F

EAST GRAND FORKS WORKFORCE CENTER
Polk County Social Services,
1422 Central Avenue NE, East Grand Forks, MN 56723
Phone: (218) 773-9841, Fax: (218) 773-0425, TTY: (218) 773-9841
Hours: 8:00am-4:30pm M-F

FAIRMONT WORKFORCE CENTER
Hodgman Office Park,
923 North State Street, Suite 110, Fairmont, MN 56031
Phone: (507) 235-5518, Fax: (507) 238-4214, TTY: (507) 235-5518
Hours: 7:30am-4:30pm M-F

FARIBAULT WORKFORCE CENTER
Faribo Town Square,
201 South Lyndale Ave., Suite 1, Faribault, MN 55021
Phone: (507) 333-2047, Fax: (507) 332-5487, TTY: (507) 332-2047
Hours: 8:00am-4:30pm M-F

FERGUS FALLS WORKFORCE CENTER
Lincoln Center, 125 Lincoln Ave. West, Ste 1, Fergus Falls, MN 56537
Phone: (218) 739-7560, Fax: (218) 739-7496, TTY: (218) 739-7287
Hours: 8:00am-5:00pm M-F

GRAND RAPIDS WORKFORCE CENTER
Itasca Resource Center,
1215 SE 2nd Avenue, Grand Rapids, MN 55744
Phone: (218) 327-4480, Fax: (218) 327-4179, TTY: (218) 327-4480
Hours: 8:00am-4:30pm M-F

HIBBING WORKFORCE CENTER
3920 13th Avenue East, Hibbing, MN 55746
Phone: (218) 262-6777, Fax: (218) 262-7316, TTY: (218) 262-6777
Hours: 8:00am-4:30pm M-F

HUTCHINSON WORKFORCE CENTER
Ridgewater College, 2 Century Avenue SE, Hutchinson, MN 55350
Phone: (320) 587-4740, Fax: (320) 234-7769, TTY: (320) 587-4740

Hours: 8:00am-4:30pm M-F

INTERNATIONAL FALLS WORKFORCE CENTER
1501 Highway 71, SC 128, International Falls, MN 56649
Phone: (218) 283-9427, Fax: (218) 283-4042, TTY: (218) 283-9427
Hours: 8:00am-4:30pm M-F

LITCHFIELD WORKFORCE CENTER
Meeker County Family Service Building,
114 North Holcomb Avenue, Ste 170, Litchfield, MN 55355
Phone: (320) 693-2859, Fax: (320) 693-9146, TTY: (320) 693-2859
Hours: 8:00am-4:30pm M-F

LITTLE FALLS WORKFORCE CENTER
Coborn's Complex, 315 12th Street, NE, Little Falls, MN 56345
Phone: (320) 616-2400, Fax: (320) 616-2424, TTY: (800) 627-3529
Hours: 8:00am-5:00pm M-F

MANKATO WORKFORCE CENTER
Mankato Place,
12 Civic Center Plaza, Suite 1600, Mankato, MN 56001
Phone: (507) 389-6723, Fax: (507) 389-2708, TTY: (507) 389-6512
Hours: 8:00am-4:30pm M-F, Tuesday open till 6:00pm

MARSHALL WORKFORCE CENTER
Lyon County Courthouse, 607 West Main Street, Marshall, MN 56258
Phone: (507) 537-6236, Fax: (507) 537-6362, TTY: (507) 537-6237
Hours: 8:00am-4:30pm M-F

MONTEVIDEO WORKFORCE CENTER
129 West Nichols Avenue, Montevideo, MN 56265
Phone: (320) 269-8819, Fax: (320) 269-5696, TTY: (320) 269-8819
Hours: 8:00am-4:30pm M-F

MONTICELLO WORKFORCE CENTER
106 Pine Street, Monticello, MN 55362
Phone: (763) 271-3700, Fax: (763) 271-3701, TTY: (763) 271-3745
Hours: 8:00am-4:30pm M-F

MOORHEAD WORKFORCE CENTER
Clay County Family Service Center,
715 North 11th Street, Ste 201, Moorhead, MN 56560
Phone: (218) 236-2191, Fax: (218) 299-5871, TTY: (218) 236-2001
Hours: 8:00am-5:00pm M-F

MORA WORKFORCE CENTER
903 East Forest Avenue, Mora, MN 55051
Phone: (320) 679-6484, Fax: (320) 679-6495, TTY: (320) 679-6494
Hours: 8:00am-4:30pm M-F

NEW ULM WORKFORCE CENTER
1618 South Broadway, New Ulm, MN 56073
Phone: (507) 354-3138, Fax: (507) 354-6997, TTY: (507) 354-3138
Hours: 8:00am-4:30pm, M-F

OWATONNA WORKFORCE CENTER
631 Cedar Avenue North, Owatonna, MN 55060
Phone: (507) 446-1470, Fax: (507) 446-1480, TTY: (507) 446-1470
Hours: 8:00am-4:30pm M-F

PARK RAPIDS WORKFORCE CENTER
1011 East 1st Street, Park Rapids, MN 56470
Phone: (218) 732-3396, Fax: (218) 732-0929, TTY: (218) 732-9761
Hours: 8:00am-4:30pm M-F

RED WING WORKFORCE CENTER
1606 West 3rd Street, Red Wing, MN 55066
Phone: (651) 385-6480, Fax: (651) 385-6484, TTY: (651) 385-6404
Hours: 8:00am-4:30pm M-F

ROCHESTER WORKFORCE CENTER
Civic Drive Plaza,
300 11th Avenue NW, Ste 110, Rochester, MN 55901
Phone: (507) 285-7315, Fax: (507) 280-5523, TTY: (507) 280-3584
Hours: 8:00am-4:30pm M-F, Tuesday open till 6:00pm

ROSEAU WORKFORCE CENTER
Vatnsdal Professional Building,
205 2nd Ave, NW, Ste 201, Roseau, MN 56751
Phone: (218) 463-2233, Fax: (218) 463-1316, TTY: (218) 463-2266
Hours: 8:00am-5:00pm M-F

ST. CLOUD WORKFORCE CENTER
Midtown Square,
3333 West Division Street, Ste 212, St. Cloud, MN 56302
Phone: (320) 654-5320, Fax: (320) 654-5173, TTY: (320) 654-5147
Hours: 8:00am-4:30pm M-F

THIEF RIVER FALLS WORKFORCE CENTER
Northland Community and Technical College,
1301 Highway 1 East, Thief River Falls, MN 56701
Phone: (218) 681-0909, Fax: (218) 681-0913, TTY: (218) 681-0919
Hours: 8:00am-4:30pm M-F

VIRGINIA WORKFORCE CENTER
Olcott Plaza, 820 North 9th Street, Ste 250, Virginia, MN 55792
Phone: (218) 748-2200, Fax: (218) 748-2288, TTY: (218) 748-2222
Hours: 8:00am-4:30pm M-F

WADENA WORKFORCE CENTER
Wadena County Social Services Building,
124 SE 1st Street, Suite 2, Wadena, MN 56482
Phone: (218)-631-7660, Fax: (218) 631-7676, TTY: (218) 631-7677
Hours: 8:00am-5:00pm M-F

WILLMAR WORKFORCE CENTER
Kandiyohi County Health and Human Service Building,
2200 23rd Street, NE, Suite 2040, Willmar, MN 56201
Phone: (320) 231-5174, Fax: (320) 231-6054, TTY: (320) 231-5174
Hours: 8:00am-4:30pm M-F

WINONA WORKFORCE CENTER
Winona Technical College
1250 Homer Road, Suite 200, Winona, MN 55987
Phone: (507) 453-2920, Fax: (507) 453-2960, TTY: (507) 453-2930
Hours: 7:30am-4:30pm M-F

WORTHINGTON WORKFORCE CENTER
318 9th Street, Worthington, MN 56187
Phone: (507) 376-3116, Fax: (507) 376-3630, TTY: (507) 376-3116
Hours: 8:00am-4:30pm M-F

Please call (888)-GET-JOBS or visit: <*www.mnwfc.org/field*> for current location information

Workforce Partnerships Division

(651) 296-9317, Erik Aamoth, director, *Erik.Aamoth@state.mn.us*

The Workforce Partnerships Division includes programs and functions where the state works primarily through outside service providers, such as local workforce service areas, counties and community and faith-based organizations, that, in turn, work directly with individuals and businesses.

Business Services Office

(651) 282-9829, Richard Caligiuri, director,
E-mail: ***Rick.Caligiuri@state.mn.us***

The Business Services Office consolidates business-focused workforce development services in DEED. Services include training grants, business consultation, and job posting boards.

The Minnesota Job Skills Partnership is a commitment by the state of Minnesota to extend its education and training resources so that Minnesota employers will be provided with a well-trained and skilled workforce. The partnership provides grants-in-aid to businesses, educational institutions and labor organizations to assist in new business development and expansion. These partnerships develop customized training programs that result in businesses obtaining and retaining needed employees, and Minnesotans being trained and employed in skilled and technical jobs. Awards, which are competitive, cannot exceed $400,000 and require a minimum 1:1 business match with cash and in-kind contributions.

For more information, call (651) 296-0388; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Job Skills Partnership Program

Website: ***www.deed.mn.us/programs/mjsp.htm***

The Job Skills Partnership Program provides grants of up to $400,000 to educational institutions in partnership with at least one business to provide training for new jobs or retraining for incumbent workers. A cash or in-kind contribution from the partnering business must match the grant on at least a one-to-one ratio. Training projects average one to three years in duration. There is a separate short-form application for grants of up to $50,000 to assist smaller companies in getting the customized training they need. The focus of the Job Skills Partnership Program is to provide Minnesota businesses with the training they need to remain competitive in a global economy and to create new training and capacity in the educational system that meets the needs of the business community. Grants, pending the availability of funding, are generally approved twice a year.

For more information, call (651) 296-0388; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Pathways Program

Website: ***www.deed.state.mn.us/programs/mnpathways.htm***

The Pathways Program also provides grants of up to $400,000 and has similar parameters as the Job Skills Partnership Program. The Pathways Program specifically funds projects that provide training, new jobs and career paths for individuals who are at or below 200 percent of federal poverty guidelines or those who are making the transition from public assistance to the workforce. Grants, pending the availability of funding, are generally approved twice a year.

For more information, call (651) 296-0388; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800)-366-2906.

Distance Work Program

Website: ***www.deed.state.mn.us/programs/distwork.htm***

The Distance Work Program provides grants of up to $400,000 to educational institutions that form partnerships or consortiums involving at least one business to promote distance-work training projects that involve implementing technology in rural areas. The projects should result in workers teleworking from their homes, or from rural satellite offices, for Minnesota-based businesses. The program has similar administrative parameters and requirements as the Job Skills Partnership and Pathways grant programs. Grants, pending the availability of funding, are generally approved twice a year.

For more information, call (651) 296-0388; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Health Care and Human Services Worker Training and Retention Program

Website: ***www.deed.state.mn.us/programs/hchstraining.htm***

The Health Care and Human Services Worker Training and Retention Program is designed to alleviate critical worker shortages in the health care and human services industries and to increase opportunities for direct care employees to qualify for advanced employment in these fields through training and education. Grants are awarded to educational institutions partnered with at least one business in the health and human services industry. Consortia must provide at least a 50 percent match for grant funds awarded through cash or in-kind contributions from local resources.

For more information, call (651) 296-0388; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Hire Education Loan Program (HELP)

Website: ***www.deed.state.mn.us/programs/help/htm***

HELP provides five-year, no-interest loans to help Minnesota businesses train existing and prospective employees. The program offers employers a special resource for up-to-date training that allows Minnesota companies to remain viable in today's changing, fast-paced and wide-ranging markets. Public and private training institutions can be contracted to develop and deliver job training. Priority is given to projects that provide health coverage and other fringe benefits, and have a career or job path with prospects for wage increases.

For more information, contact Jill Hughes at: *Jill.Hughes@state.mn.us*, or (651) 296-5011; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Federal Tax Credits

Website: ***www.deed.state.mn.us/wotc/***

The Work Opportunity Tax Credit (WOTC) Program provides federal tax credits to businesses for employing new-hires from targeted groups of individuals. Typically, these individuals have barriers to employment and the tax credit provides a hiring incentive.

For more information, contact: *mdes.wotc@state.mn.us*, or (651) 297-2219; toll-free: 888-234-5521 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Foreign Labor Certification

Website: ***www.deed.state.mn.us/alc/index.htm***

This program serves employers who wish to hire foreign workers on a permanent and temporary basis. Federal immigration laws and regulations allow an employer to hire a foreign worker only if the U.S. Department of Labor certifies that there are no qualified U.S. workers available and willing to accept the job.

For more information, contact (651) 296-6140; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Office of Adult Training and Information Services

(651) 297-1054, Charlie Robinson, director
E-mail: ***Charlie.Robinson@state.mn.us***

Based on eligibility guidelines, job seekers may receive a preliminary assessment of their skill levels, aptitudes, abilities, support service needs, job search, placement assistance, and career counseling. Individuals may also obtain information on a full array of employment-related services, including information about local education and training service providers, labor market information, job vacancies, and skills necessary for in-demand jobs.

For more information, visit: ***www.deed.state.mn.us/general/upclose.htm,*** or contact a local WorkForce Center at 888-GET-JOBS.

Senior Community Service Employment Program (SCSEP) provides part-time community service jobs for people 55 years of age or older who have earnings of less than 125 percent of the federal poverty income guidelines. The community service job is used as a training opportunity to acquire skills or improve existing skills to gain unsubsidized employment in the private sector after completion of the community service job.

For more information, visit: ***www.deed.state.mn.us/olderwkr/index.htm***

Office of Dislocated Worker Programs

(651) 282-9814, Paul D. Moe
E-mail: ***Paul.Moe@state.mn.us***

The Dislocated Workers Program provides counseling, placement and training services to persons who are laid off or are at risk of being laid off. These federal and state employment and training services are

specifically intended for people who, due to market demand or ever-increasing qualification requirements, may have difficulty finding a job comparable to the one they had. The goal of the program is to help people gain the skills necessary for re-employment into positions comparable to those that were lost.

For more information, visit: *www.deed.state.mn.us/dw/index.htm*, or contact a local WorkForce Center at 888-GET-JOBS.

Office of Employment Transition

(651) 296-5325, Laura Turner, director
E-mail: *Laura.Turner@state.mn.us*

The primary function of this office is helping people move out of poverty and system dependence into economic security. Employment and training services are coordinated with the Department of Human Services and are typically delivered by county human service agencies in conjunction with the WorkForce Centers.

Minnesota Family Investment Program - Employment Services (MFIP-ES)

The Employment Service of Minnesota's welfare reform program, MFIP - ES, is jointly administered by the Minnesota Departments of Employment and Economic Development and Human Services. The program seeks to move families on a path to unsubsidized employment. For most recipients, participation in this program is mandatory and benefits are limited to 60 months in a lifetime. Various employment-related and support services are available to help recipients become self-sufficient.

For more information, contact Linda Smith at *Linda.Smith@state.mn.us*, or (651) 297-1372 or Bruce Borgh at *Bruce.Borgh@state.mn.us*, or (651) 296-1826; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Food Support Employment and Training Program (FSET)

The FSET Program is jointly administered by the Department of Employment and Economic Development and the Department of Human Services. Participants in FSET receive monthly food stamp allotments through county human service agencies in return for complying with work requirements. FSET services provide participants with an assessment of work-related barriers, employability status and reading comprehension level. All participants are provided with job-seeking and retention skills training and other activities designed to lead to self-sufficiency. Participation is required in each month that recipients receive food stamps.

For more information, contact Steve Erbes at *Steve.Erbes@state.mn.us*, or (651) 297-4841; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Displaced Homemaker Program

This program provides the transitional services and vocational preparation needed to assist displaced homemakers in moving into training or employment. A displaced homemaker is defined as a person who worked in the home for a minimum of two years caring for home and family, but due to separation, divorce, death or disability of spouse, or other loss of financial support, must support self and family. Eligibility is based on income guidelines. Enrollment is limited to one year and is free to those eligible.

For more information, contact Susan Johnson at *Sue.M.Johnson@state.mn.us*, or (651) 296-6060; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906..

Opportunities Industrialization Centers

Opportunities Industrialization Centers (OIC) are a national network of employment and training programs bound together by a common commitment of serving the poor and unemployed. Minnesota's five OIC programs prepare people for today's workforce with life-skills development and job training in a variety of skill areas.

For more information, visit: *www.mnoic.org*

Office of Community-Based Services

(651) 296-6064, Kay Tracy, director. *Kay.Tracy@state.mn.us*

The Office of Community-Based Services manages a variety of programs that serve economically-disadvantaged and at-risk youth and adults. Services are delivered at the local level by a combination of service providers including community-based organizations, WorkForce Centers, and faith-based organizations. Managing public investments in these programs, the Office of Community-Based Services works in partnership with local providers to enhance the availability of services to help meet the needs of individuals and families seeking assistance.

Youth Programs

Youth programs provide year-round and summer employment and training services to eligible youth. Local program operators determine the specific services a youth needs based on assessments and the youth's individual service strategy. To participate, youth generally must be between the ages of 14 and 21, economically disadvantaged, and be one or more of the following: basic skills deficient, pregnant or parenting, homeless, a runaway, foster child, or a youth who needs additional assistance to complete an educational program or to secure and hold employment. For more information, visit:

www.deed.state.mn.us/youth/mdese_t.htm

WIA Youth Formula Grant

The Workforce Investment Act (WIA) Youth Formula Grant is targeted to economically-disadvantaged youth between the ages of 14 and 21. The program operates through the 16 Workforce Service Areas/Workforce Councils. Programs are designed to integrate work and learning. The WIA Youth Formula Grant provides year-round employment and training services to youth who are low income and one or more the following: basic skills deficient, below grade-level educational attainment, pregnant or parenting, youth with disabilities, homeless, runaway, offender, or school dropout. Specific services are based on an individualized assessment of each youth.

For more information, contact Kay Tracy at *Kay.Tracy@state.mn.us*, or (651) 296-6064 or Peggie Hicks at *Peggie.Hicks@state.mn.us*, or (651) 297-2437; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Minnesota Youth Program (MYP)

The Minnesota Youth Program (MYP) provides year-round and summer employment and training for youth ages 14 to 21. All participants must be economically-disadvantaged or at-risk youth. MYP operates through the local Workforce Councils and is available in all 87 counties. The education, skill training and support service needs of each youth are assessed and used as the basis for designing individualized service strategies.

For more information, contact Kay Tracy at *Kay.Tracy@state.mn.us*, or (651) 296-6064 or Peggie Hicks at *Peggie.Hicks@state.mn.us*, or (651) 297-2437; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Youthbuild Program

The Youthbuild Program serves youth between the ages of 16 and 24 who have dropped out of high school, are at risk of involvement with the juvenile justice system, chemically dependent, youth with a disability, homeless, teen parents, or public assistance recipients. Services include construction skills training, work experience, job-readiness training, leadership development, and basic academic skills.

For more information, contact Nancy Waisanen at *Nancy.Waisanen@state.mn.us*, or (651) 296-7243; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Youth Intervention Program (YIP)

The Youth Intervention Program is delivered through 52 non-residential, community-based programs which provide early intervention services to at-risk youth and families. Programs deal with youth ages 4

to 17 in the context of family, school, and community. In 2002, over 23,000 at risk youth were served through 52 community-based programs.

For more information, contact Lynn Douma at *Lynn.Douma@state.mn.us*, or (651) 297-2767; toll free: 800-657-3858 / TTY: (651) 282-6142, toll free TTY: 800-366-2906.

Workforce Services Division

(651) 296-1822, Bonnie Elsey, director, *Bonnie.Elsey@state.mn.us*

Workforce Services Division delivers workforce development programs including State Services for the Blind, Rehabilitation Services, Workforce Exchange Services, Labor Market Information, and Disability Determinations Services. Many of these services are provided through the Minnesota WorkForce Centers located throughout the state.

State Services for the Blind

(651) 642-0462, Chuk Hamilton, director,
E-mail: *Chuk Hamilton@state.mn.us*
2200 University Avenue, Suite 240, St. Paul, MN 55114
Website: *www.mnssb.org*

This office provides services to assist blind and visually-impaired Minnesotans of all ages in achieving personal and vocational independence. They include rehabilitation counseling, adjustment to blindness, Braille and cane-travel training, career and vocational training and placement, homemaking instruction, business enterprise services, assistive technology, and provision of equipment.

The Communication Center of State Services for the Blind is a special library and transcription service providing reading material in alternate formats to citizens of Minnesota who have difficulty reading normal print. These services provide them with the tools needed to enrich their lives and gain personal independence through access to information. Volunteers are always needed to produce hundreds of thousands of Braille pages each year, scan books, record nearly 1,000 books onto cassette tape, prepare and record thousands of hours of programming for the Radio Talking Book, and repair thousands of cassette tape machines.

For more information, visit *www.mnssb.org*.

SSB Operator Management Committee is an eight-person group, elected from the licensed blind vendors, who actively participate pursuant to federal mandate with State Services for the Blind (SSB) in major administrative and policy and program development decisions affecting overall administration of the state's vending facility program, the development and administration of a state system for the transfer and promotion of blind vendors, the development and training and retraining programs for blind vendors, and sponsoring meetings and instructional conferences for blind vendors. For information, contact (651) 642-0462; toll-free: 800-373-1220.

Office of Workforce Exchange Services

(651) 296-6061, Jim Korkki, director, *Jim.Korkki@state.mn.us*

These services include localized workforce availability, data and skill set analysis, job match, workforce recruitment, screening and testing, training customized to employers' special needs, and access to the centralized unemployment insurance program and information.

• **Minnesota's Job Bank** is a no-cost online job and resume bank. For more information, visit *www.mnworks.org/* or contact 888-GET-JOBS.

• **Job Service Employer Committee (JSEC)** is a statewide advisory task force comprised of representatives from local JSECs which support WorkForce Centers throughout the state. It identifies issues and provides on-going feedback on Job Service and Unemployment Insurance programs, works with the department to prioritize and address these issues, and coordinates employer resources and efforts on state and national legislation. For more information, contact (651) 296-3443; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Office of Disability Determination Services

(651) 296-5959, Walter Roers, director, *Wally.Roers@state.mn.us*

This office, in accordance with federal law and regulations, determines if Minnesota applicants meet federal criteria for disability cash benefits under the Social Security Administration's Disability Insurance or Supplemental Security Income program. Applications are made online, on the phone, or at local Social Security offices. For more information, visit *www.socialsecurity.gov* or contact 800-772-1213.

Office of Labor Market Information

(651) 297-3111, Steven Hine, acting director, *Steve.Hine@state.mn.us*
Website: *www.deed.state.mn.us/lmi/*

Labor Market Information is basic data on the types of employment enumerated by region, with wage and trend details organized and analyzed by labor market areas. After accessing this information, employers, counselors, educators, and job seekers will know which occupations are growing or shrinking, the types of skills growing occupations require, and where in the state these changes will take place.

Regional LMI experts can be found at various WorkForce Centers around the state. Regional Analysts provide regions with accessible expertise, analysis services, training and presentations on special topics.

For more information, call (651) 296-6545; toll-free: (888) 234-1114 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Office of Rehabilitation Services

(651) 296-7510, Howard Glad, director, *Howard.Glad@state.mn.us*
Website: *www.deed.state.mn.us/rehab/index.htm*

This office helps persons with physical, mental, or emotional disabilities prepare for employment and independent living compatible with their abilities.

Vocational Rehabilitation Services provides vocational rehabilitation services to consumers including vocational rehabilitation counseling and guidance, vocational evaluations, adjustment to disability, post-secondary and vocational training, job follow-up, job analysis, job development, job modification, and independent living services to eligible clients who have severe disabilities. Services are based on individual needs.

For more information, contact Paul Bridges at *Paul.Bridges@state.mn.us* or (651) 296-9981; toll free: 800-657-3858 / TTY: (651) 296-3900 or toll-free TTY: 800-657-3973.

Extended Employment provides ongoing employment support services to individuals in a variety of work settings including community rehabilitation program sites, community-based group sites, and community-based individual sites.

For more information, contact David Sherwood-Gabrielson at *David.Sherwood-Gabrielson@state.mn.us* or (651) 296-9150; toll free: 800-657-3858 / TTY: (651) 296-3900 or toll-free TTY: 800-657-3973.

Independent Living provides comprehensive services to people with severe disabilities to enhance their ability to live independently, function in their homes and with their families and to participate in their communities. Most services are provided through eight Centers for Independent Living.

For more information, contact Bill Bauer at *William.Bauer@state.mn.us* or (651) 296-5085; toll free: 800-657-3858 / TTY: (651) 296-3900 or toll-free TTY: 800-657-3973.

Unemployment Insurance Division

(651) 296-1692, Jack Weidenbach, director
Jack.Weidenbach@state.mn.us,
Website: *www.uimn.org*

This division provides temporary income to people who have lost their jobs through no fault of their own. To receive unemployment payments, claimants must be able to work, be available for work, be actively seeking work and not be receiving other income such as a pension, holiday pay or earnings that exceeds their weekly benefit amount. Benefits can amount to 50 percent of gross weekly wages up an annually adjusted maximum amount for a period up to 26 weeks. A payroll tax paid by Minnesota employers is collected in order to finance benefit payments. The payroll tax has both a base rate and an additional rate based upon the employer's workforce history. Employers or claimants who disagree with the department determination can file an appeal.

Persons may file an application for unemployment benefits online at *www.uimn.org/ui/index.htm*, through an automated telephone system called TeleClaim at (651) 296-3644; toll-free: (877) 898-9090 / TTY: (651) 634-5062 / toll-free TTY: (877) 360-1919, or via a paper application and mailer available at their local WorkForce Center.

Employers who have questions about their Unemployment Insurance (UI) responsibilities or their UI tax account can access information on line at *www.uimn.org/tax/index.htm* or by calling employer customer service staff at (651) 296-6161.

Individuals who have questions regarding filing or attending an appeal can find information online at *www.uimn.org/ui/appeal.htm* or by calling (651) 296-3745; TTY (651) 297-3944.

For more information about unemployment benefits, visit *www.uimn.org* or contact *mdes.benefits@state.mn.us* or call (651) 284-3033; TTY: (877) 360-1919.

Unemployment Insurance Advisory Committee The Unemployment Insurance Advisory Committee reviews proposals, conducts studies, and makes recommendations on matters affecting unemployment insurance laws, rules, and policies. Membership consists of members from the legislature, community organizations, business groups, and labor organizations.

For more information, contact (651) 297-2178; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Explore Minnesota Tourism

(651) 215-9041 (toll-free: 800-657-3535), John Edman, director, *John Edman@state.mn.us*
100 Metro Square, 121 Seventh Place East, Saint Paul, MN 55101
Website: *www.exploreminnesota.com*

The Explore Minnesota Tourism's mission is to market Minnesota as a travel destination, sustain and increase tourism revenues, and lead tourism policy and product development. The office markets Minnesota in the U.S. and internationally as a travel destination to consumers, tour operators, and travel agents and promotes coverage of Minnesota by U.S. and international media. The tourism industry is an active partner in the state's tourism marketing initiatives and participates in marketing efforts through a variety of partnership activities. In addition to its St. Paul office, the Tourism Office serves travelers at 10 locations and the tourism industry through four regional offices.

Travel Information

The Operations and Consumer Services unit handles requests for travel information received by telephone, correspondence, fax, the Internet, and in response to consumer advertising programs. Travel counselors are available weekdays and can provide a free *Journey* (TM) customized travel planner with information on lodging, attractions, activities, and events. Recorded travel reports are available 24 hours a day. A wide variety of publications are available, including the *Minnesota Explorer* newspaper and the *Explore Minnesota Travel Guide*. The "Explore Minnesota" web site also provides extensive travel planning information.

Person-to-person tourism information is delivered at 12 highway Travel Information Centers at key points in the state.

For more information, contact Char Vaughan at *Char Vaughn@state.mn.us*, or (651) 297-3559; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Tourism Marketing

Advertising and public marketing includes various marketing promotions directed to potential travelers. The primary market is the 12-state North Central Region, which generates over 80 percent of Minnesota's U.S. visitors. National markets are targeted for more specific activities such as fishing and golf. Other tactics include travel media relations, electronic marketing, and publishing partnerships.

Travel Trade markets Minnesota as a travel destination to international markets, group tour operators and travel agents. Marketing targets are North American tour operators and international markets including Canada, Japan, the United Kingdom, Germany and Scandinavia. Tactics include trade shows, trade missions and sales calls, promotions, consumer advertising, foreign language publications, and hosting international tour operators, travel agents, and travel media.

For more information, contact Rae Van Wyhe at *Rae.VanWyhe@state.mn.us*, or (651) 297-4347; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Tourism Industry Relations

The Industry Relations unit is responsible for facilitating two-way communication between Explore Minnesota Tourism and the state's tourism industry, and providing education, planning assistance, and regional and community based marketing including organizational partnerships and partnerships with regional tourism associations. The office has staff in St. Paul, Mankato, Duluth, Brainerd, and Thief River Falls who work closely with communities and businesses interested in tourism development.

For more information, contact Colleen Tollefson at *ColleenTollefson@state.mn.us* or (651) 297-2635; toll free: (800) 657-3858 / TTY: (651) 282-6142, toll free TTY: (800) 366-2906.

Office of Environmental Assistance

520 Lafayette Road N., Second Floor, St. Paul, MN 55155-4100
Phone: (651) 296-3417 or toll-free: (800) 657-3843
Clearinghouse: (651) 215-0232 or (800) 877-6300 Fax: (651) 215-0246
Website: *www.moea.state.mn.us*
Director Art Dunn

Minnesota Statutes, Chapter 115A, ***Minnesota Rules*** 9200-9299

THE MISSION OF THE MINNESOTA OFFICE OF ENVIRONMENTAL ASSISTANCE (OEA) is to help Minnesotans make informed decisions and take actions that conserve resources and prevent pollution and waste to benefit the environment, economy, and

society. The OEA strives to support healthy, vital communities -- to assure that Minnesota remains a world competitor.

To further this mission, the OEA is working to achieve four strategic goals:

• **Minnesotans reduce and prevent** pollution and toxicity.
• **Minnesotans use** materials, products, and services in a manner that conserves resources and minimizes waste generation.
• **Society recognizes and strengthens** the interconnections between the environment, the economy, and social structures.
• **Minnesotans understand and minimize** the adverse environmental impacts of their actions.

The OEA's history goes back to 1980, when the legislature enacted the Waste Management Act, creating the Minnesota Waste Management Board. The Waste Management Board became the Minnesota Office of Waste Management in 1989. The Office of Waste Management had multi-media (air, water and soil) pollution prevention responsibility as well as solid waste and hazardous waste planning and management responsibility for the 80 counties of Greater Minnesota, and the Metropolitan Council conducted those activities for the seven Metropolitan Area counties. In 1994, the Minnesota Legislature changed the name of the office to the Minnesota Office of Environmental Assistance. With the creation of the OEA, the Metropolitan Council's responsibilities were transferred to the OEA, giving it responsibility for overseeing solid waste activities for all Minnesota's 87 counties.

The Office of Environmental Assistance seeks to help make Minnesota environmentally healthy and economically strong through efficiency in resource use, responsible management of waste, pollution prevention, and sustainable practices. The OEA is a nonregulatory agency that works to improve Minnesota's environment through partnerships, technology transfer, technical assistance, education, research, and matching grants. The OEA's work in environmental education, pollution prevention, waste management, and market development saves energy, reduces harmful pollutants to both air and water, and reduces waste, while also creating jobs and saving businesses and communities money.

The OEA strives not only to address today's major environmental issues, but also to identify future trends and develop strategies to keep the environment healthy. In order to help Minnesota protect its environment and reduce waste, the OEA:

• **Works to identify** emerging environmental issues and evaluate policies.
• **Provides financial assistance** through grant and loan programs.
• **Offers technical assistance** to local governments and businesses.
• **Provides educational programs** to schools and the general public.

Citizen Participation and Appointment:

• Environmental Education Advisory Board
• Prevention, Reduction and Recycling Advisory Council
• Solid Waste Management Advisory Council

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Research and Policy Development

The OEA's policy and research activities provide focus and direction to Minnesota's efforts to prevent pollution and to recover resources from waste.

Product Stewardship Task Forces The OEA believes product stewardship will be critical in reducing the volume and toxicity of the waste stream and is working on a variety of voluntary initiatives related to paint, carpet, electronics, and automobiles. The OEA works with both public and private sectors (specifically manufacturers, retailers, recyclers and representatives of local and state governments) to create solutions to managing products at the end of their useful lives. The OEA considers the major factors affecting product stewardship, including toxicity, volume being discarded, the potential for increased recycling, and how to allocate the costs and responsibilities for collecting and recycling the products.

The OEA's goals for the product stewardship are to develop recommendations for reducing the amount of product entering the waste stream, for increasing the recycling and recovery of the priority products and for determining timelines for meeting those goals in Minnesota.

Reports Under the Waste Management Act (*Minnesota Statute* 115A) and the Toxic Pollution Prevention Act (*Minnesota Statute* 115D), the OEA issues reports and recommendations to the Legislature. The OEA also responds to legislative requests on specific topics, such as reducing packaging waste and appropriately managing potentially hazardous materials such as old electronic appliances, fluorescent lamps, and used oil and filters.

• Solid Waste Policy Report:

Every two years, the OEA submits its Solid Waste Policy Report to the Minnesota Legislature. The Policy Report analyzes the state's waste management system and makes recommendations to improve it. The most recent report is available at *<http://www.moea.state.mn.us/policy/policy2001.cfm>*.

• Pollution Prevention Evaluation Report:

Every two years the OEA evaluates the progress being made by Minnesota's businesses in preventing pollution and profiles the most significant generators of Toxic Release Inventory (TRI) chemicals. The report examines Toxic TRI chemical generation and release data to determine trends and to evaluate the effectiveness of our programs and recommend changes for the future. The most recent report is available at *<http://www.moea.state.mn.us/berc/p2evaluation2002.cfm>*.

• SCORE Report:

Since 1990, the Office of Environmental Assistance has produced the SCORE Report, an annual report on Minnesota's recycling and waste management programs. In 1989, the Minnesota Legislature adopted comprehensive waste reduction and recycling legislation based on the recommendations of the Governor's Select Committee on Recycling and the Environment. The SCORE legislation has provided counties with a funding source to develop effective waste reduction, recycling, and solid waste management programs. The figures are gathered through a formal survey of county solid waste officers. Analysis and evaluation of this date helps the OEA report on statewide recycling rates, waste reduction efforts, waste generation figures, waste processing and disposal, and SCORE finance and administration. Statewide trends are examined, as well as providing detailed data by county. The SCORE Report is available at *<http://www.moea.state.mn.us/lc.score.cfm>*.

• Biennial Report:

Every other year, the OEA publishes its *Biennial Report to the Legislature*, outlining the office's activities over the previous biennium *<http://www.moea.mn.us/legislaure/index.cfm#biennial>*.

Local Government Assistance

One of the OEA's primary objectives is to assist local governments in ways to minimize or prevent the generation of waste and pollution and conserve our natural resources, by helping Minnesota counties develop integrated waste management systems and by helping them plan and carry out SCORE programs. The OEA monitors county and regional progress toward legislatively established recycling goals, and publishes the results in the *Report on SCORE Programs* every year.

The goal is to combine reduction, reuse, recycling, composting and resource recovery into cost-effective and environmentally sound systems to reduce the use of landfills and increase the amount of waste that is recovered.

Grants The OEA has several grant programs for counties.

- **Capital Assistance Program Grants:** The OEA's Solid Waste Processing Facilities Capital Assistance Program (CAP) helps counties finance the capital costs of developing waste management facilities—recycling and resource recovery facilities.
- **SCORE Block Grants:** The OEA awards over $12.5 million in SCORE block grants annually to counties for implementing waste reduction, recycling, yard waste, problem materials, and education programs. These grants leverage over $35 million in matching funds.
- **Metropolitan Landfill Abatement Account.** From this fund, raised through a fee on landfills, the OEA administers the Local Recycling Development Grant program for the seven-county metropolitan area to improve education, source reduction and waste exchange programs serving the region.

Solid Waste Technical Assistance The OEA provides technical assistance to local units of government, cities and local institutions and private industry that own solid waste projects. The OEA helps with waste assurance related issues such as providing examples of contracts used to assist counties in getting waste to their facilities, provides trouble-shooting assistance to help improve recycling processes, examines waste management alternatives, helps facilities deal with operational and/or regulatory compliance issues that may arise, and provides information and knowledge about household hazardous waste (HHW) collection systems, source reduction promotions and other methods to meet the objectives and goals found in the Waste Management Act (*Minnesota Statute* 115A).

Business Assistance

The OEA works with Minnesota businesses to help them improve their economic efficiency through reducing waste, preventing pollution, using secondary materials and other environmentally sound practices. The OEA has a variety of tools to address the environmental and economic concerns of Minnesota businesses, including grants, awards and recognitions, telephone assistance, and technical assistance.

Environmental Assistance Grant Program Each year, the OEA awards money for projects that focus on pollution and waste prevention, recycling market development, environmental education, sustainable communities development or resource recovery. The OEA uses these grants as seed money for new programs and projects, to support and showcase local efforts, to transfer technology and results to others in Minnesota, and to challenge and support innovation.

All grant projects must provide data and information that clearly demonstrates progress toward achieving the identified environmental outcomes. The OEA uses the information from funded grants to demonstrate to the Minnesota Legislature, Minnesota taxpayers, and others, progress toward meeting the environmental outcomes. The OEA's financial assistance efforts include competitive grants and loans to businesses for priority environmental projects.

Grants are awarded through either "open" or "targeted" grant rounds. In the open grant rounds, OEA awards grant funds to a wide variety of projects that focus on the priorities identified in OEA's strategic plan, such as education for behavioral change, community sustainability, source reduction of wastes, procurement practices, and businesses as environmental stewards. The targeted grants are based on "targeted topics" in the OEA's strategic plan that are identified in the RFP for the targeted round.

Minnesota Technical Assistance Program (MnTAP): As directed by the Minnesota Toxic Pollution Prevention and Waste Management Acts, the OEA established a waste and pollution prevention program for all generators of toxic pollutants and hazardous substances. The Minnesota Technical Assistance Program (MnTAP), which is located at the University of Minnesota, serves this function. Funded by the OEA, MnTAP provides non-regulatory pollution prevention and waste management assistance to Minnesota industry. Staffed by people with expertise in many manufacturing processes and waste prevention techniques, MnTAP offers technical assistance free to Minnesota businesses. As a result, Minnesota companies are improving the way they run their businesses.

MnTAP offers technical assistance to businesses and other business-assistance organizations seeking pollution prevention, materials exchange or waste management assistance. MnTAP also offers site visits conducted at businesses, and places student interns in companies to implement pollution prevention projects.

Recycling Market Development The OEA uses financial and technical assistance to help expand the use of recycled materials in manufacturing new products and develop reliable markets for recyclables collected in Minnesota. Technical assistance includes telephone assistance and referrals, and presentations, and publications such as the *Minnesota Recycling Directory,* which helps Minnesota businesses and recyclers find companies that collect or accept recyclable materials. This directory also helps brokers, processors, and manufacturers identify sources of recycled feedstocks that can be used to make new products containing recycled materials.

Reusable Transport Packaging Directory: The OEA's Reusable Transport Packaging Directory makes the search for suppliers of efficient packaging and shipping containers easy. The directory, which is available online at *<http://www.moea.state.mn.us/transport>* highlights businesses that sell many different kinds of reusable transport packaging. Transport packaging includes containers used to store, ship, handle, protect, and identify goods. Reusable pallets and containers are designed and built to last for many years of use and replace one-time or limited-use pallets and boxes. The directory is organized into 15 categories, including bins, bulk bags, boxes, crates, cushioning, pallets, etc. Reusable transport packaging is a proven way to streamline packaging and prevent the creation of unnecessary garbage, and, in turn, bolster efficiency, and cut costs.

Recognition: The Governor's Award for Excellence in Waste and Pollution Prevention program recognizes public and private organizations that demonstrate a superior commitment to waste and pollution prevention, source reduction, and resource conservation. Accomplishments must go beyond traditional waste management practices, focusing instead on preventing, reducing and reusing through innovative and creative strategies. Winners are selected from the field of applicants by a panel including state officials and industry representatives.

Materials Exchange Catalogue matches organizations that have waste materials with others that can use those materials. The OEA coordinates the Materials Exchange Alliance, a group of local materials exchange programs in Minnesota, and publishes an on-line listing of materials.

Minnesota Waste Wise A voluntary waste prevention program offered in partnership with the Chamber of Commerce.

Procurement To create greater market demand for environmentally preferable goods and services, the OEA is partnering with the Department of Administration to change state agency purchasing practices.

Problem Materials The OEA helps Minnesota reduce and properly manage problem materials, such as major appliances, fluorescent lights and batteries, that cause particular environmental, safety or operational problems when mixed with trash.

Household Hazardous Waste Program

NOTE: This program was transferred to the OEA effective July 1, 2003. The Minnesota Household Hazardous Waste program is a partnership among the OEA and Minnesota counties. The program provides education about household hazardous waste purchase, use, storage, and disposal, as well as works with counties to maintain a network of regional, local, and mobile facilities to collect household hazardous waste statewide and to offer one-day collection events or temporary collection sites. The OEA's HHW staff provide technical and administrative assistance, including;

- Program design and development;
- Facility operation;
- Administration of contracts for household hazardous waste management; and
- County program staff training and development in areas of safety and education.

Education and Outreach

It is the OEA's goal to foster environmentally sustainable attitudes and behavior on the part of all Minnesotans and to educate the public about the environmental issues facing our state. Citizens that know more about the environment require less regulation on environmental issues, and are able to use natural resources more wisely or in a sustainable way. Environmental education (EE) helps businesses, organizations, schools, households and individuals reduce the impact they have on the environment by reducing waste, inefficiency, and harm to the environment.

Written materials, presentations, direct technical assistance, and telephone assistance are used to work with communities, schools, and individuals. Through comprehensive EE efforts, Minnesotans are better able to learn about and make decisions concerning their environment. The OEA concentrates EE capacity building efforts by: providing, leveraging, and developing resources for educators; fostering coordination and partnerships; furthering communication among EE providers; and delivering skill building opportunities.

A *GreenPrint for Minnesota:* This State Plan for Environmental Education offers guidance to individuals, organizations, and agencies that deliver or support environmental education in Minnesota. The *GreenPrint* is designed to foster and expand partnerships to produce and provide EE programs and materials to Minnesota citizens. The 2001 revised *GreenPrint* reflects the input of over 900 stakeholders. Implementation of the *GreenPrint* will provide Minnesotans with the knowledge and skills to become active and engaged citizens to help keep our communities healthy and vital. <*http://www.seek.state.mn.us/eemn_d.cfm*>

SEEK: Sharing Environmental Education Knowledge (SEEK) is an online directory of environmental education resources. At present, SEEK has 160 partners throughout the state (schools, colleges, other government agencies, libraries, environmental learning centers, and businesses) that post their resources, from activity guides to job opportunities, on this well-traveled website. It is a site that is emulated by many states throughout the United States. SEEK is a gathering place for environmental educators. <*http://www.seek.state.mn.us*> In addition, the *SEEK Bulletin* is a bimonthly email newsletter offering new and time-worthy environmental education items pulled from the SEEK website. To receive the *SEEK Bulettin*, go to <*http://www.seek.state.mn.us/email.cfm*> The SEEK site also offers partners the opportunities to communicate with the interest parties in the discussion area. <*http://www.seek.state.mn.us/discuss.cfm*>

OEA Clearinghouse has a wealth of hands-on resources. From videos to fact sheets to curricula to CD-ROMs, the Clearinghouse and its staff offer incredible amounts of information and guidance. Many resources may be accessed through the Education Clearinghouse at (800) 877-6300 or (651) 215-0232. The Clearinghouse is available to Minnesotans -- private citizens, local decision-makers, business people, and educators.

Environmental Education Capacity Building Workshops are given monthly by the OEA because of the expressed need of its customers. Over 900 people representing state, local, and federal government, nonprofits, business, consultants, and educators have participated in these workshops, with many return participants. These workshops provide fundamental educational skills for those individuals that are trained as scientists, technical specialists, and researchers, as well as up-to-date education tools for the trained educators seeking assistance in honing their skills in order to better educate their audiences. The Environmental Education Workshops and Brown Bags are promoted through e-mail notices.

Regional EE Workshops. The regional OEA environmental education staff in greater Minnesota provides regional EE workshops, developed in partnership with other local organizations, according to the needs of the particular audiences. Having access to these opportunities, without the time and costs associated with traveling to the Twin Cities, is highly valued by EE professionals in Greater Minnesota.

Environmental Literacy Scope and Sequence is a series of EE concepts that support an understanding of our environment through a systems framework. The framework is built upon a set of sequenced benchmarks that define the scope of environmental knowledge students need to be environmentally literate. Highlighting the interrelations of the natural and social systems, the scope and sequence is a great tool for formal and non-formal educators. It is the first of its kind in the U.S. and is available at <*http://www.seek.state.mn.us/eemn_c.cfm*>

Grants are another tool the OEA uses to support EE. Many projects, programs, and resources would not have been developed without grant assistance. From waste minimization programs on college campuses to environmental literacy research, these grants have made a difference. These two recent grant products are providing vital to the environmental and EE communities.

• The Minnesota Report Card on Environmental Literacy documents the results of the first statewide survey concerning environmental literacy of adults in Minnesota. A random sample of 1,000 Minnesota adults was surveyed in 2001 for knowledge about, attitudes toward, and behaviors related to the environment.
<*http://www.seek.state.mn.us/eemn_b.cfm*>

• Natural Wonders was written especially for environmental educators and naturalists who are interested in learning more about how and why young children think and act. The guidelines offered will help educators design developmentally appropriate programs and activities.
<*http://www.seek.state.mn.us/classrm_e.cfm*>

Environment as an Integrating Context for Learning (EIC). In partnership with the Department of Education and the national State Education and Environment Roundtable (SEER), the OEA works with Minnesota schools to implement an educational approach that combines best practices with the local environment while simultaneously addressing content standards from multiple disciplines. EIC uses the school's natural and socio-cultural settings to engage students in schoolwork that they find relevant to their daily lives, thus increasing their motivation for learning and academic achievement. Visit *www.seek.state.mn.us/classrom_c.cfm* or *www.seer.org*.

Sustainable Communities: The OEA's Sustainable Communities team educates and works with communities to integrate environmental considerations with social and economic concerns. More than 2,400 members (citizens, business people, local government officials, non-profit leaders and educators) have joined the Minnesota Sustainable Communities Network (MnSCN) sponsored by the OEA. A key benefit for MnSCN members is the OEA's free, biweekly e-mail newsletter on sustainability. OEA's sustainable communities team also consults with and provides assistance to Minnesota communities interested in working toward sustainability.

NextStep Website: The OEA also sponsors the NextStep web site (www.nextstep.state.mn.us), which is interactive, searchable, and continuously updated with sustainability-related resources, providing a convenient point of access to information about sustainability in Minnesota. The site addresses sustainability issues in 12 topic areas and contains information on tools and resources, case studies, funding sources, and job and calendar listings.

Waste Reduction Campaign: The Office of Environmental Assistance is working with local governments and consumers to reduce waste through the statewide *Reduce Waste: If not you, who?* waste reduction campaign. The campaign is a multi-level effort targeted to Minnesotans with children consisting of advertising, public relations, grassroots education and social marketing.

Publications

The OEA publishes a wide range of information on topics of waste prevention and management and other environmental issues. These include the "Resource," a bimonthly postcard, fact sheets on OEA programs; legislative reports on environmental policies; the *Minnesota Recycling Markets Directory* (www.moea.state.mn.us/markets/index.cfm), and the *Minnesota Recycled Products Directory* (www.moea.state.mn.us/rpdir/index.cfm), the *Minnesota Guide to Pollution Prevention Planning* (www.moea.state.mn.us/berc/p2guide.cfm); the *Source Reduction Now* manual and video (http://www.moea.state.mn.us/berc/srn.cfm); and many others. Most can be obtained by downloading from the OEA web site or by calling the OEA Education Clearinghouse.

Executive Council

50 Sherburne Avenue, 200 Administration Bldg., St. Paul, MN 55155
Phone: (612) 296-1424
Executive Secretary, Dana Badgerow

Minnesota Statutes, Chapter 9

THE COUNCIL CONSISTS OF THE GOVERNOR, LIEUTENANT governor, attorney general, secretary of state and state auditor. The commissioner of the Department of Administration acts as executive secretary.

The council performs a number of specific administrative duties, including the designation of state depositories, the approval or disapproval of mineral leases, the extension of timber permits and the sale and disposal of certain state lands. It also may act in cases of emergency and disaster to grant emergency relief in certain cases and may expend funds up to the limit of the appropriations made available during any fiscal year to cover emergency or disaster situations.

The council usually meets quarterly. In order for the Executive Council to consider an item, an agency must submit a request to the executive secretary two weeks prior to the meeting date. An original and 11 copies of the request, including appropriate documentation, are required.

Department of Finance

658 Cedar Street, 400 Centennial Building, St. Paul MN 55155
Phone: (651) 297-7881 Fax: (651) 296-8685
Website: *www.finance.state.mn.us*
Commissioner Peggy Ingison (651) 297-7881

Minnesota Statutes, chapter 16A

Background

THE LEGISLATURE CREATED THE DEPARTMENT OF FINANCE in 1973, consolidating all statewide financial management duties and functions. The commissioner of finance is the state's chief financial officer and is responsible for managing all financial affairs of the state.

The mission of the Department of Finance is twofold:

- Ensure the integrity of state fiscal resources; and,
- Support and challenge state decision makers to constantly increase the value per dollar of services provided to Minnesotans.

The department provides the following services for the State of Minnesota: economic analysis, coordinating the state's operating and capital budgets, policy analysis, accounting and payroll systems, financial reporting, vendor payments, information services, and cash and debt management. The department has five major divisions: Economic Analysis, Budget Services Division, Accounting Services Division, Administrative Services Division, and Cash and Debt Management.

The commissioner, deputy and assistant commissioners, and referees must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Citizen Participation and Appointment:

• Minnesota Non-Profit Program Review Committee

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Economic Analysis

(651) 297-2799, Dr. Thomas Stinson, state economist. The section analyzes economic factors as they affect the state's financial affairs. It projects revenues the state can expect to receive, giving decision-makers essential information during the biennial budget process. It monitors the state's revenue position, develops financial forecasts, and provides economic analysis to other units of government. The section publishes forecast summaries in November and February and an Economic Update quarterly. This section provides no direct services to the public.

Budget Services Division

(651) 296-2438, James Schowalter, assistant commissioner and state budget director. The division develops the state biennial operating and capital budgets and monitors them throughout the biennium. Specialized teams monitor and analyze financial data within specific activities to ensure implementation of the state's budget. The division also manages statewide reporting of fees. The division reviews program policies, identifies alternative budget strategies, and makes recommendations to the legislature and the governor on funding priorities.

Budget Services Teams:

Four teams develop and provide information on matters relating to fiscal control, program analysis, and proposed legislation. This information is used to evaluate state government programs and services and provide policy options for all parts of state government. The teams assemble elements of the governor's budgets and work closely with the legislature to provide comprehensive budget data.

Budget Planning and Operations

(651) 296-4724, Charlie Bieleck, team leader. This team manages the budget process and compiles information relating to historic, current, and projected revenues and expenditures which is used to prepare and monitor the state budget. This team also manages the fiscal note process and coordinates statewide policies for state indirect costs and fees. This team coordinates the preparation of public documents, all of which can be found on the department's website: *www.finance.state.mn.us*.

Education and State Government

(651) 296-7738, Stephanie Andrews, team leader. This team addresses budget and financial management issues relating to K-12 education, early childhood and family education, higher education, state agencies, and constitutional officers. Executive budget officers on this team are assigned to work with individual agencies in these areas. This team provides no direct services to the public, other than responding to requests from the public for information on budget issues.

Environment and Economic Development

(651) 282-5074, John Heintz, team leader. This team addresses budget and financial management issues relating to the environment and natural resources, transportation, economic development, state commerce, and agriculture. Executive budget officers on this team are assigned to work with individual agencies in these areas. This team provides no direct services to the public, other than responding to requests from the public for information on budget issues.

Health, Human Services and Local Government

(651) 296-5916, Jim Schowalter, team leader. This team addresses budget and financial management issues relating to health and human services, corrections, courts, taxes, and local aids and credits. Executive budget officers on this team are assigned to work with individual agencies in these areas. This team provides no direct services to the public, other than responding to requests from the public for information on budget issues.

Accounting Services Division

(651) 297-4397, Lori Mo, assistant commissioner. This division provides accounting and payroll services and establishes appropriate policies and procedures for state agencies. The division also provides support to state agencies in the operation and use of the Minnesota Accounting and Procurement System (MAPS) and the State Employee Management System (SEMA4).

Agency Support

(651) 282-5068, Ronald Mavetz, director. This section provides services to state agencies in their use of MAPS which provides the operating and financial base information for the state. This section also establishes statewide policies and procedures related to MAPS and provides assistance to agencies to optimize their use of MAPS to meet agency business needs. Staff provide help desk services and training in basic and advanced use of MAPS. This section also is responsible for issuing warrants (checks) and electronic fund transfers to pay state vendors providing services and products to state agencies, maintaining the central vendor files, and preparing Federal tax reports (1099, W9, Excise). Finally, this section issues replacements for lost and forged warrants. Vendors should direct inquiries regarding lost or forged warrants to: Penda Kane (651) 296-2742.

Central Payroll

(651) 296-4061, Don Smith, director. This section manages the paying of all state employees through the state payroll system. The payroll system processes payroll data and issues employee paychecks. This section is also responsible for processing employee business and relocation reimbursements. This section provides no direct services to the public.

Financial Reporting

(651) 296-5190, Barb Ruckheim, director. This section manages the financial reporting process for all state activities in accordance with generally accepted accounting principles. The state's annual financial report is prepared and published by this section. In addition, the section manages the single audit process for federal programs and oversees state reporting and compliance with the federal Cash Management Improvement Act. This section is also responsible for statewide internal control activities for the financial systems and for assisting with and reporting on agency internal control systems. In addition, this section assures the integrity of the accounting system by maintaining the chart of accounts, reconciling financial activity to the ledger, providing system assurance services, and assuring proper accounting for all state revenue and expenditure activities. This unit also produces the Legal Level of Budgetary Control Report; a required supplement to the state's financial report and supervises and reports on state debt collection. This section provides no direct services to the public.

Administrative Services Division

(651) 296-9473, Carole Charbonneau, assistant commissioner. This division is responsible for internal department functions necessary to service our departmental activities. These activities include budgeting, human resources, payroll, purchasing, and accounting. This division also manages the statewide administrative information systems, providing systems support for the state's core business applications.

Budgeting and Accounting

(651) 296-7858, Karen Hinkemeyer, director. This section is responsible for the development and implementation of the agency's biennial budget for the accounting, purchasing, and payment transactions of the agency.

General Support

(651) 297-1325, Marylene Kurkowski, supervisor. This section is responsible for the production and publication of all major department financial reports, including the biennial, supplemental, and capital budgets, and forecast documents.

Human Resources (HR) Office

(651) 297-2429 Ann O'Brien, director. This section is responsible for recruitment and selection, job analysis, classification and examination assessment, advising on labor relations issues, compensation, assisting supervisors and managers in human resource issues, and establishing performance management systems and policies and procedures. The section processes employee and position transactions and payroll and assists employees with insurance and

other benefit needs. The HR director serves as Affirmative Action Officer and Training Coordinator. The section ensures that the department adheres to labor agreements and employment law issues. It also provides ergonomic assessments, building liaison functions and evacuation coordination.

Information Services

(651) 296-2714 Jean Henning, acting CIO. This section is the technical support team for the state's major administrative information systems, providing systems support for the state's core business applications: the accounting and procurement system (MAPS), the payroll and human resources system (SEMA4), and the information access system (IA). Staff provide agencies with training, documentation, and technical assistance in the use of the systems. This section is also responsible for the maintenance of the code, operation of the systems, and upgrade of the systems. Statewide network support is provided to agencies through the division's technical help desk to ensure a proper client-server environment. The division supports the biennial budget system (BBS), the capital budget system (CBS), and the fiscal note tracking system (FNTS). This section also provides web services to the public.

This section consists of five units (described below): Budget Information Systems, Information Access, Technical Services, MAPS Systems and Programming, and SEMA4 Systems and Programming.

Budget Information Systems (BIS)

(651) 215-0308 Jeff Mosner, director. This unit manages three statewide systems that provide on-line budget information to users within the three branches of state government. They are the biennial budget system (BBS), the capital budget system (CBS), and the fiscal note tracking system (FNTS). The BBS provides support for the preparation of agency operating budgets and governor's recommendations. The CBS provides support for agency capitol project requests. Both systems track legislative proposals and appropriations. The FNTS is designed to report and track the fiscal impact of proposed legislation.

Information Access (IA)

(651) 282-5457 Ellen Schwandt, director. This unit develops and manages the state's information warehouse containing data from the accounting, procurement, payroll, and HR systems. This information is used by agency and legislative decision-makers to manage and analyze resources, spending, account for state funds and make funding decisions.

Technical Services

(651) 282-5665 Bob Dockendorf, director. This unit manages the department's desktop computer resources, administers the local and wide-area telecommunications (data, audio and video) network connectivity and produces internal personal computer (PC) training and support. They also provide external software, PC, and network services so that agencies can access and use the statewide administrative business systems that the department develops and maintains. This unit maintains both the department's internal and external Web servers.

MAPS Systems and Programming

(651) 282-5049 Donna Visness, acting director. This unit is responsible for the continuing operations of the statewide Minnesota Accounting and Procurement System (MAPS). Utilizing information obtained from the user community through a variety of work groups, this team provides enhancement services to ensure the MAPS system stays current with the needs of the users. The unit also monitors the daily performance of the system and provides computer scheduling and related support operations for the state's accounting and procurement system.

SEMA4 Systems and Programming

(651) 297-4396 John Vanderwerf, director. This unit provides the scheduling, related support operations and systems/programming support for the payroll part of the SEMA4 system. SEMA4 is the State's Human Resources and Payroll System. SEMA4 stands for Statewide Employee Management System. The '4' in SEMA4 refers to: Human Resources Processing, Payroll Processing, Reporting and Interfaces with other systems. The system processes payroll data for all employees of the executive and judicial branches of state government.

Cash and Debt Management

(651) 296-8372 Peter Sausen, assistant commissioner. Cash and Debt Management coordinates the state's long- and short-term general obligation debt, including planning and timing of the sale of bonds, preparing legal documentation, providing information on the sale and conducting the actual bond sale. Further, the division establishes the state's bank accounts located throughout the state. The division also provides support in capital budgeting. This division provides no direct services to the public.

Fire Prevention and Control Council

(SEE ALSO: Public Safety Dept., State Fire Marshal Division)
444 Cedar Street, Suite 145, St Paul, MN 55101-5145
Phone: (651) 215-0500; Fax: (651) 215-0541; Website: *www.fire.state.mn.us*
State Fire Marshal Jerry Rosendahl

Executive Order # 88-10, September 21, 1988

THE COUNCIL WAS FORMED IN 1969 BY STATUTE and has operated under various titles until 1974 when it was appointed as a council by executive order. The council was established to encourage the development of the best possible fire education, protection, and prevention services for the people of Minnesota.

Citizen Participation and Appointment:

• Governor's Council on Fire Prevention and Control

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

The council consists of 15 members, appointed by the governor, representing a variety of fire service organizations, the general public, the private sector, and local government units. Additionally, five ex-officio, non-voting members were added from state agencies. The council meets on the third Wednesday of every other month beginning in January of each year. The council meets at various locations throughout the Twin Cities. The meetings are open to the public. Persons wishing to be placed on the agenda or to make presentations should contact the council at the above address.

The mission of the council is to provide a focal point for the exchange of information, to develop fire education, protection and prevention services for the people of Minnesota, and to coordinate the delivery of this information. The council also interacts at the federal, state and local level to improve current services and to develop new ones.

The Department of Public Safety, on behalf of the council, is to serve as Minnesota's principal liaison to the United States Fire Administration for the purpose of applying for and receiving federal grants and facilitating communication with that agency.

The council operates without funding in the performance of its duties; however, it receives assistance from member organizations and state agencies as appropriate.

The duties of the council are to disseminate information to the governor, the commissioner of public safety and to the legislature on fire and life safety issues pertinent to the fire service and the citizens of Minnesota. In addition, the council recommends policy relating to building and fire issues and to encourage the best possible fire and life safety protection, education, and prevention service.

Minnesota Forest Resources Council

2003 Upper Buford Circle, St. Paul, MN 55108-6146
Phone: (651) 603-0108 Fax: (651) 603-0110
Website: *www.frc.state.mn.us* E-mail: *mkilgore@forestry.umn.edu*
Executive Director Dave Zumeta

Minnesota Statutes, section 89A

THE MISSION OF THE MINNESOTA FOREST RESOURCES COUNCIL (Forest Resources Council or MFRC) is to promote sustainable forest management within the state. Represented by a broad cross-section of state forestry interests, the MFRC advises the governor and federal, state, county and local governments on sustainable forest resource policies and practices. The Forest Resources Council also coordinates implementation of the Sustainable Forest Resources Act, the purpose of which is to "pursue the sustainable management, use, and protection of the state's forest resources to achieve the state's economic, environmental, and social goals."

The Forest Resources Council promotes sustainable forestry through a number of initiatives. These include developing voluntary timber harvesting and forest management guidelines for use by the state's loggers, forest landowners, and natural resource professionals, promoting regionally-based sustainable forestry initiatives, and providing information needed to support sustainable forest management through research, monitoring, and information management initiatives.

When created in 1995, the Forest Resources Council consisted of 13 members. In 1997, the Legislature added another member to the MFRC. In 1999, the MFRC was expanded to its current size of 17 members.

Major programs and activities undertaken by the Forest Resources Council include:

• Promoting Sound Forestry Practices

In 1999, the Forest Resources Council published voluntary timber harvesting and forest management guidelines for use by the state's forest landowners, loggers, and natural resource professionals. These guidelines provide recommendations for managing and harvesting forests in a manner that protects forested riparian areas (forests adjacent to water), soil productivity, water quality and wetlands, wildlife habitat, historic and cultural resources, and visual quality. Major attributes of the guidelines include:

- **comprehensive** -- they address a wide variety of forest resource issues;
- **science-based** -- they are grounded in the best available scientific information;
- **voluntary** -- landowners apply the guidelines according to their management objectives;
- **integrated** -- guidelines protecting various forest functions and values are contained in one book;
- **understandable** -- they are easy to understand;
- **flexible** -- they accommodate a range of site-level conditions and forest management objectives;
- **stakeholder based** -- a wide range of interests were involved in developing the guidelines; and
- **implementable** -- they recommend practices that can be widely applied.

The guidelines are published as an integrated manual in guidebook format for use in the field. To date, over 3,000 guidebooks have been distributed to Minnesota's loggers, natural resource managers, forest landowners, and the general public. This has occurred through guideline education programs, direct mailings, and distribution through various organizations. The Forest Resources Council also developed a 12-page informational booklet about the guidelines. Over 27,000 individuals owning forest land parcels in Minnesota have received a copy of this booklet. An additional 20,000 booklets are reaching landowners through various outlets who work extensively with non-industrial private forest landowners such as the Forest Stewardship Program, Soil Water Conservation Districts, woodland councils, private forest landowner organizations, industry foresters, state agencies, and forestry extension educators.

Citizen Participation and Appointment:

• Minnesota Forest Resources Council

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

• Promoting the Sustainability of Large Forest

Systems

The Forest Resources Council's landscape-level forest resource planning and coordination program is a way of assessing and promoting forest resource sustainability and desired future conditions across large forested landscapes. The Forest Resources Council established a framework consisting of three components to guide the landscape program: principles and goals, a general planning process, and a delineation of regional forest landscapes. Principles and goals provide a context for undertaking landscape-level planning and coordination while the general planning process serves as a map to follow to reach of the goals. The MFRC identified six forested landscape regions within the state. Within each landscape, the MFRC is establishing regional committees of citizens and representatives of various organizations work to:

- **Gather and assess information** on a region's current and future ecological, economic and social characteristics;
- **Identify that region's key forest resource issue**s;
- **Identify ways to address key issues** in order to promote sustainable forest management within the region; and
- **Coordinate various forest management activities** and plans among a region's forest land owners and managers in order to promote sustainable forest management.

Individuals interested in serving on a regional forest resource committee should contact: (218) 720-4256.

Monitoring

The Sustainable Forest Resources Act calls for several monitoring programs to track and report various conditions and trends in Minnesota's forests and their management. The Forest Resources Council works with the Department of Natural Resources to monitor:

- **Forest Resources.** Monitoring broad trends and conditions in the state's forest resources.
- **Forest Practices.** Monitoring the types and extent of timber harvesting and forest management practices used in Minnesota.
- **Compliance and Effectiveness.** Monitoring how widely Minnesota's voluntary timber harvesting and forest management guidelines are used, as well as to what degree the guidelines are achieving their intended purpose.

Public Concerns

The Public Concerns Registration Process (PCRP) is a way for individuals to register concerns they have about specific timber harvesting and forest management practices they see in Minnesota. A toll-free number (1-888-234-3702) is maintained by the Forest Resources Council for the public to register these concerns. Through the PCRP citizens can formally let the MFRC know their concerns about forest management activities they see, be a catalyst for mitigation of any problems on a site, and learn more about forest management and guidelines for sustainable forestry.

Forest Resources Research

The Research Advisory Committee (RAC) to the Forest Resources Council was formed under the Sustainable Forest Resources Act to address information needs concerning forests. The RAC's work is three-fold: support forestry and forestry-related research, identify priority forest research topics that should be studied in order to meet Minnesota's forest-related information needs, and foster communication between researchers and those using the research. Research sponsored by the MFRC evaluates a variety of ecological and economic aspects associated with managing, using, and protecting Minnesota's forest resources.

Information Management

The Interagency Information Cooperative (IIC) was established by the Forest Resources Council to enhance the access and use of forest resources data in Minnesota. The following public organizations have representatives on the IIC: Minnesota Association of County Land Commissioners, U.S. Forest Service, Land Management Information Center, University of Minnesota, and Department of Natural Resources. Integrating the forest inventories of various public forest resource management agencies to provide a more complete picture of a region's forests is one example of the IIC work to improve the availability and quality of forestry data in the state. The IIC has developed a forest information catalog that describes and provides access to many information databases that exist on Minnesota's forests.

Gambling Control Board

1711 West County Rd B, Suite 300 South, Rosewood Office Plaza, Roseville, Minnesota 55113
Phone: (651) 639-4000 Fax: (651) 639-4032
TTY: Use Minnesota Relay Service (651) 297-5353 or toll-free: (800) 627-3529
Website: *www.gcb.state.mn.us* E-mail: (*use firstname.lastname@gcb.state.mn.us*)
Executive Director Tom Barrett

Minnesota Statutes, Chapter 349; ***Minnesota Rules*** 7861-7865

Regional Offices:

The Board has three regional offices located at:

Northwest:

Telephone: (218) 739-7402; **Fax:** (218) 739-7410
1415 College Way
Fergus Falls, Minnesota 56537

Northeast

Telephone: (218) 262-7301; **Fax:** (218) 262-7262
522 E Howard Street, #208
Hibbing, Minnesota 55746

South Central:

Telephone: (507) 931-5112; **Fax:** (507) 931-5111
Regional Treatment Campus, Bartlett Hall
100 Freeman Drive, PO Box 299
St. Peter, Minnesota 56082

Powers and duties of the board

The board regulates lawful gambling, which is the conduct of pull-tabs, bingo, raffles, paddlewheels, and tipboards. The board is empowered and governed by *Minnesota Statutes*, chapter 349 and *Minnesota Rules*, Chapters 7861 through 7865. The members, chief and deputy administrative officers must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The powers and duties of the board are to:

- **Regulate lawful gambling** to ensure that it is conducted in the public interest.
- **Issue licenses** to organizations, distributors, bingo halls, manufacturers, and gambling managers.

- **Collect and deposit fees** from licenses, permits, and registrations due under Chapter 349.
- **Receive reports** required by Chapter 349 and inspect all premises, records, books, and other documents of organizations, distributors, manufacturers, and bingo halls to insure compliance with all applicable laws and rules.
- **Make rules** authorized by Chapter 349.
- **Register gambling equipment** and issue registration stamps for permanent gambling equipment.
- **Provide for the mandatory posting of rules of play** and the odds and/or house percentage on each form of lawful gambling by organizations conducting lawful gambling.
- **Report annually** to the governor and legislature on activities and on recommended changes in the laws governing gambling.
- **Impose civil penalties** of not more than $500 per violation on organizations, distributors, manufacturers, bingo halls, gambling managers, and salespersons of distributors for failure to comply with any provision of chapter 349 or any rule or order of the board.
- **Issue premises permits** to organizations licensed to conduct lawful gambling.
- **Delegate to the director** the authority to issue or deny license and premises permit applications and renewals under criteria established by the board.
- **Suspend or revoke licenses** and premises permits of organizations, distributors, manufacturers, bingo halls, or gambling managers as provided in chapter 349.
- **Register employees of organizations** licensed to conduct lawful gambling.
- **Require fingerprints** from persons determined by board rule to be subject to fingerprinting.
- **Delegate to a compliance review group** of the board the authority to investigate alleged violations, issue consent orders, and initiate contested cases on behalf of the board.
- **Order organizations, distributors, manufacturers,** bingo halls, and gambling managers to take corrective actions.
- **Take all necessary steps to ensure the integrity** of and public confidence in lawful gambling.

Citizen Participation and Appointment:

• Gambling Control Board

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Committees of the Board

• **Executive Committee** - upon referral from the board, the Committee reviews the appeal of the denial of an organization license, as specified in ***Minnesota Rules*** part 7861.0020, subp. 7(C).

• **Rules Committee** – meets on an as-needed basis, and meets regularly when the board is conducting a formal rulemaking project. The Rules Committee will appoint **Public Advisory Committees** to advise and comment on rule drafts. Persons interested in serving on a Public Advisory Committee should contact the board's Rules Coordinator at (651) 639-4035. The board's Rulemaking Docket, and rule drafts when available, can be viewed on the web site, at *www.gcb.state.mn.us.*

• **Legislative Committee** – meets on an as-needed basis to discuss and recommend the board's legislative agenda for the following Legislative Session.

Major Activities of the Gambling Control Board:

- **Providing education, outreach, and guidance** to the lawful gambling industry;
- **Licensing** manufacturers, distributors, bingo halls, nonprofit organizations, gambling managers, and issuing premises permits to lawful gambling organizations; and
- **Reviewing and insuring compliance** by organizations with all state statutes and rules relating to lawful gambling.

The board prepares an ***Annual Report***, which can be viewed on the web site at *www.gcb.state.mn.us.*

Education, Outreach, Guidance

The Gambling Control Board continually promotes lawful gambling education through the following activities:

Gambling Manager Seminar - consists of two and one half days of training, conducted at the Roseville office. The training includes information on statutes, rules, proper conduct of lawful gambling, internal controls, reporting and tax requirements, licensing requirements, and responsibilities and expectations of organizations that conduct lawful gambling.

Attendance at the seminar is mandatory for chief executive officers of organizations new to the conduct of lawful gambling, and for gambling managers who represent and are responsible for the conduct of lawful gambling for their organizations. Pre-registration is required. You may register by calling (651) 639-4086. There is no charge to attend, and free parking is provided. Meals, travel, and lodging expenses are allowable expenses for the organization sending representatives to the seminar.

Gambling managers are required to pass an examination prior to being issued a license. The examination is offered at the conclusion of each seminar.

Monthly Newsletter - *Gaming News*, is a vital link between the board and the industry, and provides information about compliance and licensing issues, scheduled seminars, education classes, and board activities. *Gaming News* is provided free of charge to the chief executive officer of each licensed organization. A free copy is also provided to each licensed bingo hall owner, manufacturer, and distributor. A copy is also available for downloading on the website at *www.gcb.state.mn.us.* Subscriptions may also be obtained from Minnesota's Bookstore at (651) 297-3000 or toll-free: (800) 657-3757.

Lawful Gambling Manual - a reference manual for the conduct of lawful gambling (also available from Minnesota's Bookstore).

Continuing Education Classes - Gambling manager license renewal applicants are required to obtain 2.5 credit hour equivalents of board-provided continuing education during each year of the individual's two-year license period. Offered monthly, except in July, these classes are conducted to update organizations on a variety of topics. Classes are held in several locations around the state. There is no charge to attend, and the general public is welcome to attend these classes.

Classes are listed in the monthly *Gaming News*. You may also access this information on the web site at *www.gcb.state.mn.us.*

Mentoring Program - provides organizations with one-to-one training on how to properly initiate and manage the gambling operation and comply with all requirements. The program is also available to provide guidance to organizations that have experienced serious operational difficulties. Information about the mentoring program can be obtained by calling (651) 639-4000 and asking to speak to a compliance specialist.

Public Speakers - Board staff frequently participate at statewide conventions of organizations that conduct lawful gambling. A request for a speaker must be made in writing and sent to the Roseville office four months in advance of the occasion.

Licensing Section

All licensing forms can be accessed on the board's website at *www.gcb.state.mn.us.* If you need additional information, please call the Roseville office and ask to speak to the licensing specialist for the county in which the requesting organization is located. All completed forms must be sent to the Roseville office.

Manufacturers License: Anyone who sells gambling equipment to licensed distributors is required to obtain a manufacturer's license. The license is valid for one year. All initial and renewal applications must be considered by the board. A background check is performed by the Department of Public Safety, Gambling and Alcohol Enforcement Division, and a tax clearance is performed by the Department of Revenue. The following persons must complete and submit the manufacturer personnel form: owners, officers, directors, partners, managers, supervisors, consultants, all manufacturer employees eligible to conduct sales in Minnesota, and persons or entities with a direct or indirect financial interest of five percent or more in the applicant.

The **Annual Fee** for a Manufacturer's License is $5,000. The Manufacturer's **License Forms** are:

- **LG600** – Application for Manufacturer's License to Sell Gambling Equipment to Licensed Distributors;
- **LG610** – Manufacturer Personnel Information; and
- **LG610C –** Manufacturer Consultant Information.

Distributors License: Anyone who sells, offers for sale, or furnishes gambling equipment to an organization authorized to conduct lawful gambling is required to obtain a license to distribute gambling equipment. The license is valid for one year. All initial and renewal applications must be considered by the board. A background check is performed by the Department of Public Safety, Alcohol & Gambling Enforcement Division, and a tax clearance is performed by the Department of Revenue. The following persons must complete and submit the distributor personnel information form: owners, officers, directors, partners, managers, supervisors, consultants, all distributor employees, and persons or entities with a direct or indirect financial interest of five percent or more in the applicant. All personnel must complete an I.D. badge, except for consultants.

The **Annual Fee** for a Distributor's License is $3,500. The Distributors' **License Forms** are:

- **LG400,** Application for License to Distribute Gambling Equipment;
- **LG410**, Distributor Personnel Information; Sales ID Card or Employee ID Card; and
- **LG410C –** Distributor Consultant Information.

Bingo Halls: Anyone who leases a bingo hall to more than one organization must obtain a bingo hall license. The license is valid for one year. All initial and renewal applications must be considered by the board. A background check is performed by the Department of Public Safety, Alcohol & Gambling Enforcement Division, and a tax clearance is performed by the Department of Revenue.

The **Annual Fee** for a bingo hall license is $2,500. The Bingo Hall License **Application Forms** are:

- **LG300 –**Bingo Hall License Application;
- **LG302** – Bingo Hall Occasion List; and
- **LG315** - Bingo Hall Personnel Information.

Each legal owner must complete a **LG315** form. If the legal owner of the bingo hall property is an organization, corporation, firm, limited liability company, sole proprietorship, or partnership, the following individuals must complete a **LG315** form:

- Partner;
- Member of the Board of Directors or Governors;
- Officer (including, but not limited to president, vice-president, secretary, treasurer, controller, or general counsel);
- Manager or supervisor of personnel or security; and
- Each person with a direct or indirect financial interest of five percent or more in the applicant, as prescribed by Board rule.

A Resolution of Approval is needed from the local unit of government where the bingo hall is located.

Nonprofit Organizations: Organizations which plan to conduct lawful gambling activity must apply for a gambling license. Organizations must:

- Be a religious, fraternal, veterans, or other nonprofit organization;
- Have been in existence for the most recent three years as a nonprofit organization incorporated with the Minnesota Secretary of State's office or be exempt from income taxes by the Internal Revenue Service;
- Have at least 15 active members that meet the following criteria:
  - Are 18-years of age or older;
  - Have paid all dues to the organization;
  - Have equal opportunity to be an elected officer;
  - Whose names and membership origination dates appear with the members knowledge and consent on a membership list;
  - Have equal voting rights with all other members;
  - Have equal right and responsibilities of attendance at the regularly scheduled meetings of the organization; and
  - Have been members of the organization for at least six months.

There is no fee for the organization license application. The organization license is valid for two years. Also required is a membership list showing 15 active members and proof of nonprofit status from the Secretary of State's Office or the Internal Revenue Service. The organization application license forms are:

- **LG200A -** Organization license application;
- **LG200B –** Organization officers affidavit (for CEO and Treasurer) stating that:
  - The officer has not been convicted of a felony or gross misdemeanor within the five years before the issuance of renewal of the license;
  - Has never been convicted of a crime involving gambling; and
  - Has never had a license issued by the board or director permanently revoked for violation of law or board rule.
- **LG201 -** Internal controls;
- **LG205 -** Compensation schedule; and
- **LG209 –** Registration of Compensated Gambling Employee.

Gambling Managers: Each licensed organization must have a licensed gambling manager. The gambling manager must attend a gambling manager seminar conducted by board staff. The gambling manager:

- Must possess a valid gambling manager's license issued by the board;
- Must not have committed a violation of law or board rule within the five years before the date of the license application that resulted in the revocation of a license issued by the board;
- Must have never been convicted of a criminal violation involving fraud, theft, tax evasion, misrepresentation, or gambling;
- Must have never been engaged in conduct the board determines is contrary to the public health, welfare, or safety or the integrity of lawful gambling;
- May not be a member of the immediate family or an employee of a person from whom the organization leases a gambling premises;
- May not be involved directly or indirectly as a bingo hall owner, manufacturer, or distributor;
- Cannot be the chief executive officer or the person (treasurer) who accounts for the revenues of the organization's general funds;
- May only act as gambling manager for one organization at a time; and
- Must be a member of the organization for at least two years.

All licensed gambling managers must pass an examination which tests the gambling manager's knowledge of the responsibilities of gambling managers and of gambling procedures, laws, and rules. The open book examination is offered at the gambling manager seminar for new gambling managers. The test lasts from 1 to 2-1/2 hours. There is no fee to take the test.

The gambling manager license fee is $200. The term of the license runs concurrent with the term of the organization license. In the event of a change of gambling manager, the fee is determined as follows:

- If the new gambling manager's license will be effective for more than 12 months of the two-year organization license term, the application fee is $200.
- If the new gambling manager's license will be effective for less than 12 months of the two-year organization license term, the application fee is $100.

Also required is:

- A membership list showing that the gambling manager has been a member of the organization for two years; and
- A $10,000 fidelity bond in favor of the organization.

The forms required for a gambling manager license are:

- **LG212 –** Gambling Manager Application; and
- **LG209** - Registration of Compensated Gambling Employee (if paid).

Premises Permits: Each licensed organization may conduct lawful gambling only at sites for which they have applied and received a premises permit from the board. There are no limits on the number of sites at which an organization may conduct lawful gambling.

The form required for a premises permit application is the **LG214**. The fees are as follows;

- **Class A** - $400 (raffles, paddlewheels, tipboards, pull-tabs, bingo);
- **Class B –** $250 (raffles, paddlewheels, tipboards, pull-tabs);
- **Class C** - $200 (bingo only, or bingo and pull-tabs when total gross receipts do not exceed $250,000 per year); and
- **Class D** - $150 (raffles only).

A resolution of approval from the local unit of government where the premises is located must also be submitted.

An appropriate lease form for the type of gambling activity to be conducted must accompany each premises permit applications. These forms are:

- **LG221** – lease for pull-tab, paddlewheel, tipboard, and/or raffles;
- **LG222 –** lease for bingo activity; and
- **LG223** – lease for pull-tab dispensing device activity.

The term of a premises permit runs concurrent with the organization license.

Exempted Nonprofit Organizations: An exempt permit to conduct lawful gambling can be issued to nonprofit organizations that conduct lawful gambling activity on five or fewer days and award less than $50,000 in total prizes during a calendar year. An exempt nonprofit organization must:

- Comply with *Minnesota Rules*, chapter 7861, governing the conduct of the type(s) of lawful gambling being applied for;
- Use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25;
- Comply with *Minnesota Statutes*, section 349.15, concerning allowable expenses from gambling funds;
- Comply with all local regulations; and
- Keep all lawful gambling records for 3-1/2 years.

The form to apply for **Application for Exempt Permit** is form **LG220**. The complete application must be submitted to the board for processing at least 30 days prior to the activity date. The fee is $25.

Excluded Nonprofit Organizations: Excluded raffles may be conducted by an organization if the total market (retail) value of all raffle prizes awarded for all raffles in a calendar year does not exceed $750. Organizations may not conduct excluded gambling activity in the same calendar year in which the organization has either been licensed or conducted exempted gambling activity. An organization must:

- Comply with *Minnesota Rules*, part 7861.0110 (raffles);
- Use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25;
- Comply with the statute concerning allowable expenses from gambling funds (*Minnesota Statutes*, section 349.15);
- Comply with all local regulations; and
- Keep records for 3-1/2 years.

The **Application to Conduct an Excluded Raffle** is form **LG204R.** The complete application must be submitted to the board for processing at least 30 days prior to the activity date. There is no fee for filing form LG204R.

Excluded Bingo may be conducted by an organization without a license if the organization conducts four or fewer bingo occasions in a calendar year; or in connection with a county fair, the state fair, or a civic celebration if it is not conducted for more than 12 consecutive days in a calendar year.

Organizations may not conduct excluded bingo in the same calendar year in which the organization has either been licensed or conducted exempted gambling activity. An organization must:

- Comply with statutory prize limits (*Minnesota Statutes*, section 349.211, subdivision 1 and 2);
- Use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349, subdivision 25;
- Comply with the statute concerning allowable expenses from gambling funds (*Minnesota Statutes*, section 349.15);
- Comply with all local regulations; and
- Keep records for 3-1/2 years.

The **Application to Conduct Excluded Bingo** is form **LG240B**. The complete application must be submitted to the board for processing at least 30 days prior to the activity date. There is no fee for form LG240B.

Reviewing and Ensuring Compliance

Compliance Reviews: Board staff conducts comprehensive examinations of organizations' records and activities relating to lawful gambling. These examinations are called compliance reviews. A compliance review is conducted by a compliance specialist who reviews an organization's gambling records and the conduct of their games to determine whether the organization is in compliance with the statutes and rules governing gambling. A written report is issued to the organization which lists any areas of non-compliance. Post-compliance reviews are performed to ensure that organizations have taken any necessary corrective action. Organizations with any significant or continued violations are issued citations or are referred to the board's Compliance Review Group (CRG). The CRG is a subcommittee of the board that meets with organizations to informally review alleged violations and negotiate settlements as an alternative to the board initiating a contested case for possible sanctions.

Technical Assistance:

Technical assistance is available Monday through Friday from 8:00 AM to 4:30 PM, except for holidays. Phone calls and walk-ins are welcome.

Case managers are assigned by county for licensing and compliance requirements. When calling in with questions or for information, ask for the compliance or licensing specialist assigned to your county. Written requests for compliance information are also encouraged.

Product Approval:

Lawful gambling equipment cannot be offered for sale in Minnesota until the board has considered and approved the product. Manufacturers must submit gambling equipment by the 15th day of the current month for consideration at the following month's board meeting. Pull-tab dispensing devices must be submitted for testing by the contracted testing laboratory prior to being submitted to the board for approval. For further information, call the Roseville office at (651) 639-4000.

Lawful Purpose Expenditures:

The lawful uses of net profits by organizations are called lawful purpose expenditures (LPEs). A complete description can be found in *Minnesota Statutes*, section 349.12, and *Minnesota Rules*, part 7861.0120. A summary of LPEs follows:

LPE Code a(1): Any expenditure by or contribution to a 501(c)(3), or 501(c)(4) ***Festival Organization*** (as defined in subdivision 15a), provided that the organization and expenditure or contribution are in conformity with standards prescribed by the board under section 349.154, which standards must apply to both types of organizations in the same manner and to the same extent.

LPE Code a(2): A contribution to an individual or family suffering from ***poverty, homelessness, or physical or mental disability*** which is used to relieve the effects of that poverty, homelessness, or disability.

LPE Code a(3): A contribution to an individual for treatment for ***delayed posttraumatic stress syndrome*** or a contribution to a program recognized by the Minnesota Department of Human Services for the ***education, prevention, or treatment of compulsive gambling.***

LPE Code a(4): A contribution to or expenditure on a ***public or private nonprofit educational institution*** registered with or accredited by this state or any other state.

LPE Code a(5): A contribution to a ***scholarship fund*** for defraying the cost of education to individuals where the funds are awarded through an open and fair selection process.

LPE Code a(6): Activities by an organization or a government entity which recognizes ***humanitarian or military service*** to the United States, the State of Minnesota, or a community, subject to rules of the board.

LPE Code a(7): ***Recreational, community and athletics facilities and activities*** intended primarily for **persons under age 21**, provided that such facilities and activities do not discriminate on the basis of gender, and the organization complies with *Minnesota Statutes* 349.154.

LPE Code a(8): Payment of ***local taxes*** authorized under *Minnesota Statute*s, Chapter 349, ***taxes imposed by the United States*** on receipts from lawful gambling, the taxes imposed by *Minnesota Statutes* 297E.02, subdivisions 1, 4, 5, and 6, and the ***tax imposed on unrelated business income*** by section 290.05, subdivision 3.

LPE Code a(9): Payment of a portion of ***real estate taxes and assessments*** on permitted gambling premises.

LPE Code a(10): A ***contribution to the United States, the State of Minnesota or any of its political subdivisions, or any agency or instrumentality thereof*** other than a direct contribution to a law enforcement or prosecutorial agency.

LPE Code a(11) : A contribution to or expenditure by a ***nonprofit organization, church, or body of communicants*** gathered in common membership for mutual support and edification in piety, worship, or religious observances.

LPE Code a(12): Payment of ***one-half of the reasonable costs of an audit*** required by *Minnesota Statutes* 297E.06, subdivision 4.

LPE Code a(13): A contribution or expenditure on a ***wildlife management project*** that benefits the public at-large, provided that the state agency with authority over that wildlife management project approves that project before the contribution or expenditure is made.

LPE Code a(14): Expenditures, approved by the commissioner of Natural Resources, by an organization for grooming and maintaining ***snowmobile trails*** that are (1) grant-in-aid trails established under section 116J.406, or (2) other trails open to public use, including purchase or lease of equipment for this purpose.

LPE Code a(15): Conducting ***nutritional programs, food shelves, and congregate dining programs*** primarily for persons who are **age 62 or older or disabled**.

LPE Code a(16): A contribution to a ***community arts organization,*** or an expenditure to ***sponsor arts programs in the community, including but not limited to visual, literary, performing or musical arts***.

Additional Resources:

Minnesota's Bookstore offers the following publications:

- Gaming News subscriptions
- Lawful Gambling Manual
- *Minnesota Statutes*, Chapter 349
- *Minnesota Rules*, Chapters 7861 - 7865
- Gambling Taxes, *Minnesota Statutes* Chapter 297E

Office of the Governor

130 State Capitol, St. Paul, Minnesota 55155-1099
Phone: (651) 296-3391 or (800) 657-3717 Fax: (651) 296-2089 TTY: (651) 296-0075 or (800) 657-3598
Website: *http://www.governor.state.mn.us*
Governor Tim Pawlenty

Minnesota Constitution, Article V; ***Minnesota Statutes***, Chapter 4

THE GOVERNOR IS ELECTED BY THE PEOPLE OF MINNESOTA to a four-year term that begins on the first Monday in January of the odd-numbered year following the election. The governor must be at least 25 years old, have resided in the state for at least one year prior to the election, and be a United States citizen.

The governor and chief deputy must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

As Minnesota's chief executive officer, the governor is responsible for the administration of state government, the proposal of biennial budgets, appointments, proposal and review of legislation and the preparation of comprehensive long-range plans for state growth. Every two years, the governor submits a proposed budget to the joint legislature.

The governor also makes annual "State of the State" addresses to joint sessions of the legislature in the first weeks of each legislative session during the four-year term in office. These major speeches serve to inform legislators and the public of the general condition of Minnesota, and provide a means for the governor to outline present and future goals.

In addition, the governor is able to deliver special messages to the legislature as necessary, and on extraordinary occasions, the governor may call a special session of the legislature to complete necessary work of a regular session or consider emergency actions between sessions.

As administrator, the governor appoints agency heads and commissioners, approves departmental budgets and controls policies regarding hiring, purchasing and travel.

The governor also proposes legislation, some of which is drafted by the departments and agencies of the executive branch. The governor reviews all legislative bills passed by the legislature and either approves a bill by signing it, or vetoes a bill by returning it to the legislature with objections. When the governor does not sign a bill passed in the final three days of a legislative session within 14 days after adjournment, he exercises a pocket veto and the bill does not become law. The governor may veto one or more line items of a bill containing several items of appropriation of money, by listing the vetoed appropriations at the time he signs the bill into law.

Appointments

The governor appoints more than 1,500 citizens to positions on approximately 175 boards and commissions during the four-year term. The terms of such appointments vary from two to six years. The 1978 Open Appointments Law established procedures that enable any citizen to apply for such a position through the Secretary of State's Office. The Governor's Advisory Committee on Open Appointments reviews the applications, interviews candidates, and makes recommendations to the governor. As determined by statute, senate confirmation is required for many of these appointments.

The governor fills vacancies that occur in district court, court of appeals, and supreme court judgeships by appointments that do not require senate confirmation.

The governor issues extradition papers, chairs the State Pardons Board, and commissions notaries public. As commander-in-chief of the National Guard forces in Minnesota, the governor may call out such forces as necessary to execute the laws and help with other emergencies such as natural disasters.

The governor is a member of the State Pardons Board, the Executive Council, the State Board of Investment, and the Land Exchange Board. The governor also is presiding officer of the Legislative Advisory Commission.

Proclamations

The Office of the Governor is happy to issue proclamations for noteworthy state or local events that deserve the recognition of the governor. The issuance of any proclamation does not indicate gubernatorial endorsement of the event being proclaimed.

Guidelines:

- A Minnesota resident must make the request.
- Mail, fax or deliver requests to the governor's office. Phone requests cannot be honored.
- Requests must be made 45 days in advance of the proclamation date.
- Proclamations are not issued honoring or proclaiming an individual person or organization. Events or activities proclaimed must affect a broad group of people.
- Subject matter of the proclamation should not take sides in matters of political controversy, ideological or religious beliefs, or individual conviction.
- No proclamation may be used as part of an advertisement or commercial promotion without express permission from the Governor's Office. Any use of the proclamation in a news release or other type of publication must be approved by the governor's office prior to publication.
- Multiple requests by the same organization will not be honored within the same year.
- Every request must gain approval. The Governor's Office reserves the right to modify or deny any proclamation.
- Please direct all requests to (651) 296-0039, Office of the Governor, 130 State Capitol, St. Paul, MN 55155.

State of Minnesota, Washington, D.C. Office

The State of Minnesota, Washington, D.C. Office is a division of the Governor's Office. It is located at 400 North Capitol Street, Suite 365, Washington, D.C. 20001, (202) 624-5308. The office functions as a liaison between the governor, state agencies, the Minnesota congressional delegation, and the federal government. The Washington, D.C. Office staff also serve as a liaison to state-based groups of state and local officials such as the National Governors' Association and the National Conference of State Legislatures. The office provides Minnesota-specific information to the U.S. Congress, the federal government, and the public.

Citizen Participation and Appointment:

- **Board of Firefighter Training and Education**
- **Governor's Residence Council**
- **Governor's State Quarter Dollar Commission**
- **Midwest Interstate Passenger Rail Compact Commission**
- **Minnesota Biosciences Council**
- **Minnesota Commission on National and Community Service**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Compacts

The State of Minnesota is a legal party to several compacts that were created with other states to achieve a shared goal, or to facilitate such common goals as public safety, education and justice. In addition, the State of Minnesota is authorized and obligated to negotiate compacts with tribal governments in regard to the conduct of class III gambling, as specified in the Indian Gaming Regulatory Act (Public Law Number 100-497) *(Minnesota Statutes* 3.9221).

The following are brief descriptions of compacts in existence at the time of this *Guidebook's* production, followed by a citation of the Minnesota state statute that provides the legal description and detail of the compact. Current and additional information about compact membership and activities would be available from the cited agency or commissioner who is authorized to act as the state's compact administrator.

State-Tribal Compacts

No retail establishment licensed to sell alcoholic beverages is allowed to store or use gambling equipment unless authorized under the terms of a tribal-state compact, a tribal ordinance in conformity with the Indian Gaming Regulatory Act, or chapter 349 of Minnesota state law. *(Minnesota Statutes* 340A.410, subdivision 5) A licensed racetrack may transmit telecasts of horse races to sites on Indian lands of tribes who are a party to a tribal-state compact. *(Minnesota Statutes* 240.13, subdivision 9)

Interstate Compacts

The **Driver License Compact** specifies conditions for the administration of reports of convictions, applications for new licenses, and exchange of information between member states. The goal is to promote compliance with laws, ordinances, administrative rules, and regulations to maintain the safety of streets and highways. *(Minnesota Statutes* 171.50 to 171.56)

The **Great Lakes Basin Compact** was enacted to promote the best practices of maintenance and use of the water resources of the Great Lakes Basin. The compact outlines the powers and duties of the Great Lakes Commission, which was established to accomplish those goals. *(Minnesota Statutes* 1.21 to 1.25)

The creation of **Interstate Adoption Compacts** was authorized to protect children who are receiving adoption assistance through the State of Minnesota and to provide procedures for interstate assistance and medical payments for eligible children. *(Minnesota Statutes* 259.71)

The **Minnesota-Wisconsin-Michigan Boundary Compact** was established to specify the Great Lakes water boundaries among the three party states. (*Minnesota Statutes* 1.15)

The **Interstate Agreement on Detainers** provides for cooperative procedures to encourage expeditious and orderly disposition of charges brought against a prisoner already incarcerated in other jurisdictions. *(Minnesota Statutes* 629.294)

The **Interstate Agreement on Qualifications of Education Personnel** allows for participating states to enter into contracts that establish the criteria of programs of education, certification standards, or other acceptable qualifications to be applied to education personnel who move between states and wish to use their professional skill and experience in their new location. *(Minnesota Statutes* 122A.90)

The **Interstate Compact for Education** was enacted to enhance cooperation pertaining to education on a nationwide basis at the state and local levels, to provide a forum for exploring public policy alternatives in the field of education, to provide a clearinghouse of information pertaining to education problems and responses, and to assist in the improvement of state and local educational systems. *(Minnesota Statutes* 127A.80)

The **Interstate Compact for the Supervision of Parolees and Probationers** outlines the authority and duty of party states pertaining to reciprocal supervision of persons on parole or probation, and the reciprocal return of such persons for violation of the terms of their parole or probation. *(Minnesota Statutes* 243.16)

The **Interstate Compact on Industrialized/Modular Buildings** was created to allow party states to regulate design and construction of industrialized and modular buildings in a coordinated and uniform manner, precluding the need for a voluntary preemptive federal regulatory system. *(Minnesota Statutes* 16B.75)

The **Interstate Compact on Juveniles** seeks to protect juveniles by providing for cooperative supervision of delinquent juveniles on parole or probation, the return of delinquent juveniles who have escaped or absconded from a state, the return of non-delinquent juveniles who have run away from home, and any additional measures that two or more states may desire to undertake cooperatively. *(Minnesota Statutes* 260.51 to 260.57)

The **Interstate Compact on Mental Health** ensures that participating states will provide care and treatment to any person in that state that needs institutionalization, and governs the conditions of transfer of patients to an institution in another state. *(Minnesota Statutes* 245.51 to 245.53)

The **Interstate Corrections Compact** was enacted to provide for the mutual development and execution of programs pertaining to the confinement, treatment and rehabilitation of offenders. *(Minnesota Statutes* 241.28 to 241.30)

The **Interstate Library Compact** allows for the providing of joint and cooperative library services among communities that transcend governmental boundaries in states that border Minnesota and have joined the compact. *(Minnesota Statutes* 134.21 to 134.24)

The **Interstate Pest Control Compact** was enacted to complement pest control efforts of individual states through the creation of the Pest Control Insurance Fund to finance other than normal pest control operations. *(Minnesota Statutes* 18.62 to 18.71)

The **Midwestern Higher Education Compact** authorizes the activities of the Midwestern Higher Education Commission, which studies issues of higher education in the Midwestern region and makes recommendations pertaining to education programs, serves as a clearinghouse on higher education activities, and is authorized to serve as an administrative and fiscal agent in carrying out agreements for higher education programs and services. *(Minnesota Statutes* 135A.20 to 135A.22)

The **Midwest Interstate Low-Level Radioactive Waste Compact** was created in response to a Congressional provision encouraging compacts to manage low-level radioactive waste. It provides for a regional response to that need through the Midwest Interstate Low-Level Radioactive Waste Commission, and outlines the commission's rights and responsibilities. *(Minnesota Statutes* 116C.831 to 116C.843)

The **Minnesota-Wisconsin Boundary Compact** was enacted to study and develop recommendations for the present and future protection of the lands, river valleys, and waters that form the boundary between the two states. *(Minnesota Statutes* 1.31 to 1.40)

The **Multi-State Tax Compact** was created to facilitate proper determination of tax liabilities, avoid duplicative taxation, facilitate taxpayer convenience and compliance in the filing of tax returns, and promote uniformity or compatibility in components of tax systems. *(Minnesota Statutes* 290.171 to 290.174)

The **National Guard Mutual Assistance Counterdrug Activities Compact** specifies that the National Guard may be used in drug interdiction, counterdrug, and demand reduction activities. The compact outlines the terms and conditions under which the National Guard may enter into mutual assistance and support agreements with law enforcement agencies within Minnesota, or with a National Guard of another state. *(Minnesota Statutes* 192.88)

The **Boundary Waters Rough Fish Compact** allows for cooperative agreements with North Dakota, South Dakota, Wisconsin, and Iowa relating to the removal of rough fish in boundary waters. *(Minnesota Statutes* 97C.045).

Governors since Statehood

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name (Party)	P.O. address	Assumed office
Henry H. Sibley (D)	St. Paul	May 24, 1858
Alexander Ramsey (R)	St. Paul	January 2, 1860
Henry A. Swift (R)	St. Peter	July 10, 1863
Stephen Miller (R)	Worthington	January 11, 1864
William R. Marshall (R)	St. Anthony	January 8, 1866
Horace Austin (R)	St. Peter	January 9, 1870
Cushman K. Davis (R)	St.. Paul	January 7, 1874
John S. Pillsbury (R)	Minneapolis	January 7, 1876
Lucius F. Hubbard (R)	Red Wing	January 10, 1882
A. R. McGill (R)	St. Peter	January 5, 1887
William R. Merriam (R)	St. Paul	January 9, 1889
Knute Nelson (R)	Alexandria	January 4, 1893
David M. Clough (R)	Minneapolis	January 31, 1895
John Lind (D-People's)	New Ulm	January 2, 1899
Samuel R. VanSant (R)	Winona	January 7, 1901
John A. Johnson (D)	St. Peter	January 4, 1905
Adolph O. Eberhart (R)	Mankato	September 21, 1909
Winfield S. Hammond (R)	St. James	January 5, 1915
J. A. A. Burnquist (R)	St. Paul	December 30, 1915
J. A. O. Preus (R)	Minneapolis	January 5, 1921
Theodore Christianson (R)	Dawson	January 6, 1925
Floyd B. Olson (Farm-Lab)	Minneapolis	January 6, 1931
Hjalmar Petersen (Farm-Lab)	Askov	August 24, 1936
Elmer A. Benson (Farm-Lab)	Appleton	January 4, 1937
Harold E. Stassen (R)	South St. Paul	January 2, 1939
Edward J. Thye (R)	Northfield	April 27, 1943
Luther W. Youngdahl (R)	Minneapolis	January 8, 1947
C. Elmer Anderson (R)	Brainerd	September 27, 1951
Orville L. Freeman (DFL)	Minneapolis	January 5, 1955
Elmer L. Andersen (R)	St. Paul	January 2, 1961
Karl F. Rolvaag (DFL)	St. Paul	March 25, 1963
Harold LeVander (R)	South St. Paul	January 2, 1967
Wendell R. Anderson (DFL)	St. Paul	January 4, 1971
Rudy Perpich (DFL)	Hibbing	December 29, 1976
Al Quie (IR)	Dennison	January 4, 1979
Rudy Perpich (DFL)	Hibbing	January 3, 1983
Arne Carlson (IR)	Shoreview	January 7, 1991
Jesse Ventura (Reform Party)	Maple Grove	January 4, 1999
Tim Pawlenty (R)	St. Paul	January 6, 2003

Department of Health

85 East Seventh Place, P.O. Box 64882, St. Paul, MN 55164-0882
General Information: (651) 215-5800 TTY: (651) 215-8980
Website: *www.health.state.mn.us* E-mail: *commissioner@health.state.mn.us*
Commissioner Dianne Mandernach

Minnesota Statutes 62D, 62J, 62L, 62N, 62P, 62Q, 62R, 103H, 103I, 144, 144A, 145, 145A, 149, 157, 326 and 327; ***Minnesota Rules*** 4600-4799

FOR INFORMATION ON LICENSES AND PERMITS REGULATED by the Minnesota Department of Health, please see: *<http://www.dted.state.mn.us/01x03x02x04.asp?departmentID=22>*

St. Paul Offices:

Golden Rule Building, 85 East Seventh Place, PO Box 64882, St. Paul, MN 55164-0882
Mailing address: PO Box 64882, St. Paul, MN 55164-0882
(Office of Minority and Multicultural Health, Office of Emergency Preparedness, Finance and Administrative Management, Facility and Provider Compliance Division, Family Health Division, Health Promotion and Chronic Disease Division, Communications Office, Legislative Policy Office, Planning and Special Projects.)

Metro Square Building, 121 East Seventh Place, PO Box 64975, St. Paul, MN 55164-0975
Mailing address: PO Box 64975, St. Paul, MN 55164-0975
(Community Health Division, Environmental Health Division, Health Policy and Systems Compliance Division, Human Resource Management)

Snelling Office Park, 1645 Energy Park Drive, St. Paul, MN 55108
(Serves as a Metro field office, conference center and business operations center)

Minneapolis Office:

717 Delaware Street SE, Minneapolis, MN 55440-9441
Mailing address: 717 Delaware Street SE, PO Box 9441, Minneapolis, MN 55440-9441
(Infectious Disease Epidemiology, Prevention and Control Division, Health Promotion and Chronic Disease Division, Public Health Laboratory, R.N. Barr Library, Center for Health Statistics)

MDH District Offices:

Bemidji

1705 Anne Street, Suite 3, Bemidji, MN 56601-5611
(218) 755-3820
(Community Health, Infectious Disease Epidemiology, Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management, Public Health Emergency Preparedness)

Duluth

Government Service Ctr., 320 W. 2nd St., Duluth 55802
(218) 723-4642
(Community Health, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management, Public Health Emergency Preparedness)

Fergus Falls

Bldg. 4A East Dr., Fergus Falls 56537, (218) 739-7585
(Community Health, Infectious Disease Epidemiology, Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health, Facilities Management, Public Health Emergency Preparedness)

Mankato

Nichols Office Center, 410 Jackson St., Mankato 56001
(507) 389-2501
(Infectious Disease Epidemiology, Prevention and Control, Environmental Health, Facility and Provider Compliance, Facilities Management, Public Health Emergency Preparedness)

Marshall

1400 E. Lyons Street, Marshall 56258
(507) 537-7151
(Environmental Health, Family Health, Facilities Management, Public Health Emergency Preparedness)

Rochester

18 Wood Lake Drive Southeast, Rochester 55904
(507) 285-7289
(Infectious Disease Epidemiology, Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health; Facilities Management, Public Health Emergency Preparedness)

St. Cloud

Midtown Square, 3400 N. First St., St. Cloud 56303
(320) 255-4216
(Infectious Disease Epidemiology, Prevention and Control, Environmental Health, Facility and Provider Compliance, Family Health; Facilities Management, Public Health Emergency Preparedness)

NOTE: Statistical information, copies of public documents, and other informational materials are available to the public, upon request, from various programs and activities within MDH. A copying fee may be charged for some items.

Background

The Minnesota Department of Health's (MDH) mission is to protect, maintain and improve the health of all Minnesotans. The department operates programs in the areas of disease prevention and control, health promotion, family and community health, environmental health, health care policy, and regulation of health care providers and facilities. Among its many duties, the department:

- Investigates disease outbreaks, and works to prevent both chronic and infectious diseases;
- Protects the quality of the food in restaurants, the safety of public water supplies, and the air inside public places;
- Identifies and evaluates potential health hazards in the environment—from simple sanitation problems to the health risks associated with toxic waste sites;
- Provides sophisticated laboratory services, including techniques and procedures for screening biological and chemical samples that are available nowhere else in the state;
- Works to help people lower their health risks by giving them information and support for making healthier lifestyle choices;
- Safeguards the quality of the state's health care, and regulates many of the people and institutions responsible for providing that care; and
- Develops and implements strategies to contain health care costs, while broadening access to affordable, high-quality health care coverage for all Minnesotans;

Improving health is not just MDH's job—it requires coordinated efforts on the part of all levels of government, the private sector, community groups, and citizens themselves. The public health system—MDH working together with local public health agencies across the state—plays a key role in building and supporting the partnerships needed to improve health for individuals and communities.

History

Minnesota became the fourth state to establish a state board of health in 1872, preceded by Massachusetts, California, and Virginia. Originally located in Red Wing at the office of the first secretary of the board of health, Dr. Hewitt, the labs were moved to the University of Minnesota campus in 1893. The following year the offices of the board were moved to the Pioneer Building in St. Paul.

In 1902 the legislature appropriated funds for a laboratory animal house and additional space was provided in 1907 in what is now the university's psychology building.

Albert J. Chesley, M.D. served the longest term as secretary and executive officer of the State Board of Health from May 13, 1921 until his death at the age of 78 on October 15, 1955. During his tenure, the board had offices in the university's Westbrook and Eddy Halls from1922-1938. The board's maternal and child health unit was housed on the university's St. Paul campus, and from 1932-1969 the board also had offices in the State Capitol and the State Office Building where, among other health offices, birth and death records were kept.

A building to house the department on the University of Minnesota-Minneapolis campus was dedicated on July 13, 1969. This building now houses the Laboratory, Infectious Disease Epidemiology, Prevention and Control, part of the Health Promotion and Chronic Disease Division and the Office of the State Registrar, with other functions housed in other locations.

A name change occurred in 1977 creating the Minnesota Department of Health (MDH) and abolishing the State Board of Health, with the powers and duties of the board being transferred to the commissioner of health, which became a gubernatorial appointment and part of the governor's cabinet.

Citizen Participation and Open Appointment:

- **Advisory Council on Water Supply Systems & Wastewater Treatment Facilities**
- **Advisory Council on Wells and Borings**
- **Alcohol and Drug Counselor Licensing Advisory Council**
- **Alcohol and Drug Counselor Licensing Education Committee**
- **Alcohol and Drug Counselor Licensing Cultural Diversity Committee**
- **Environmental Health Specialists/Sanitarian Advisory Council**
- **Hearing Instrument Dispenser Advisory Council**
- **Maternal and Child Health Advisory Task Force**
- **Occupational Therapy Practitioner's Advisory Council**
- **Rural Health Advisory Committee**
- **Speech-Language Pathologist and Audiologist Advisory Council**
- **State Community Health Services Advisory Committee (SCHSAC)**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Commissioner's Office

Dianne Mandernach, commissioner, (651) 215-5806

The Minnesota commissioner of health, appointed by the governor, is responsible for ensuring that a strong state-local system is in place to protect, maintain and improve the health of all Minnesotans. That includes developing public policies that promote public health, providing leadership for the department's diverse programs, and working with local units of government to ensure that public health services are delivered efficiently across the state.

The commissioner's office oversees all aspects of the department's internal and external operations, including policy and budget development; government relations; workforce development; special health initiatives; and the activities of the bureaus that comprise the department's programs.

Legislative Policy Office

(651) 215-5818, Heidi Holste, manager. Coordinates legislative activities and inter-governmental relations for the agency.

Planning and Special Projects

(651) 215-5816, Lin Nelson, manager. Strategic planning for the department, federal relations and implementing the commissioner's key projects.

Communications Office

(651) 215-1300, John Stieger, manager. Handles media inquiries, coordinates internal and external communications and responds to general requests for information from the public.

R.N. Barr Library

(612) 676-5090, Diane Jordan, manager. Provides information and reference services to MDH employees, public health and school health professionals, and other state employees through their agency libraries. Students and members of the public are welcome to use library materials on site, but may not check them out. Photocopying service and fax service to other libraries are available. Hours: 8-4:30, M-F.

The **Film and Video Library (612) 676-5478** lends health-related films or videocassettes to any interested group or organization within the state. Minnesota residents can order pamphlets, brochures, fact sheets and other printed materials dealing with health-related topics from the **Publications Library (612) 676-5274.** Non-resident health professionals can obtain single copies of publications for review. Both video and publication services are free. Catalogs are available from Publications Library.

Office of Minority and Multicultural Health

(651) 297-5813, Gloria Lewis, director. Responsible for policy analysis and organizational development leading to elimination of gaps and disparities in the health status of people of color.

Finance and Administrative Management Bureau

(651) 297-5813, David Johnson, assistant commissioner. Provides internal business and support services to all programs of the department. This includes overseeing the department's financial, facilities, technology, and human resource operations.

Facilities Management Division

(651) 296-3875 Rick Kantorowicz, director. Provides management support—agency physical security, planning, district office operations, building services, capital projects, and business operations—for the department administration and programs. Also responsible for directing development of and relocations to the new buildings shared with the Department of Agriculture.

Financial Management Division

(651) 296-9864, Dave Hovet, director. Provides timely and accurate financial information and systems to facilitate fiscal management at all levels within the department. Manages budget planning and development for all departmental resources. Manages centralized budget management, accounting and reporting systems. Manages purchasing, contract services and cash management activities. Provides technical assistance required for the management and reporting of federal grants.

Information Systems and Technology Management Division

(651) 296-8055, Wendy Nelson, chief information officer. Plans and develops technology systems, data architecture, communication networks and telecommunications systems for MDH programs. Responsible for the maintenance of a secure technology infrastructure and for the efficient management of the data resources entrusted to the department. Manages MDH central computer networks and technology infrastructure, which connects all MDH employees and 11 building locations to each other. Provides technical expertise and support to all departmental programs. Provides systems and data resources security for all departmental data and communications.

Human Resource Management

(651) 215-1240, TTY (651) 282-3876, Ron Olson, director. Provides coordinated human resources management activities throughout the department, to assure that a qualified workforce, representative of the state population and the agency's diverse clientele, is retained to carry out the agency's various public health programs. Includes the Office of Workforce Diversity, which is responsible for ensuring equal employment opportunity as a proactive tool to fulfill the agency's statutory responsibilities. Manages the recruitment, development and retention of qualified staff. Manages MDH labor/management relations, employee benefits, and employee health and safety activities. Manages departmental equal opportunity and affirmative action activities. Provides distance learning and video conferencing support services to MDH, other state agencies, and to MDH public health partners.

Health Quality, Improvement and Access Bureau

(651) 215-5800, Carol Woolverton, assistant commissioner.
Coordinates programs and issues relating to the health care system, including citizens' concerns about their managed care plans. Includes programs dealing with family and community health, health care policy, regulation of health care facilities and providers, and the infrastructure of health care and public health.

Health Policy and Systems Compliance Division

(651) 282-5611, David Giese, director. Protects the rights of Minnesotans who are covered by managed care health plans, and works to ensure that managed care enrollees have appropriate access to high quality health care services.

Regulates hearing instrument dispensers, speech-language pathologists, audiologists, and other allied health professionals. Advises the commissioner of health on policy issues, disciplinary actions, and training and practice standards related to the regulation of various health-related occupations. Addresses public policy concerns in the area of health economics — including efforts to control health care costs, and to ensure that all Minnesotans have appropriate access to health care coverage and health care services. Regulates funeral service practitioners in Minnesota.

Managed Care Systems Section

(651) 282-5616, Kent Peterson, manager. Monitors all managed care organizations in Minnesota for quality of care and compliance with state law. Responsibility includes Health Maintenance Organizations (HMOs) that provide health care for the state's people. Works to ensure that Minnesotans enrolled in managed care plans will have access to medically necessary health care services, and to safeguard the quality of those services. Reviews premium rates for some types of managed care products to assure compliance with accepted actuarial principles. Also works to ensure that people enrolled in managed care plans are provided with understandable and accurate information about their coverage — including participating health care providers, limitations on coverage, available services, and any other requirements that apply to coverage provided under the plan.

For information on the application process and fee requirements for developing a new HMO, call (651) 282-6333 or (651) 282-5606.

Charges for copies of reports and other public documents —fee is based on size of publication. To view a public file, obtain photocopies of documents, or inquire about charges for a particular document, call (651) 282-5615.

To file a complaint or ask a question about services provided by an HMO — call (651) 282-5600 or 1-800-657-3916, 8 a.m. to 4:30 p.m., Monday through Friday. Qualified staff are available at those times to answer questions and respond to complaints. There is no charge for using this service to obtain information or resolve a complaint.

Health Economics Program

(651) 282-6361, Scott Leitz, manager. Surveys and analyzes conditions in Minnesota's health care market place. Conducts research and reports on access to insurance coverage, trends in private and public insurance coverage, and utilization trends among hospitals and other providers. Conducts research and monitors trends in the area of health care costs and expenditures. The Health Economics Program is responsible for:

- defining, measuring and monitoring health care expenditures in Minnesota;
- tracking private health insurance premium growth and estimating underlying health care cost growth, identifying factors influencing health care cost growth;
- reviewing reports of major health care expenditures and maintaining a database of expenditures in excess of $1,000,000;
- monitoring changes to Minnesota's uninsured population, estimating number of Minnesotans without health insurance coverage and examining changes to the distribution of those without coverage;
- examining and reporting on trends in Minnesota's private health insurance and health care delivery marketplace, including trends among Minnesota's HMOs and other health plans, hospitals, and other health providers;
- developing a risk adjustment mechanism for competing health plans, and conducting special studies as mandated by the legislature.

Data Analysis Program

(651) 282-6373, Barb Wills, manager. Collects, maintains and analyzes health care data, for the purpose of:

- supporting efforts to develop and refine state policies on health care access, utilization, quality and cost;
- assisting the state in efforts to promote efficiency and effectiveness in the financing and delivery of health services;
- monitoring and tracking the accessibility, utilization, quality and cost of health services in Minnesota;
- evaluating the impact of health care reform activities in Minnesota;
- providing support for public health activities in the state; and
- evaluating the appropriateness of methods used for ongoing collection of health-related data.

Works closely with Health Economics Section and other programs within MDH that have primary responsibility for use of health-related data. Also responsible for the implementation of the Administrative Simplification Act (ASA), which provides for efforts to simplify and standardize certain business practices within Minnesota's health care system. Issues addressed under ASA include:

- establishment of uniform billing formats;
- development and use of electronic data interchange (EDI) standards within the health care system;
- development of standard implementation guidelines governing the use of EDI;
- development of standard identifiers for individual health care providers, provider organizations, payers and patients; and
- development of specifications for a standard identification card for health plan enrollees.

Provides accurate and reliable information about the financial, utilization, and service characteristics of hospitals and freestanding outpatient surgical centers in Minnesota, used to make public policy decisions, to implement the hospital medical care surcharge, and to assist hospitals in comparing their financial, utilization, and services information to aggregated data and other hospitals.

Provides network support, application development and database support for the Health Policy and Systems Compliance Division.

Health Occupations Program Section

(651) 282-5626, Tom Hiendlmayr, manager. Responsible for the regulation of various allied health occupations in Minnesota — including the credentialing (licensing or certification) of practitioners in certain occupations. Currently licenses alcohol and drug counselors, audiologists, occupational therapy practitioners, and speech language pathologists; certifies hearing instrument dispensers. Also administers the Office of Unlicensed Complementary and Alternative Health Care Practices and the Office of Unlicensed Mental Health Practitioners.

Receives and investigates complaints against credentialed practitioners, and takes enforcement action against those who engage in illegal conduct. Investigates consumer complaints about alternative health care providers and mental health practitioners who are not regulated by other agencies or health-related boards in the state. Takes enforcement actions when appropriate.

Can discipline individual practitioners if they are found to be in violation of conduct code set out in state law. Also acts as a clearinghouse and referral for information on all allied health care practitioners, complementary and alternative health care practices and mental health service providers. Complaints involving health care professionals who are already licensed and regulated by the state are referred to the appropriate agency or health-related practice boards.

To make a complaint about alcohol and drug counselors, audiologists, hearing instrument dispensers, occupational therapy practitioners or speech language pathologists, call (651) 282-6331, and in greater Minnesota, 1-800-657-3957.

To obtain information about alcohol and drug counselors, call (651) 282-5619.

To obtain information about audiologists and speech language pathologists, call (651) 282-5629.

To obtain information about hearing aid dispensers, call (651) 282-5620

To obtain information about occupational therapy practitioners, call (651) 282-5624.

To make a complaint about an unlicensed alternative health care provider or mental health practitioner or to ask for information about complementary and alternative health care services and/or mental health services call (651) 282-3823. (In greater Minnesota, call toll-free at 1-800-657-3957 and ask for the Office of Complementary and Alternative Practice or the Mental Health Practice Line.)

To find out if any health practitioner is credentialed call (651) 282-5626.

The Health Occupations Program Web site address is: *http://www.health.state.mn.us/divs/hpsc/hop/*.

Mortuary Science Section

(651) 282-3828, David Benke, manager. Licenses all morticians, funeral directors, funeral establishments, and crematories in the state. Inspects funeral establishments and crematories, receives complaints, and investigates possible violations of state laws or rules. Takes appropriate action if violations are found.

Cemeteries: The state does not license or register cemeteries—for more information on cemeteries see *Minnesota Statutes*, Chapter 306-307, or contact your local cemetery. In 2000, legislation was passed which now regulates the sale of burial site goods and burial site services in addition to the sale of funeral goods and funeral services. These activities are regulated by MDH. A mortuary science license (which covers embalmers and funeral directors) is issued by the commissioner of health to persons who have met prescribed qualifications. A practitioner can be licensed by endorsement, if already licensed in another state with comparable licensing requirements.

Fees: Licensing exam — $100. Trainee registration — $50. Endorsement exam — $200. Renewal of practitioner license — $100. Permit for funeral establishment — $225. Penalty of $25 for late renewal of any license or permit.

Health Information Clearinghouse

(651) 282-6314, Carol Southward, manager. Serves as a one-stop source of information about the health care system, health plan companies, and health care reform in Minnesota. Provides written publications produced by many MDH programs on topics of general interest, including small employer plans, portability, and continuation of coverage rights. Answers questions about many aspects of the health care system including underwriting, pre-existing condition limitations, and guaranteed issue. Explains consumer rights such as how to file a complaint, an appeal and external review when a consumer is dissatisfied with a health plan company decision. Refers callers to other sources of information when appropriate.

Facility and Provider Compliance Division

(651) 215-8700, Mike Tripple, director of policy; Cecelia Jackson; director of operations. Oversees the licensing and/or certification of hospitals, nursing homes, home care providers, hospice facilities, and other health care providers in the state. Reviews plans for construction or remodeling of health care facilities. Ensures that providers meet quality control standards, and eligibility standards for participation in government health insurance programs. Reviews the quality of care provided to residents in federally certified nursing homes. Classifies nursing home residents based on the amount of care they require, and uses that information to determine the level of reimbursement a facility will receive under Medicaid — or the amount charged to a private payer for nursing home services. Develops long-term care policy for the state, and works with other state agencies to implement that policy. Communicates with consumers, providers and public state and federal regulatory information standards of practice via the MDH website at: *http://www.health.state.mn.us/divs/fpc/fpc.html*

Engineering Services Section

(651) 215-8700, Jim Loveland, manager. Reviews and approves all contract plans and specifications for construction of new health care facilities and additions to — or remodeling of — existing facilities. Inspects completed projects to ensure that the physical plant meets standards for state licensing and federal certification. Manages the department's Life Safety Code program for federal certification of health care facilities.

Licensing and Certification Section

(651) 215-8701, Mary Absolon, manager. Licenses and/or certifies health care facilities and providers in the state. Ensures the maintenance of state and national standards regarding quality of life for facility residents, quality of care, resident rights, facility safety, fire prevention, emergency evacuation, diet, staffing, infection control and other critical components of long-term care. Regulated providers

include hospitals, nursing homes, intermediate care facilities for the mentally retarded, home health agencies, assisted living providers, hospices, end-stage renal dialysis suppliers, and supplemental nursing service agencies. Conducts all necessary inspections to determine if health care facilities are complying with applicable rules and statutes — both state and federal — including requirements for participation in the Medicare and Medicaid programs. Formally notifies providers who fail to comply with rules or statutes, and advises facilities on how to correct problems. Fines may be levied — or other disciplinary action taken — when legally appropriate.

Maintains state registry of nursing assistants, and regulates medical laboratories under provisions of federal Clinical Laboratory Improvement Act (CLIA).

Publishes an annual *Directory of Licensed, Certified and Registered Health Care Facilities and Services in Minnesota.* Directory includes facility and service names, addresses, phone numbers, type of ownership, names of current administrators, and the number of licensed or certified beds in each facility. The directory is on the MDH website at: *http://www.health.state.mn.us/divs/fpc/fpc.html* or copies may be purchased from Minnesota's Bookstore, Department of Administration, 660 Olive St.., St. Paul 55155. Call (651) 297-3000 in the Twin Cities area, or toll-free nationwide at: 1-800-657-3757.

Licensing Fees: For hospitals accredited by the Joint Commission on the Accreditation of Health Care Organizations — $7,055. For unaccredited hospitals — $4,680 plus $234 per licensed bed or bassinet. Nursing homes, boarding care homes and supervised living facilities — $183 plus $91 per licensed bed. Freestanding outpatient surgical centers — $1,512. Home care agencies — based on annual revenues. Nursing homes and boarding care homes pay an additional fee of $5 per licensed bed to the Nursing Home Advisory Council. Licenses are renewed annually. Fees are revised periodically to reflect the actual costs of licensing activities.

Case Mix Review Section

(651) 215-8703, Ann Lutterman, manager. The Minnesota Case Mix Classification system applies to all residents of Medicaid certified nursing homes or board and care homes. Case Mix is a means of classifying care that is based on the intensity of care and services needed by and provided to each resident. The Case Mix Review Section is responsible for calculating the classification based on an assessment submitted by the facility in which the resident resides. A percentage of the assessments used for Minnesota case mix classifications are audited by the Case Mix Review staff. Each facility has at least one audit per year. Audits are performed through desk audits and/or on-site review. Audits are performed to assure that the assessments have been completed accurately and the correct classification assigned.

The resident classification is used to determine the daily rate that a nursing home may charge for the care of the resident. Questions about nursing home rates and Medicaid reimbursement should be directed to the Division of Aging, Department of Human Services at (651) 297-3462.

Office of Health Facility Complaints

(651) 215-8702, Arnie Rosenthal, manager. Investigates complaints filed against health care facilities and providers (nursing homes, hospitals, supervised living facilities, boarding care homes, state hospitals, home care agencies, personal care attendants, and nursing assistants). Corrective action is taken if the investigation reveals violations of state or federal law. Corrective actions may include the issuance of citations — with the possible assessment of fines if violations are not corrected. Acts of abuse committed by nursing assistants are reported to the state Nursing Assistant Registry. Like the Licensing and Certification program and the Engineering Services program, works to ensure the safety and health of consumers in health care settings. The activities of OHFC are intended to complement the regular, full-scale inspections performed by the Licensing and Certification section. OHFC is uniquely able to respond to specific complaints in a manner appropriate to the urgency of the situation.

To make a complaint, write to the office or call 1-800-369-7994. Anonymous complaints are accepted, and there are no forms or fees. To the extent permitted by law, the identity of persons making complaints is kept confidential. It may take several weeks to resolve a complaint, particularly if it involves a complex situation. Complaints are acted on immediately if they may involve an imminent threat to the health or safety of a patient or resident.

Two free brochures are available from the office. One describes the office itself, and the other — "Looking for a Nursing Home" — offers advice about placing a patient in a nursing home.

Information and Analysis Section

(651) 215-8703, Cecelia Jackson, manager. Manages centralized budget planning and development, and coordinates the administration and support services for division. Maintains federal and state computer support systems for division and provides technical training to division staff. Responsible for planning and developing division technology systems and blending state and federal data architectures for division programs. Responsible for maintaining a secure technology infrastructure and for the efficient management of the data resources entrusted to the division. Provides technical expertise and support to all divisional programs. Provides systems and data resources security for division data. Handles data requests from the public.

Division of Family Health

(651) 281-9900, Jan Jernell, director. Works to safeguard and improve the health of children, families and communities — by providing statewide leadership on family and community health issues, and promoting better coordination of efforts to address the health concerns of communities and families. Activities in this area include:

- promoting better coordination of services and outreach activities for hard-to-reach and high-risk populations;
- assessing potential health problems in the community; and
- developing effective plans and policies for promoting the health of families and communities.

Helps to ensure that appropriate systems of care are in place for children with special health needs — and works to enhance local and community support for those systems of care — by playing a leadership role in collaborative, community-based planning efforts. Provides funding support for efforts to improve the nutrition and health status of pregnant women, infants, young children, and the elderly — through health screening, nutrition education, and supplemental food programs.

Maternal and Child Health Section

(651) 215-8960, vacant. Works to improve the policies, programs and systems of care that improve the health status of children, youth, women and their families. Provides technical and administrative support and services to public health service providers and planners, community agencies, schools, voluntary agencies, local public health and other health care organizations. Administers the Maternal and Child Health Block Grant program and other grant activities related to women's and children's health.

Promotes collaboration and provides consultation and technical support for activities related to improving the health of women during preconception, during their pregnancy, and throughout their lifespan. Coordinates and promotes adolescent pregnancy prevention. Provides administrative and technical support on activities relating to family planning, prenatal alcohol and substance abuse prevention, family home visiting, maternal mortality, disparities in women's health, maternal mental health and other programs and projects dealing with women's health. Funds statewide, toll-free lines to provide assistance with questions about alcohol and substance abuse during pregnancy (1-877-9Best4-2) and family planning/sexually transmitted disease hotline (1-800-78-FACTS).

Promotes collaboration and provides consultation and technical support for activities to improve the health of infants, children, youth, and adolescents. These efforts include fetal/infant mortality reduction, childcare and school health, infant/child/adolescent physical health, and emotional well-being. Provides technical assistance to health care

providers and others who deal with human genetics issues and promotes screening of newborns for metabolic diseases and hearing loss. Provides technical assistance, training, and develops guidelines in areas such as infant mortality reviews, Child and Teen Checkup services, dental health, hearing, and vision. Promotes efforts to provide quality child health and developmental screening, develop tracking and effective follow-up systems for hearing loss detection and intervention, family home visiting programs, and other effective child health promotion efforts.

Minnesota Children with Special Health Needs (MCSHN)

(651) 215-8956, John Hurley, manager. Administers state and federally funded programs for children with disabilities and chronic illness, aimed at improving the quality of life for affected children and their families. Diagnostic clinics are held at various locations around the state. Contact section for information about the types of clinics offered, as well as dates and locations.

Works to provide timely and pertinent information to advocates and policy makers on issues of importance to children with special health needs and their families. Runs a statewide Information and Assistance System, which identifies resources and programs of interest to families, providers, and others who work with children who have special health needs. Assistance System includes phone hotline — 1-800-728-5420 for toll-free voice or TDD. Provides consultation, training and technical assistance for professionals at the local and regional level who work with children who have special health needs. Works to enhance and develop systems of support and care that are family-centered, community-based, comprehensive, and coordinated.

Supplemental Nutrition Program

(651) 215-8957, Betsy Clarke, manager. Administers federally funded Supplemental Nutrition Program for Women, Infants, and Children (WIC) in Minnesota. WIC provides supplemental food and nutrition counseling to eligible participants, including pregnant and breastfeeding women, infants, and young children. Participants must meet income guidelines and have nutrition-related health problems. WIC services are offered through local health agencies and non-profit organizations throughout the state. For referral to a local WIC agency call 1-800-942-4030.

Also administers the federally funded Commodity Supplemental Food Program — known in Minnesota as the Mothers and Children (MAC) Program and the Nutrition Assistance Program for Seniors (NAPS). Provides nutrition information and nutritious foods to supplement the diet of income-eligible participants — including pregnant, breastfeeding, and postpartum women, infants, young children, and the elderly. Services are offered through two Minnesota food banks, and at many sites throughout the state.

Community Health Division

(651) 215-9375, Mary Sheehan, director. Provides administrative support and supervision for the local public health agencies that make up the state's Community Health Service (CHS) system, including support and assistance for local community health boards in planning local public health programs and delivering services. Assists in planning and evaluation of health system reform efforts. Provides information, collects and analyzes data including birth and death records, and issues reports on health-related issues. Administers grants to support: the establishment of rural health care centers; the continued operation of rural hospitals in isolated areas of the state; rural hospital capital improvement projects; community clinics' operations in rural and urban areas; the development of coordinated systems in rural communities; and the development of strategic plans for rural hospital transition projects. Provides technical assistance regarding state and federal health care programs, in support of efforts to coordinate and integrate health system reform at the regional level. Those efforts involve rural communities, health care providers, and medical personnel in under served rural *and* urban communities.

Office of Public Health Practice

(651) 296-8209, Debra Burns, manager. Develops common policies for public health services between state and local governments so that those services are delivered in the most efficient way at the appropriate level.

Ensures that shared programs are effectively run (e.g. administering funding for local public health preparedness/bioterrorism activities and ensuring a solid reporting system on dollars spent).

Provides—through regionally based staff—technical assistance to Minnesota's approximately 2,000 local public health professionals on both routine public health duties (e.g. public health nursing practice issues) as well as specialized activities (public health preparedness/bioterrorism planning).

Links local agency staff with sources of specialized expertise at MDH and provides coordinated communications between MDH and local public health agencies.

Provides training and resource materials to improve the ability of public health workers to perform the essential services of public health.

Works with private and non-profit sector partners to maximize their commitment and voluntary contributions to improving the public's health.

Office of Rural Health and Primary Care

(651) 282-3838, Estelle Brouwer, manager. Oversees and coordinates efforts to safeguard the quality, availability and accessibility of health care services in rural Minnesota, as well as medically under-served urban areas in the state.

Operates programs in the areas of primary care system development, technical assistance for health care provider networks, and the education, recruitment and retention of health professionals. Develops, maintains and produces reports and analyses from a Minnesota health professionals database. The database includes items such as type of practice, practice location(s), the health professional's training and credentials, and a variety of other practice-related data.

Works to identify areas of the state that lack adequate primary health care, increase the number of primary care providers working in those areas, and improve retention of health professionals in under served areas.

Provides staff support for activities of the state's Rural Health Advisory Committee (RHAC), which advises the commissioner of health and other state agencies regarding rural health issues. The RHAC includes representatives from a broad cross-section of the rural community, including higher education, voluntary ambulance services, physicians, hospitals, long-term care providers, nurses, mid-level health providers, other allied care providers, health care consumers, and legislators.

Minnesota Center for Health Statistics

(651) 296-8422, John Oswald, manager. Collects, maintains and distributes data on births, deaths, and abortions. Develops and publishes statistical information on the health of Minnesota residents, including birth, death, marriage, and divorce as well as survey data dealing with health-related behaviors. Available information includes data on deaths in Minnesota by cause; data on births in the state, including age of mother and other indicators of infant health; and health status profiles of each Minnesota county. Contact the center to request specific statistical information. Requester may be charged for data processing and copying. Center publishes annual summary report on Minnesota health statistics, as well as statistical profiles of individual Minnesota counties. Center also produces special reports on a variety of subjects.

Health Statistics Research

(651) 296-8422, John Oswald, manager. Collects, analyzes, and disseminates health statistics data; produces statistical reports; assists agency staff, local and state, in use of statistical techniques and design of projects; and conducts surveys of behavioral risk factors such as smoking.

Office of the State Registrar

(612) 676-5711, Barbara Carter, State Registrar. Maintains records of all births, deaths, and fetal deaths occurring in the state. Contact section to request a birth or death certificate. See the MDH website (www.health.state.mn.us/divs/chs/osr) for application instructions and the most current fee information.

Fees:

- Certified birth certificate— $13. Additional certificates for same record —$7.
- Non-certified copy of a birth record — $10. Additional copies of the same record purchased in the same order are $4.
- Certified death certificate — $10. Additional certificates for same record —$4.
- Non-certified copy of a death record — $10. Additional copies of the same record purchased in the same order are $4.
- Expedite fee — $20. **Optional** - An expediting fee is a per-record fee that will place your request ahead of other requests. Most expedited requests are processed within one business day. The expedite fee does NOT include Federal Express or other special mailing fees.
- Federal Express Mail Service —$16 per order. **Optional** - Federal Express Mail Service is $16 for most deliveries. Higher rates apply to Saturday or international service and to deliveries to Alaska and Hawaii.
- VitalChek Network user fee — $6 per order. **Mandatory** if ordered with a credit card (Master Card, VISA, American Express, or Discover Card).
- Changing (amending) a birth record fee — $20.

Health Protection Bureau

(651) 215-5800, Aggie Leitheiser, assistant commissioner.
Provides leadership on health assessment activities, and broad, population-based health promotion and disease control issues. Bureau includes programs in the areas of disease control and prevention, environmental health, emergency preparedness, health promotion, and laboratory services.

Office of Emergency Preparedness

(651) 296-0047, Robert Einweck, director. Provides strategic leadership, direction, coordination and preparedness planning for bioterrorism, other outbreaks of infectious disease, and other public health threats and emergencies. Leads the statewide initiatives for public health and hospital response to significant health threats. Assists MDH staff, local public health agencies, hospitals, health care organizations, public safety officials and other health care professionals with inter-agency coordination, planning and training opportunities for emergency preparedness. Operates the Health Alert Network (HAN), the MDH tool for timely communications to local public health agencies and other partners.

Infectious Disease Epidemiology, Prevention and Control Division

(612) 676-5414, Harry Hull, director and state epidemiologist. Responsible for the prevention, investigation and control of communicable diseases, including newly emerging infections and bioterrorism. Identifies health problems within population groups through the use of disease surveillance, specialized surveys, and other data collection methods. Develops methods for preventing and controlling health problems, conducts disease control programs, and advises other health agencies and health professionals. Assists local agencies in the investigation of disease outbreaks and the application of control measures. Conducts statistical research and other special studies in an effort to identify disease patterns — including unusual "clusters" of disease — so control measures can be developed. Maintains a staff of field epidemiologists based throughout the state to support the work of local public health agencies.

Acute Disease Investigation and Control Section

(612) 676-5414, Richard Danila, manager. Monitors the occurrence of acute disease in the state in order to identify and investigate potential disease outbreaks, institute control measures, and identify trends in emerging and antibiotic resistant infections. Addresses foodborne and vectorborne diseases such as West Nile Virus, and emerging infections such as Severe Acute Respiratory Syndrome (SARS). Also provides technical assistance to health care facilities on infection control protocol, monitors antibiotic resistant infections, and conducts surveillance for diseases from biological agents potentially related to terrorism. Provides consultation to local public health agencies on disease control issues.

Immunization, Tuberculosis and International Health Section

(612) 676-5414, Kris Ehresmann, manager. Operates a number of ongoing programs for the prevention and control of acute diseases - including the immunization of children and adults for vaccine-preventable diseases, efforts to identify and address potential health problems in Minnesota's refugee communities, efforts to diagnose and treat tuberculosis (TB) disease and latent TB infection and to prevent the transmission of TB, and related health education activities.

Immunization information is available in multiple languages on the MDH website at *www.health.state.mn.us/immunize*, or call the immunization hotline at 1-800-657-3970, or (612) 623-5100. TB-related data, clinical and public health recommendations, and educational materials for patients (including translated versions) and providers are available at *www.health.state.mn.us/tb*. Find information on the Refugee Health Program at *www.health.state.mn.us/refugee*.

STD and HIV Section

(612) 676-5414, Kip Beardsley, manager. The mission of the STD and HIV Section is to prevent death and disability from HIV and other sexually transmitted diseases, particularly among populations with a disproportionate burden of disease. The section provides statewide leadership and supports community leadership to prevent initial and subsequent transmission and decrease disease prevalence. This mission is addressed through a statewide comprehensive approach that includes the public health strategies:

- Community Planning;
- Public awareness;
- Targeted behavioral interventions;
- HIV and STD testing;
- STD and HIV Surveillance and disease monitoring;
- Partner counseling and referral services; and
- Health threat investigations.

Health Promotion and Chronic Disease Division

(612) 676-5201, Mary Manning, director. The Health Promotion and Chronic Disease Division (HPCD) provides leadership in the prevention and control of chronic diseases and injuries. It monitors the public's health and develops, implements, evaluates and supports public health programs designed to reduce the burden of chronic disease.

Center for Health Promotion

(651) 215-8954, Don Bishop, manager. Provides support and consultation to local public health agencies, institutions, consumer organizations, and community groups and coalitions engaged in the primary and secondary prevention of lifestyle-related illnesses and their complications.

Arthritis Unit

Nutrition and Physical Activity Unit

Conducts programs to prevent nutrition-related disease and health problems by encouraging appropriate changes in diet. Also conducts programs to promote regular physical activity. Emphasis is on educational strategies, with heavy reliance on community-based efforts to implement those strategies. Works with health professionals, the education community, the business community, health care providers, and others, to achieve program goals. Provides public information, education services, advice about programs, and other forms of support for these efforts. Also advises other public health programs, inside and outside MDH, about nutrition and physical activity issues.

Health Education Unit

Works to strengthen the capacity of local public health agencies and their communities to implement population-based health promotion approaches to address prioritized health issues. The unit fulfills this by providing materials, data, facilitation, consultation, training, and technical assistance to local public health agencies and other statewide and community-based groups and citizens. Programs include: Chemical Health Promotion, Physical Activity Promotion, Capacity Building for Health Promotion, and Alcohol and Violence Prevention. The unit also provides technical assistance to local grantees funded through the Eliminating Health Disparities Initiative.

Diabetes Unit

The Minnesota Diabetes Program (MDP) was established in 1980, with federal grant funding from the CDC, and is dedicated to improving the health of all Minnesotans by reducing the impact of diabetes. To achieve this, the program: a) collects, analyzes and publicizes state diabetes data to guide policy and program design, b) convenes forums to identify common interests and foster action to improve health, c) facilitates partnerships with health systems, communities and other stakeholders, d) develops and promotes innovative, effective, and culturally appropriate health promotion strategies and e) translates health research and information so it is practical and can be applied in real-life settings.

Works closely with the Minnesota Diabetes Steering Committee, whose members are state and national diabetes experts, to develop, implement and monitor recommendations of the *Minnesota Diabetes Plan 2010*. The *Minnesota Diabetes Plan* outlines strategies for community health promotion, health care delivery and professional issues, diabetes education and support systems, financial and resource issues, and diabetes data assessment and communication.

Injury and Violence Prevention Unit

Monitors the occurrence of injuries in the state, in an effort to identify effective strategies, programs and policies for injury prevention. Also provides assistance to health professionals and other community agencies working in the area of injury and violence prevention for children, adolescents, adults, and seniors. Assists in the design and evaluation of prevention programs in a number of areas, including injuries that occur in the home, motor vehicle injuries, bicycle-related injuries, traumatic brain and spinal cord injuries, and injuries due to violence — including child maltreatment, homicide, and suicide. Operates statewide traumatic brain and spinal cord injury registry and surveillance system, to provide continuous monitoring of newly diagnosed brain and spinal cord injuries in Minnesota.

Cardiovascular Health Program

Reduces cardiovascular disease by building partnerships, developing a cardiovascular disease statewide plan and surveillance system, identifying effective population-based strategies, and providing training and technical assistance.

Chronic Disease and Environmental Epidemiology Section

(612) 676-5216, Alan Bender, manager. Investigates specific chronic and occupational diseases (including cancer, lung disease and other health problems), in an effort to describe patterns of occurrence and develop appropriate methods for the monitoring and control of these diseases. Assists in developing programs for monitoring the occurrence of disease, and identifying factors that raise or lower a person's risk of developing a particular chronic disease. Operates statewide cancer surveillance system to provide continuous monitoring of newly diagnosed cancer cases in Minnesota. Directs efforts to implement the Strategic Plan for Addressing Asthma in Minnesota, including both surveillance and programmatic activities. Conducts studies and surveillance of occupational related disease and fatalities. Is actively involved in special studies of cancer occurrence in order to facilitate prevention, education, and public policy.

Cancer Control Section

(612) 676-5500, Jonathan Slater, manager. Conducts research, develops strategies, and implements programs to reduce illness and death due to cancer. Works with Minnesota health care providers, local government agencies, and community-based organizations to identify populations that do not make appropriate use of early detection and prevention services. Designs and evaluates innovative strategies for increasing appropriate use of screening tests.

Includes efforts to increase the use of mammography and Pap smear screening by low income, medically underserved, elderly, and/or minority women. Pays for breast and cervical cancer screening, monitors women who have abnormal tests and assures that they receive appropriate medical attention, and educates professionals and the general public about breast and cervical cancer. Promotes efforts to monitor the occurrence of breast and cervical cancer in the state and safeguard the quality of services aimed at preventing these diseases.

Tobacco Prevention and Control Section

(651) 215-8952, Cindy Borgen, manager. Seeks to reduce the incidence of tobacco use, particularly youth tobacco use, in Minnesota, through funding community efforts to reduce youth tobacco use by creating tobacco-free environments and implementing proven school-based curricula.

Environmental Health Division

(651) 215-0731, Patricia Bloomgren, director. Responsible for protecting the public from potential health hazards associated with drinking water, food and beverage establishments, hotels and resorts, plumbing, swimming pools, lead, asbestos, radiation, and other forms of environmental exposure to potentially hazardous physical or chemical agents. Responsible for licensing programs and regulatory activity relating to these areas. Performs examinations and inspections for MDH and other government agencies to identify potential problems associated with chemical or physical agents, bacterial contamination, or exposure to radiation.

Drinking Water Protection Section

(651) 215-0746, Kathy Svanda, acting manager. Responsible for enforcing state and federal safe drinking water laws, including development and enforcement of standards for protecting the health of the public. Publishes three newsletters: *Waterline* (quarterly), *WHP Protector* (twice a year) for water utility operators, and the *NonCom Scoop* (twice a year) for people who operate non-community public water supply systems. These publications are available free of charge. Is responsible for licensing or regulation in the following areas:

Community Public Water Supply Systems

(651) 215-0770. Jurisdiction includes community public water supply systems, e.g., municipalities, manufactured housing parks, assisted living facilities, etc. A community system is one that has 15 or more service connections, or that serves 25 or more people a day. Plans must be reviewed and approved by this section before a new community system can be constructed, or before modifications or improvements can be made in an existing system, if the water is intended for public use. The plans must be submitted by an engineer registered with the

state. There is a fee for review of plans, and construction projects must be inspected upon completion. For information and forms, or to request an inspection, contact the Community Public Water Supply Systems Unit.

Non-Community Water Supply Systems

(651) 215-0770. Jurisdiction includes non-community public water supply systems, e.g., restaurants, motels, churches, factories, business, childcare facilities, gas stations, etc. A non-community system is one that has 15 or more service connections, or that serves 25 or more people a day.

Source Water Protection

(651) 215-0800. Is designed to protect public water supply wells and surface waters used as a public water supply from environmental contamination. The program includes a number of measures designed to protect the area around each well and surface water from contaminants that may have an adverse effect on human health.

Administration

(651) 215-0770. Operators of municipal or other community and non-community water supply systems must be certified by the state, and complete mandatory training offered through this section. For information about certification, contact the Administration Unit at (651) 215-0751. **Fees:** To take required certification test – $32. Retest after failure of initial test – $32. Issuance of certificate for three-year period – $23. Duplicate of lost or destroyed certificate – $10. Reinstatement of certification or issuance of reciprocity certificate to operator certified by another state – $40. For information about training programs, contact the Administration Unit at (651) 215-0771. **Fees:** Average charge is $20 for an eight-hour course, $50 for 20-hour course.

Environmental Surveillance and Assessment Section

(651) 215-0732, Rebecca Kenow, manager. Evaluates health risks from exposures to toxic environmental hazards and provides consultation to other MDH programs, other state agencies, local public health and the general public regarding health risk assessment and management. Conducts investigations of exposures to uncontrolled contaminant releases. Assesses potential health problems associated with exposure from hazardous waste sites (including state and federal Superfund sites), landfills, industrial facilities, and other sites containing hazardous materials. Collects data on elevated blood lead levels in children and adults, monitors the management of cases, develops screening and case management guidelines, prepares and distributes educational material.

Environmental Impacts Analysis Unit

(651) 215-0880. Collects data, analyzes and communicates results to the community, local, state, and regional programs on the occurrence and characteristics of environmentally related diseases and hazardous exposures, especially lead. Tracks reported elevated blood lead levels in children and adults. Develops strategies in cooperation with local, state and federal partners, to reduce the occurrence and prevalence of diseases related to environmental contaminants. Educates the public regarding environmental health threats and ways to avoid potentially harmful exposure.

Health Risk Assessment Unit

(651) 215-0880. Evaluates potential for exposure to environmental hazards and consults with affected parties regarding the potential impact of exposure on human health. Develops health exposure benchmarks for air and water contaminants. Provides public information, education, and technical assistance. Calculates acceptable exposures to toxic agents found in fish and wildlife; publishes and distributes guidelines or advisories that are protective of public health such as the *Minnesota Fish Consumption Advisory.* Advisory covers over 900 lakes and rivers in Minnesota and is available through the DNR web site (http://www.dnr.state.mn.us).

Site Assessment and Consultation Unit

(651) 215-0880. Investigates potential health hazards at Superfund sites and other hazardous waste sites. Prepares formal and informal reports on conditions at these sites, issues recommendations for preventing potential exposure and works with communities and other government agencies to address health concerns relating to these sites. Conducts health studies and exposure investigations for uncontrolled contaminant releases.

Environmental Health Services Section

(651) 215-0870, Colleen Paulus, manager. Responsible for preventing food and sanitation-related disease outbreaks, through the licensing and regulation of hotels, resorts, restaurants, boarding and lodging establishments, manufactured home parks, recreational facilities, children's camps and migrants labor camps. Has direct responsibility for licensing and regulation—including investigation of complaints—in areas where local agencies do not provide this service. Inspects swimming pools and beaches at regulated public facilities. Provides support and assistance to local health agencies that provide environmental health services—including licensing and enforcement activities—by formal agreement with MDH.

Contact section for license applications and information, including instructions governing construction of new food and beverage establishments. Also contact section to make a complaint about an establishment or facility.

• **Plan review fee** - Food and beverage establishments, hotels, motels, lodging establishments, or resorts: $150.

• **License fee** - Hotels, motels, lodging establishments, resorts, food and beverage establishments (other than special event food stands): Annual base fee of $145 plus additional fees based on the following schedule:

• **Food and beverage establishments** $40 for limited food menu; $75 for small establishment; $210 for medium establishment; Large establishment $350; $40 for food cart, mobile food unit or seasonal food stand.

• **Establishments with alcohol service** $40 for beer or wine table service; $105 for alcohol service from bar.

• **Establishments with sleeping accommodations** $6 per unit/ $600 maximum.

• **Establishments with pools, spas, private water or sewer systems** $140 for first pool; $80 for each additional pool; $80 for first spa; $40 for each additional spa; $40 for private water or sewer system.

• **License fee** - Special event food stand: Flat fee of $35/year.

• **License fees** - Manufactured (mobile) home parks and campgrounds: One-time fee of $75 for every 10 sites or fraction thereof. Annual fee for facilities with fewer than 50 sites and no surface water supply or swimming pool: base fee of $25 plus $1.50 per site. Annual fee for facilities with 50 or more sites and/or swimming pool or surface water supply: base fee of $25 plus $2.75 per site.

Plumbers

Plumbers working in cities with a population of 5,000 or more must be licensed by the state. Applicants must have four years experience for a journeyman license or five years for a master plumber license and take a written test--offered in March and September. Plumbers' apprentices must register annually. Plumbing installations in residential and public buildings must be inspected. For information or applications contact the Plumbing Program at (651) 215-0836

Fees: To take test, journeyman or master - $50. License (renewable annually) - $55 for journeyman, $120 for master plumber. Annual bond filing for master plumbers and unlicensed contractors - $40. Apprentice registration fee - $25.

Plumbing system reviewed	Fee category (title)	Multiplier
Water distribution and drain, waste, and vent systems, including interceptors, separators, or catch basins	Water and DWV system	(i) 25 or fewer drainage fixture units, $150; (ii) 26 to 50 drainage fixture units, $250; (iii) 51 to 150 drainage fixture units, $350; (iv) 151 to 249 drainage fixture units, $500; (v) 250 or more drainage fixture units, $3 per drainage fixture unit to a maximum of $4,000; and (vi) $70 per interceptor, separator, or catch basin.
Building sewer service only	Sewer service	$150
Building water service only	Water service	$150
Building water distribution system only, no drainage system	Building water distribution	$5 per supply fixture unit or $150, whichever is greater
Storm drainage system	Storm drainage	a minimum fee of $150 or: (i) $50 per drain opening, up to a maximum of $500; and (ii) $70 per interceptor, separator, or catch basin.
Manufactured home park or campground	MHP/campground service	1 to 25 sites, $300; 26 to 50 sites, $350; 51 to 125 sites, $400; and more than 125 sites, $500.
Accelerated review	Accelerated review surcharge	double the regular fee, one-half to be refunded if no response from the commissioner within 15 business days
Revision to previously reviewed or incomplete plans	Plan correction surcharge	(i) review of plans for which commissioner has issued two or more requests for additional information, per review, $100 or ten percent of the original fee, whichever is greater.
Proposer-requested revision	Plan revision surcharge	(ii) with no increase in project scope, $50 or ten percent of original fee, whichever is greater; and (iii) with an increase in project scope, $50 plus the difference between the original project fee and the revised project fee.

Water Conditioning Contractors and Installers

Must be licensed if working in cities with a population of 5,000 or more. Must complete written test, offered in March and September. For application forms or information contact the Plumbing Program at (651) 215-0851.

Fees: Contractor - $50 for test, $70 annually for license. Installer - $50 for test, $35 annually for license. Annual bond filing fee for contractor - $40.

Swimming Pools

Plans for construction or alteration of public swimming pools must be submitted for review and approval prior to construction and all projects must be inspected upon completion. For more information contact the Plumbing Unit at (651) 215-0848. Plan review fee must be submitted with plans.

Pool project reviewed	Fee category (title)	Multiplier
Spa pool only	Spa pool	each spa pool, $500
Single or multiple pool and water feature projects valued at **less** than $250,000 total	Pool projects less than $250,000	projects valued at $250,000 or less, a minimum of $800 per pool plus: (i) for each slide, an additional $400; and (ii) for each spa pool, an additional $500
Single or multiple pool and water feature projects valued at **more** than $250,000 total	Pool projects more than $250,000	projects valued at $250,000 or more, 0.5 percent of documented estimated project cost to a maximum fee of $10,000;

Alterations to existing pool	Pool alteration	alterations to an existing pool without changing the size or configuration of the pool, $400
Pool disinfection equipment review	Pool disinfection equipment	removal or replacement of pool disinfection equipment only, $75
Variance request	Pool rule variance	request for variance from the public pool and spa rules, $500.

Asbestos, Indoor Air, Lead, and Radiation Section

(651) 215-0945, Linda Bruemmer, manager. Provides information and responds to complaints regarding indoor air, including radon, mold, and second-hand smoke. Licenses individuals who do lead-related work, issues permit for training courses, and certifies firms conducting regulated lead work. Certifies individuals who do asbestos-related work, issues permits for commercial and residential asbestos abatement projects, and issues permits for training courses. Registers and inspects all x-ray machines and other sources of ionizing radiation in the state. All units provide technical assistance and promote awareness of the health risks relating to exposures.

Indoor Air Unit

(651) 215-0909; 1-800-798-9050. Provides information to the public about radon, mold, second-hand smoke, carbon monoxide, environmental triggers of asthma, and other indoor air contaminants. Responds to inquiries and complaints about indoor air issues. Enforces the Minnesota Clean Indoor Air Act, which regulates smoking in public places and workplaces. Enforces air quality standards for enclosed sports arenas. Provides technical assistance to local public health departments and school personnel to prevent and respond to indoor air issues.

Asbestos and Lead Unit

(651) 215-0900.

Asbestos - Licenses and regulates contractors and individuals who do asbestos-related work in Minnesota. Issues permits for both commercial and residential asbestos abatement projects. Provides information to the public on asbestos-related issues. Issues permits for asbestos-related training courses to ensure that individuals receive appropriate instruction and training to perform their jobs safely and according to Minnesota asbestos statute and rules.

- **Project permit fee**: One percent of total cost for project, $35 for small residential abatement permit fee.
- **Annual licensing/certification fee**: $100 for asbestos inspector, asbestos management planner, and asbestos project designer; $50 for asbestos worker or site supervisor.
- **Asbestos training course permit fee**: $500 for initial; $250 for renewal.

Lead - Licenses lead inspectors, risk assessors, workers, supervisors and designers. Certifies firms that conduct regulated lead work. Issues permits for lead training courses to ensure that individuals receive appropriate instruction and training to perform their jobs safely and according to Minnesota lead statute and rules.

- **Annual license fees**: $100 for certified firm, lead risk assessor or lead project designer; $50 for worker, supervisor or inspector.
- **Lead training course permit fee**: $500 for initial course permit; $350 for renewal; $250 for initial refresher course permit; $125 for renewal refresher.

Radiation Control Unit

(651) 643-2151. Registers and inspects all x-ray machines and other sources of ionizing radiation at medical, dental, veterinary, industrial and educational facilities on a four-year cycle. Annually inspects mammography facilities for compliance with the Federal Mammographic Quality Standards Act. Also does environmental sampling near the state's two nuclear power plants and statewide. Regulates the transportation of naturally occurring or accelerator produced radioactive materials (NARM) within Minnesota and responds to accidents and emergencies involving radiation. Provides technical assistance to the general public, answering consumer concerns about radiation.

Fees: A facility with x-ray machines or other sources of ionizing radiation must biennially pay a registration fee consisting of a base facility fee of $132 and an additional fee for each x-ray machine or other source of ionizing radiation as follows:

- medical or veterinary equipment, $106;
- dental x-ray equipment, $66;
- accelerator, $132;
- radiation therapy equipment, $132;
- x-ray equipment not used on humans or animals, $106;
- devices with sources of ionizing radiation not used on humans or animals, $106; and
- sources of radium, $198.

Well Management Section

(651) 215-0811, Daniel Wilson, manager. Regulates the construction, repair, and sealing of wells and borings.

All well contractors must be licensed. A Full Well Contractor may construct, repair, or seal all types of wells or borings regulated by the MDH, except for exploratory borings. There are also a variety of limited or specialty licenses and registrations to work on specific wells or borings:

- pump installation and repair;
- pitless unit and adapter / well screen installation and repair;
- well sealing;
- construction, repair, and sealing of dewatering wells;
- construction, repair, and sealing of monitoring wells;
- construction, repair, and sealing of drive point and dug wells;
- construction, repair, and sealing of elevator shaft borings;
- construction, repair, and sealing of vertical heat exchangers ("heat loops"); and
- construction, repair, and sealing of exploratory borings.

Applicants for licensure must provide documentation that they have met minimum experience requirements for all license types and successfully complete a written examination. Licensees must provide a corporate surety bond, register any drilling machines and pump hoists with the MDH, and obtain six hours of continuing education annually.

Fees: License application—$75. Full well contractor annual license fee—$250. All other licenses or registration annual fees—$75. Drilling machine and pump hoist annual registration—$75 per unit.

Public Health Laboratory Division

(612) 676-5200, Norman Crouch, director. Provides technical expertise and high quality, reliable laboratory data to detect, identify, and characterize threats to the public's health. These threats include those caused by bacterial, viral, fungal, and parasitic agents, as well as those caused by heritable or congenital disorders in children and exposure to hazardous chemical agents in the environment. The division has three sections that carry out these activities.

Environmental Laboratory Section

(612) 676-5200, Louise Liao, manager. Performs laboratory functions that are essential to the development of population-based public health policies and provides laboratory support for primary health care services. It conducts analyses of environmental samples (water, soil,

and air) to identify and monitor potential threats to human health and ensure compliance with environmental regulations. This section has seven units responsible for environmental testing, newborn screening, and environmental laboratory certification.

Within the **environmental testing units**, using state-of-the-art instrumentation and methodology, the environmental laboratory section tests many different kinds of samples to detect and identify a wide variety of hazardous environmental substances in water, soil, air, sludge, sewage, sediment, wildlife, and other materials. Testing includes the monitoring of public water supplies to identify bacteria and measure toxic chemicals such as arsenic, lead, radon and pesticides. The Public Health Laboratory regularly checks public water supplies for more than 100 different biological and chemical contaminants. Tests are conducted on water collected from community wells, school drinking fountains, resorts, campgrounds, and other public sources. The laboratory also provides analytical tests on discharged wastewater, major watersheds, landfills, and other sources of groundwater or surface-water contamination. It ensures quick and accurate analyses of hazardous contaminants following release of chemical, radiological, or biological agents into the environment. It contributes to statewide and national disaster preparedness for environmental hazards regardless of the source of exposure, i.e., accidental, terrorist, or natural disaster.

In the **Newborn Screening Unit**, blood spots from approximately 70,000 Minnesota-born infants are screened annually. This screening identifies children with heritable or congenital disorders that, if left untreated, can result in death or serious brain damage. Approximately 35 disorders are screened. Abnormal screening test results engage the health care community, which provides diagnostic testing, treatment, and long-term care management. The Newborn Screening Unit follows up with educational assistance to health care providers and access to coordinated care for affected families. Fee: $61 for the blood-spot card, payable by the hospital or birth attendant.

The **Certification Unit** certifies environmental testing laboratories that have provided assurance of high-quality systems for generating reliable data. Certified laboratories have demonstrated that they have competent staff, proper facilities, and instrumentation, that the tests are performed according to accepted procedures, and that a valid quality control program is in use. The State of Minnesota requires that laboratories which perform water, soil, and waste testing for government agencies for regulatory purposes must be certified. Biennial certification fee: includes a base fee of $1200 plus fees ranging from $600 to $1,200 for each category of test for which the laboratory is certified. Fees for laboratories outside the boundaries of the state of Minnesota include an additional $2,500 for an on-site assessment of facilities.

Clinical Laboratory Section

(612) 676-5200, John Besser, manager. Conducts a wide range of tests to detect, identify and characterize bacteria, viruses, fungi and parasites that cause infectious diseases of significance to the public's health. This section has four units responsible for microbiology, virology, molecular epidemiology, and bioterrorism preparedness and response.

The laboratory works closely with the department's epidemiology sections to monitor infectious diseases throughout the state and respond to disease outbreaks. It maintains capacity to test for rare, but significant public health threats such as diphtheria, botulism, rabies, SARS, tuberculosis, West Nile virus, and microorganisms that could be used in a bioterrorism attack, such as the agents of smallpox, anthrax, tularemia, and plague. As part of this function, the laboratory works closely with first responders, local law enforcement, the Minnesota Department of Agriculture, the University of Minnesota Veterinary Diagnostic Laboratory and national agencies such as Homeland Security, Federal Bureau of Investigation, and the Center for Disease Control to assure a safe, rapid, and reliable response to any threat or public health disaster.

The Clinical Laboratory Section serves as the State Reference Laboratory and manages the Minnesota Laboratory System, a program designed to facilitate communication and quality improvement of all public and private laboratories serving Minnesota citizens.

Laboratory Services Section

(612) 676-5242, Gary Jones, manager. Provides a variety of support services for the Clinical and Environmental Laboratory Sections. This section has three units responsible for technical services, clerical services and laboratory data management.

Technical Services include preparing or purchasing media, reagents and supplies, providing glassware and preparation of samples and specimens for the laboratories. Clerical services are provided for data entry of sample and specimen information as well as clerical support for other laboratory needs.

The **Laboratory Data Management Unit** provides application development and programming services as well as database management for all laboratory data and results. Laboratory specific Web pages are developed and maintained to provide information for both internal and external clients.

Health Professionals Services Program

1885 University Avenue W., Suite 229, St. Paul, MN 55104
Phone: (612) 643-3456 Fax: (612) 643-2163
Website: *www.hpsp.state.mn.us*
Program Manager Monica Feider

Laws of 1994, Chapter 556, Sec. 3, subd 1.

THE HEALTH PROFESSIONALS SERVICES PROGRAM (HPSP) is a confidential, non-disciplinary monitoring program for health professionals. It is designed to enhance public protection and support for regulated health care professionals by removing potential obstacles and facilitating access to treatment. It allows for earlier, timely monitoring of health professionals whose ability to practice with reasonable skill and safety may be impacted.

The program is a joint effort among several health service boards, including the boards of nursing home administrators, chiropractic examiners, dentistry, emergency medical technicians, marriage and family therapy, medical practice, nursing, optometry, pharmacy, physical therapy, podiatric medicine, social work, and veterinary medicine. The program is managed by a program committee consisting of one individual appointed by each of the participating boards. HPSP does not replace professional support, nor is it a treatment provider or primary intervention program.

Citizen Participation and Open Appointment:

• Advisory Committee to the Program Committee of

the Health Professionals Services Program

• Health Professionals Services Program Committee

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Program Services

HPSP monitors the treatment and continuing care of regulated health care professionals who may be unable to practice with reasonable skill and safety, if their illness is not appropriately managed. Treatment plan activities and practice limitations for physical, mental, or psychological conditions, including chemical abuse and/or dependency, will be monitored for compliance.

HPSP will develop individualized program participation agreements that monitor progress, with a treatment plan that is consistent with the participant's illness. Such agreements may include, but are not limited to treatment plans for a continuing care plan; practice limitations, including monitoring that is consistent with the continuing care plan and program requirements; body fluid screening when appropriate; and reporting requirements as needed to document compliance. HPSP may refer participants to treating professionals for evaluation, treatment, and a written plan for continuing care. It will also monitor compliance with participation agreements. Participants are responsible for paying for the costs of evaluation, treatment, and drug screens.

Eligibility Requirements

To be eligible for the program, a regulated health professional must be regulated by a participating board and must have the ability to practice with reasonable skill and safety when appropriate limitations and continuing care requirements are followed. Admission to HPSP is denied to:

- persons terminated from a similar program in another state;
- persons currently under a participating board's disciplinary order or corrective action agreement unless referred by the board;
- persons monitored for HIV/HBV by the Department of Health *(Minnesota Statutes* 214.17-.25) unless referred by the Department of Health or a board;
- persons accused of sexual misconduct; and
- persons whose continued practice would create a serious risk of harm to others.

Program Reporting

Regulated health professionals who are governed by the participating boards may report to this program for monitoring if they meet the eligibility requirements. Regulated health professionals who cannot practice with reasonable skill and safety due to illness must report to the program or their board. Reporting to the HPSP fulfills the reporting requirements in the regulated health professionals' practice act. Other regulated health professionals, professional entities, and the public may submit reports in good faith with immunity from civil or criminal liability. Participating boards may direct or refer regulated persons to HPSP. All reports made to the HPSP are confidential.

Higher Education Facilities Authority

175 5th Street East, Suite 450, St. Paul, MN 55101-2905
Phone: (651) 296-4690 Fax: (651) 297-5751
Website: None E-mail: *eyungerberg@isd.net*
Executive Director Marianne T. Remedios

Minnesota Statutes, sections 136A.25 to 136A.42

THE AUTHORITY ASSISTS INSTITUTIONS OF HIGHER EDUCATION within the state in financing construction projects, renovating existing buildings, or purchasing capital equipment. Institutions eligible for assistance by the authority include nonprofit, educational institutions authorized to provide a program of education beyond the high school level.

Sectarian institutions are not eligible for assistance; however, the fact that an institution is sponsored by a religious denomination does not, of itself, make the institution sectarian. The authority finances institutions' projects through the sale of tax-exempt revenue bonds. Bonds issued by the authority can be payable only from the rentals, revenues and other income, charges and moneys pledged for their payments. The bonds of the authority do not represent or constitute a debt or pledge of the faith or credit or moral obligation of the State of Minnesota.

Application to the authority is voluntary. The institution must request an application manual and submit the completed application to the authority. A fee of $1,000 must accompany the submission of the formal application. This fee is refunded to the institution at the closing of a successful bond issue.

The formal application is reviewed by the authority's executive director, the fiscal consultant and the bond counsel. From this review process, recommendations are made to the authority board. If the authority board approves the formal application, necessary legal documents are prepared, a financial plan and a schedule for completing the issue is outlined.

Citizen Participation and Open Appointment:

• Minnesota Higher Education Facilities Authority

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Higher Education Services Office

1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227
Phone: (651) 642-0567 Toll free: (800) 657-3866 Fax: (651) 642-0675 TTY Relay: (800) 627-3529
Website: *www.mheso.state.mn.us* E-mail: *info@heso.state.mn.us*
Director Susan Heegaard

Minnesota Statutes, 136A; ***Minnesota Rules*** 4800-4880

THE MINNESOTA HIGHER EDUCATION SERVICES OFFICE works to provide high quality, statewide services to the citizens of Minnesota. As stated in its mission statement, the Services Office, through advocacy and actions, works to:

- **Achieve student financial access** to post-secondary education;
- **Enable students to choose** among post-secondary educational options;
- **Protect and inform** educational consumers;
- **Produce independent, statewide information** on post-secondary education; and
- **Facilitate interaction** among and collaborate with organizations that share responsibility for education in Minnesota.

Overseeing the work of the Office is a citizen **Higher Education Services Council**. The Council is responsible for advising and reviewing on the performance of the Services Office, and communicating and making recommendations to the governor and legislature.

Advising the Services Council is the **Higher Education Advisory Council**. It is composed of the president of the University of Minnesota or designee; the Chancellor of the Minnesota State Colleges and Universities or designee; the Commissioner of Education; the President of the Private College Council, a representative from the Minnesota Career College Association; and a member appointed by the governor.

The **Student Advisory Council**, also authorized by statute, is composed of the chair of the University of Minnesota Student Senate; the state chair of the Minnesota State University Student Association; the president of the Minnesota State College Student Association, and an officer of the Minnesota State College Student Association; one in a community college course of study and one in a technical college course of study; the president of the Minnesota Association of Private College Students; and a student who is enrolled in a private vocational school.

Citizen Participation and Open Appointment:

• Higher Education Services Council

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Communications and Legislative Services Division

(651) 642-0554 Phil Lewenstein, Director of Communications and Legislative Services. This division is responsible for communicating with various publics the agency's actions, positions, and services. The agency's Communications Plan provides the blueprint for activities of the division. The division develops and disseminates agency publications, coordinates legislative relations, informs students and parents about academic and financial planning for education beyond high school, coordinates media relations, arranges special events such as the State Fair booth, and responds to information requests by internal and external customers. It compiles and writes reports and publications of the Services Office, including a magazine, *Focus on Financial Aid*, which is available for free by contacting the Services Office, and a biennial report submitted to the governor and legislature. A newsletter, *Insight*, describes trends in post-secondary education. These and other publications and videotapes are available by contacting the Services Office, or downloading from the agency website.

The Services Office provides information to students and parents about academic and financial planning for educational opportunities beyond high school. Information is provided about academic expectations and requirements, saving, and financial aid. *Get Ready*, a free parent guide, is available by contacting the Services Office or downloading from the agency website. *Future Choices*, designed for middle school children, is provided to all eighth grade students. High school counselors receive a free guidebook with current information about post-secondary education services and programs. *Futureplan: Life After High School*, is a new CD-ROM with interactive tools to help high school students learn about themselves, connect interests to careers, options and financial aid. *For Adults . . . Beginning or Returning to Higher Education*, is a brochure outlining the steps that adults can follow when entering or returning to higher education. *Is This a Good School?* is a brochure describing strategies for students to evaluate the quality of educational programs and schools in Minnesota as well as online distance education opportunities.

The agency website provides information to help students and families plan and pay for higher education; helps administrators and researchers find information on agency programs and services and Minnesota higher education; and assists the general public. Features include a financial aid estimator, a listing of prices for Minnesota and neighboring state institutions, online interstate reciprocity application forms; a loan counseling and repayment schedule for the Student Educational Loan Fund (SELF) program, information for students and parents, a customized enrollment generator, and a Minnesota Trivia Campus Game.

Student Financial Aid Services

(651) 642-0533 ext. 3400, Cheryl Maplethorpe, Director. The division administers the following financial aid programs for students:

State Grant Program

(651) 642-0567. State Grants are awarded to Minnesota residents who will be enrolled for at least three credits as undergraduate students at one of more than 160 eligible schools in Minnesota. Eligible institutions include the state universities, University of Minnesota, community colleges, public technical colleges, schools of nursing and related health professions, private colleges, and private career institutions in Minnesota.

Grant applicants must be a graduate of a secondary school or its equivalent, or be 17 years of age or over by the end of the academic year. Students in default on a loan or more than 30 days behind for child support owed to a public agency are not eligible, unless they are complying with a payment plan. Students must apply each year to renew grants. They can renew for up to six semesters or nine quarters, or their equivalent, but may not continue after obtaining a baccalaureate degree or being enrolled full time for the equivalent of eight semesters or 12 quarters. Students must be making satisfactory progress toward graduation. Students need to be registered for 15 credits to be

considered a full-time student for a state grant. If they register for fewer than 15 credits, the Services Office will prorate the cost of attendance (tuition and fees plus the living and miscellaneous expense allowance) to the actual number of credits.

The program is based on a design that assigns specific responsibility for paying costs of attendance to the student, parents, and government. All applicants are required to contribute at least 46 percent of their cost of attendance from savings, earnings, loans, or other assistance from school or private sources. For dependent (on their parents) students, the remaining 54 percent of the cost is met by a contribution from income and assets determined by the federal need analysis and by the combination of the Federal Pell and State Grant awards.

The maximum amount of combined state and Federal Pell aid in 2003-2004 ranges from about $4,587 at a public technical college to $7,662 at a private four-year college. The technical college student with no Pell assistance could receive up to $4,587 in state aid. Many students, however, receive some Pell aid and, thus, a state grant below the maximum.

The average award is about $1,860. The minimum award is $100 per year. On average, a student receives a combined State and Federal Pell grant award of about $3,390.

Applicants must fill out the Free Application for Federal Student Aid (FAFSA). The form is used to determine financial need. Applicants may use the same form to apply for a Federal Pell Grant and other types of aid from institutions. The form is available from high school counselors, post-secondary financial aid offices, and the Services Office. At some schools, students can file electronically and not fill out a paper application. Students may be able to file an electronic application at area schools or libraries or by home computer using the FAFSA express software, or the online FAFSA application which is available to students at no cost. FAFSA on the web can be found at *www.fafsa.ed.gov.* By submitting one fully completed application, along with other forms required by the school, the applicant will be considered for a state grant. The deadline for acceptance of a state grant application is 14 days after the start of the term at a student's school.

Minnesota Veterans Dependents Student Assistance Program

(651) 642-0567. The program provides tuition assistance to dependents of prisoners of war or persons missing in action after August 1, 1958. Most Minnesota post-secondary institutions are eligible for the program. Students must apply for assistance at the financial aid office of the school they attend. There are no fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

Safety Officers Survivor Program

Dependent children less than 23 years old and the surviving spouse of a public safety officer killed in the line of duty on or after January 1, 1973 are eligible to receive educational benefits.

To qualify, a dependent or spouse must be enrolled in an undergraduate or certificate program at one of more than 160 public or private post-secondary institutions in Minnesota that participate in the State Grant Program. Persons who have received a baccalaureate degree or been enrolled full time for the equivalent of 10 semesters or 15 quarters, whichever occurs first, are no longer eligible.

Awards are based on the average tuition and fees charged by the institution or the tuition and fee maximums established in law for the State Grant Program, whichever is less.

Awards are renewable for a maximum of 8 semesters or 12 quarters or their equivalent. Applicants should obtain a certificate of eligibility from the Human Resource Management and Development Division, 444 Cedar Street, Suite 135, St. Paul, MN 55101-5135, and take it to the financial aid office at the institution they attend or plan to attend.

Minnesota State Work Study Program

(651) 642-0567. The work study program enables students to earn money for school by working. With an average schedule of 15 hours a week for 35 weeks at $6.69 per hour, the student would earn $3,512.

The Services Office allocates state work study funds among post-secondary institutions based on a formula set by the legislature. All Minnesota public institutions and most private ones participate. They select students on the basis of financial need and arrange the employment. Minimum wage laws are followed. The maximum hourly wage depends on the job and the student's qualifications.

Needy students enrolled as graduate, undergraduate, or vocational students are eligible. Students may be enrolled half time, but priority is given to students enrolled for 12 or more credits or the equivalent.

Students will be employed either on campus or the school will have arrangements for off-campus employment for governmental or nonprofit agencies, handicapped persons or senior citizens. The school will try to place students in work related to his or her course of study.

To apply for the work study program, students should contact the financial aid office at the institution they attend or plan to attend. Forms are obtained from the educational institution. There are no fees for this service. The financial aid director will give the student an estimate of the time it takes for applications to be processed. Most schools offer a work study job as part of the total financial aid package.

Post-Secondary Child Care Grant Program

The program is designed to help reduce the cost of child care for needy Minnesota post-secondary student parents. The Services Office administers the program. It allocates funds to eligible colleges, which then select and make awards to students. Applications are available from financial aid administrators at campuses participating in the program. Some schools elect not to participate. If the financial aid staff do not work with child care, they will direct the student to the office that administers the program. There are no fees.

To be eligible, a student must be a Minnesota resident; have a child 12 years of age or younger (14 years of age or younger if handicapped), who is receiving or will receive care on a regular basis from a licensed or legal, non-licensed caregiver; meet the program's income guidelines; be enrolled at least half time in an eligible institution; have not earned a baccalaureate degree or been enrolled full time fewer than eight semesters, 12 quarters or the equivalent; be pursuing a non-sectarian program or course of study that applies to an undergraduate degree, diploma, or certificate; be in good academic standing and making satisfactory progress, as determined by the school, toward the degree, diploma, or certificate.

Students who do not meet these criteria or need additional child care assistance should contact a county social service office for child care assistance from other sources.

Students will receive the child care money at the beginning of the term, or as soon as they become eligible for funds, whichever occurs first, but not before the first day of class for that term. Child care awards are divided evenly and disbursed to recipients each quarter or semester, depending on the type of school. The school may make payments more often. The school is likely to pay the student, but may choose to pay the child care provider directly.

A student who receives a child care award and continues to enroll at the school the following year must be given a child care award if he or she remains eligible and funds are available. Students must apply for a continuation of funds by the deadlines set by the school.

Assistance may cover up to 40 hours per eligible child in 2003-2004. The maximum available is $2,200 for each eligible child per academic year. In some instances, the maximum award may be increased by 10 percent to compensate for higher market costs for infant care. A chart is used by the financial aid administrator to show the amount of a grant to be awarded based on income of the applicant and spouse, number in applicant's family and number of eligible children in applicant's family.

Eligible institutions are all public post-secondary schools and private, baccalaureate degree granting colleges and universities located in Minnesota, or nonprofit two-year vocational schools granting associate degrees.

Minnesota College Savings Plan

The Minnesota College Savings Plan encourages individuals to save for post-secondary education by (1) providing a qualified state tuition program under Section 529 of the Internal Revenue Code, and (2) providing matching grants to qualifying low and moderate Minnesota families who participate.

Contributions to the Minnesota College Savings Plan grow tax deferred from federal and Minnesota income tax. Withdrawals are tax free when used to pay for qualified higher education expenses. Contributions and earnings can be used to pay for qualified higher education expenses at any Title IV eligible post-secondary education institution in the United States. Qualified expenses include tuition and required fees as well as books, equipment, and other supplies required for enrollment or attendance, and certain room and board costs.

Each account can have only one account owner and one account beneficiary. An account can be opened for $25. The maximum account balance limit is $235,000.

The Minnesota College Savings Plan is administered by a TIAA-CREF, Tuition Financing Inc. under contract to the Minnesota Higher Education Services Office and the Minnesota State Board of Investment. Account owners pay an annual asset-based management fee to TIAA-CREF of 0.65 percent of the Plan's average daily net asset value. Additional information on the Minnesota College Savings Plan is available on the Plan's Web site: *<http://www.mnsaves.org>*.

Student Educational Loan Fund (SELF)

(651) 642-0567. The Student Educational Loan Fund (SELF) is a Minnesota program intended to help students who need assistance in paying for education beyond high school. The loan can be used only for educational purposes. Eligible participants include:

- **Students attending an eligible school in Minnesota;** and
- **Minnesota residents enrolled in an eligible school** in another state or U.S. Territory, in the Canadian province of Manitoba.

As of May 2003, 310 institutions had agreed to participate in the program; this includes 152 Minnesota institutions with representation from all state public and private systems, and 158 out-of-state schools.

To be eligible, a student must:

- **be enrolled at least half time** in a certificate, associate, baccalaureate, or graduate degree program;
- **have a credit worthy co-signer;** and
- **not be delinquent or in default on** a SELF or other outstanding student loan.

Prior to applying, students are expected to seek certain other sources of federal, state, institutional, or private aid for which they might be eligible.

The campus financial aid administrator will determine the maximum amount a student may borrow and recommend a loan amount. The maximum cannot exceed the cost of attendance minus all other financial aid that the borrower is receiving.

- **Undergraduate students** may borrow a maximum of $4,500 per year for the first two years and $6,000 per year thereafter with a cumulative SELF maximum of $25,000.
- **Graduate students** may borrow a maximum of $9,000 per year not to exceed $40,000 from SELF, including undergraduate debt.
- **The minimum** loan size is $500.

Borrowers are required to pay interest quarterly while in school. Upon graduating or leaving school, they are required to pay interest monthly for up to one year; they then will begin paying loan principal as well as interest monthly. Repayment is usually seven to nine years. Borrowers can choose between two repayment plans:

- **standard repayment plan** (one year of interest only and up to nine years of principal and interest payments); or
- **an extended interest plan** (interest only for three years followed by up to seven years of principal and interest payments).

The interest rate charged to the borrower will vary throughout the life of the loans and can change every three months. As of October 1, 2003 the SELF III interest rate is 4.1 percent.

There is no guarantee fee for borrowers whose loan periods began on or after July 1, 1989. The Services Office, however, reserves the right to charge a guarantee fee on future loans in order to cover claims for nonpayment of interest and principal amounts by borrowers and co-signers.

The SELF program is administered by the Services Office. To find out if the institution you attend or plan to attend participates, contact the financial aid administrator at the school, or the Services Office. More information about the SELF program can be found at *<http://www.selfloan.org>*. The information includes a list of participating institutions, on-line counseling, a loan repayment calculator, and the current SELF interest rate.

Tuition Reciprocity

Tuition reciprocity enhances opportunities for students to attend public post-secondary educational institutions in neighboring states. Reciprocity students do not need to meet higher non-resident admission standards. Reciprocity students do not have to pay non-resident and tuition prices.

Minnesota has tuition reciprocity agreements with:

- **Wisconsin;**
- **North Dakota;**
- **South Dakota;**
- **Manitoba;**
- **Iowa Lakes Community College** (campuses at Estherville and Emmetsburg) and **Minnesota West Community and Technical College** (campuses at Canby, Granite Falls, Jackson, Pipestone, and Worthington).

All public post-secondary education institutions in Minnesota, Wisconsin, North Dakota, South Dakota, and Manitoba are covered by statewide tuition reciprocity. All undergraduate and graduate programs of study are available to reciprocity students. Professional programs of study are available to reciprocity students in the Minnesota/North Dakota and Minnesota/South Dakota agreements. The Minnesota/Wisconsin agreement excludes Minnesota and Wisconsin students enrolled in the professional programs of Medicine, Veterinary Medicine, and Dentistry at the University of Minnesota-Twin Cities or Duluth and the University of Wisconsin-Madison or Milwaukee.

Application Procedures

Some students must apply for tuition reciprocity benefits. Students who must apply for tuition reciprocity should apply as soon as they know they will be attending an eligible institution. Applying early ensures students will be charged the tuition reciprocity tuition rate when they register for classes. Applications received after the last day of a term will only apply to subsequent terms. There is no application fee.

Minnesota-Wisconsin Reciprocity

Minnesota residents who enroll in University of Wisconsin institution must apply for tuition reciprocity through the Minnesota Higher Education Services Office. Minnesota students seeking tuition reciprocity at a Wisconsin Technical College should apply directly to the institution they will attend.

Wisconsin residents who enroll in a University of Minnesota institution, a Minnesota State University, a Minnesota Community College, or a Minnesota Consolidated Community and Technical College must apply through the Wisconsin Higher Education Aids Board. Wisconsin students enrolling at a Minnesota Technical College should apply directly to the institution they will attend.

Reciprocity benefits are automatically renewed for Minnesota-Wisconsin tuition reciprocity students who earned post-secondary credits in the previous 12 months. Applications are available from all high schools or eligible post-secondary institutions. They are also available from the Higher Education Services Office (1450 Energy Park Drive, Suite 350, St. Paul, MN 55108-5227) or the Wisconsin Higher Educational Aids Board (PO Box 7885, Madison, Wisconsin 53707). Minnesota students enrolling at University of Wisconsin institutions may apply online at <*http://ww.mheso.state.mn.us*>.

Minnesota-North Dakota Reciprocity

Minnesota residents who graduated from a Minnesota high school within 12 months of initial enrollment at a North Dakota institution do not have to apply for tuition reciprocity. These students must present an official high school transcript to the enrolling North Dakota school. Minnesota residents who graduated from high school more than 12 months prior to initial enrollment at a North Dakota institution must apply for tuition reciprocity through the Minnesota Higher Education Services Office.

North Dakota residents who enroll in a Minnesota Technical College must apply for tuition reciprocity through the North Dakota Board for Vocational Education. All other North Dakota residents must apply through the North Dakota Board of Higher Education.

Reciprocity benefits are automatically renewed for Minnesota North Dakota tuition reciprocity students who earned post-secondary credits in the previous 12 months.

Applications are available from all high schools or eligible post-secondary education institutions. They are also available from the Higher Education Services Office or the North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58505. Minnesota students applying to North Dakota institutions may apply online at <*http://www.mheso.state.mn.us*>.

Minnesota-South Dakota Reciprocity

Minnesota residents who graduated from a Minnesota high school within 12 months of initial enrollment at a South Dakota institution do not have to apply for tuition reciprocity. These students must present an official high school transcript to the enrolling South Dakota school. Minnesota residents who graduated from high school more than 12 months prior to initial enrollment at a South Dakota institution must apply for tuition reciprocity through the Higher Education Services Office.

South Dakota residents who enroll in a Minnesota public post-secondary institution must apply for tuition reciprocity through the South Dakota Board of Regents.

Reciprocity benefits are automatically renewed for Minnesota-South Dakota tuition reciprocity students who earned post-secondary credits in the previous 12 months.

Applications are available from all high schools or eligible post-secondary education institutions. They also are available from the Services Office or the South Dakota Board of Regents (Reciprocity Program, Box 2201, University Station, Brookings, South Dakota 57007). Minnesota students enrolling in South Dakota institutions may apply online at <*http://www.mheso.state.mn.us*>.

Minnesota-Manitoba Reciprocity

Minnesota and Manitoba residents wishing to obtain tuition reciprocity benefits should contact the school where they intend to enroll.

Iowa Lakes Community College and Minnesota West Community and Technical College

Minnesota residents and Iowa residents who live in the Iowa Lakes Community College attendance district should contact the school where they intend to enroll.

Reciprocity Tuition Rates

Current reciprocity tuition rates are available at <*http://www.mheso.state.mn.us*>. Tuition reciprocity rates are set annually. Students should contact the institution they plan to attend to determine exact tuition rates.

Minnesota-Wisconsin Reciprocity

Minnesota resident undergraduate students enrolled in a Wisconsin public post-secondary institution generally pay tuition at the rate charged by a comparable Minnesota institution. For example, an undergraduate student from Minnesota enrolled at the University of Wisconsin-Madison pays approximately the tuition rate he or she would pay at the University of Minnesota-Twin Cities. An undergraduate student from Minnesota enrolled at the University of Wisconsin-River Falls, or any other similar Wisconsin comprehensive four-year institution, pays a tuition rate similar to what he or she would pay at a Minnesota State University. A Minnesotan enrolled in a University of Wisconsin System College (two-year institution) pays the tuition rate charged at a similar Minnesota Community College. And, a Minnesotan enrolled in a Wisconsin Technical College pays the Wisconsin Technical College resident tuition rate.

Wisconsin resident undergraduate students enrolled at a Minnesota Community College or Consolidated Community and Technical College, a Minnesota State University, or a University of Minnesota campus at Duluth, Morris, or Crookston pay tuition at a rate charged by a comparable Wisconsin institution. Wisconsin resident undergraduate students enrolled at the University of Minnesota-Twin Cities pay tuition based on the resident undergraduate rate charged by the University of Wisconsin-Madison plus 25 percent of the difference between the University of Wisconsin-Madison and the University of Minnesota-Twin Cities undergraduate rate.

Minnesota and Wisconsin residents enrolled in graduate programs or in law school under the tuition reciprocity agreement pay the higher of the two state tuition rates at comparable institutions.

Minnesota-North Dakota Reciprocity

Minnesota resident undergraduate or graduate students enrolled at the University of North Dakota or North Dakota State University pay the average tuition at a rate charged by Minnesota State Universities. Minnesota resident students attending other North Dakota public four-year institutions pay tuition at a rate slightly above the North Dakota resident tuition rate. Minnesota residents enrolled in a North Dakota two-year institution pay tuition at a rate comparable to what is charged Minnesota residents attending a Minnesota community or technical college.

North Dakota residents enrolled in a Minnesota public post-secondary institution pay the Minnesota resident tuition rate.

Minnesota-South Dakota Reciprocity

Minnesota resident undergraduate or graduate students enrolled at the University of South Dakota, South Dakota State University, or other South Dakota public four-year institutions pay the average undergraduate or graduate tuition rate charged by Minnesota State Universities. Minnesota residents enrolled in professional programs at the University of South Dakota pay no more than 150 percent of the South Dakota resident tuition rate. Minnesota residents enrolled in South Dakota technical institutes in Watertown, Mitchell, Sioux Falls, or Rapid City pay the South Dakota resident tuition rate.

South Dakota residents enrolled in a Minnesota public post-secondary institution pay approximately the Minnesota resident tuition rate. At some Minnesota State Universities and Minnesota two-year institutions, the tuition rate is slightly above Minnesota resident rates.

Minnesota-Manitoba Reciprocity

Students pay resident tuition rates at the institution attended.

Iowa Lakes Community College and Minnesota

West Community and Technical College

Students pay the resident tuition rate at the institution attended.

Midwest Student Exchange Program

A limited number of public post-secondary institutions and programs of study are available to Minnesota residents at a price below non-resident tuition. Programs of study are available for Minnesota residents at institutions in Michigan, Missouri, Kansas, and Nebraska. Minnesota public institutions have Midwest Student Exchange programs (MSEP) of study available to residents of Midwest states with which Minnesota does not have a tuition reciprocity agreement. The tuition rate charged to Midwest Student Exchange participants is no more than 150 percent of resident tuition at the public institution the student attends. The discount is at least 10 percent off the tuition at participating private institutions.

Students must indicate they are seeking admission as a MSEP student when applying to an eligible institution. The institution will evaluate the student's request for MSEP status and respond directly to the student.

Brochures listing eligible MSEP institutions and programs are distributed to high schools and are available from the Services Office. For more information, see the Midwest Higher Education Commission's web site at <*http://www.mhec.org*>.

Research and Program Services Division

(651) 642-0581 Nancy Bunnett, Director. The Research and Program Services Division includes services to post-secondary institutions, policymakers, and the general public. Division staff provide analytic support for financial aid policy development, financial aid program administration, and tuition reciprocity negotiations. The following state and federal activities are housed in this division.

Student Enrollment and Other Higher Education Data

The Student Enrollment Record Database contains basic information and enrollment information on students enrolled fall term in a Minnesota public or private institution. Data are available for each year since 1983. Both standard and customized reports are produced from this resource. Division staff also work with other higher education data, including surveys conducted by the National Center for Education Statistics, and U.S. Department of Education.

Improving Teacher Quality Program, Title II, Part A of the No Child Left Behind Act

The Improving Teacher Quality State Grant program increases student achievement by elevating teacher quality. The program uses scientifically based professional development interventions, serves high-need schools from districts with at least 10,000 children from families with incomes below the poverty line or schools in which 20 percent of the children are from families below the poverty line, and must be developed and implemented under a joint agreement between an institution of higher education's school of education, a department within a college of arts and sciences and a local school district. The program supports professional development activities in mathematics, science, and social studies for K-12 teachers and professional development in mathematics for instructional paraprofessionals.

Under the Improving Teacher Quality State Grant program, the federal government allocates financial assistance by formula to the states to help teachers and other staff gain access to sustained, intensive, and high quality professional development. The Minnesota Department of Education administers 97 percent of the state's allocation, and the Services Office administers 2.5 percent of the funds in a competitive program available to post-secondary institutions and nonprofit organizations that have demonstrated effectiveness in providing professional development.

Post-Secondary Service Learning Program

The state Post-Secondary Service Learning Program supports the development of sustainable campus-community partnerships whereby significant long-term community problems are addressed through involvement of students, staff, and faculty in community service and community problem-solving activities in collaboration with community leaders. Funds are used to support matching grants for campus-community partnerships and program training, technical assistance, dissemination, and administration.

Private Career School Licensure Program

The Private Career School Licensure Program requires schools under the jurisdiction of *Minnesota Statutes* Chapter 141 to obtain a license prior to maintaining, advertising, soliciting for, or conducting any course of instruction in Minnesota. Licenses must be renewed annually. Information regarding private career schools is available to the public. Contact the Services Office (651) 642-0584 for information or assistance.

Private Institution Registration Program

All private post-secondary institutions and out-of-state public institutions which are nonprofit, which grant degrees, or which use the term "academy," "college," "institute," or "university" in their name are required to register annually with the Services Office and receive approval to grant degrees or use one of those terms in their names. Schools licensed as private career schools are exempt from registration. Information about registered institutions is available to the public. Contact the Office at (651) 642-0584 for information or assistance.

Minnesota Education Telecommunications Council

The Minnesota Education Telecommunications Council (METC) is a multi-agency advisory board established in law and is composed of 27 members. The METC is charged in statute with establishing priorities, criteria, and policy relating to funding and use of the Learning Network of Minnesota, which provides access to educational programs and library resources through telecommunications technology. Membership on the METC includes representatives from both houses of the Legislature, K-12 public schools, public libraries, state agencies (Department of Administration, Department of Education, and the Services Office), and higher education (University of Minnesota, Minnesota State Colleges and Universities, and the Minnesota Private College Council).

MINITEX Library Information Network

The MINITEX Library Information Network (MINITEX) is a publicly supported network of academic, public, state government, and other special libraries working cooperatively to make library resources accessible to residents around the state. MINITEX promotes resource sharing through four major activities: (1) delivery of interlibrary loan requests; (2) maintenance of a union list of serials held by participating libraries; (3) a common database of holdings through participation in a national program of online shared cataloging; and (4) online access to bibliographic and full-text databases. In addition, MINITEX provides cooperative purchasing, periodical exchange, and a reference service on a reimbursement basis. The Services Office contracts with the University of Minnesota to manage and deliver MINITEX services.

MnLINK Library Information Network

MnLINK is an online statewide virtual library that allows users to search the catalogs of all participating libraries from a single web interface. A shared library automation system is being installed at the University of Minnesota and is being installed for Minnesota State Colleges and Universities (MnSCU) libraries, state agency libraries, and interested private college, public, and school libraries. The MnLINK Gateway provides links to the statewide system for libraries

that continue to use different automation technology for their local operations. The Services Office contracts with MnSCU to manage the MnLINK operations.

Financial Services Division

(651) 642-0516 Timothy Geraghty, Director. This division provides the fiscal management and much of the administrative support services for the agency. Responsibilities include preparation of the annual and biennial budgets, management of the budget, space management, procurement activities, accounting of the financial resources of the Services Office, and fiscal management of the student loan program. This section also is instrumental in developing bond issues, proceeds from which are used to make student loans. Bonds issued by the Services Office can only be repaid from collections of student loans and earnings from the program, such as interest on student loans and interest from the investment of excess monies. The bonds of the Services Office do not represent or constitute a debt or pledge of the faith or moral obligations of the state of Minnesota.

Audit Section

(651) 642-0527 Timothy Medd, Manager. This section audits post-secondary education institutions to assure that they implement the financial aid programs administered by the Services Office in accordance with the program's statutes and rules. This section also reviews the financial statements of private post-secondary institutions that are either licensed or registered by the Services Office to assure they have adequate financial resources to continue to operate.

Community Outreach, Human Resources, and Agency Services Division

(651) 642-0530 Mary Lou Dresbach, Director. The division is responsible for community outreach as well as all aspects of human resource management to ensure compliance with federal and state laws, regulations, and procedures. In addition, the division is responsible for a variety of other services contributing to efficient and effective agency operations, including professional/technical contract and grant agreement processes, legislative fiscal notes, agency biennial budget narrative, facilitation of staff training and development, data practices compliance, state ethics compliance, facilitation of agency quality improvement focus, agency receptionist functions, outgoing mail processing, and back-up administrative support services for internal customers.

The division manages two early college awareness and intervention programs. The Get Ready! program is an early awareness program in which agency staff work with children and parents from families previously underrepresented in college and provide them with the information, tools, and experiences that will help motivate and prepare them to complete high school and pursue post-secondary education. Staff provide services to elementary school-age (fourth through sixth grade) children and parents of color, low incomes, or no previous higher education experience. Staff meet with the children to present a curriculum which covers goal setting, career awareness, higher education options, and college financing. Students and parents participate in events and activities, including field trips, that focus on these topics. Students receive academic support, including tutoring. Get Ready! sites are located in the Twin Cities, Duluth, Cloquet, Bemidji, St. Cloud, and Willmar. The program is funded primarily by a five-year Federal GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs) grant, and some state and private funds.

Under the Intervention for College Attendance Program, the agency awards grants to colleges and community organizations to expand and/or enhance programs that provide tutoring, mentoring, summer academic and enrichment experiences, and parental involvement activities to low income students and families.

Minnesota Historical Society

Administrative Office & Headquarters, Minnesota History Center, 345 Kellogg Blvd. W, St. Paul, MN 55102
Phone: Information Desk: (651) 296-6126
Website: *www.mnhs.org*
Director Nina M. Archabal (651) 296-2747 Deputy Director Ian R. Stewart (651) 297-5513

Minnesota Statutes, Chapter 138

THE MINNESOTA HISTORICAL SOCIETY, CHARTERED BY THE 1849 Minnesota Territorial Legislature to collect, preserve, research, and interpret Minnesota history, is the oldest institution in the state. The society receives funds from the Minnesota Legislature, memberships, grants, gifts and endowments. It is not a state agency, although it performs certain state functions and is the official custodian of the state's history. The society is governed by a volunteer executive council and executive committee.

One of the largest historical societies in the United States, the society is a nationally recognized leader in the field of state and local history, directly serving over two million people each year. The resources of the society are available to the public. Museum exhibits, extensive libraries and collections and publications, both in the society's headquarters and at its historic sites, tell the story of Minnesota from prehistoric times to the present. The society works closely with more than 300 county and local historical organizations throughout the state. The society's services are carried out by the director, deputy director, and program and operating divisions.

Minnesota History Center Museum

The society's headquarters at the Minnesota History Center is the home to these divisions. Built in 1992, the 427,000 square foot building houses all of the society's extensive collections, 44,000 square feet of exhibit space, a comprehensive research library, preservation and conservation laboratories, education classroom, a 315-seat auditorium, a restaurant and two museum stores. About 500,000 people annually visit the Minnesota History Center to view exhibits, access the collections, or to attend public and family programs. For more information on programs and services at the History Center, call (651) 296-6126.

Library and Archives Division

(651) 296-2150, Michael Fox, assistant director for library and archives. The society's research collections contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps, and other sources about Minnesota life and Minnesota people. The archives and manuscripts collections contain the private papers of many Minnesotans, the records of Minnesota corporations and organizations, and the official records of the state and many local units of government.

Reference Library

(651) 296-2143, or reference@mnhs.org. The library is open to the public Tuesday noon to 8:00 p.m. and Wednesday through Saturday 9:00 a.m. to 4:00 p.m. Mail, phone and email inquiries are answered. Photocopies and limited research are available.

Publications Library

This library consists of more than 550,000 printed books, pamphlets, periodicals, microfilms, and documents. These rich resources include the nation's major collections of official and unofficial Minnesota publications, as well as important works in American and Canadian history with emphasis on the Upper Mississippi Valley and the Great Lakes areas, the fur trade, books of travel in America, works on ethnic groups with significant collections on Scandinavians and American Indians, publications of state and local historical societies and extensive holdings on local genealogy and biography.

Newspaper Library

This resource includes more than 3,000,000 issues of approximately 5,000 newspapers, ranging from the first issue of the first paper published in Minnesota in 1849 to current copies. In many instances, the papers preserved by the society are the only surviving copies. Minnesota newspapers are collected and microfilmed in the hope of preserving a complete record of Minnesota's community newspapers.

Audio-Visual Library Minnesota History Center Museum

An impressive collection of photographs, slides, prints, lithographs, films, sound and visual recordings, phonograph records, paintings, and historical maps and atlases is preserved in this department. As the best visual collection on Minnesota in existence, this library is heavily used by authors, publishers, researchers, the news media, genealogists, collectors, and people from all walks of life. More than 250,000 photographs dating from the 1840s to the present as well as 37,000 maps are cataloged and available for viewing at no cost. The growing oral history collection housed in this library preserves on magnetic tape the candid recollections of a cross section of Minnesotans. A moving image tape collection also documents contemporary history.

Archives and Manuscripts

The archives and manuscripts collection contains more than 75,000 linear feet of archives and manuscript records.

Manuscript collections of 25,000,000 items in more than 6,000 collections include diaries, letters, account books, reminiscences, scrapbooks, minutes, and other materials, largely unpublished. The personal papers of politicians, fur traders, diplomats, farmers, business people, soldiers, householders, labor activists and many others and the records of churches, businesses, unions, political parties, social clubs, and other organizations provide information on a multitude of subjects. Collections relating to labor, politics and government, the cooperative movement, 19th-century family life, conservation and the environment, transportation, and business and industry are especially rich.

The State Archives hold the official non-current and historically valuable records of the state and local units of government, including records of governors, other executive officers, state agencies, judicial and legislative branches of state government, counties, townships, and many local governments. These records begin in 1849 and total about 48,000 linear feet. Some of the major collections have been microfilmed and are for sale or available on inter-library loan. Guides to microfilm editions and to some of the larger manuscripts collections also are available.

State Archives

(651) 297-4502, Robert Horton, **state archivist.** The State Archives acquires non-current, permanently valuable records of state and local governments. It carries out certain statutory functions relating to government records. Archives staff assists governments in inventorying, transferring, or otherwise planning for the care of permanent records; identifies records that must be retained because of their continuing value; provides quality testing of microfilm of archival records; approves disposal of records no longer needed, and determines access to records in the archives that otherwise are restricted by state or federal law. Applications for authority to dispose of government records must be filed with the State Archives.

Acquisitions and Curatorial Department

(651) 296-9989, James E. Fogerty, head. The society's collections include art works, books, manuscripts (the papers and records of Minnesotans and Minnesota corporations and organizations), oral history, historical and fine art photographs, video, film, recorded music, and historical and current maps and atlases. Collections are acquired mainly through donation and are handled by a staff of curators: **Art Works,** Brian Szott (296-2620); **Books**, Patrick K. Coleman (296-9986); **Sound and Visual,** Bonnie G. Wilson (296-1275); and **Manuscripts,** Craig Wright (296-7989). **Brochures** describing the art, photograph, map, oral history, environmental, labor, and business collections are available on request.

Conservation Department

(651) 297-3896, Sherelyn Ogden, head. The conservation department includes four labs that work on the society's collections and provide technical advice and assistance to the public.

Minnesota Historical Society Press

(651) 297-4463, Greg Britton, director. The Minnesota Historical Society Press is the oldest publisher in the state and issues a wide range of publications that explore Minnesota history and culture in its regional, national, and international contexts. MHS Press has published historical documents, biographies, and books on politics, folklife, ethnic studies, local history, American Indian history, social history, agriculture, geography, and archaeology, as well as guides to the society's collections. Its publications have won several awards; a number are considered the most authoritative references on their subjects. While continually exploring new areas of publication, the MHS Press maintains its tradition of editorial excellence and fine craftsmanship. MHS Press publications are sold at society museum shops, at most of its historic sites, and at bookstores throughout the nation. They may also be ordered by mail from the society's order department at 345 Kellogg Boulevard West. To request a free publications catalog or to place a book order, call (651) 297-3243 or 1-800-647-7827 outside the Twin Cities metro area.

Minnesota History Magazine

(651) 297-4462, Anne R. Kaplan, editor. *Minnesota History*, the society's quarterly journal, publishes informative, authoritative, and entertaining articles in the areas of local, state, and regional history. In addition to the regular articles, the well-illustrated magazine features biographical profiles, the society's collections, book reviews, and news and notes. The editor welcomes submissions of manuscripts relating to Minnesota and the surrounding regions, including Canada. *Minnesota History* is sent to all the society's membership of 17,000 and to schools, libraries, and other institutions by subscription. Copies of many back issues are available.

Historic Sites and Field Programs

Historic Sites Division

(651) 296-4450, Jim Mattson, historic sites administrator. Since 1958, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Twenty-four landmarks are now preserved and operated by the society. These include places of statewide significance related to agriculture, American Indians, the fur trade, politics, lumbering, transportation, and military history. They offer visitors an exciting opportunity to learn about history where it happened. Most of the sites offer guided tours, demonstrations of skills and crafts, and visitor centers with exhibits and shops. Many special lectures, films, festivals, exhibits, and living history programs are presented each year at these historic locations. For a listing and description of Minnesota Historic Sites, see the following pages or call for a guide (1-800-657-3773).

Archaeology

(651) 297-7451, Larry Zimmerman, head. While focusing on state-owned historic Euro-American and pre-European-contact Native American heritage sites, the department also conducts cultural resource surveys for state agencies and other units of government. Assistance is provided to individuals, county and local historical organizations, and governmental units in the identification of artifacts and archaeological sites.

State Historic Preservation Office

(651) 296-5434, Britta Bloomberg, head of historic preservation, field services and grants department. This office exists to identify, evaluate, register, and protect properties that have played an important role in Minnesota's history. The office administers the federal Historic Preservation Fund programs for the state, including cultural resource surveys, nominations to the National Register of Historic Places, review of all federal undertakings to monitor effects on historic properties, the preservation tax incentive program, and technical assistance for a wide range of parties involved in preservation activity. Assistance is given in the formation of local heritage preservation commissions and those commissions that qualify may participate in the Certified Local Government Program.

Field Services

(651) 296-5434, field services coordinator. This program provides technical assistance and advice to county, local, and special interest historical organizations in Minnesota. A newsletter, *The Interpreter,* carries news and features dealing with organization, funding, interpretation, programming, and other items of interest to historical groups. The program sponsors a series of workshops throughout the state. Field Services also administers and coordinates the state historic marker program. (For a listing of county and local historical societies, see following pages.)

Grants Office

(651) 296-5434, grants manager. This office administers a program of grants-making for historical work throughout the state. The state grant-in-aid program allocates funds from the Minnesota Legislature for projects in several areas, including historic preservation, oral history, artifact collections, interpretation, photographic collections, private records and manuscripts, and publications. The Certified Local Government Grants Program allocates federal funds to local governments with certified heritage preservation commissions for historic preservation survey, planning, and public education projects. The State Capital Project grant program provides funding for publicly owned historic structures and is funded by legislative appropriations from state bonds. Other grants programs may be offered should funds become available.

Grants manuals that describe the application and award process for each program are available on request. A Grants Review Committee comprised of members of the Minnesota Historical Society's Executive Council reviews and evaluates grant proposals at a series of public meetings each year.

Museum Division

(651) 297-7789, Maureen Otwell, assistant director for museums. The Museum Division is comprised of the museum collections department, the exhibits department, the education department, and the public relations and marketing department. The division uses the society's collections and other resources in a wide variety of formats and media to teach and inform the public about Minnesota, its culture and the people, places and events that have shaped, and continue to shape, its history.

Exhibits Department

(651) 296-4564, **Dan Spock, head.** The department plans and produces imaginative and informative exhibits and audio-visual programs at the Society's History Center and historic sites throughout the state.

Public Relations and Marketing Department

(651) 297-1827, Lory Sutton, head. The department strives to inform the public about the programs, exhibits, services and holdings of the society. Department specialists work with the news media, place advertising, publish brochures, and develop website content in order to reach various audiences and constituents. The department also produces *Member News,* a newsletter for society members.

Museum Collections Department

(651) 296-8071, Marcia Anderson, museum collections curator. The society maintains collections all across the state at historic sites and in St. Paul. These popular collections contain three-dimensional artifacts and archeological material from Minnesota's past and present ranging in type from political buttons to camping gear to Zubaz pants to the William Crooks locomotive. The collections cover all aspects of Minnesota culture from the historical figures of the past to people who operate and work in small business today. They document Minnesotans' hopes, failures, aspirations, memories, and accomplishments.

The collections may be viewed by appointment with the collections staff and by visiting displays at the Minnesota History Center, historic sites, and other organizations. The collections are used by scholars, researchers, authors, publishers, collectors, donors, school groups, and other educational institutions and museums. Outstanding collections are those relating to lumbering, decorative arts, railroads, Indians, fur trade, costumes, toys, agricultural equipment, and Minnesota arts and crafts. The museum collections can be viewed weekdays by appointment. Call for more information.

Education Department

(651) 296-3252, Carol Schreider, head. The society brings its resources to school children, teachers, and the general public through a variety of educational materials and programs. Each year more than 110,000 students visit the History Center and attend museum education programs and history lessons on such topics as "Dakota Children" and "Generations of an Ojibwa Family."

The education department also oversees the interpretive program in the history center museum galleries including "history players," or costumed characters from Minnesota's past and museum guides, and "Guests in the Gallery" who enhance the visitor's experience by providing additional information demonstrations.

The education department produces the public programs at the History Center including Sunday afternoon programs for families, family festivals, two lecture series as well as co-sponsorships with ethnic and community groups who use the History Center spaces for special events.

The education department cosponsors National History Day with the University of Minnesota. This national competition for sixth-through twelfth-grade students begins with local contests and culminates in a state history fair at the University of Minnesota in April of each year. Finalists at the state contest are eligible to compete at the national competition in Washington, D.C. For participation information call (651) 297-2081.

Call (651) 296-9143 or write the Education Department, 345 Kellogg Boulevard West, St. Paul, MN 55102 for more information about all education services and materials. Additional information about school resources can be found on the society's website at *www.mnhs.org/schools*.

Finance and Administration Division

(651) 296-2155, Charles Lawrence, assistant director for finance and administration. This division provides financial and administrative support services to the programmatic divisions of the society.

Finance Department

(651) 296-2155, Deborah Mayne, finance manager. The finance department is responsible for budgetary control, accounting and financial reporting for all funds of the society.

Human Resources Department

(651) 296-2155, Pat Gaarder, human resources manager. The human resources department provides personnel services for the society.

Institutional Services Department

(651) 296-2423, Karen Nichols, institutional services manager. This department is responsible for food service as well as buildings and grounds maintenance and security and gift shop activities at the History Center, as well as institution-wide programs for safety of employees and visitors. The history center is also available for private rental with catering by Café Minnesota, the restaurant housed at the Minnesota History Center; call Beth Baker at (651) 296- 9004 for more information.

Museum Stores

(651) 296-4694, Meta Devine, manager. The History Center houses two different stores — one especially for children and families. Minnesota-made gifts, jewelry, books, toys, and other specialties are featured.

Development Office

(651) 296-4694, Mark Haidet, director of development. The development office exists to support the goals of the society by generating non-state support for both operating and special project expenses and to encourage public participation in the society's programs through an expanded membership program. The society's membership base of almost 17,000 is the largest of any historical society in the country.

Membership in the society is open to all through several membership classifications from individual ($45) and family ($55) to individual senior citizens ($40). Members receive the award-winning quarterly magazine *Minnesota History*; *Member News*, a bimonthly newsletter; a 10 percent discount at the society's museum shops around the state; special invitations to "members only" events; and free admission to regular programs at the society's historic sites throughout the state. For information about memberships, call Rhonda Teich-Hickey, membership coordinator, (651) 297-7805.

Historic Sites: Twin Cities Area

Historic Fort Snelling: Commanding the Mississippi and Minnesota rivers, the fort served for 30 years as the center of government and a haven for travelers. Now restored to its original appearance, the fort offers a "living history" of the year 1827, inviting visitors to experience and participate in its community life. Historic fort and history center (exhibits and films). Admission charge. Accessible from State Highways 5 and 55. Contact: Fort Snelling, St. Paul, MN 55111; Call (612) 726-1171 for hours and information.

James J. Hill House: Completed in 1891, the craggy, massive home of "Empire Builder" James J. Hill is a National Historic Landmark. Tours introduce family and servant life, and include portions of the restored house as well as changing art exhibits in Hill's gallery. Admission charge. Contact: 240 Summit Avenue, St. Paul, MN 55102. Call (651) 297-2555 for hours and information on individual and group tours.

Minnesota State Capitol: Designed by Cass Gilbert, built between 1896 and 1904 and considered one of the most splendid and inspiring state capitols in the country. It is praised by architects and artists for its exterior, huge marble dome, self-supporting stairway, magnificently decorated interior and golden horses or quadriga, on the top of the building. Accessible from I-94, Marion Street exit. Open year round. Reservations required two weeks in advance for groups of 10 or more. Admission free. Aurora and Constitution Avenues, St. Paul, MN 55155. Call (651) 296-2881 for reservations and directions.

Oliver H. Kelley Farm: Family farm of Oliver H. Kelley, founder of the National Grange of the Patrons of Husbandry, an organization that promoted educational, social, and cultural opportunities for farmers and which evolved into a forceful, nationwide, populist movement in the 1870s. An interpretive center tells Grange and farming history through exhibits and an audio-visual program. Costumed interpreters demonstrate farming life of the 1860s and 1870s with period animals and crop varieties. On U.S. Highway 10, 2 1/2 miles east of Elk River. Admission charge. Contact: 15788 Kelley Farm Road, Elk River, MN 55330. Call (763) 441-6896 for hours and information on individual and group tours.

Alexander J. Ramsey House: A 15-room house built in 1872. Alexander Ramsey was Minnesota's territorial governor, also state governor, U.S. senator, and U.S. secretary of war. One of the country's best preserved Victorian homes, the house contains its original rich furnishings and artifacts, and includes a reconstructed carriage house. Admission charge. Contact: 265 South Exchange Street, St. Paul, MN 55102. Call (651) 296-0100 for hours and information on individual and group tours.

Mill City Museum: The museum chronicles the Minneapolis flour milling industry that dominated world flour production for roughly a half-century. Built within the ruins of a National Historic Landmark -- the Washburn "A" Mill -- the story of flour milling and its impact on Minneapolis, the nation and the world comes to life through the eight-story Flour Tower and other hands-on exhibits. Admission charge. Contact: 704 South Second Street, Minneapolis, MN 55401. Call (612) 341-7555 for hours and information.

North West Company Fur Post: Authentically reconstructed six-room stockaded fur trade winter post. The original post was built by a fur trader and a small crew of voyagers who in 1804-05 canoed up the Snake River to trade with the Ojibwe Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1.5 miles west on Pine County Highway 7. Admission charge. Contact: Box 51, Pine City, MN 55063. Call (320) 629-6356 for hours and information.

W.H.C. Folsom House: Operated by the Taylors Falls Historical Society and overlooking the scenic St. Croix River Valley, is a rare Minnesota example of Greek Revival architecture built in 1855 by Folsom, an enterprising Maine lumberman. Its landscaped grounds include a garden of native Minnesota wild flowers. Located at 272

Government Street, north of U.S. Highway 8, Taylors Falls. Admission charge. Contact: Box 333, Taylors Falls, MN 55084. Call (651) 465-3125 for hours and information.

Historic Sites: Northern Minnesota

Comstock House: Built in 1883 by Solomon G. Comstock, a leading political figure and entrepreneur of the upper Red River Valley for over 60 years. Childhood home of Ada Comstock, a pioneering woman educator, first dean of women at the University of Minnesota, and president of Radcliffe College from 1923 to 1943. Restored with original furnishings. Admission charge. Contact: 506 Eighth Street South, Moorhead, MN 56560. Call (218) 291-4211 for hours and information on individual and group tours.

Forest History Center: Authentically reconstructed turn-of-the-century logging camp with river log-drive wanigan and 1934 ranger's cabin. A modern interpretive center tells of human life in the forests of Minnesota from pre-historic times to the present. Daily demonstrations and weekly special programs are presented by living history interpreters. Admission charge. Contact: 2609 County Road 76, Grand Rapids, MN 55744. Call (218) 327-4482 for hours and information on individual and group tours.

Charles A. Lindbergh Historic Site: Charles A. Lindbergh's 1927 flight across the Atlantic, from New York to Paris, brought him instant fame and recognition. Exhibits at the Charles A. Lindbergh Historic Site tell the full scope of Lindbergh's life, beginning with his boyhood along the Mississippi in Little Falls. Charles A. Lindbergh State Park is two miles south of Little Falls on Lindbergh Drive. Admission charge. Contact: Charles A. Lindbergh Interpretive Center, Rt. 3, Box 245, Little Falls, MN 56345. Call (320) 632-3154 for hours and information on individual and group tours.

Mille Lacs Indian Museum: A museum featuring a fine collection of Ojibwe artifacts is used to explain the customs and beliefs of these woodland Indians. Featured are life-sized dioramas of traditional seasonal activities. On U.S. Highway 169 on southwest shore of Lake Mille Lacs near Onamia. The museum shop and trading post feature local Ojibwe hand-crafted items. Admission charge. Contact: 43411 Oodena Drive, Onamia, MN 56359. Call (320) 532-3632 for hours and information on individual and group tours.

Split Rock Lighthouse: Born of the infamous November gale of 1905 that wreaked havoc on the great ships of the booming iron ore industry, this isolated landmark on a harsh promontory overlooking Lake Superior was commissioned in 1910. A modern interpretive center tells the story of the lake and lighthouse in a film and exhibits. Tours include the lighthouse and a restored keeper's house. Admission charge. On U.S. Hwy. 61, 18 miles northeast of Two Harbors. Contact: Split Rock Lighthouse and History Center, 2010 Highway 61 East, Two Harbors, MN 56616; (218) 226-4372 for hours and information individual and group tours.

Historic Sites: Southern Minnesota

Birch Coulee Battlefield: On the self-guided trails at Birch Coulee Battlefield, imagine what it was like on the night of Sept. 1, 1862, when U.S. volunteer soldiers and civilians unwittingly set themselves up for attack by Dakota Indians fighting to regain their homelands. Learn more about the U.S.-Dakota War of 1862 at the Lower Sioux Agency and Fort Ridgely. Hours: May through October: dawn until dusk. Located three miles north of Morton at the junction of Renville Co. Hwys. 2 and 18, off of U.S. Hwy. 71. Admission free. Contact: c/o Lower Sioux Agency, 32469 Co. Hwy. 2, Morton, MN 56270. Call (507) 697-6321 for more information.

Fort Ridgely: Unprotected by a stockade and situated on an open prairie plateau, Fort Ridgely was successfully defended by 200 volunteer soldiers with several cannons and civilian refugees against greater numbers of Indians in two battles that turned the tide of the 1862 U.S.-Dakota Conflict. Off State Highway 4, seven miles south of Fairfax. Admission free. Contact: Fort Ridgely Historic Site, Route 1, Box 65A, Fairfax, MN 55332. Call (507) 426-7888 or (507) 697-6321 for hours and information on individual and group tours.

Harkin Store: Operated by the Nicollet County Historical Society, Alexander Harkin's General Merchandise Store was once the social and commercial center of West Newton in the Minnesota River Valley, where farm families could trade butter and eggs for flour and sugar, pick up mail at the tiny post office, or obtain a favorite patent medicine. Restored and refurnished, the store offers that experience to visitors again today. On Nicollet County Hwy. 21, eight miles northwest of New Ulm. Admission charge. Contact: Box 112, New Ulm, MN 56073. Call (507) 354-8666 or (507) 934-2160 for hours and information.

Historic Forestville: Costumed guides and a living history program acquaint visitors with life as it was lived in the farm village of Forestville in 1890s. The authentically furnished store, post office, residence, and portions of the farm are a part of the costumed guided tour. Hours: Memorial Day weekend through Labor Day: Tuesdays through Fridays, 10 a.m. to 5 p.m. Saturdays, 1 a.m. to 6 p.m.; Sundays, noon to 5 p.m.; Monday holidays, 10 a.m. To 5 p.m. Closed Mondays except holidays. September Through October: Saturdays, 10 a.m. to 5 p.m.; Sundays, noon to 5 p.m. Admission charge. Schedules subject to change. In Forestville State Park near Preston and Spring Valley. Contact: Historic Forestville, Forestville State Park, Preston, MN 55965; (507) 765-2785.

Jeffers Petroglyphs: Set in the prairie of the Little Cottonwood River Valley are nearly 2,000 rock carvings representing human figures, weapons and animals, some made perhaps as long ago as 3,000 B.C. and others as recently as the 18th century. Three miles east of U.S. Hwy. 71 on Cottonwood Co. Rd. 10, one mile south on Co. Rd. 2. Admission charge. Contact: 27160 County Road 2, Comfrey, MN 56019. Call (507) 628-5591 for hours and information on individual and group tours.

Lac qui Parle Mission: Operated by the Chippewa County Historical Society. A replica of a chapel built in 1841 by Protestant missionaries and Dakota women. Exhibits inside tell of early missionary life in Minnesota. At the intersection of Chippewa Co. Hwy. 13 and Co. Rd. 32, off U.S. Hwy. 59, eight miles northwest of Montevideo. Admission free. Contact: P.O. Box 303, Montevideo, MN 56265. Call (320) 269-7636.

Lower Sioux Agency: The Lower Sioux Agency offers exhibits, gardens, a restored stone warehouse and trails to help tell the stories of the Dakota people before, during and after the era of government agency control. The agency was the site of the first organized attack of the U.S.-Dakota conflict. Three miles of trails show where buildings and settlements stood and descend into the Minnesota River valley to the agency ferry crossing. Period gardens depict both Indian and European-influenced crop-raising styles. Admission charge. Contact: 32469 Co. Hwy. 2, Morton, MN 56270. Call (507) 697-6321 for hours and information on individual and group tours.

W.W. Mayo House: Operated by the Mayo House Interpretive Society. Reflecting the modest circumstances of a mid-19th century doctor, this small Gothic-style house was built in 1859 by William Worrall Mayo, who practiced medicine there for nearly five years before moving to Rochester, where he and his two sons, William J. and Charles H. Mayo, later established the world-renowned Mayo Clinic. Admission charge. Contact: 118 N. Main St., Le Sueur, MN 56058. Call (507) 665-3250 or (507) 665-6965 for hours and more information.

Minnesota County Historical Societies,

Chapters, and Local Organizations

For Minnesota County Historical Societies, Chapters, and Local Organizations, contact the Minnesota Historical Society for details: (651) 296-6126, or visit 345 Kellogg Blvd. West, St. Paul, MN 55102; or visit their website: <*http://www.mnhs.org*>.

Minnesota State Horticultural Society (MSHS)

1755 Prior Ave. N., Falcon Heights, MN 55113
Phone: (651) 643-3601 Fax: (651) 643-3638 Toll-free: 800-676-MSHS
Website: *www.northerngardener.org* E-mail: *info@northerngardener.org*
Chief Operating Officer Rose Eggert

Minnesota Statutes, Chapter 43A.27; ***Laws of Minnesota 1976***, Chapter III, Section 3, Subd 1(a)

MINNESOTA STATE HORTICULTURAL SOCIETY (MSHS) IS A member-supported nonprofit organization, partially funded by the State of Minnesota.

Mission and History

It is the mission of MSHS to *encourage and improve the science and practice of northern horticulture through developing the public's enjoyment, appreciation, and understanding of plants.*

Through a variety of educational programs, classes and conferences, and by publishing an award-winning magazine, *Northern Gardener*, MSHS helps its members and the general public to be better gardeners in USDA plant hardy Zones 3, 4 and 5. MSHS' plant donation network, **Minnesota Green**, is in its eleventh year serving the greening efforts of volunteer gardeners throughout the state. Minnesota Green promotes grassroots efforts to revitalize communities by coordinating the donation and distribution of nurseries and greenhouse's flowers and trees to be planted in public spaces statewide.

MSHS was formed in 1866, as an association of fruit growers who took on the challenge of growing apples and other fruits in a northern climate. Two years later, the association became the Minnesota State Horticultural Society to recognize the importance of all phases of horticulture development in rural and urban Minnesota. In 1873, the Minnesota Legislature approved an act providing for the publication and distribution of 2000 copies of all the transactions of the society. 1894 marked the birth of one of the longest continually published horticultural magazines in the country**:** *Northern Gardener***,** formerly known as *Minnesota Horticulturist.*

One year later, in 1895, MSHS accepted garden clubs and professional horticultural societies as affiliated members, and they became an important source of members. During this time MSHS worked to render service to gardeners who were strictly amateur, while retaining the support and interest of professional and commercial groups. In 1943, MSHS placed great emphasis on victory gardens to help the war effort.

As interest and activity in competitive flower shows increased, MSHS worked out a procedure for qualifying and certifying its own Show Judges.

As the membership expanded, MSHS outgrew its offices in Alderman Hall at the University of Minnesota and moved to its present location, **The Center for Northern Gardening**, just north of Larpenteur Ave. and the University of Minnesota's Agriculture campus.

A staff of 12 employees is located at the Center for Northern Gardening. A Board of Directors comprised of an executive committee, at-large members and other representatives governs MSHS. The business is operated as a not-for-profit 501(c)(3). A Chief Executive Officer oversees the business operations and serves as liaison to the staff, board, and members.

Membership

Membership in MSHS is open to anyone interested in gardening and horticulture. Basic membership is $40 for a one-year membership. Benefits include nine issues per year of *Northern Gardener*, discounts on classes, programs and conferences, use of an extensive reference and lending library, free calls to the University of Minnesota's Yard & Garden Clinic Line and a 10 percent discount on all purchases in the Center for Northern Gardening bookstore. Members of garden clubs receive a discounted group rate. MSHS also has Commercial Memberships for nurseries and greenhouses. Benefits of the Commercial Membership program include advertising, complimentary copies of the publication and for those who choose the option of offering a discount to MSHS members, a stream of eager northern gardeners. A Corporate Membership Program is also available with special discounts and benefits of a group rate.

Educational Programs, Classes, Conferences

Educational programs and classes, covering a wide range of topics for all levels of gardening interests, are held at the Center for Northern Gardening. Conferences and programs are scheduled annually. A minimum of four educational outreach programs is held yearly in greater Minnesota. MSHS also works with The Minnesota Landscape Arboretum, The Minnesota State Fair and several of the metropolitan home, garden and patio shows to schedule educational programs in conjunction with their events.

MSHS instructs and certifies judges for horticultural shows and provides guidelines and information on horticultural exhibiting. By supporting a network of districts throughout the state, MSHS offers speakers, support for statewide horticultural events, and representation of MSHS staff at regional events.

Awards

Individuals and groups who have volunteered for 15 or more years in the interest of MSHS are eligible for the **MSHS Life Award**. These people have furthered MSHS goals through board volunteerism, regional promotion, consultation, development of parks and garden spaces, speaking at regional events and garden clubs, or other participation with communities or the general public. A MSHS Bronze Award recognizes achievement that spans a significant period of time and makes a major impact on northern horticulture.

The Minnesota Green Award – for excellence in community gardening – is awarded to an organization, group or individual that has organized and implemented the most innovative and successful community greening project actively involving volunteers. Other awards include The Minnesota Recreation and Parks Association Award for excellence in contributing to community livability, The St. Paul Garden Club Award, for outstanding achievement in community vegetable gardening, The Joseph Priley Award, for excellence in community beautification, The K.E.E.Y. Award (Kids, Education, the Environment & You) for outstanding contributions to further youth environmental education and The MSHS President's Award, for outstanding contribution to Minnesota Green, and The Governor's Certificate of Commendation to acknowledge significant contributions in community greening efforts.

Northern Gardener Bookstore

The **Northern Gardener Bookstore** stocks a large assortment of books related to gardening in northern climates (zones 3, 4 and 5), gardening tools, T-shirts, and gift items. The extensive reference library is open to the public. MSHS members may check out books and videos from the lending library.

MSHS is located in 1755 Prior Avenue North, just north of Larpenteur Avenue and the University of Minnesota's Agriculture School, in Falcon Heights. There is ample free parking and the building is handicap accessible. Hours are 8 a.m. - 4:30 p.m. Monday, Wednesday, Friday, 8 a.m. - 8 p.m. Tuesday and Thursday, and every third Saturday from 9 a.m. – 1 p.m.

Minnesota Housing Finance Agency

400 Sibley St., Suite 300, St. Paul, MN 55101
Phone: (651) 296-7608 1-800-657-3769 TTY: (651) 297-2361
Website: *www.mhfa.state.mn.us* E-mail: *mhfa@state.mn.us*
Commissioner Timothy E. Marx

Minnesota Statutes, Chapter 462A; ***Minnesota Rules*** 4900-4999

Background

THE MINNESOTA HOUSING FINANCE AGENCY (MHFA) IS COMMITTED to meeting Minnesotans' needs for decent, safe, affordable homes and stronger communities. The agency is comprised of two major program divisions – Minnesota Homes and Multifamily – and two support divisions, Finance and Accounting, and Administration.

To achieve its mission, MHFA offers five primary services that fall into these categories:

- **Development and Redevelopment:** new development of homes and apartments, community and neighborhood revitalization of multifamily and single family housing;
- **Supportive Housing:** construction and rehabilitation of housing with services, rent assistance, and operating support for housing for very low-income households with one or more special needs;
- **Homeownership Loan Programs:** loans to help low-income households buy their first home or fix up their existing home;
- **Preservation of Federally-assisted Housing:** loans to help prevent existing federally-assisted rental housing from converting to market rate housing and loans for rehabilitation of federally-assisted housing.
- **Resident and Organizational Support:** loans and grants for homebuyer education and training; foreclosure prevention and assistance; operating support for community development corporations; homeless prevention and assistance coordination and planning; training; tenant services coordination.

Citizen Participation and Open Appointment:

• Housing Finance Agency

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Agency Services at Work:

Since its creation in 1971, the agency has been addressing Minnesota's basic housing needs and helping build stronger communities. MHFA has provided over $6.1 billion in housing loans and subsidies as of 2002. Over 400,000 Minnesota households have received program assistance to make their housing more affordable, improve the condition or quality, or make the housing more accessible or energy efficient.

Accessing the Agency

The Minnesota Housing Finance Agency is located in downtown St. Paul in the Park Square Court Building, located at the intersection of Sixth and Sibley Streets. There is meter parking around the perimeter of the building. In addition, MHFA has 16 parking spots for visitors of the agency. These spots, located on a surface lot on the corner of Wall and Sixth Streets, are clearly marked "MHFA" and are to be used by MHFA visitors only.

These parking spots are available on a first come, first served basis. Visitors must provide their vehicle's license plate number and make/model upon check-in at the agency front desk. The Minnesota Housing Finance Agency administers various housing programs within its Minnesota Homes Division and its Multifamily Division. If agency customers know which division they are trying to reach, they can access that division by calling the information phone number of that division.

Minnesota Homes Division

(651) 296-8215; toll-free: **(800) 710-8871;** TTY: **(651) 297-2361;** Fax: **(651) 296-8292**.

The MHFA **Minnesota Homes Division** offers programs for first-time homebuyers and homeowners interested in home improvement loans. The MHFA Homes Division provides first-time homebuyer mortgages at below-market interest rates for low to moderate income Minnesotans' through the Minnesota Mortgage Program (MMP) and other mortgage programs listed below. To increase the possibility of homeownership for all income levels, the Homes Division offers deferred down payment and closing cost loans along with other assistance through its Homeownership Assistance Fund (see below). The Homes Division also offers below market interest home improvement loans under the Minnesota Fix-Up Fund. This allows Minnesotans to make improvements to their homes at less than market rate with affordable monthly payments.

Homes Division Loan Programs

In addition to the flagship mortgage and home improvement programs, the Homes Division includes the following offerings:

The Minnesota Cities Participation Program (MCPP) offers statewide funding available only within the boundaries of participating cities or counties.

Community Activity Set Aside Program (CASA) provides funding in geographic areas for specific community targeting for populations or types of housing as defined by potential CASA lenders in their application.

The Homeownership Assistance Fund (HAF) allows up to $3,000 in down payment and closing costs. Up to $60 per month is offered for monthly payment assistance with graduated repayment starting at $20 per month. HAF is only available for use with MMP, MCPP and CASA programs.

Additional programs include: The Tribal Indian Housing Program, Community Fix-Up Fund, Entry Cost Homeownership Opportunity Programs, the Urban Indian Housing Program, the Organizational Support Program, the Homeownership Education, Counseling and Training Fund, the Community Revitalization Fund (CRV) which includes the Economic Development and Housing Challenge Program (EDHC) along with the Innovative and Inclusionary Housing Program (IIH). Some programs are 'pipeline' programs which means they are available to apply for any time during the year. Others go through the Request For Proposal (RFP) process that occurs twice a year for the Homes Division with requests due in February and July (see Request for Proposals section, below). Contact the Homes Division or sign on to the website (*www.mhfa.state.mn.us*) to find out more about the application procedure for each specific program.

When making funding decisions, the Homes Division carefully reviews the feasibility of each project and the capacity of its sponsor, and utilizes the following selection priorities that are explained in greater detail in the Request for Proposal announcements. Three priorities are important factors for funding from MHFA. The first priority for program participation is for proposals that are part of a broad scale, community or neighborhood wide cooperatively developed plan that uses existing infrastructure such as roads, streets, utilities, etc. where jobs, transportation, retail services, schools, and social services are readily accessible. The second gives priority to proposals that will leverage state resources with local, philanthropic, and private investments. Lastly, priority is given to administrators who will serve individuals and/or households of color, single female heads of households with minor children, and disabled individuals.

For questions about these criteria, please contact the MHFA Homes Division at the phone numbers above.

Multifamily Division

(651) 297-3294; or (Section 8 information line): **(651) 296-7618**; Management toll-free: **800-657-3647;** Underwriting Toll-free: (800) 657-3701; and **Fax:** (651) 296-9545

The Multifamily Division provides first mortgage, interest bearing, amortizing loans and deferred, non-amortizing loans to finance the building of new affordable rental housing or the acquisition and rehabilitation of existing rental housing developments containing five or more units. The Multifamily Division also administers rental housing subsidy programs.

Multifamily Loan Programs

Applications for first mortgage, interest bearing, amortizing loans are generally available on an ongoing basis. Applications for deferred, non-amortizing loans and housing tax credits are generally available through a competitive Request for Proposal process two times per year, with announcements typically made in December and May and with applications due in February and July.

The Minnesota Housing Finance Agency provides financing for affordable housing developments that would not otherwise be financed by the private sector on similar terms and conditions. In conjunction with other housing funders, MHFA typically issues two requests for proposals (RFPs) each year (see Request for Proposals section, below).

When making funding decisions, the housing finance agency utilizes the following selection priorities which are spelled out in greater detail in the Request for Proposal announcements. Generally speaking, priority is given for housing proposals that are part of a broad scale, community or neighborhood wide cooperatively developed plan that uses existing infrastructure such as roads, streets, utilities, etc. where jobs, transportation, retail services, schools, and social services are readily accessible.

Priority is also given to development proposals that will leverage state resources with local, philanthropic, and private investments.

Additionally, priority is given to developments, which will serve individuals and/or households of color, single female heads of households with minor children, and disabled individuals.

Loan programs are also available for the preservation of federally assisted rental housing and supportive housing. Preservation loans are available through both the Request for Proposals process as well as on an open pipeline.

Rental Rehabilitation

The Housing Finance Agency provides junior lien rental rehabilitation loans and grants to preserve and improve the quality of affordable rental housing throughout the state.

Housing Tax Credits

This program provides a federal income tax credit to investors who invest in the construction or substantial rehabilitation of rental housing held for occupancy by qualified households with adjusted incomes equal to or less than 60 percent of the adjusted median income for the area in which the housing is located. As noted above, housing tax credits are awarded twice per year through the competitive Request for Proposal process.

Multifamily Rental Subsidy Programs

The Multifamily Division administers rent subsidy programs funded by the state and federal governments. The federal rent subsidy program administered by the housing finance agency is the Section 8 project based program where the rent subsidy stays with a specific housing development and eligible families pay 30 percent of their income for rent and the federal government pays the balance of the rent in the form of housing assistance payments.

Two state funded rent subsidy programs also administered by the housing finance agency provide both tenant based housing assistance as well as project based rental assistance. In the case of the tenant based rental assistance, the rent subsidy is portable and goes with the tenant in the event they choose to move. One of the state funded rent subsidy programs is targeted to families with children and the other one is targeted to heads of household with chronic and persistent mental illness.

Homeless Prevention

The Multifamily Division also provides funding for the Family Homeless Prevention and Assistance Program. These funds are made available to counties, groups of counties, or community-based nonprofit organizations for the purpose of providing flexible grants to prevent homelessness and rapidly re-house people experiencing homelessness.

Finance and Accounting

(651) 296-9813, Mike LeVasseuer, Director. This division obtains the necessary financing at the lowest possible interest cost to carry out programs of the agency. The division also is responsible for receiving, investing and disbursing funds, providing financial information about MHFA and its operations and preparing agency budgets, cash flow projections, and financial statements to ensure the continued financial strength of the agency.

Legal Services

(651) 296-2293, Jim Dinerstein, Chief Counsel. This division provides legal services to various divisions of the agency in order to implement programs. The Legal Services Division also assists the agency's board of directors.

Research and Policy Analysis

(651) 296-9952, Monte Aaker, Director. The Research and Policy Analysis Division assists MHFA staff in development policies and programs, formulating systems for allocating MHFA resources, and monitoring and evaluating MHFA performance in meeting identifiable

housing throughout the state. The division conducts research on various housing issues and prepares a number of required and informational reports. To gain a better understanding of the agency, individuals and customers are encouraged to view our website at *www.mhfa.state.mn.us*. MHFA makes every effort to keep the information on its web site current and user-friendly. Website visitors who have questions, are encouraged to write to agency staff at *mhfa@state.mn.us*.

Publications, Videotapes

The Minnesota Housing Finance Agency produces several brochures ranging from an explanation of the Agency to information on some of the single family and multi-family programs. The following is a list of brochures available:

- MHFA (general information brochure);
- *Welcome to MHFA!* (employee recruitment);
- *How Employers Can Help make Affordable Housing Happen*;
- *You CAN Building Community Through CASA*;
- *You CAN Own Your Own Home!* (Minnesota Mortgage Program);
- *You CAN Improve Your Home!* (The Fix-up Fund/Home Energy Loans);
- *You CAN Own A Home through Community Partnership*;
- *You CAN Own a home in Your Community*;
- *You CAN Get Foreclosure Prevention Assistance*;
- *You CAN Keep Your Home Safe, Livable and Accessible*;
- Bridges (a rent subsidy program that links housing with social services);
- Improve Your Rental Property With a 6% Rental Rehabilitation Loan;
- HOME Rental Rehabilitation Program;
- Project-Based Section 8 HUD Portfolio-Contract Administration Website Information;
- *Kaleidoscope* (Multifamily Division newsletter; and
- *Community Revitalization Fund* (newsletter).

A number of the brochures produced within MHFA are available in portable document format (PDF) on the agency website. If you prefer to receive a brochure in the mail, please contact the agency at the phone numbers listed at the top of this entry and ask for a brochure by name.

The Minnesota Housing Finance Agency also has produced three videotapes. "Residents' and Managers' Rights and Responsibilities" is a 14-minute videotape, which helps both residents and managers of rental properties understand the rental process. This videotape is available in English, Spanish, Russian, Hmong, and Vietnamese. The videotape is available free of charge (up to three per requestor, or at the cost of postage for four or more). Please specify a language preference when making a request.

A video on rental rights and responsibilities in Somali language is also available. The video, entitled "New Neighbors: A Place to Live" or "Deris Cusub Hel Hoy Haboon", was created by Whittier neighbors and The Somali Community Development Corporation. To order a video, or for additional information, contact Whittier Neighbors at 612-823-5797 or at *www.whittierneighbors.org*

The agency also has produced a videotape in cooperation with Hennepin County that focuses on the challenges of homelessness. The 30-minute video, entitled "A Shoebox on the River," is available in English and Spanish at no charge to organizations (for up to three copies, or at the cost of shipping for four or more).

"A Shoebox on the River" is an eviction prevention video designed to teach people how not to lose their housing. "A Shoebox on the River" has been an effective educational tool for a number of audiences, including high school students and single parents.

A videotape that provides an overview of homeownership from education to closing on a house also is available at no charge from MHFA. This 20-minute videotape, entitled "Discovering Homeownership" can be ordered by calling the agency. An Hispanic version is also available.

These MHFA videos can be obtained by calling the main agency phone number listed above.

Request for Proposals

The Minnesota Housing Finance Agency, in conjunction with other housing funders, typically issues two requests for proposals each year. Funds are available to assist in the development, construction, acquisition, or rehabilitation of affordable homeownership, home improvement, or rental housing activities for low- and moderate-income residents of Minnesota.

Applicants are invited to submit proposals for the Single Family RFP, the Multifamily RFP and the Housing Tax Credit Program. Separate Single Family and Multifamily applications are required.

MHFA funds generally are available statewide; some RFP partners' funds are available only in the metro area or only in Greater Minnesota.

Eligible applicants generally include Minnesota cities, Minnesota units of government, Community Development Housing Organizations, community-based organizations, Housing and Redevelopment Authorities, Community Action Agencies, limited profit and nonprofit entities, and private individuals and tribal organizations. In regard to multi-family and tax credit proposals, eligibility extends to corporations and partnerships. For some single family agency resources, Economic Development Authorities, for profits and approved lenders can apply.

MHFA normally provides RFP information and technical assistance at Regional Economic Vitality and Housing Initiatives meetings in December and January. Anyone interested in training opportunities should refer to the MHFA website - *www.mhfa.state.mn.us* - for updated information regarding such sessions.

The request for proposals is subject to all applicable federal, state and municipal laws, rules and regulations. MHFA's policy is to further fair housing opportunity in all agency programs and to administer its housing programs affirmatively so that all Minnesotans of similar income levels have equal access to agency programs regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to receipt of public assistance, disability, or family status.

To request a Single Family, Multi-family or Housing Tax Credit Request for Proposal Application packet, or to be placed on a mailing list to receive all future packets, please contact the agency at the address shown in this section.

The original application form with all attachments, and three additional copies of the complete application form and all attachments, must be submitted by the designated deadlines. Funding recommendations generally are made to the MHFA Board of Directors three months after the application deadline.

Board of Directors

MHFA is governed by a Board of Directors which consists of seven members – five members of the public appointed by the governor, along with the state auditor and the commissioner of the Department of Employment and Economic Development. The board meets the fourth Thursday of each month to consider the business of the agency, including long-range planning and reviewing, and adopting the agency's biennial Affordable Housing Plan.

Awards Programs

The agency sponsors several annual awards programs. Since 1995, MHFA has hosted a Partners in Affordable Housing Awards Program which recognizes individuals and organizations which have distinguished themselves in helping to provide affordable housing.

There are six award categories:

- **Excellence in Affordable Housing Initiatives Award;**
- **Excellence in Ownership/Management of Affordable Housing Award**;
- **Steve Chadwick/Fran Skinner Leadership and Service Award;**
- **Pauline Carlson Award For Excellence in Development**;

- **Mary Stuber Award for Outstanding Public Service**, and, the
- **Housing Design Award**.

A call for entries goes out each year, generally in the late summer, and the agency holds an awards luncheon in the late fall of each year.

Within the agency's Minnesota Homes Division, awards are distributed annually to lenders who have worked diligently to provide first-time homebuyer loans and home improvement loans to underserved populations. Four metro area and four Greater Minnesota lenders are eligible each year to receive an Outstanding Outreach in Affordable Housing Award.

Reports and Studies

The Minnesota Housing Finance Agency produces a number of documents and reports for planning and resource allocation purposes. They include:

- ***The Minnesota Consolidated Housing and Community Development Plan***. This report is in response to the requirements of the Department of Housing and Urban Development (HUD) and is a condition of funding for several federal grant programs.
- ***The Annual MHFA Legislative Report***. This includes reports that are mandated by state statute and others that simply provide background information on housing programs and/or issues.
- ***The Annual Program Assessment Report.*** This report provides background information on the agency, its sources of funding, program activity conducted within the program year, and data on households assisted by region and income.
- ***The MHFA Annual Financial Report*** .
- ***The Analysis of Impediments to Fair Housing.*** This document, which is annually updated and submitted to the U.S. Department of Housing and Urban Development, lists identified impediments to fair housing and the progress toward completing the action steps designed to address the impediments.
- ***The MHFA Program Performance Measurement Report.***
- ***Recovery from Disaster Handbook***. The State of Minnesota Recovery Task Force has developed a practical handbook for communities to use as a tool for development of a long-term recovery plan. The handbook can be used to assist with the planning after an event has occurred, but preferably it should be used prior to a disaster. The handbook contains guidance and practical tools for any community to adapt.

Department of Human Rights

Sibley Square at Mears Park, Suite 700, 190 E. 5th Street, St. Paul, MN 55101
Phone: (651) 296-5663 Fax: (651) 296-9064 TTY: (651) 296-1283 Toll-free: (800) 657-3704
Website: *www.humanrights.state.mn.us* or *www.therightsplace.org*
Commissioner: Velma Korbel Deputy Commissioner: James Kirkpatrick
Director of Policy and Legal Affairs: Linda Hanson

Minnesota Statutes, Chapter 363A; ***Minnesota Rules*** 5000.0050-5000.3600

Background

THE DEPARTMENT OF HUMAN RIGHTS WAS ESTABLISHED in 1967 to enforce and administer the Minnesota Human Rights Act, a law that protects people in the state from discrimination. The department succeeded the State Commission Against Discrimination and absorbed the duties of the Governor's Human Rights Commission and the Governor's Commission on the Status of Women. Minnesota was the first state to establish an executive agency with department status to administer its equal opportunity law.

The commissioner and deputy and commissioner must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Agency Services at Work:

While resolution of charges of illegal discrimination is the primary function of the department, public education aimed at eliminating and preventing discrimination and promotion of employment opportunities for women, minorities, and persons with disabilities are crucial parts of the department's work. The department also provides a speakers bureau, and liaison services to Asian and Spanish language communities.

To obtain information about the provisions of the Human Rights Act and the services of the department or to request speakers, brochures, or other printed materials, contact the department by telephone or mail. Bilingual and sign language interpreters are available upon request. The office has a telecommunications teletypewriter at (651) 296-1283. Business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

Anti-Discrimination Provision of the Minnesota Human Rights Act

- **Employers, employment agencies, and labor organizations** are prohibited from discriminating against persons on the basis of, or requiring applicants to provide information about, one's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, local human rights commission activity, or age. They may not discriminate in any aspect of employment, including hiring, training, promotion, pay and benefits, conditions of employment, termination, or layoffs. Most charges of discrimination received by the department are in the area of employment on the basis of age, sex, race or disability. Employers of 15 or more are required to provide reasonable accommodation for qualified employees and applicants who have disabilities.
- **Persons selling or leasing real property or housing** may not steer people or refuse to sell, rent or lease property because of one's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or in most cases, familial status. Banks or other financial institutions may not refuse housing loans or other financial assistance on these bases. Persons selling or leasing real property or housing also may not refuse to reasonably accommodate disabled persons by allowing reasonable modifications of rules and policies and some structural modifications at the renter's expense and must allow a renter's service animal.
- **Discrimination in public accommodations** is prohibited on the basis of race, color, creed, religion, disability, national origin, marital status, sexual orientation or sex. Public accommodations include a business, accommodation, entertainment, refreshment, recreation or transportation which offers, sells, or makes available its goods, services, facilities, or privileges. Public accommodations may not

refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.

• **State agencies and local government agencies** may not discriminate against any person in access, admission, use or benefits of public services because of race, color, creed, religion, national origin, disability, sex, sexual orientation or status with regard to public assistance or refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.

• **Educational institutions** may not discriminate in use of, or benefits from, their programs or services because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability. An educational institution may not exclude or expel a person on these bases, nor collect such information in a manner which identifies an applicant for admission prior to an admission decision. An educational institution may not refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals, and removal of structural barriers.

• **Aiding, abetting or coercing a person** to engage in any practice forbidden by the law is also prohibited. Preventing or obstructing compliance with the law or the work of the department is forbidden.

• **Reprisals taken against persons** who file charges, participate in investigations or associate with persons who are disabled or are of a different race, color, creed, religion, sexual orientation, or national origin are unlawful. It is an unfair practice to discriminate in the extension of credit to a person because of race, color, creed, religion, disability, national origin, sex, sexual orientation, marital status, or public assistance status.

• **Discrimination is prohibited** in doing business or contracting with someone on the basis of a person's race, color, sex, sexual orientation, or disability.

Certificate of Compliance Provision of the Minnesota Human Rights Act

A firm or business that has employed more than 40 full-time employees on a single working day during the past 12 months must have a certificate of compliance to bid on or be awarded a state contract of $100,000 or more. The certificate of compliance is issued to businesses that have an affirmative action plan approved by the commissioner for the employment of women, minorities, and disabled persons. The Minnesota Legislature amended the Human Rights Act in 2003 to require the Department of Human Rights to charge a $75 fee for each certificate of compliance issued, effective July 1, 2003.

Intake Unit

(651) 296-5663. A person who believes s/he has been discriminated against may file a charge of discrimination by contacting the Intake Unit. A charge must be filed within one year of the date the alleged discriminatory act took place. An individual alleging discrimination may call and explain the nature of the complaint or submit a complaint in writing outlining the specific incidents. If the matter(s) complained of meet all of the jurisdictional requirements of the statute governing the department, a formal charge of discrimination can be filed. The charge is signed by the charging party before a notary public and the signed statement serves as a notice to the respondent that a charge of discrimination has been filed.

When appropriate, and when the parties are willing, the department may refer a charge or potential charge to a dispute resolution center for voluntary mediation.

If the department receives a charge of employment discrimination which meets the jurisdictional requirements of Title VII of the U.S. Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), or the Age Discrimination in Employment Act (ADEA), the charge is jointly filed with the federal Equal Employment Opportunity Commission (EEOC). The state receives funds to process charges covered by the federal laws. EEOC also cross-files charges covered by Minnesota law with the department under a work sharing agreement, processes these charges and reports its results to the department.

Enforcement Division/Case Processing Units

(651) 296-5663; FAX (651) 296-9064. The Enforcement Division's major responsibility is case processing, or the investigation and resolution of charges of illegal discrimination. In addition to the Intake Unit, the Enforcement Division is comprised of three case processing units headed by enforcement supervisors who report to the deputy commissioner. Each unit includes a human rights enforcement officer at the intermediate level and several enforcement officers at the entry level.

Once a charge has been filed and entered in the department's computerized case tracking system, the charge is assigned to a human rights enforcement officer for investigation. This may involve interviews, requests for documents or on-site visits to gather evidence. The enforcement officer may also assist the parties in negotiating a predetermination settlement.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to resolve the case. If a resolution is reached, an agreement is written which includes the remedies to be provided to the charging party. If settlement attempts fail, the case is submitted to the commissioner who may issue a formal complaint and notice to appear at a hearing. The Office of the Attorney General represents the department at this hearing.

The law provides that if probable cause is not found by the commissioner, or the case is dismissed, a charging party may appeal the determination. The statute and rules detail procedural requirements for filing appeals. A respondent may also appeal a finding of probable cause according to the rules of the department. Following the review of an appealed case, the commissioner either reaffirms, vacates, or reverses the determination.

The attorney general assigns attorneys to represent the department when the department takes a charge of discrimination to trial. Either party to a complaint may appeal an adverse ruling to the state court of appeals.

Enforcement Division/Compliance Services

(651) 296-5663; FAX: (651) 296-9042. The Compliance Services Section administers the Certificates of Compliance provisions of the Human Rights Act by issuing certificates to contractors whose affirmative action plans are approved by the commissioner. It conducts desk audits, on-site reviews, and analysis of required reports in order to determine a contractor's compliance status. Certificates of Compliance may be suspended or revoked if the contractor fails to make a good faith effort in implementing the affirmative action plan.

Policy and Legal Affairs Unit

The Policy and Legal Affairs Unit's responsibilities include:

- **Processing** dismissal No Probable Cause and probable Cause appeals;
- **Administering** the department's mediation program;
- **Responding** to Chapter 13 and Chapter 363 information requests;
- **Conducting** legal research;
- **Developing** legislative initiatives and acting as the department's legislative liaison; and
- **Directing** the day-to-day legal operations of the department.

On-Line Services

Web site: *www.therightsplace.org* or *www.humanrights.state.mn.us*

The department's website provides access to information on human rights issues and resources. Individuals can e-mail the department to access information on laws and issues and make inquiries on-line. The site also features a human rights events calendar, the quarterly newsletter, and provides links to other human rights organizations' websites.

Department Publications

Single copies of the following publications are available at no charge from the department: "*Practices Prohibited by the Minnesota Human Rights Act*," a general information brochure covering the issues of unlawful discrimination; a brochure on how to comply with equal opportunity laws; and a manual listing resources available to employers for recruiting a diverse workforce. Copies of Minnesota Human Rights Rules and the Minnesota Human Rights Act may be purchased from Minnesota's Bookstore, Department of Administration, 660 Olive Street, St. Paul, MN 55155, (651) 297-3000 or toll free 1-800-657-3757. Contact Minnesota's Bookstore for current price information. Website: www.minnesotasbookstore.com. The department also publishes a quarterly electronic newsletter, *The Rights Stuff*, available on its website.

Fiscal and Support Services

The Fiscal and Support Services units are responsible for financial management, accounting, business services, printing and duplicating, telephones, mail, and receptionist services.

The Support Services Unit is responsible for liaison with the U.S. Equal Employment Opportunity Commission and local human rights departments, word processing, management information system, case tracking data entry, automated charge processing correspondence, central filing, release of case file information, and miscellaneous offices services.

Department of Human Services

444 Lafayette Road, St. Paul, MN 55155

- **Kevin Goodno, Commissioner, (651) 296-2701 Fax: (651) 296-5868;**
- **Website: www.dhs.state.mn.us E-mail: *Commissioner.DHS@state.mn.us***

General information including visitor parking information and directions: (651) 296-6117 TTY: (651) 296-5705

Key department help and information lines (other help lines are listed elsewhere in the listing):

- **Child Support Enforcement: (651) 296-2542, Twin Cities metro; (800) 657-3954, outstate**
- **Licensing: (651) 296-3971, Twin Cities metro; (800) 627-3529, outstate; (651) 282-6832, TTY**
- **MinnesotaCare: (651) 297-3862, Twin Cities metro; (800) 657-3672, outstate**
- **MA Recipient help desk: (651) 296-7675, Twin Cities metro; (800) 657-3739, outstate**
- **Eligibility Verification System (EVS): (651) 282-5354, Twin Cities metro; (800) 657-3613, outstate**
- **Senior LinkAge Line – (800) 333-2433**
- **Provider help line – (651) 282-5545 Twin Cities metro; (800) 366-5411 outstate; (651) 215-0086 TTY Twin Cities metro; (800) 366-8930 TTY outstate**

Web site: *www.dhs.state.mn.us*

E-mail: *DHS.Info@state.mn.us* or *commissioner.dhs@state.mn.us*

Minnesota Statutes, Chapters 245-261; *Minnesota Rules* 9500-9799

Public Contact for DHS Services

Most of Minnesota's human service programs are administered locally, at the county level. County human services agencies' phone numbers are listed at the end of the DHS entry. A list of county government Web sites is maintained on the Internet at: *www.state.mn.us.*

DHS provides some direct services through its state operated services – which is the collective term for regional treatment centers, state-run group homes and state nursing homes – and regional service centers for people who are deaf and hard of hearing. DHS also processes child support payments; administers the Adoption Assistance Program for families of children under state guardianship; licenses child care centers, adolescent group homes and residential, outpatient and day training treatment programs for people with chemical dependency, mental illness or developmental disabilities; and operates MinnesotaCare, a publicly subsidized health care program. More information about these services follows in this entry. Some health care program applications are available in English and other languages on the DHS Web site.

Help

Contact DHS' Information Desk: (651) 296-6117, (651) 296-5705, TTY, to be directed to the correct contact person or program. Contact DHS by e-mail at *DHS.Info@state.mn.us* with general questions about human services or the department.

Citizen Participation and Open Appointment:

- **American Indian Advisory Council on Chemical Dependency**
- **American Indian Child Welfare Advisory Council**
- **American Indian Mental Health Advisory Council**
- **Dental Access Advisory Committee**
- **Drug Utilization Review Board**
- **Formulary Committee**
- **Merit System Council**
- **Minnesota Board on Aging**
- **Minnesota Commission Serving Deaf and Hard of**

Hearing People
• State Advisory Council on Mental Health
• Subcommittee on Children's Mental Health

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commission through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Meetings, Maps and Directions

The department maintains a list of conferences and special events on its public Web site at: *http://www.dhs.state.mn.us/main/groups/agencywide/documents/pubDHS_id_000069.hcsp*. Maps and parking information can be found at: *http://www.dhs.state.mn.us/lfserver/Legacy/DHS-2592-ENG* or by contacting the DHS Information Desk at (651) 296-6117 or (651) 296-5705, TTY. The Info Desk also has information about meeting times and locations.

Electronic Mail

Questions or comments regarding specific programs or existing human services cases should be directed to county or regional human services offices, or to the department through phone or mail. Information transmitted by electronic mail (e-mail) is not secure and can be intercepted and read by other Internet users. DHS recommends that the public do not use e-mail to send private or confidential data about themselves or others unless it has been encoded or encrypted. In addition, DHS will not use e-mail to transmit responses that contain private or confidential data on an individual unless it can ensure the security and integrity of the information or it has the individual's consent to transmit such unsecured data. Please also note that any e-mail submitted to DHS may be forwarded internally in order to direct it to the appropriate recipient.

Complaints

DHS is committed to providing excellent customer service to individuals and organizations who have contact with the agency. Comments and suggestions about the programs DHS oversees or ways in which the department may improve any aspect of the work it does may be addressed to the commissioner at *commissioner.dhs@state.mn.us*. Most of Minnesota's human service programs are administered locally, at the county level, so it is best to start at that level with a complaint. County human services agencies' phone numbers are listed at the end of the DHS entry. A list of county government Web sites is maintained on the Internet on North Star, the state's home page: *www.state.mn.us*.

Ombudsman offices also can provide assistance. See the Table of Contents or Index of this book for more information about the Office of Ombudsman for Older Minnesotans, the Office of the Ombudsman for Mental Health and Mental Retardation and the State Ombudsman for Managed Health Care.

Appeals

Applicants who have applied for or are getting financial help, Medical Assistance, food support or social services may request a fair hearing if:

• The county agency does not act quickly enough and the applicant thinks it has gone beyond the legal time limit.
• The county agency decides the applicant cannot get help.
• The county agency providing the applicant with assistance or services reduces or stops them.
• The state agency denies the applicant a specific medical service.

A hearing referee, who has not been involved in the decision the applicant is appealing, will look at the facts in the case. He or she will look at the evidence and hear arguments by the applicant and the state or county agency. Every effort is made to get all information needed to arrive at a fair decision based on the law. The hearing may be conducted by telephone unless the applicant objects. More information about appeals is available online at: *http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/DHS_id_008649.hcsp* or by contacting the appeals office at (651) 296-5764 or (651) 296-7385, TTY.

Discrimination

DHS is committed to providing equal access to all programs for eligible Minnesotans. As a recipient of federal funding, the department must treat applicants and clients fairly. To prevent discrimination, DHS has a civil rights plan that includes an equal opportunity policy and a procedure for handling complaints. County agencies and other providers also receive federal funds and must treat all applicants and clients fairly and follow federal civil rights requirements.

To file a discrimination complaint, contact your county human services agency directly (the complete list is at the end of this entry) or contact DHS Office for Equal Opportunity, Affirmative Action and Civil Rights at (651) 296-7562 or (651) 296-8758, TTY, for information about other important agencies where you can file discrimination complaints about a human services agency. If you want to file a complaint with your county agency, contact the agency director and ask for its complaint procedure. If you are neither an employee of the Department of Human Services nor a recipient of services funded by the Department of Human Services, go to the Minnesota Department of Human Rights' Web site at *http://www.humanrights.state.mn.us/* for information.

If you believe that someone working for a human services agency discriminated against you, you may file a complaint. You have one year after the unfair treatment to file a complaint. Contact the Office for Equal Opportunity, Affirmative Action, and Civil Rights to ask for a complaint form. You also can receive help in filling out the complaint form. Interpreters for non-English speakers can be provided.

The Office for Civil Rights (OCR) at the U.S. Department of Health and Human Services (DHHS) carries out federal laws that protect you from discrimination in human services programs receiving funds from DHHS. You have 180 days after the unfair treatment to file a complaint with OCR. Contact the OCR at (312) 886-2359 or (312) 353-5693, TTY, for more information.

The U.S. Department of Agriculture carries out the Food Stamp Program run by state and county agencies. Contact the USDA at (202) 720-5212, voice and TTY, for more information or to file a complaint of discrimination.

The Minnesota Department of Human Rights carries out the State Human Rights Act. This law protects people from discrimination in employment, housing, education, public accommodations and public services. You have one year after the unfair treatment to file a complaint with MDHR. Contact the Department of Human Rights at (651) 296-5663 or (651) 296-1283, TTY, for more information.

Multilingual Human Services Referral Lines

The multilingual referral telephone lines currently provide assistance using DHS' 10 primary non-English languages. Clients with Limited English Proficiency (LEP) can reach someone who speaks their language (live or voicemail) and be referred to the appropriate state or county human services provider. There is no cost to use this service. These lines are not an interpreter service. They exist to help clients with LEP access the appropriate county or state human services providers. When the client calls the multilingual referral line for his or her language, the multilingual referral line representative leaves a message with the appropriate human services provider asking them to contact the client. The county or state human services office must arrange for and provide language assistance to the client as needed when contacting the client.

Arabic . . . . . (800) 358-0377
Hmong . . . . . (888) 486-8377
Khmer (Cambodian) . . . . . (888) 468-3787
Lao . . . . . (888) 487-8251
Oromo . . . . . (888) 234-3798
Russian . . . . . (888) 562-5877
Serbo-Croatian (Bosnian) . . . . . (888) 234-3785

Somali . . . . . (888) 547-8829
Spanish . . . . . (888) 428-3438
Vietnamese . . . . . (888) 554-8759

Reports

A listing of reports and studies published by the Minnesota Department of Human Services -- from adoption to welfare reform – is available online at *http://www.dhs.state.mn.us/main/groups/publications/documents/pub/DHS_id_000104.hcsp.*

Publications, Forms and Documents

The Minnesota Department of Human Services' Electronic Documents System (eDocs) – *http://edocs.dhs.state.mn.us/* – is an online repository of more 1,300 unique forms and documents in 11 languages. It also includes brochures, reports and studies. Its search engine allows program participants, county workers, providers, employees and others on-demand access to the most current version of DHS documents. Online forms are in Portable Document Format (PDF). Help in locating or downloading a form is available by e-mailing the eDocs help desk at: *DHS.eDocs.Helpdesk@state.mn.us.* Contact DHS Forms Supply for more information about DHS forms: (651) 296-9116; (800) 627-3529, TTY; (651) 296-6244, FAX.

Newsletters

DHS News is an online monthly newsletter published by the Communications Office of the Minnesota Department of Human Services for employees, county staff and other partners. It is available online at: *http://www.dhs.state.mn.us/main/groups/agencywide/documents/pub/dhs_id_000249.hcsp.* Contact the DHS Communications Office at (651) 282-6415 or by e-mail at *dhs.communications@state.mn.us* to get on the e-mail list for notices of when the latest issue has been posted.

Grants

Information about grants and requests for proposals can be found on the DHS Web site at: *http://www.dhs.state.mn.us/main/groups/business_partners/documents/pubs/dhs_id_000102.hcsp.*

Mission

The Minnesota Department of Human Services, working with many others, helps people meet their basic needs so they can live in dignity and achieve their highest potential.

History

Known as the "welfare agency" since its beginning in the mid-1800s when the first state hospital opened in St. Peter, Minnesota, the department's focus always has been on helping people make transitions and overcome obstacles in their lives. Known as the state Board of Correction and Charities in 1883, it evolved into the state Board of Control in 1901, the Minnesota Department of Social Security in 1939, the Department of Public Welfare in 1953, and, finally, to the Department of Human Services in 1983. In 1868, the department began working with Minnesota's county employees to create what is now the state's county-based social services system. Today, employees in the department's central office in St. Paul work closely with employees from Minnesota's 87 counties who provide most of the direct services to Minnesotans.

Background

The Minnesota Department of Human Services touches the lives of more than one in four Minnesotans with a variety of services including: health care, economic assistance, social services and other services. The department also strives to help those on government assistance become self-sufficient as quickly as possible. The department's current emphasis is on providing core services to Minnesota's most vulnerable people.

DHS' general fund budget for the 2004-2005 biennium is $6.8 billion, comprising 25 percent of the state's total general fund budget. The department's fiscal year 2004-2005 budget from all funding sources totals $16 billion. Eighty percent of DHS' general fund budget is spent on health care and long-term care and related services.

DHS has about 6,600 employees, with about 1,900 in eight central office locations in the Twin Cities metropolitan area and about 4,700 serving Minnesotans with disabilities and people who pose a risk to public safety in an array of campus and community-based programs throughout the state.

Summary of Services

Services that DHS operates, oversees or pays for include:

• **Health care.** About 575,000 people were served in fiscal year 2002 through: Medical Assistance (MA or Medicaid) for 408,000 people, MinnesotaCare for 138,000 people, General Assistance Medical Care for 30,000 people and the Prescription Drug Program for 6,900 people.
• **Child support.** Child support services are provided to about 265,000 children.
• **Child care assistance.** For state fiscal year 2003, a monthly average of 18,800 children from 12,200 families received Minnesota Family Investment Program (MFIP) child care assistance. For state fiscal year 2003, a monthly average of 21,300 children from 12,500 families received Basic Sliding Fee child care assistance.
• **Food support.** About 230,000 use food support (formerly food stamps) in an average month.
• **Minnesota Family Investment Program (MFIP).** About 44,800 families used the state's welfare program for families in an average month in FY 2003.
• **General Assistance.** An average of 10,500 recipients a month in FY 2002 used the state-funded General Assistance program, which provides cash benefits to unemployable adults without children.
• **Nursing home care.** About 38,000 people on any given day receive care in 417 nursing facilities statewide. About 64 percent of those people receive MA.
• **Services to seniors.** The department provides a variety of home and community-based services that help more than 100,000 seniors stay in their own homes.
• **Home and community-based services.** About 19,100 people with disabilities and chronic illnesses and about 8,600 elderly people receive home and community-based waiver services. Other types of in-home services are provided for another 3,200 people with developmental disabilities. About 10,850 people receive home care services.
• **State Operated Services (SOS).** Services are provided in campus- and community-based settings for more than 1,800 people each month, including those with mental illness, chemical dependency, developmental disabilities and traumatic brain injury and more than 250 sex offenders, including 50 inmates in Corrections, and others who pose a risk to public safety.
• **Adult mental health services.** About 4,000 people annually receive mental health services in the community through the Adult Mental Health Initiatives.
• **Children's mental health services.** Annually, almost 20,300 children receive publicly funded mental health services in Minnesota. Partners in 43 Children's Mental Health Collaboratives help children with severe emotional disturbances and their families receive coordinated, comprehensive care.
• **Foster care.** Of the almost 15,500 children in out-of-home placement, more than 10,800 children received care and nurturing from foster families between November 2002 and November 2003.
• **Child protection.** In 2002, more than 9,400 children were abused and neglected. DHS oversees the county-run child protection system and supports services to help parents before children are harmed and to help parents keep children safe.
• **Deaf services.** Offices in Bemidji, Duluth, Fergus Falls, St. Cloud, St. Paul, St. Peter, Rochester and Virginia assist 46,000 people who are deaf, deaf-blind or hard of hearing.

Performance Indicators

Minnesotans enjoy a high quality of life, thanks in part to the department, its 87 county partners and many nonprofit agencies and community organizations. A list of the department's current key performance indicators can be found online at: *http://www.departmentresults.state.mn.us/hs/index.html.*

Indicators of the department's performance include:

• **Health care coverage.** According to a 2001 Minnesota Department of Health survey, 94.6 percent of Minnesotans have health insurance. That percentage is due in part to MinnesotaCare, a publicly subsidized health care program.

• **Independent living.** Minnesota is a leader in helping people with disabilities live and work in their communities, with programs such as the Adult Mental Health Initiatives and the Medical Assistance Work Incentive Option.

• **Welfare reform.** More than three-fourths of the families followed over a three-year period (July 1998 to June 2001) had either left assistance (62 percent) or were on MFIP and working (14 percent).

• **Child welfare.** Minnesota has steadily increased adoptions of children under state guardianship from 416 in 1997 to 713 in 2003.

• **Child support**. Minnesota ranked first among the states in the amount of child support collections per case for 2001, according to the U.S. Health and Human Services Department. In state fiscal year 2003, state and county child support enforcement offices collected $572 million in child support payments.

Organization and Management

The department is organized primarily around four business functions: Children and Family Services, Continuing Care, Finance and Management Operations and Health Care. Agencywide functions cuts across all areas of the department.

Agencywide Functions

Key functions in the department support the work of all of the department's efforts in a variety of ways. They are: Policy Development, External Relations, Human Resources and the Office of Equal Opportunity, Affirmative Action and Civil Rights.

Policy Development & Legislative Relations

FAX: (651) 296-5868. The director of policy development plans, initiates and implements policy changes within the department by working with assistant commissioners, policy staff and legislators to develop and then execute these changes. Outside the agency, the director works with other service providers, other agencies, the Governor's Office, the congressional delegation and counties to build support for new policy directions and explore innovative arrangements for delivering services.

External Relations

(651) 296-6627; FAX: (651) 297-4040, Lynne M. Singlemann, assistant to the commissioner. Through the office of the assistant to the commissioner, several special offices direct and coordinate the relationships the department has with various external organizations, including the media, counties, federal government, the Legislature and sovereign tribal governments. The assistant to the commissioner also takes a lead role in the department's relationships with Minnesota's 87 counties, which provide most of the services the department administers.

Communications

(651) 296-4416, Terry Gunderson, communications director. The communications director leads department communications efforts. Communications also responds to inquiries from the news media and prepares information that helps the general public understand department services and human services policies. All news releases, news tips and fact sheets can be found on the department Web site at: *www.dhs.state.mn.us*.

Tribal Relations

(651) 296-4606, Vern LaPlante, tribal relations representative. The tribal relations representative is responsible for providing coordination of ongoing consultation with tribal governments and, where appropriate, state and federal agencies, relating to the implementation of DHS services on Indian reservations and urban Indian communities.

Customer Relations

(651) 215-0068, Cami Zimmer, customer relations manager. The customer relations manager serves as the primary contact with the Commissioner's Office for both public and employee questions and concerns, and establishes department-wide policy and direction for addressing those concerns.

Human Resources

(651) 296-1185; TTY: (651) 297-1210; FAX: (651) 282-5340, Martha Watson, director. This division provides human resources management services for the department and administers the Minnesota Merit System, which provides human resource management services for approximately 3,600 human services employees in 75 county human services/social services agencies. For DHS, the Human Resources Division staff provide services to managers and employees in the areas of staffing, health, safety, compensation, job classification, labor relations, management consulting, benefits administration, training, organizational development, workers compensation and employee assistance.

The Minnesota Merit System staff provides recruitment, selection, compensation and classification services to county managers and provides advice and consultation to county managers and supervisors on a variety of issues, including organization structure, disciplinary matters and interpretation of applicable laws, rules and policies for county human and social services agencies.

Equal Opportunity, Affirmative Action and Civil Rights

(651) 296-7562; TTY: (651) 296-8758;FAX: (651) 297-7981, Mary Jean Turinia Anderson, director. Civil rights/equal access to human services programs: (651) 296-0420. Americans with Disabilities Act (ADA) coordinator: (651) 215-1374. Training: (651) 296-4615. This office develops and administers plans and programs to ensure equal access to human services, equal opportunity employment and to provide for a diverse workforce. These programs extend to the department, county welfare and human services agencies, and local and county public health and emergency offices covered under the provisions of the Merit System.

Chemical and Mental Health Services

(651) 296-6993. Wes Kooista, assistant commissioner

Chemical Health Division

(651) 582-1832; FAX:L (651) 582-1865, Don Eubanks, director. Help line: (651) 296-3991. The department's Chemical Health Division is the state authority on drug and alcohol abuse prevention. In that role, the division plans and evaluates programs and administers funding.

Mental Health Division

(651) 582-1990 or (651) 296-4497, Sharon Autio, director; (651) 582-1831, FAX. DHS supports the counties as local mental health authorities in their efforts to provide adults with an array of mental health services, including community-based services as close as

possible to their home communities. This division also includes a problem gambling treatment and education program.

Nursing Facility Rates and Policy Division

(651) 296-2738; FAX: (651) 296-9797, Bob Held. The Continuing Care for the Elderly (CCE) Division provides policy development and program administration of facility-based services for older Minnesotans. Oversight responsibilities include benefits, rate setting, care system development, public health interventions and administration of federal grants. This division conducts the rate setting for Rule 50 nursing facilities and the contractual nursing home alternative payment system demonstration project.

State Operated Services:

(651) 296-3472, Mike Tessneer, chief executive officer; (651) 297-1539, FAX. State Operated Services (SOS) consists of an array of campus and community-based programs serving people with mental illness, developmental disabilities, chemical dependency and traumatic brain injury. It includes regional treatment centers (RTCs) in Anoka, Brainerd, Fergus Falls, St. Peter and Willmar; Ah-Gwah-Ching, the state nursing home in Walker; Community Support Services; and Minnesota State Operated Community Services. SOS Forensic Services serve the entire state and include the Minnesota Security Hospital in St. Peter, the Minnesota Sex Offender Program in Moose Lake and St. Peter and the Minnesota Extended Treatment Options program in Cambridge. SOS also administers the Health Source Clinic, which provides dental services in Cambridge, and the Southern Cities Clinic, which provides dental and psychiatric services in Faribault.

Community Support Services

1235 Highway 293, Cambridge, MN 55008-9003
(763) 689-7224; (763) 689-7255, FAX. Community Support Services provides crisis homes, technical assistance and consultation services to people with disabilities throughout Minnesota.

Minnesota State Operated Community Services (MSOCS)

Mailing address: 444 Lafayette Road, St. Paul, MN 55155-3818
Location Address: 2284 Highcrest Road, Roseville, MN 55113
(651) 582-1858; (651) 582-1863, FAX. MSOCS provides residential and vocational support services for people with developmental and other disabilities throughout Minnesota.

Ah-Gwah-Ching Center

7232 Ah-Gwah-Ching Road NW, Ah-Gwah-Ching, MN 56430-0125
(218) 547-8300; (218) 547-8450, FAX. Ah-Gwah-Ching is the state nursing home serving people with challengine behaviors.

Brainerd Regional Human Services Center

11800 State Highway 18, Brainerd, MN 56401-7300
(218) 828-2201; (218) 828-2207, FAX. Brainerd Regional Human Services Center serves people who are mentally ill, chemically dependent, elderly or have traumatic brain injuries. Center administrators also oversee a group of programs in northeastern Minnesota for people with mental illness and chemical dependency.

Fergus Falls Regional Treatment Center

1400 N. Union Ave., Fergus Falls, MN 56537-1200
(218) 739-7200; (218) 739-7243, FAX. Fergus Falls Regional Treatment Center serves people who are chemically dependent and/or mentally ill.

Anoka Metro Regional Treatment Center

3301 Seventh Ave. N., Anoka, MN 55303-4516
(763) 712-4010; (763) 712-4013, FAX. Anoka Regional Treatment Center serves people who are mentally ill or chemically dependent.

St. Peter Regional Treatment Center

100 Freeman Drive, St. Peter, MN 56082-1599
(507) 931-7100; (507) 931-7711, FAX. St. Peter Regional Treatment Center serves people who are mentally ill and/or chemically dependent.

Willmar Regional Treatment Center

1550 Highway 71 NE, Willmar, MN 56201
(320) 231-5100; (320) 231-5329, FAX. Willmar Regional Treatment Center serves people who are mentally ill, chemically dependent.

SOS Forensic Services:

Minnesota Security Hospital

100 Freeman Drive, St. Peter, MN 56082-1599
(507) 931-7872; (507) 931-7720, FAX. The Minnesota Security Hospital, a maximum-security psychiatric hospital located in St. Peter, serves people who have been committed by the court as mentally ill and dangerous.

Minnesota Sex Offender Program

1111 Highway 73, Moose Lake, MN 55767-9449
(218) 485-5300; (218) 485-5316, FAX. The Minnesota Sex Offender Program, with services in Moose Lake and St. Peter, provides inpatient services and treatment to people who are committed by the court as a sexual psychopathic personality or a sexual dangerous person.

Minnesota Extended Treatment Options (METO)

1235 Highway 293, Cambridge, MN 55008-9003
(763) 689-7200; (763) 689-7203, FAX. METO serves people who are developmentally disabled and present a risk to public safety.

State Operated Services Support Division

(651) 582-1892, Fran Bly, chief operating officer; (651) 296-3472, help line; (651) 582-1890, FAX. The State Operated Services Support Division serves the chief executive officer for State Operated Services and staff. The division includes specialists in financial, clinical and operations functions, including human resources management, capital planning and physical plant management, real estate management, client legal issues, information technology, policy development and legislation.

Children and Family Services

(651) 296-1776; FAX: (651) 215-5744, Maria Gomez, assistant commissioner. Children and Family Services helps keep children safe and provides families with supports to care for their children. It also helps families and individuals make the transition to work and economic stability.

Child Safety and Permanency Division

(651) 296-3800; FAX: (651) 297-1949, Erin Sullivan, director. The Child Safety and Permanency Division works with counties to prevent child abuse and neglect, and to intervene when child maltreatment occurs. It provides statewide competency-based training on child welfare services and cultural competency to counties. The division oversees early intervention services, adolescent services, emergency and transitional housing for homeless youth, child protection services (including the Alternative Response Program, a voluntary assessment service to help families reported to the child protection system), out-of-home placement (including foster care), Indian child welfare and adoption.

It also includes the Social Services Information System, which is an automated child welfare targeted case management system for child protection, foster care, children's mental health and out-of-home placement. This automated system helps frontline staff manage their cases, helps counties manage their programs and helps the state make better-informed policy decisions.

Child Support Enforcement Division

(651) 215-1714; FAX: (651) 297-4450; Child support help line: (651) 296-2542, Wayland Campbell, director. This division supervises the administration of the state child support enforcement program, which includes locating absent parents; establishing paternity; and establishing, modifying and enforcing orders for support; and collecting support. It operates PRISM, a statewide computer system, and statewide services, including a child support payment center.

Community Partnerships Division

(651) 296-2178; FAX: (651) 296-7731, Jim Huber, director. The Community Partnerships Division works to increase the capacity of local communities and organizations. The division works with tribes, counties, collaboratives, institutions of higher learning and other organizations to meet the needs of children. This includes working with providers of care to develop, support and maintain a comprehensive array of community-based services, emphasizing integrated systems of care for children. The division administers the Children's Trust Fund and anti-poverty funding for Community Action, Emergency Food and Shelter programs. The division also maintains a research and planning component and a capacity development unit that expands community opportunities and resources to respond to the needs of children.

Management Operations

(651) 282-5310, Mary Orr. This division oversees budget, legislation and special projects and manages communications, including media relations, for the Children and Family Services administration.

Program Assessment and Integrity Division

(651) 296-4410, FAX: (651) 282-6120, Ramona Scarpace, director. Welfare fraud: Twin Cities metro (651) 296-4147; Outstate: (800) 627-9977. This division is responsible for program data and analysis, quality assurance and outcome evaluation for the Minnesota Family Investment Program, Food Support and related programs. It supervises fraud prevention and control efforts.

Transition Support Systems Division

(651) 296-3374; FAX: (651) 297-4066. The Transition Support Systems Division provides system support for cash, food, health care, and child care assistance programs. This includes operating two statewide computer systems: MAXIS, which determines eligibility for cash, food and health care assistance and issues cash and food benefits; and MEC^2, which determines eligibility and makes payments for the children care assistance programs.

Transition to Economic Stability Division

(651) 296-4476; FAX: (651) 215-5744, Chuck Johnson, director. This division supervises administration of the Minnesota Family Investment Program (MFIP), the state's welfare reform effort that helps families work their way to economic stability, and the state's Child Care Assistance Program (CCAP), which provides child care assistance to low-income families. This division also provides assistance to county staff through training, manuals, information and policy support.

Continuing Care

(651) 297-4155; FAX: (651) 296-2052, Loren Colman, assistant commissioner. Continuing Care works to ensure quality care and services for seniors and other adults who need help living as independently as possible.

Aging and Adult Services Division

(651) 296-2544, Jim Varpness, director; Aging and Adult Services: (651) 297-7855, fax. Minnesota Board on Aging: (651) 296-2770, Twin Cities metro; (800) 882-6262, outstate; (651) 297-7855, fax. Senior Linkage Line: (800) 333-2433. Nursing Facility Policy Center: (651) 297-3583. Ombudsman for Older Minnesotans: (651) 296-0382, Twin Cities metro; (800) 657-3591, outstate; (651) 297-7305, TTY; (651) 297-5654, fax. This division develops community services and resources for older persons and adults with special needs and administers Long-Term Care Consultation and the Alternative Care and Elderly Waiver programs that help seniors remain in their communities. Programs for seniors and their families include adult foster care, adult day care, chore assistance, adult protection, caregiver support and in-home services. This division also provides staff support to the Minnesota Board on Aging (MBA), which administers the federal Older Americans Act and state dollars to fund a variety of services, including Senior LinkAge Line®, health insurance counseling for seniors, the Ombudsman for Older Minnesotans and more. More information about the MBA is available on its Web site at *www.mnaging.org* and at the entry for Minnesota Board of Aging.

Deaf and Hard of Hearing Services Division

(651) 296-3980, Bruce Hodek, director; TTY: (651) 297-1506; FAX: (651) 297-7155. The Deaf and Hard of Hearing Services Division assists children and adults who are deaf, deaf-blind or hard of hearing and their families to gain access to the services they need to live independently in their communities. More than 330,000 Minnesotans have a hearing loss and rely on visual or tactile forms of language or assistive listening devices to communicate. Eight regional offices located around the state provide direct services to individuals, families and communities. An administrative office in St. Paul coordinates the statewide Telephone Equipment Distribution (TED) program and awards more than $1.9 million annually to community vendors to provide mental health, interpreter referral and, for persons who are deaf-blind, independent living services. (To schedule an interpreter, call the interpreter referral (IR) number listed under your region.)

Telephone Equipment Distribution Program (TED)

(800) 657-3663, voice; (800) 657-3513, TTY. This service provides specialized telephone equipment at no cost to qualified people who are deaf, hard of hearing, speech impaired or mobility impaired to help them use the telephone system at no cost. Equipment available includes, but is not limited to Telecommunication Devices for the Deaf (TDDs), amplified telephones, ring signaling devices and hands-free speakerphones.

Key Publications, Resources

The Telephone Equipment Distribution program and the Deaf and Hard of Hearing Services Division have numerous free booklets, brochures and other publications available that describe services and resources available for people who are deaf and hard of hearing and their family members. Fact sheets are available on a variety of topics, including: deaf culture, assistive equipment and technology, communication, working with interpreters and cochlear implants. Some of the regional offices have local resource guides and a listing of sign language classes offered in their area. Booklets containing information on hearing aids also are available. Publications can be found on the DHS Web site or by contacting a regional office.

For a nominal fee, the regional offices have a variety of videotapes and CD-ROMs available. Contact a regional office for a detailed inventory of materials and/or policy information on accessing these materials. Some offices also have equipment demonstration labs, which allow individuals with a hearing loss to test adaptive equipment.

Regional Offices

Eight regional offices provide a single entry point for services and referrals for Minnesotans of any age who have a hearing loss. The offices provide direct client services including information and referral, consultation and outreach to agencies and individuals, technical assistance, videotape and book library loans on a short-term basis, and training to agencies regarding accessibility and hearing loss. Regional offices also sponsor trainings and events for the community and house adaptive equipment demonstration labs and the Telephone Equipment Distribution program staff. (To schedule an interpreter, call the interpreter referral (IR) number listed under your region.) The regional offices are open from 8 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

DHHS Northeast

Government Services Center, seventh floor
320 West Second St., Suite 710, Duluth, MN 55802
(218) 723-4962, voice; (218) 723-4961, TTY; (218) 723-4969, fax
(888) 234-1322, voice; (888) 723-3344, TTY
E-mail: dhhs.duluth@state.mn.us
(877) 456-7589, IR

Parking is available in the two-hour metered parking-upper level GSC parking ramp. Metered street parking also is available. Bus and taxi services also are available. Contact the Duluth office for more information.

Olcott Plaza, second floor
820 North Ninth St., Suite 250, Virginia, MN 55792
(218) 748-2253, voice; (218) 748-2252, TTY; (218) 748-2288, fax.
E-mail: dhhs.virginia@state.mn.us
(877) 456-7589, IR

Parking lots are available on the north, south and west sides of the building. Street parking also is available. Taxi service also is available. Contact the Virginia office for more information.

DHHS Northwest

Community Services Center, third floor
616 America Ave. NW, Suite 320, Bemidji, MN 56601
(218) 759-8283, voice/TTY; (888) 663-8329, voice/TTY;
(218) 759-8279, fax
E-mail:dhhs.bemidji@state.mn.us
(877) 456-7589, IR

Free on-street parking, with a two-hour limit, is available. Bus and taxi services are available. Contact the Bemidji office for more information.

Building 4B, second floor
Fergus Falls Regional Treatment Center
4B½ East Drive, Suite 2, Fergus Falls, MN 56537
(218) 739-7589, voice; (218) 739-7591, TTY; (218) 739-7309, fax
(800) 456-7589, voice/TTY
E-mail:dhhs.fergusfalls@state.mn.us
(877) 456-7589, IR

Parking is available behind building 4B. Spots for DHHS customers are clearly marked. Taxi service and “Drivers On Call” service are available. Contact the Fergus Falls office for more information.

DHHS East/West Central

Midtown Square Mall, second floor
3333 West Division St., Suite 209, St. Cloud, MN 56301
(320) 255-3502, voice; (320) 255-3590, TTY; (320) 654-5157, fax
(800) 456-3690, voice/TTY
E-mail: dhhs.stcloud@state.mn.us
(877) 456-7589, IR

A free parking lot is available in both the front and back of the building. Bus and taxi services are available. Contact the St. Cloud office for more information.

DHHS Southeast

Cedarwood Plaza
4104 NW 18th Ave., Rochester, MN 55901
(507) 285-7295, voice; (507) 285-7172, TTY; (507) 280-5531, fax
(800) 311-1148, voice/TTY
E-mail:dhhs.rochester@state.mn.us
(877) 456-7589, IR

Free parking is available in the plaza lot. Bus and taxi services are available. Contact the Rochester office for more information.

DHHS Southwest

Phelps Hall, second floor
St. Peter Regional Treatment Center
100 Freeman Drive, St. Peter, MN 56082
(507) 931-7580, voice; (507) 931-7579, TTY; (507) 931-7573, fax
E-mail: dhhs.stpeter@state.mn.us
(877) 456-7589, IR

The building has a free parking lot. Taxi service, VINE (volunteer driving) services and Espland Van Service are available. Contact the St. Peter office for more information.

DHHS Metro

Mailing address:
Minnesota Department of Human Services
444 Lafayette Road, St. Paul, MN 55155-3814

Site address:
Metro Square Annex, first floor
130 East Seventh St., St. Paul, MN 55101
(651) 297-1316, voice; (651) 297-1313, TTY; (651) 215-6388, fax
E-mail: dhhs.metro@state.mn.us
www.interpreterreferral.com, IR

Nearby metered street parking is available. Limited parking is available at the Robert Street Ramp (at East Seventh Avenue and Robert Street) for an hourly fee. Public bus service and tax services are available. Contact the St. Paul office for more information.

Disability Services Division

(651) 582-1998, Shirley York, director; (800) 747-5484, outstate; (651) 297-4112, help line; (651) 582-1962, FAX. DHS plans, develops and evaluates community-based services for Minnesotans with developmental disabilities, traumatic brain injuries, physical disabilities and chronic medical conditions who are also in need of public supports. Community-based services promote individual and family self-sufficiency and maintain an individual's or family's optimum level of independence in the community; they include home care, residential and work-related services.

The division also includes the HIV/AIDS Unit, which helps Minnesotans living with HIV to access health care through its insurance, drug reimbursement, dental, nutrition and case management programs. The unit also consults with other parts of the department and state government on HIV policy and statewide needs assessment, planning and evaluation.

Planning and Project 2030

(651) 296-2062, LaRhae Knatterud, director. Project 2030, which is housed within the Department of Human Services, analyzes the impacts of the aging of Minnesota's population and creates momentum within all sectors to prepare for the demographic shifts that will culminate in 2030 when the first baby boomers begin turning 85.

Finance and Management Operations

(651) 296-6635, Dennis W. Erickson, assistant commissioner; (651) 296-5868, FAX. Finance and Management Operations (FMO) consists of all the legal, financial, regulatory and systems operations for the department, and also includes the health care operations of benefit

recovery and Medicaid Management Information System (MMIS) and claims processing for health care.

Special Projects Office

(651) 296-5885, Phil Brekken, director; (651) 282-6499, FAX. The Special Projects Office (SPO) coordinates the development and presentation of Finance and Management Operations (FMO) and agency wide legislative and budget proposals. SPO provides budget management functions for FMO and agency wide operating budgets. SPO provides technical assistance to FMO on communications documents, work plans and progress reports. SPO develops and distributes comparison reports on county expenditures.

Internal Audits Office

(651) 282-9996, Dave Ehrhardt, director; (651) 282-5547, FAX. This area is an independent appraisal function to examine and evaluate the department's activities as a service to management, the audit committee and the Human Services commissioner. It is a managerial control that functions by measuring and evaluating the effectiveness of accounting, financial and operating policies, procedures and controls on a department basis.

Office of Management and Budget

(651) 297-8051, Jane Hardwick, director; (651) 297-7331, FAX. The Office of Management and Budget directs the development of the department's biennial, capital and supplemental budgets and manages the department's spending within the budget. This office is also responsible for developing the department's performance management infrastructure.

Financial Management

(651) 296-7690, Phil Ohmann, acting director; FAX: (651) 296-5997. Financial Management provides fiscal services and controls financial transactions of the department. Core functions include: budget operations, cash receipts/accounts receivable, accounts payable, payroll, program fiscal policy oversight, human services major systems financial operations, grants and allocations fiscal management, cost allocation, federal program funds claiming (Medicaid, Temporary Assistance for Needy Families and Title IV-E claims are the major programs), fiscal reporting for all federal and state agencies, and financial technical assistance to department staff, counties and local providers.

Reports and Forecasts

(651) 296-6849, George Hoffman, director; FAX: (651) 282-6499. Reports and Forecasts is responsible for meeting federal reporting requirements for cash assistance, medical programs and food stamps; providing forecasts of program caseloads and expenditures, which are used in budget development; providing fiscal notes to accompany proposed legislation; and responding to requests for statistical information. An A-Z listing of reports and studies published by the Minnesota Department of Human Services is available at: *http://www.dhs.state.mn.us/main/groups/publications/documents/pub/DHS_id_000104.hcsp.*

Health Care Operations

(651) 297-1555, Larry Woods, director; FAX: (651) 282-6744. This area is responsible for the medical claims processing for the department's health care programs: Medical Assistance, MinnesotaCare, General Assistance Medical Care and the Prescription Drug Program. It coordinates benefit payments with third-party payers, administers the medical surcharge program, collects premiums for the Medical Assistance for Employed Persons with Disabilities (MA-EPD) and Alternative Care programs and handles special financial recovery activities related to estate and lien recoveries. The division works with health care providers to assure prompt payment for services they render to the more than 600,000 enrollees in the combined health care programs. Health Care Operations uses the Medicaid Management Information System (MMIS) to do its work.

Health Care Systems

(651) 772-6000, Jack Thueson, manager; FAX: (651) 772-6100. This area is responsible for technical aspects of the Medicaid Management Information System (MMIS), the computer system used to administer health care services that are provided to participants in the publicly funded medical programs. Health Care Systems also is responsible for development of new technologies to support administration of health care programs to include electronic commerce for health care, Health Insurance Portability and Accountability Act (HIPAA) development and HealthMatch, the automated eligibility determination system.

Information and Technology Strategies

(651) 296-0570, Johanna Berg, chief information officer; FAX: (651) 282-6957. The chief information officer is responsible for setting the strategic direction for the use of information and technology management that supports the department's core business, service and administration needs. This includes establishing department wide policies about information creation, accessibility and retention; developing short- and long-range plans for the use of information technology; resolving technology coordination issues among DHS systems; determining priorities for competing projects; and maintaining an effective infrastructure of local area network, servers, security tools, Web/Internet customer services and user desktop equipment and software.

Chief Information Security Officer

(651) 297-3196; Barry Caplin, chief information officer; FAX: (651) 297-4698. The chief information security officer is responsible for all aspects of the DHS information security function encompassing information security policies, standards, evaluations, roles and department security awareness. This includes responsibility for information security strategy, security architecture development, global function oversight, the development of a risk management program, and oversight of disaster recovery and business continuation activities.

Operations Division

(651) 296-0871, Chris Zehoski, director. This division provides technical and customer services for the users of the DHS network and computer workstations. The division includes network operations, desktop services, technical development, security operations, the department's e-mail system and the IT help desk, as well as a business unit that manages budget, contract and legislative work.

Application Development and Support

(651) 215-9441, Tom Albrecht, director. This division includes the DHS Web services unit (public Web site, county site and intranet); the Projects Management Office, which coordinates technology projects across the agency; and the Application Development and Support Unit, which provides development and support services to business applications across the department and manages the DHS data warehouse and Executive Information System.

Appeals and Regulations

(651) 296-5764, Rae Bly, director; FAX: (651) 297-3173. Appeals and Regulations conducts hearings when applicants or recipients appeal a delay in their application or a denial, reduction, suspension or termination of financial assistance or social services. This area also manages department contracts and data practices requests, advises the commissioner on family system licensing appeals, provides support for all the department's divisions in the development of administrative rules that govern department programs, makes final determinations in

long-term care rate appeals, and edits and maintains department manuals and bulletins.

Licensing Division

(651) 296-3971, Twin Cities metro, Jerry Kerber director; (800) 627-3529, outstate; TTY: (651) 282-6832; FAX: (651) 297-1490. The Licensing Division is located at 444 Pine St., in St. Paul, two blocks west of the main Department of Human Services building at 444 Lafayette Road. There is limited off-street parking located along the front (west side) of the building. Public transportation is available near this location. Due to limited resources, the Licensing Division does not provide routine technical assistance to license applicants. Visitors coming to 444 Pine St. should call in advance because licensing staff members are frequently out of the office conducting licensing reviews and complaint investigations. Office hours are Monday through Friday, 8 a.m. to 4:30 p.m., excluding holidays.

The department, in cooperation with counties, licenses approximately 28,000 service providers and monitors and investigates their compliance with Minnesota laws and rules. DHS has full responsibility for licensing: (i) child care centers; (ii) residential programs: group homes, adult day care, residential programs serving persons with mental retardation or related conditions, mental illness, physical handicaps, and chemical dependency; (iii) nonresidential programs: child placing agencies, programs serving persons with mental retardation or related conditions (waivered services, semi-independent living, crisis respite, supportive employment), outpatient chemical dependency programs; and (iv) mental health clinics. Program lists are available on the Licensing Division's Web site: *http://www.dhs.state.mn.us/licensing/*. Counties (see listing of county social service offices at the end of DHS' entry) have the primary responsibility for monitoring family child care, child foster care and adult foster care programs. A county agency may charge a fee to an applicant or license holder to recover the actual cost of family child care licensing inspections, not to exceed $150 annually. A county agency may also recover the cost of background studies, not to exceed $100 annually. Family child care applicants should contact their county social service agency to determine whether a fee is charged and, if so, the amount of the fee. The Minnesota Department of Health licenses hospitals, nursing homes, outpatient surgical centers, boarding care facilities, home health care, board and lodge with special services and some assisted living facilities.

The Licensing Division performs three primary regulatory functions:

• **Licensing programs** that serve children and vulnerable adults under the Human Services Licensing Act (*Minnesota Statutes*, chapter 245A);

• **Conducting background studies** on individuals who have direct contact with children or vulnerable adults in licensed programs in accordance with chapter 245C; and

• **Investigating allegations** of maltreatment under the Maltreatment of Minors Act (*Minnesota Statutes*, section 626.556) and Vulnerable Adults Act (*Minnesota Statutes*, sections 626.557 and 626.5572).

Licensing actions taken to ensure compliance with licensing standards include issuing correction orders and conditional licenses and taking negative licensing actions, such as ordering a fine, suspending a license or revoking a license. Although the regulations governing the different types of programs vary, the duties of the licensors are similar. The licensors conduct license inspections for new and existing programs, monitor compliance with license requirements, process variances to licensing rules, conduct complaint investigations, provide minimal technical assistance, issue correction orders, and recommend fines and conditional licenses or other licensing actions if appropriate. Currently, routine site visits are required to be made about once every two years.

License Fees

Application fee for initial license: An applicant for an initial license or certification issued by the Licensing Division must submit a $500 application fee with each new application. The application fee is not prorated, is nonrefundable, and is in lieu of the annual license or certification fee that expires on Dec. 31. The Licensing Division will not process an application before the application fee is paid.

An applicant for a license to provide waivered services to persons with developmental disabilities or related conditions must submit an application for each county in which the waivered services will be provided. An applicant for a license to provide semi-independent living services or supported employment services to persons with developmental disabilities or related conditions may submit a single application to provide services statewide. An applicant for a license to provide independent living assistance for youth under section 245A.22 may submit a single application to provide services statewide. All other applicants must apply for a license to provide services at a specific location.

Annual license fee (See *Minnesota Statutes* 2003, section 245A.10): Child care centers and programs with a licensed capacity are required to pay an annual nonrefundable license or certification fee based on the following schedule:

Licensed Capacity	Child Care Centers	Other Programs
1 to 24 persons	$300	$400
25 to 49 persons	$450	$600
50 to 74 persons	$600	$800
75 to 99 persons	$750	$1,000
100 to 124 persons	$900	$1,200
125 to 149 persons	$1,200	$1,400
150 to 174 persons	$1,400	$1,600
175 to 199 persons	$1,600	$1,800
200 to 224 persons	$1,800	$2,000
225 or more persons	$2,000	$2,500

A day training and habilitation program serving persons with developmental disabilities or related conditions is assessed a license fee based on the schedule above unless the license holder serves more than 50 percent of the same persons at two or more locations in the community. When a day training and habilitation program serves more than 50 percent of the same persons in two or more locations in a community, the day training and habilitation program is required to pay a license fee based on the licensed capacity of the largest facility and the other facility or facilities are charged a license fee based on a licensed capacity of a residential program serving one to 24 persons.

A program without a stated licensed capacity is required to pay a license or certification fee of $400.

A mental health center or mental health clinic requesting certification for purposes of insurance and subscriber contract reimbursement under *Minnesota Rules*, parts 9520.0750 to 9520.0870 is required to pay a certification fee of $1,000 per year. If the mental health center or mental health clinic provides services at a primary location with satellite facilities, the satellite facilities are certified with the primary location without an additional charge.

The commissioner can not issue a license or certification until the license or certification fee is paid.

Licensing Rules

In some cases, *Minnesota Statutes* may have superseded or modified licensing rules. Licensing rules should be read in conjunction with *Minnesota Statutes*, chapter 245A. More information about *Minnesota Statutes* is available from the Office of the Minnesota Revisor of Statutes. Rules and statutes are available on the Internet at *www.revisor.leg.state.mn.us* or contact the revisor's office at: (651) 296-2868, 700 State Office Building, 100 Constitution Ave., St. Paul, MN 55155. The Minnesota Department of Trade and Economic Development has summarized many of the licensing requirements on its Web site at: *http://www.dted.state.mn.us/* -- listing various licenses and permits issued by state agencies. Lists of licenses issued by DHS may be viewed or downloaded at *www.dhs.state.mn.us/main/groups/*

business_partners/documents/pub/DHS_id_008627.hcsp. Contact the DHS Licensing Division for specific information about licensing requirements.

Rule 1- Licensure of family foster care and group family foster care. (*Minn. Rules*, parts 9545.0010 to 9545.0260)

Rule 2 - Licensure of family child care facilities -- family and group family child care. This rule governs licensure of providers of child care in a setting other than a child care center, usually the provider's residence, for less than 24 hours per day. (*Minn. Rules*, parts 9502.0300 to 9502.0445).

Rule 3 - Licensure of child care centers. Sets standards for licensing child care centers including programs that provide day care, night care, drop-in and sick care for less than 24 hours a day in a setting that is not a residence. (*Minn. Rules*, parts 9503.0005 to 9503.0170)

Rule 4 - Licensure of private agencies that provide foster care and adoption services. (*Minn. Rules*, parts 9545.0755 to 9545.0845)

Rule 5 - Licensure of residential treatment programs for children with severe emotional disturbance. (*Minn. Rules*, parts 9545.0905 to 9545.1125)

Rule 8 - Licensure of group homes. Establishes licensing standards for group homes that provide staffed foster care on a 24-hour basis for no more than 10 children. (*Minn. Rules*, parts 9545.1400 to 9545.1480)

Rule 13 - Family day care, adult foster care and child foster care; licensing functions of county and private agencies. Establishes licensing requirements for county and private agencies performing family day care, adult foster care and child foster care licensing activities and functions delegated by the commissioner under *Minn. Stat.* §245A.16. (*Minn. Rules*, parts 9543.0010 to 9543.0150)

Rule 17 - Residential and nonresidential licensure (generic licensing rule). Establishes generic licensing requirements for all programs licensed by the Department of Human Services. (*Minn. Rules*, parts 9543.1000 to 9543.1060)

Semi-independent Living Services - Sets licensing standards for semi-independent living services for persons with mental retardation. SILS include training, counseling, instruction, supervision and assistance in accordance with the client's individual program plan. (See consolidated standards under *Minnesota Statutes*, chapter 245B.

Rule 29 - Standards for mental health centers and clinics for insurance reimbursement. Establishes treatment, staffing and quality assurance standards for mental health centers and clinics seeking approval for insurance reimbursement. (*Minn. Rules*, parts 9520.0750 to 9520.0870)

Residential programs and services for persons with mental retardation and related conditions - Sets standards for residential programs for persons with mental retardation that are required to be licensed under *Minnesota Statutes* chapter 245A. (See consolidated standards under *Minnesota Statutes*, chapter 245B)

Rule 35 - Licensure of chemical dependency rehabilitation programs. Establishes standards for and governs licensure of chemical dependency rehabilitation programs, including primary residential treatment, extended care and halfway houses. (*Minn. Rules*, parts 9530.4100 to 9530.4450)

Rule 36 - Licensing of residential facilities for adults with mental illness. Establishes standards for mental health programs providing residential treatment and rehabilitation services to adults with mental illness on a 24-hour per day basis. (*Minn. Rules*, parts 9520.0500 to 9520.0690)

Licensure of training and habilitation services for adults with mental retardation or related conditions - Sets standards for licensing training and habilitation services for adults with mental retardation or related conditions. (*Minn. Rules*, parts 9525.1500 to 9525.1690. Most of these rule parts have been repealed. See Consolidated Standards under *Minnesota Statutes*, chapter 245B.)

Rule 40 - Use of aversive and deprivation procedures in facilities serving persons with mental retardation or related conditions. Sets standards prohibiting use of certain aversive and deprivation procedures, designate other procedures as permitted but controlled, specify the consents, reviews and standards required for using controlled procedures. (*Minn. Rules*, parts 9525.2700 to 9525.2810)

Licensure of residential-based habilitation services - Establishes standards for providers of residential-based habilitation services. (See consolidated standards under *Minnesota Statutes*, chapter 245B)

Rule 43 - Licensure of outpatient alcohol and drug treatment programs. Sets standards for approving or licensing outpatient treatment programs for people with alcohol and/or other drug problems. These treatment programs serve, at one time, five or more persons experiencing problems related to alcohol or other drugs and provide primary or post-primary treatment care. (*Minn. Rules*, parts 9530.5000 to 9530.6500)

Rule 80 - Licensure of residential facilities and services for the physically handicapped. Establishes standards for licensing community-based residential facilities and services for physically handicapped individuals. (*Minn. Rules*, parts 9570.2000 to 9570.3600)

Rule 203/51– Administration of adult foster care services and licensure of adult foster homes. Establishes standards for licensing, administering and providing social services to functionally impaired adults in adult foster care homes so they receive an assessment of need for foster care and are offered community, health and social services that may be needed or requested. (*Minn. Rules*, parts 9555.5105 to 9555.6265)

Rule 223 - Licensure of adult day care programs. Establishes standards for the licensure of adult day care centers that regularly provide care for functionally impaired adults. (*Minn. Rules*, parts 9555.9600 to 9555.9730)

Independent living assistance for youth - Each program has license requirements unique to the individual program. Some require building, fire code and zoning approval before a license is issued. (See *Minnesota Statutes* § 245A.22)

Background studies (See *Minnesota Statutes*, chapter 245C)

The Licensing Division's background studies unit conducts background studies on people working in programs licensed by DHS and the Minnesota Department of Health (MDH) and unlicensed Personal Care Provider Organizations (PCPOs). The MDH background studies are done under contract with the MDH Facility and Provider Compliance and Health Occupations Programs (HOP) Divisions. The background study consists of a review of criminal history records and substantiated maltreatment records. Persons are disqualified for specific crimes or they were responsible for serious or recurring maltreatment of a vulnerable adult or a child. The unit processes persons' appeals of their disqualifications. The unit provides technical assistance to facilities in implementing the background study process and to subjects of background studies.

When conducting a background study, the following information is reviewed:

- Criminal conviction records maintained by the Bureau of Criminal Apprehension. Generally, these records include gross misdemeanors, felonies and a limited number of "targeted" misdemeanors.

- DHS' records of substantiated maltreatment of vulnerable adults and children (for the past seven years). These records include: all substantiated perpetrators from DHS investigations; all substantiated perpetrators from investigations that resulted in negative licensing actions against family day care providers, child foster care providers and adult foster care providers; all substantiated perpetrators in the same facilities who were disqualified by the county and who asked for reconsideration of their disqualification; and all substantiated perpetrators of maltreatment of vulnerable adults reported to DHS from 87 counties and MDH.

- When DHS has reasonable cause to believe the information is pertinent to the disqualification of an individual, the study may be expanded to include records from district courts, other states and the FBI.

Investigations

The Licensing Division's investigations unit conducts investigations of allegations of maltreatment of vulnerable adults and minors in DHS-licensed programs, issues reports of findings and responds to appeals of final dispositions of maltreatment. The unit coordinates its work with other state agencies such as the Office of Health Facility Complaints, the Attorney General's Medicaid Fraud Division; with county social service agencies; and law enforcement.

Maltreatment of Vulnerable Adults - (See *Minnesota Statues*, sections 626.557, 626.5572, and 245A.65). Most of the license holder requirements previously found in *Minnesota Rules*, parts 9555.8000 to 9555.8500 (Rule 10) are now found in *Minnesota Statutes*, section 245A.65.

Maltreatment of Minors - (See *Minnesota Statutes*, section 626.556).

The Licensing Division has primary responsibility to investigate alleged maltreatment of minors related to the care provided by or in certain DHS-licensed facilities. The Licensing Division may request assistance from the local social service agency. DHS-licensed facilities affected are: child care centers (Rule 3); residential treatment programs for children with severe emotional disturbance (Rule 5); group homes (Rule 8); safe houses, transitional housing, and independent living assistance for youth (*Minnesota Statutes*, sections 245A.22); residential and outpatient chemical health treatment services for children (Rule 35 and Rule 43); and residential services for children with developmental disabilities (*Minnesota Statutes*, chapter 245B). County agencies have primary responsibility to investigate alleged maltreatment in child foster care (Rule 1) and family child care settings (Rule 2).

Management Services

(651) 296-2180, Linda Nelson, director; FAX: (651) 296-2737. This area is responsible for a broad range of administrative support services including purchasing, printing, recycling, facilities management, mail processing, forms management, forms supply, document processing, records management, fixed asset inventory, and video and voice communications.

Health Care

(651) 296-3386, Brian Osberg, assistant commissioner; FAX: (651) 297-3230. Health Care administers the state's health care assistance programs, including program eligibility and purchasing policies and negotiations between state health care programs and health plans.

Health Care Eligibility and Access

(651) 282-6494, Kathleen Henry, director; FAX: (651) 282-992; MinnesotaCare help line: (651) 297-3862, Twin Cities metro; Outstate: (800) 657-3672; TTY: (800) 627-3529. Health Care Eligibility and Access administers eligibility policy, training and education for the MinnesotaCare, Medical Assistance, Prescription Drug and General Assistance Medical Care programs.

MinnesotaCare

MinnesotaCare is a publicly funded health care program for people who live in Minnesota and do not have access to affordable health insurance. There are no health condition barriers, but applicants must meet income and program guidelines to qualify. More information, brochures and an application is available online: *www.MinnesotaCare411.com*; or *www.dhs.state.mn.us.* Applicants also can call (651) 297-3862, Twin Cities metro; Outstate: (800) 657-3672; or contact any county human services office. Some county human service offices also take MinnesotaCare applications. A list of these offices is published as part of this entry, and on the DHS Web site.

To apply in person, visit the MinnesotaCare office in downtown St. Paul. Use the north door of the Commerce Building. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Customers can meet with someone by appointment or on a walk-in basis. No child care is available. Nearby parking is available at meters, pay lots and parking ramps. Public transportation is available. Many Metro Transit buses stop within six blocks of the Commerce Building.

Street address:

Commerce Building
8 East Fourth St., Seventh Floor
St. Paul, MN 55101

Health Care Management

(651) 296-3386, Kathleen Cota, director; FAX: (651) 297-3230. Responsible for health care management, which involves developing initiatives to manage state fee-for-service costs.

Health Care Purchasing and Delivery Systems, Benefits Policy and Provider Relations

(651) 296-3386 FAX: (651) 297-3230. Purchasing and Delivery Systems is involved with managed care contracting and health plan relations, payment policy, alternative delivery systems, pharmacy benefit management, and dental and health care provider access for Minnesota's health care assistance programs.

Performance Measurement and Quality Improvement

(651) 297-8937, Vicki Kunerth, director; FAX: (651) 215-5754. Recipient Call Center: (651) 296-7675, Twin Cities metro; Outstate: (800) 657-3739. Performance Measurement and Quality Improvement researches and develops performance measures to evaluate the department's health care programs. Activities include developing and maintaining health care data and information systems, conducting clinical focus studies, evaluating population health, administering satisfaction surveys, and establishing quality assurance and improvement standards for health care purchasing on behalf of public clients.

Minnesota Senior Health Options

(651) 296-3386, Pamela Parker, director; FAX: (651) 297-3230. This program is the first of its kind in the nation to provide coordinated managed care, including acute and long-term care services for seniors eligible for both Medicare and Medical Assistance.

Ombudsman for State Managed Health Care Programs

(651) 296-1256, Ginny Prasek, supervisor; Outstate: (800) 657-3729; FAX: (651) 297-3230. The ombudsman assists people

enrolled in a health plan for their public health care coverage in resolving service-related problems to ensure that medically appropriate services are provided. The ombudsman provides information and assistance with the managed health care complaint and appeal process available through the health plan and the state.

State Medicaid Director

(651) 296-4332, Christine Bronson, state Medicaid director. The state Medicaid director administers policy for the federal Medicaid program (called Medical Assistance) and the State Childrens Health Insurance Program (called MinnesotaCare), including serving as liaison to the Centers for Medicare and Medicaid Services.

County Human Services Agencies

Aitkin County Health & Human Services
204 First St. NW, Aitkin, MN 56431-1291
General information: (218) 927-3744; Fax: (218) 927-7210
Web site: *www.co.aitkin.mn.us* E-mail: *achhs@co.aitkin.mn.us*

Anoka County Human Services
Anoka County Government Center
2100 Third Ave., Anoka, MN 55303-2264
General information: (763) 422-7000
Fax: (763) 422-6987; TTY: (763) 323-6166
Web site: *www.co.anoka.mn.us*

Becker County Human Services
County Annex
712 Minnesota Ave., P.O. Box 1637, Detroit Lakes, MN 56501-1637
General information: (218) 847-5628; Fax: (218) 847-6738
Web site: *www.co.becker.mn.us*

Beltrami County Human Service
616 America Ave. NW, P.O. Box 100, Bemidji, MN 56601-3802
General information: (218) 759-8300; Fax: (218) 759-4150
Web site: *www.co.beltrami.mn.us*

Benton County Human Services
531 Dewey St., P.O. Box 740, Foley, MN 56329-0740
General information: (320) 968-5087
Fax: (320) 968-5330; TTY: (320) 968-8842
Web site: *www.co.benton.mn.us*

Big Stone County Family Services
340 NW Second St., P.O. Box 338, Ortonville, MN 56278-0338
General information: (320) 839-2555
Fax: (320) 839-3966; TTY: (320) 839-6161
Web site: *www.bigstonecounty.org*

Blue Earth County Human Services
Government Center
410 South Fifth St., P.O. Box 3526, Mankato, MN 56002-3526
General information: (507) 389-8319; Fax: (507) 389-8379
Web site: *www.co.blue-earth.mn.us*

Brown County Family Services
1117 Center St., P.O. Box 788, New Ulm, MN 56073-0788
General information: (507) 354-8246
Fax: (507) 359-6542; TTY: (507) 359-6505
Web site: *www.co.brown.mn.us*

Carlton County Public Health & Human Services
1215 Ave. C, Cloquet, MN 55720-1610
General information: (218) 879-4583
Fax: (218) 878-2500; TTY: (218) 878-2540
Web site: *www.co.carlton.mn.us*

Carver County Community Social Services
600 East Fourth St., Chaska, MN 55318-2191
General information: (952) 361-1600; Fax: (952) 361-1660
TTY through Minnesota Relay: (800) 627-3529
Web site: *www.co.carver.mn.us*

Cass County Health & Human Services
Social Services Building
400 Michigan Ave. W, P.O. Box 519, Walker, MN 56484-0519
General information: (218) 547-1340 or (888) 547-1340
Fax: (218) 547-1448
Web site: *www.co.cass.mn.us* __E-mail: *cass.socserv@co.cass.mn.us*

Chippewa County Family Services
Community Service Building
719 N Seventh St., Suite 200, Montevideo, MN 56265-1397
General information: (320) 269-6401; Fax: (320) 269-6405
Web site: *www.co.chippewa.mn.us*

Chisago County Health & Human Services
313 N Main St., Room 239, Center City, MN 55012-9665
General information: (651) 213-0324
Fax: (651) 213-0317; TTY: (651) 213-0300
Web site: *www.co.chisago.mn.us*

Clay County Social Service Center
715 North 11th St., Suite 502, Moorhead, MN 56560-2095
General information: (218) 299-5200
Fax: (218) 299-7515; TTY: (218) 299-5230
Web site: *www.co.clay.mn.us*

Clearwater County Dept. of Human Services
216 Park Ave. N., P.O. Box X, Bagley, MN 56621-0682
General information: (218) 694-6164; Fax: (218) 694-3535
Web site: *www.co.clearwater.mn.us*

Cook County Social Services
411 West Second St., P.O. Box 1150, Grand Marais, MN 55604-1150
General information: (218) 387-3000; Fax: (218) 387-3020
Web site: *www.co.cook.mn.us*

Cottonwood County Family Service Agency
11 Fourth St., P.O. Box 9, Windom, MN 56101-0009
General information: (507) 831-1891; Fax: (507) 831-0126
Web site: *www.rrcnet.org/~cotton*

Crow Wing County Social Services
P.O. Box 686, 322 Laurel St., Brainerd, MN 56401-0686
General information: (218) 824-1140; Fax: (218) 824-1141
Web site: *www.co.crow-wing.mn.us*
E-mail: *cwcss@co.crow-wing.mn.us*

Dakota County Community Services
Northern Service Center
1 Mendota Road W, Suite 500, West St. Paul, MN 55118-4773
General information: (651) 554-6000; Fax: (651) 450-2709
Web site: *www.co.dakota.mn.us*; E-mail: *admin@co.dakota.mn.us*

Dodge County Department of Human Services
22 East Sixth St., Dept. 401, Mantorville, MN 55955-2235
General information: (507) 635-6170
Fax: (507) 635-6186; TTY: (507) 635-6200
Web site: *www.co.dodge.mn.us*

Douglas County Social Services Department
809 Elm St., Suite 1186, Alexandria, MN 56308
General information: (320) 762-2302; Fax: (320) 762-3833
Web site: www.co.douglas.mn.us

Faribault County Human Services
Faribault County Human Service Center
Courthouse Annex, P.O. Box 217, Blue Earth, MN 56013
General information: (507) 526-3265; Fax: (507) 526-2039
Web site: *www.co.faribault.mn.us*

Fillmore County Social Services
P.O. Box 550, 902 Houston St. NW, Suite 1, Preston, MN 55965-0550
General information: (507) 765-2175; Fax: (507) 765-3895
Web site: *www.co.fillmore.mn.us*

Freeborn County Department of Human Services
203 W Clark St., P.O. Box 1246, Albert Lea, MN 56007-1246
General information: (507) 337-5400
Fax: (507) 337-5498; TTY: (507) 337-5519
Web site: *www.co.freeborn.mn.us*

Goodhue County Social Service Center
426 West Ave., P.O. Box 31, Red Wing, MN 55066-0031
General information: (651) 385-3232; Fax: (651) 385-3205
TTY: (651) 385-3190
Web site: *www.co.goodhue.mn.us*

Grant County Social Service Department
28 Central S, P.O. Box 1006, Elbow Lake, MN 56531-1006
General information: (218) 685-4417
Fax: (218) 685-4978

Hennepin County Social Services
A-2303 Government Center, 300 S Sixth St.
Minneapolis, MN 55487-0233
General information: (612) 348-3000; Fax: (612) 348-8228
Web site: *www.co.hennepin.mn.us*

Houston County Department of Human Services
304 S Marshall, P.O. Box 310, Caledonia, MN 55921-0310
General information: (507) 725-5811; Fax: (507) 725-3990
Web site: *www.geocities.com/houstoncountymn*

Hubbard County Social Service Center
301 Court St., Park Rapids, MN 56470-1483
General information: (218) 732-1451; Fax: (218) 732-3231
Web site: *www.co.hubbard.mn.us*

Isanti County Family Services
555 18th Ave. SW, Cambridge, MN 55008-9386
General information: (763) 689-1711; Fax: (763) 689-9877
Web site: *www.co.isanti.mn.us*

Itasca County Health and Human Services
Itasca Resource Center
1209 SE Second Ave., Grand Rapids, MN 55744-3983
General information: (218) 327-2941
Fax: (218) 327-5547; TTY: (218) 327-5549
Web site: *www.co.itasca.mn.us*

Jackson County Human Services
310 Sherman St., P.O. Box 67, Jackson, MN 56143-0067
General information: (507) 847-4000; Fax: (507) 847-5616

Kanabec County Family Service Department
P.O. Box 180, 905 Forrest Ave. E, Suite 150, Mora, MN 55051-1316
General information: (320) 679-6350
Fax: (320) 679-6351

Kandiyohi County Family Service Department
2200 23rd St. NE, Suite 1020, Willmar, MN 56201-9423
General information: (320) 231-6232
Fax: (320) 231-6285; TTY: (320) 231-7076
Web site: *www.co.kandiyohi.mn.us*

Kittson County Welfare Department
410 S Fifth St., P.O. Box 160, Hallock, MN 56728-0160
General information: (218) 843-2689
Fax: (218) 843-2607

Koochiching County Community Services
1000 Fifth St, International Falls, MN 56649-2485
General information: (218) 283-7000
Fax: (218) 283-7013; TTY: (218) 283-7062
Web site: *www.co.koochiching.mn.us*

Lac Qui Parle County Family Service Center
930 First Ave., P.O. Box 7, Madison, MN 56256-0007
General information: (320) 598-7594
Fax: (320) 598-7597

Lake County Human Services Department
601 Third Ave, Two Harbors, MN 55616-1560
General information: (218) 834-8300; Fax: (218) 834-8365
Web site: *www.co.lake.mn.us*

Lake of the Woods Social Service Department
206 Eighth Ave. SE, P.O. Box 808, Baudette, MN 56623
General information: (218) 634-2430; Fax: (218) 634-4520
Web site: *www.co.lake-of-the-woods.mn.us*

LeSueur County Dept. of Human Services
88 S. Park Ave., Le Center, MN 56057-1646
General information: (507) 357-2251; Fax: (507) 357-6122
Web site: *www.co.le-sueur.mn.us*

Lincoln County (SEE: Lyon County for human services contact information)
319 N Rebecca St., P.O. Box 29, Ivanhoe, MN 56142-0044
General information: (507) 694-1452, voice/TTY
Fax: (507) 694-1859
Web site: *www.co.lincoln.mn.us*

Lyon County
607 W Main St., Marshall, MN 56258-3099
General information: (507) 537-6747
Fax: (507) 537-6088; TTY: (507) 532-1250
Web site: *www.lyonco.org*

McLeod County Social Services
Health and Human Services Building
1805 Ford Ave. N, Suite 100, Glencoe, MN 55336-0130
General information: (320) 864-3144, voice/TTY
Fax: (320) 864-5265
Web site: *www.co.mcleod.mn.us*

Mahnomen County Human Services
311 N Main St., P.O. Box 460, Mahnomen, MN 56557-0460
General information: (218) 935-2568
Fax: (218) 935-5459

Marshall County Social Services
208 E Colvin Ave., Warren, MN 56762-1695
General information: (218) 745-5124; Fax: (218) 745-5260

Martin County Human Services
Martin County Human Services Center
115 W. First St., Fairmont, MN 56031-1815
General information: (507) 238-4757; Fax: (507) 238-1574
Web site: *www.co.martin.mn.us*

Meeker County Social Services

114 N. Holcombe Ave, Suite 180, Litchfield, MN 55355-2273
General information: (320) 693-5300; Fax: (320) 693-5344
Web site: *www.co.meeker.mn.us*

Mille Lacs County Family Service and Welfare Department
Courthouse Square Building
525 Second St. SE, Milaca, MN 56353-1396
General information: (320) 983-8208 or (888) 270-8208
Fax: (320) 983-8306
Web site: *www.co.mille-lacs.mn.us*

Morrison County Social Services
Government Center
213 SE First Ave., Little Falls, MN 56345-3196
General information: (320) 632-2951 or (800) 269-1464
Fax: (320) 632-0225
Web site: *www.co.morrison.mn.us*

Mower County Human Services
1005 N Main St., Austin, MN 55912-3317
General information: (507) 437-9700; Fax: (507) 437-9721
Web site: *www.co.mower.mn.us*

Murray County
3095 20th St., Slayton, MN 56172-1493
General information: (507) 836-6144; Fax: (507) 836-8841
Web site: *murray-countymn.com*

Nicollet County Social Services
108 S Minnesota Ave., Suite 200, St Peter, MN 56082-2516
General information: (507) 931-6800; Fax: (507) 931-9562
Web site: *www.co.nicollet.mn.us*

Nobles County Family Service Agency
901 Fourth Ave., P.O. Box 189, Worthington, MN 56187-0189
General information: (507) 372-2157; Fax: (507) 372-5094
Web site: *www.co.nobles.mn.us*

Norman County Social Service Center
County Office Building
15 Second Ave. E, Room 108, Ada, MN 56510-1389
General information: (218) 784-5400; Fax: (218) 784-7142
Web site: *www.co.norman.mn.us*

Olmsted County Community Services
151 Fourth St. SE, Rochester, MN 55904-3711
General information: (507) 285-8382; Fax: (507) 285-8872
Web site: *www.olmstedcounty.com*

Otter Tail County Department of Social Services
505 S. Court St., Fergus Falls, MN 56537-2703
General information: (218) 739-4491; Fax: (218) 739-2909
Web site: *www.co.otter-tail.mn.us*

Pennington County Department of Welfare and Human Services
318 N. Knight Ave., P.O. Box 340, Thief River Falls, MN 56701-0340
General information: (218) 998-8150; Fax: (218) 998-8213

Pine County Department of Human Services
130 Oriole St. E, Suite 1, Sandstone, MN 55072-5134
General information: (320) 629-6781 or (800) 450-7463
Fax: (320) 629-7319; TTY: (800) 627-3529
Web site: *www.pinecounty.com*

Pipestone County Family Service Agency
121 W. Main, P.O. Box 157, Pipestone, MN 56164-0157
General information: (507) 825-6720; Fax: (507) 825-6727
Web site: *www.mncounties.org/PIPESTONE/*

Polk County Social Service
Polk County Social Service Center
612 N. Broadway, Suite 110, Crookston, MN 56716-1452
General information: (218) 281-3127; Fax: (218) 281-3926
Web site: *www.co.polk.mn.us*

Pope County Social Services
211 Minnesota Ave. E, Suite 200, Glenwood, MN 56334-1629
General information: (320) 634-5750; Fax: (320) 634-0164
Web site: *www.mncounties.org/pope/*

Ramsey County Community Human Services
160 E Kellogg Boulevard, St. Paul, MN 55101-1494
General information: (651) 266-4444; Fax: (651) 266-4439
Web site: *www.co.ramsey.mn.us*

Red Lake County Social Service Center
125 Edward Ave., P.O. Box 356, Red Lake Falls, MN 56750-0356
General information: (218) 253-4131; Fax: (218) 253-2926
Web site: *www.nwrdc.org/redlake.htm*

Redwood County Human Services
302 E. Third St., P.O. Box 510, Redwood Falls, MN 56283
General information: (507) 637-4050; Fax: (507) 637-4055
Web site: *www.co.redwood.mn.us*

Renville County Human Services
301 S. Seventh St., Olivia, MN 56277-1301
General information: (320) 523-2202; Fax: (320) 523-3565
Web site: *www.co.renville.mn.us*

Rice County Social Services
320 NW Third St., Suite 2, P.O. Box 718, Faribault, MN 55021-0718
General information: (507) 332-6115
Fax: (507) 332-6247; TTY: (507) 332-6248
Web site: *www.co.rice.mn.us*

Rock County Family Service Agency
2 Roundwind Rd, P.O. Box 715, Luverne, MN 56156-0715
General information: (507) 283-5070
Fax: (507) 283-5074; TTY: (507) 283-5070
Web site: *www.co.rock.mn.us/* E-mail: *rockfsa@co.rock.mn.us*

Roseau County Social Service Center
300 Sixth St. SW, Roseau, MN 56751-1451
General information: (218) 463-2411; Fax: (218) 463-3872

St. Louis County Social Service Department
Government Services Center
320 W Second St., Duluth, MN 55802-1495
General information: (218) 726-2000 or (800) 450-9777
Fax: (218) 726-2093; TTY: (218) 726-2222
Web site: *www.co.st-louis.mn.us*

Scott County Human Services
200 Fourth Ave. W, Shakopee, MN 55379-1394
General information: (952) 445-7751; Fax: (952) 496-8430
Web site: *www.co.scott.mn.us*

Sherburne County Social Services
13880 Highway 10, Elk River, MN 55330-4600
General information: (800) 433-5239 or (763) 241-2600
Fax: (763) 241-2698; Web site: *www.co.sherburne.mn.us*
E-mail: *socialserv@co.sherburne.mn.us*

Sibley County Human Services
112 Fifth St., Gaylord, MN 55334-0237
General information: (507) 237-4000, voice/TTY
Fax: (507) 237-4031; Web site: *www.co.sibley.mn.us*

Stearns County Human Services Department
Administration Center
705 Courthouse Square, Room 352-2, St. Cloud, MN 56302-1107
General information: (800) 450-3663 or (320) 656-6000
Fax: (320) 656-6134; TTY: (320) 656-6204
Web site: *www.co.stearns.mn.us*; E-mail: *info@co.stearns.mn.us*

Steele County Human Services
630 Florence Ave., P.O. Box 890, Owatonna, MN 55060-0890
General information: (507) 444-7500; Fax: (507) 451-5947
Web site: *www.co.steele.mn.us*

Stevens County Human Services Department
400 Colorado Ave., P.O. Box 530-HS, Morris, MN 56267-0530
General information: (320) 589-7400; Fax: (320) 589-3972
Web site: *www.co.stevens.mn.us*

Swift County Human Services
P.O. Box 208, Benson, MN 56215-0208
General information: (320) 843-3160; Fax: (320) 843-4582
Web site: *www.swiftcounty.com*

Todd County Social Services
Courthouse Annex, 212 Second Ave. S, Long Prairie, MN 56347-1640
General information: (320) 732-4500, voice/TTY; or (888) 838-4066
Fax: (320) 732-4540; Web site: *www.co.todd.mn.us*

Traverse County Social Services Department
203 Eighth St. N., P.O. Box 46, Wheaton, MN 56296
General information: (320) 563-8255; Fax: (320) 563-4230

Wabasha County Department of Social Services
625 Jefferson Ave., Wabasha, MN 55981-1589
General information: (651) 565-3351; Fax: (651) 565-3084
Web site: *www.co.wabasha.mn.us*

Wadena County Social Service Department
124 First St. SE, Wadena, MN 56482-1553
General information: (218) 631-7605; Fax: (218) 631-7616
Web site: *www.co.wadena.mn.us*; E-mail: *social@co.wadena.mn.us*

Waseca County Department of Human Services
123 Third Ave. NW, Waseca, MN 56093-2498
General information: (507) 835-0560; Fax: (507) 835-0566
Web site: *www.co.waseca.mn.us*

Washington County Community Services
14949 62nd St. N., PO Box 6, Stillwater, MN 55082-0006
General information: (651) 430-6455; Fax: (651) 430-6605
Web site: *www.co.washington.mn.us*

Watonwan County Human Services
Watonwan County Human Services Center
720 First Ave. S., P.O. Box 31, St. James, MN 56081-0031
General information: (507) 375-3294; Fax: (507) 375-7359

Wilkin County Family Service Agency
300 Fifth St. S., P.O. Box 369, Breckenridge, MN 56520-0369
General information: (218) 643-7161; Fax: (218) 643-7175
Web site: *www.co.wilkin.mn.us*

Winona County Department of Human Services
County Office Building, 202 W. Third St., Winona, MN 55987-3146
General information: (507) 457-6200; Fax: (507) 454-9382
Web site: *www.co.winona.mn.us*

Wright County Human Services
1004 Commercial Drive, Buffalo, MN 55313-1191
General Information: (763) 682-7400 or (800) 362-3667
Fax: (763) 682-7701; Web site: *www.co.wright.mn.us*

Yellow Medicine County Family Service
County Courthouse, 415 Ninth Ave., Granite Falls, MN 56241-1397
General information: (320) 564-3132; Fax: (320) 564-3670

Minnesota Humanities Commission

987 E. Ivy St., St. Paul, MN 55106
Phone: (651) 774-0105 Fax: (651) 774-0205; or toll-free: (866) 268-7293
Website: *www.thinkmhc.org* E-mail: *mnhum@thinkmhc.org*
Executive Director Stanley Romanstein

Minnesota Statutes, Section 138.91

THE MINNESOTA HUMANITIES COMMISSION (MHC) supports and promotes the understanding and appreciation of the humanities. The humanities are the study of literature, history, languages, ethics, philosophy, anthropology, archaeology, linguistics, jurisprudence, and the history of art and science. Through its five programs — Grants and Community Programs, K-12 Education, Motheread/Fatheread-MN, Older Adult Programs, and Minnesota Center for the Book — MHC supports organizations active in lifelong learning, fosters cooperation among cultural and educational groups, and provides opportunities for teacher professional development.

Created by an Act of Congress in 1971, the Minnesota Humanities Commission operates as an independent, not-for-profit organization. MHC receives funds from the National Endowment for the Humanities, the Minnesota State Legislature, foundations, corporations, and individuals. MHC is governed by a Board of Directors, composed of up to 35 persons, who represent the state's cultural and geographic diversity. The governor appoints six members; the other members are elected. All members serve four-year terms and volunteer their time. The MHC board meets three times a year. MHC has a staff of 20 full-time and five part-time employees.

In the Spring of 1996, MHC administrative and program activities moved to the newly renovated Humanities Education Center, located on the southwest border of Phalen Park in St. Paul. The Humanities Education Center includes 18 sleeping rooms and conference facilities for education-related seminars and meetings.

Citizen Participation and Open Appointment:

• Minnesota Humanities Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commission through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An applica-

tion form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

MHC Publications

With the assistance of the Minnesota Council of Teachers of English, MHC published a multi-cultural literary anthology entitled *Braided Lives*: *An Anthology of Multicultural American Writing (ISBN 0-9629298-0-8).* Designed for use in a variety of classroom settings from middle school through college, the anthology features the work of authors such as Maxine Hong Kingston, James Baldwin, Diane Glancy, and Nicholasa Mohr.

Children's picture books from the core Motheread/Fatheread curriculum have been translated from English into Hmong and published by the Minnesota Humanities Commission. The Hmong translation books, printed bilingually in both Green Mong and White Hmong dialects, side-by-side with English, include: *Ming Lo Moves the Mountain, The Paper Crane, The Runaway Bunny, Quick as a Cricket, Liang and the Magic Paintbrush, The Empty Pot, It Looked Like Spilt Milk, The Carrot Seed,* and *Leo the Late Bloomer.* More books will be added to the series.

All ordering and purchasing inquiries for Braided Lives and the Hmong translation books should be directed to Finney Company, 3943 Meadowbrook Road, Minneapolis, MN 55426-4505; 952-938-9330 or toll free 800-846-7027; fax 952-938-7353; feedback@finney-hobar.com.

Regular MHC publications include *Minnesota Humanities,* a newsletter published several times a year that updates readers on MHC programs and services. MHC also makes available an annual report summarizing and highlighting MHC activities over the previous fiscal year. Please call (651) 774-0105, extension 134, for copies of these materials or to be put on MHC's mailing list.

MHC's programs also publish public information and program materials on a regular basis.

Grants and Community Programs

Since its beginning in 1971, the Grant Program has funded thousands of humanities projects throughout Minnesota. Each year MHC provides an average of 130 grants that support cultural programming statewide in the form of lectures, seminars, conferences, exhibitions, publications, and media productions. In cooperation with the National Endowment for the Humanities, MHC-funded programs connect Minnesotans to great books, ideas, and traditions.

In order to promote excellence in humanities education today and in the future, the Grant Program provides two kinds of funding: project grant funding and network grant funding. Project funding supports humanities projects conducted by Minnesota groups and organizations.

Project grants are offered in five categories, including a mini-grant category designed to encourage first-time applicants; a media category for film, video, radio, or multi-media formats, and a "Works in Progress" category that enables affiliated and independent scholars to share their research with the public.

Small and mini-grants, which provide $300 to $1,000 in support of humanities projects, are accepted year round. Small and mini-grant proposals must be submitted at least six weeks in advance of a program's start date. Media proposals, Works in Progress proposals, and other projects seeking in excess of $1,000 must be submitted at least eight weeks prior to the program date.

Eligible projects must involve one or more of the humanities disciplines: history, literature, archaeology, modern and classical languages, ethics, jurisprudence, comparative religion, linguistics, cultural anthropology, history and criticism of the arts, and historical or philosophical approaches to social and natural sciences. Program formats eligible for funding include lecture/discussion programs, panel discussions, public conferences, discussion groups, seminars, interpretive exhibits, publications, and film, video, and radio projects.

Beginning in 1998, the Grant Program initiated three new funding categories: the Humanities Organization Network, which provides funding for staffed organizations involved in on-going humanities programming or production of humanities resources; the Ethnic and Cultural Heritage Network, which provides funding for volunteer-based organizations engaged in the study, preservation, and appreciation of ethnic and cultural heritage; and the Humanities Education Network, which supports the professional development initiatives of teacher professional organizations such as the Minnesota Council for the Social Studies.

MHC Grant Program Application Guidelines and Forms can be requested by calling (651) 774-0105, extension 261. The MHC Grant Program staff is available to answer questions and offer suggestions at any stage of project development. Applicants are encouraged to contact MHC before submitting a draft application to find out whether their projects meet MHC guidelines.

Older Adult Programs

In 1999, MHC consolidated its regrant, humanities education, and intergenerational activities for retired adults into a new program area titled Older Adult Programs. Components of the newly constituted Older Adult Programs include the **Learning in Retirement Network (LIRN)**; the Elder Reading Initiative: EVERGREEN READER/Elder Reading Circles, a reading-aloud resource and training program serving frail adults; and National Issues Forums (NIF), a model citizen discussion program led by and for older adults in a variety of community settings.

Older Adult Program's LIRN, established in 1997, supports community-based organizations that provide opportunities for lifelong humanities education and service. All members of LIRN share programmatic features that enable them to both meet the needs and interests of their members and provide a yearly core of humanities education and service in their community. These shared features include an emphasis on humanities courses, mini-courses, and lectures; annual ethics programs and forums; international and domestic policy study; outreach humanities education service to peer groups; program partnership with K-12 education and intergenerational education service projects; involvement with local and state cultural resources; and membership and community co-sponsorship.

The goal of MHC's Older Adult Program is to promote an active older adult learning community that values the wisdom of the humanities and provides leadership in education and service for retired adults. In pursuing this goal, MHC is working closely with LIRN members in the development of humanities-centered outreach and intergenerational programs. One such collaboration, begun in 1998, is the Elder Reading Initiative, also referred to as the **EVERGREEN READER/ Elder Reading Circles** program. The aim of this intergenerational effort has resulted in the development of a lively and interesting reading program that helps the frail elderly remain thoughtful, creative human beings. Readers — often active senior volunteers from LIRN organizations or professional aging services staff — are trained in the practice of reading aloud and visit groups of elders in nursing homes, assisted living facilities, and adult day programs, to share selections from the MHC's EVERGREEN READER, a carefully selected body of texts representing some of the best of our literary and historical heritage. The EVERGREEN READER and the accompanying training program are intended to bring the richness of quality literature to older seniors who may be isolated from their family, friends, or the larger world.

Discussion of important national and local issues provides another opportunity for retired adults to connect with other sectors of their communities, particularly with youth. Beginning with the first-ever MHC-sponsored **National Issues Forum Public Policy Institute**, held at the Humanities Education Center in 1998, older persons affiliated with MHC LIRN groups have been active in bringing this national citizen discussion program to communities across Minnesota.

Developed by the Ohio-based Kettering Foundation, and supported in Minnesota by MHC, National Issues Forums make use of non-partisan, carefully-researched discussion guides to enable seniors

to convene intergenerational community or classroom-based discussions on a variety of pressing issues ranging from immigration policy to issues of free speech to containing urban sprawl.

For more information, contact Older Adult Programs staff at (651) 774-0105, extension 109.

K-12 Education

The Minnesota Humanities Commission operates three sub-programs within the K-12 Education Program: Teacher Institute seminars, Humanities Education Network, and Core Knowledge support. The Teacher Institute professional development program provides content-intensive professional development seminars for Minnesota's K-12 teaching force. The focus of these programs is providing teachers with programs that will help them deliver solid humanities content in their classrooms. This program connects K-12 teachers to scholars who can provide the latest research in the disciplines and to cultural organizations that have developed curriculum and programs for delivering cultural, historic, and literary content to Minnesota classrooms.

All **Teacher Institute seminars** are advertised statewide and are designed to serve teachers in any grade level. Examples of seminars offered in 1999-2000 included "The History and Nature of Science," "Teaching About World Religions," "Telling the Stories of Great Literature," and "Meriwether Lewis and the Corps of Discovery." Seminars are led by a humanities scholar and a professional MHC seminar coordinator. Teachers engage in discussions and debate; analyze readings, films, and videos; attend lectures; participate in hands-on activities; and visit museums, theaters, and other community resources.

Teachers are selected for a seminar through an application process. All Minnesota K-12 teachers who have taught for a minimum of three years and are currently employed in a Minnesota school (public and private) are welcome to apply.

For additional information about Teacher Institute seminars and application materials, contact K-12 Education staff at (651) 774-0105, extension 131.

In 1998, the Minnesota Humanities Commission was named the **Minnesota Core Knowledge Center** by the Core Knowledge Foundation in Charlottesville, VA. In this role MHC provides service to elementary schools that have adopted the Core Knowledge curriculum, a humanities-based curriculum for grades K-8. MHC's service to Core Knowledge is designed to support the teaching of the subject content in the curriculum. The curriculum requires that teachers learn significant amounts of new material. MHC provides the programs and services that provide the humanities content teachers need to teach the curriculum. Funding for the Minnesota Core Knowledge Center is provided solely by private foundations and corporate contributions.

Established in 1999, the **Humanities Education Network** exists to coordinate professional development for the humanities disciplines in K-12 education, speak on behalf of the humanities disciplines in the K-12 community, connect college and university faculty from the humanities disciplines with K-12 teachers, and to provide a common voice for the humanities in education policy at the state and local levels. The Humanities Education Network supports teacher-led organizations in the individual humanities disciplines of literature, reading, history, civics, world languages, art history and criticism, and geography. Each network member meets regularly with Humanities Commission K-12 Education staff to coordinate teacher professional development in the disciplines, research new curriculum and teaching pedagogies, and increase awareness of the importance of the humanities disciplines in K-12 education. In 1999-2000, MHC offered the following professional development seminars for Humanities Education Network Members: "The Civil War: New Research and Ideas for Teaching about an American Epic" for the Minnesota Council on the Social Studies, "French Legacies in Minnesota" for the American Association of Teachers of French – MN Chapter, and "Teaching Multicultural Art" for the Art Educators of Minnesota.

Motheread/Fatheread-MN

The Motheread/Fatheread program offers reading and discussion classes for economically disadvantaged parents and children in Minnesota. In classes, both children and adults read or listen to excellent multicultural children's literature and then work with a trained facilitator to analyze the books' themes and illustrations. Approximately 15,000 parents and children are reached through Motheread/Fatheread classes annually, and this number will grow as additional educators are trained to lead classes at new locations across the state.

MHC offers the program to Minnesota families through partnerships with elementary schools, home child care sites, and social services agencies. As the statewide coordinator of Motheread/Fatheread, MHC provides training, children's books, technical assistance, and curriculum to all class sites.

Three kinds of classes are offered. **Motheread/Fatheread Classes for Parents** help economically disadvantaged parents learn techniques for reading aloud to their children and initiating values-based discussions with children. In **Children's Storysharing Sessions**, home child care leaders, community volunteers, and Title I elementary school teachers read to children and then challenge them to actively discuss the story and participate in creative role-playing games and art activities. **BABY (Birth and Beginning Years, formerly Baby Ready and Baby Steps)** classes for expectant and new parents are co-facilitated by health or child development professionals and classroom teachers, and use a unique literature and discussion-based curriculum to provide information on maintaining safe pregnancies and ensuring healthy infant development. Classes are held at community education centers and alternative public schools.

MHC staff conducts on-going evaluation activities with each of its program sites. Staff members use telephone interviews; site visits, providing demonstration classes and youth training; and evaluation forms completed by site leaders and parents to gather information on successes, problems, and further educational needs at sites across the state. This data helps MHC staff evaluate the program and formulate future program strategies.

A major need for quality literacy materials for Hmong people was identified in the early years of Motheread/Fatheread. During 1998 and 1999, this dearth of resources was researched and draft translation work done by Motheread/Fatheread-trained social service workers and educators was begun. Private fund was initiated.

Motheread/Fatheread's major project during 1999-2000 was the **Hmong Translation Initiative**. As the first phase of a multi-year project, staff began to translate into Hmong and obtain the publication rights to beloved children's picture books from the core Motheread/Fatheread curriculum. Led by a Motheread/Fatheread staff member, a team of five Hmong Motheread/Fatheread providers pooled their knowledge to accomplish this task. By Winter 2000, nine titles had been printed bilingually in both Green Mong and White Hmong dialects, side-by-side with English. Motheread/Fatheread has also provided special training sessions for Hmong bilingual staff to utilize the translated books.

For additional information on Motheread/Fatheread, contact the Motheread/Fatheread staff at (651) 774-0105, extension 263.

Minnesota Center for the Book

In October 1999, the Center for the Book at the Library of Congress designated the Minnesota Humanities Commission as the new home for the Minnesota Center for the Book (MCFB). Drawing from the state's robust and diverse community of the book (authors, publishers, libraries, booksellers, readers), formal and informal partnerships are being established to plan and implement MCFB-sponsored programs. In addition, the center is capitalizing on MHC's existing state-wide humanities networks to better promote and deliver programs throughout Minnesota.

Minnesota Center for the Book projects include: the annual Minnesota Book Awards, Northern Lights: A Look at Minnesota Books and Writers cable television series, Letters About Literature national essay contest, and an active website which highlights Minnesota literary resources.

The annual **Minnesota Book Awards** recognizes, promotes and celebrates Minnesota books, authors, illustrators and publishers. Volunteer selectors identify final nominees from ten standing categories including fiction, non-fiction and children's literature. Judges from Minnesota's book community select final winners, who are announced at a public awards ceremony in April.

Since its inception in 1988, **Northern Lights** television series has provided a distinct and important contribution to Minnesota's literary community. The weekly video interview program features Minnesota authors, publishers, reviewers and scholars in discussions about their writing, research and publishing projects. Programs are broadcast on Mondays at 7:00 p.m. on MetroCable Channel 6. The full series represents an invaluable archival resource documenting the many facets of Minnesota's flourishing literary activities. A complete set of program masters is archived at the Minnesota Historical Society.

MHC's Minnesota Center for the Book serves as the state sponsor for the annual **Letters About Literature** national writing contest. Letters About Literature is also sponsored nationally by the Weekly Reader Corporation and the Library of Congress' Center for the Book. Students in grades 4-12 are invited to write a letter to an author – living or dead – describing how the author's book changed their ways of viewing the world and themselves. Entries are judged according to content, organization, and style. Two state winners are selected by local judges representing Minnesota's literary community, such as publishers, authors and reviewers. A cash prize of $100 is awarded to the state winners.

Minnesota Center for the Book's website, *www.mnbooks.org*, provides an important source for Minnesota-based literary services and resources. The site is organized by segments of the book community: writers, publishers, booksellers, libraries, literary organizations and readers. Important links to existing literary sites on the state level and national levels are featured.

For more information, contact Center for the Book staff at (651) 774-0105, extension 111.

Indian Affairs Council

Addresses: 3801 Bemidji Ave, Suite 5, Bemidji, MN 56601
Phone: (218) 755-3825 Fax: (218) 755-3739
Website: *www.indians.state.mn.us* E-mail: *miac@mail.paulbunyan.net*
Executive Director: Joseph Day

Minnesota Statutes, Section 3.922; ***Minnesota Rules*** 5100-5199

THE MINNESOTA INDIAN AFFAIRS COUNCIL (MIAC) WAS established in 1963 (*Minnesota Statutes* Chapter 888, Sec. 2 [now Section 3.922]). MIAC is the official liaison between the State of Minnesota and the 11 Tribal Governments within the state. The council provides a forum for and advises state government on issues of concern to urban Indian communities. The council administers four programs designed to enhance economic opportunities and protect cultural resources for the state's American Indian constituencies. The MIAC plays a central role in the development of state legislation. It monitors programs that affect the state's American Indian population and tribal governments. Minnesota was the first state in the nation to establish an Indian Affairs agency that today still provides a model for other states to follow.

The executive director must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Vision Statement The Indian Affairs Council's vision is to strive for social, economic and political justice for all American Indian people living in the State of Minnesota, while embracing traditional cultural and spiritual values.

Mission The mission of the Indian Affairs Council is to protect the sovereignty of the 11 Minnesota Tribes and ensure the well being of American Indian citizens throughout the State of Minnesota.

Minnesota Indian Affairs Council

At-Large Membership -- The two at-large members on the MIAC Board of Directors represent America Indian tribal members that are not from a Minnesota-based tribe, but are residents of Minnesota. There are over 20 different Indian nations represented by residents living in Minnesota from out of state tribes. The issues that urban American Indians face everyday are similar to tribal issues, but these needs are generally addressed through community service programs. Unemployment, education, housing and health are just a few of the issues that are addressed by the council's at-large members.

Citizen Participation and Open Appointment:

- **Ombudsman for Indian Families**
- **Urban Indian Affairs Advisory Council**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Minnesota Indian Reservations

Minnesota Ojibwa (Chippewa) Reservations

Minnesota Chippewa Tribe (MCT)

The MCT Constitution governs over 35,000 enrolled members of the Bois Forte, Fond du Lac, Grand Portage, Leech Lake, White Earth reservations, and Mille Lacs Band. The governing body of the MCT is the Tribal Executive Committee (TEC), which is composed of the chairman and secretary-treasurer of each reservation, 12 members in all. From among the group, they select a president, vice-president, secretary, and treasurer.

Elections

The MCT Constitution and By-laws govern elections for the six reservations. The reservation governing body consists of a chairman, a secretary-treasurer elected at large, and one to three committee members elected by district. Terms are for four years on a staggered basis with elections every two years. To be elected, an individual must be enrolled in the MCT, reside on the reservation of enrollment, and be 21 years or older. Voting is open to members 18 years and older. Absen-

tee voting is provided for in the constitution with voters designating the district where they last resided for 30 days or more. It requires a majority, greater than 50 percent, of the votes to win. This interpretation was accepted by the TEC in 1996 and resulted, for the first time in primary elections, to narrow the field to two candidates. Previously the TEC had ruled that "majority" had meant the one candidate receiving the most votes cast, even though less than 50 percent.

The Constitution can be revoked by an Act of Congress or amended or revoked by a majority vote of all MCT members at an election called for that purpose by the Secretary of the Interior, provided that at least 30 percent of those entitled to vote participate. Amendments take effect only if approved by the Secretary of the Interior. A request by two-thirds of the TEC can force the Secretary of the Interior to call an election.

Membership

When the tribal government began in 1936, an Enrollment Committee was established which worked through the Reservation Councils. The committee prepared the list of who qualified for the annuity roll. This roll, as of April 14, 1941, is the basis of current MCT membership. Those who qualified were on the 1941 membership roll, children of those members born between 1941 and 1961 who applied for membership by 1962, and children of members born after 1961 with at least one-fourth MCT Indian blood (which can be mixed ancestry from the different MCT reservations) who apply within a year after birth.

They cannot be enrolled in another tribe and American citizenship is required. While the tribe defines membership, the governing body of each reservation determines its own enrollment, subject to the Tribe's ratification. Denial of membership can be appealed to the Secretary of the Interior. Adoptees that have placed outside of the Indian community can be enrolled without revealing family names.

Bois Forte (Nett Lake) Reservation

(218) 757-3261. The reservation is located in the northern Minnesota counties of Koochiching and St. Louis, 40 miles south of the Canadian border. Tribal headquarters are located in Nett Lake, MN 55772. The reservation was established by an 1866 treaty with the U.S. Government and has 30,035 tribally-owned acres and 11,744 allotted acres. Its acreage at Vermilion Lake was set aside as the Vermilion Lake Reservation by executive order on December 20, 1881. The Nett Lake area is famous for wild rice which is reserved for the reservation members.

Fond du Lac Reservation

(218) 879-4593. The reservation is located near Cloquet, about 15 miles west of Duluth, in Carlton and St. Louis counties, with tribal headquarters located in Cloquet, MN 55720. Established by U.S. Government treaty in 1854, the reservation has 4,213 tribally-owned acres and 17,154 allotted acres. The majority of the land is forest and the balance is classed as agriculture and other types, with a few lakes and streams on the reservation.

Grand Portage Reservation

(218) 475-2279. Located in the extreme northeast corner of Minnesota in Cook County, its tribal headquarters are located in Grand Portage, MN 55606. An 1854 treaty with the U.S. Government established the reservation which today has 37,390 tribally-owned acres and 7,283 allotted acres. Located in one of the most scenic settings on Lake Superior, with the Grand Portage National Monument within its borders, members are active in timber harvesting, trapping, hunting, fishing, and guide work.

Leech Lake Reservation

(218) 335-8200. The Leech Lake Reservation is located in the north central Minnesota counties of Beltrami, Cass, Hubbard and Itasca with tribal headquarters in Cass Lake, MN 56633. Established in 1855 by a treaty with the U.S. Government, the reservation has 14,069 tribally-owned acres and 12,693 allotted acres. Most of the land within the reservation is within the Chippewa National Forest, and members work primarily in timber and construction supplemented by the harvest of wild rice, blueberries, and maple sap.

Mille Lacs Reservation

(320) 532-4181. The Mille Lacs Reservation is located in the east central counties of Mille Lacs, Aitkin and Pine with tribal headquarters near Onamia, MN 56359. Established by an 1855 treaty with the U.S. government, the land owned by the band or held in trust by the U.S. Secretary of Interior totals about 3,704 acres. Members supplement their income through timber work, harvesting wild rice and maple sap, and selling native crafts.

White Earth Reservation

(218) 983-3285. The White Earth Reservation is located in the northwestern Minnesota counties of Mahnomen, Becker, and Clearwater with tribal headquarters in White Earth, MN 56591. An 1867 treaty with the U.S. government established the reservation which owns 56,116 acres, both tribally-owned and allotted land to individual members. The main sources of employment are construction work, government employment, and band-owned businesses. Many band members still depend on wild rice, fish, and game to supplement their diets. The tribal council owns a fish hatchery, building supply company, and a firewood processing company. Its own conservation department, which determines its own hunting and fishing seasons as well as regulations regarding its natural resources, reseeds and monitors wild rice, the fifth leading economy on the reservation. In 1983, White Earth reservation became the first reservation in the nation to have a congregate housing complex. It has its own Indian Health Service clinic and two Bureau of Indian Affairs contract schools.

Red Lake Reservation

(218) 679-3341. Unique among Chippewa reservations, because it was never ceded by treaty to the U.S. is the Red Lake Reservation, not part of the Minnesota Chippewa Tribe. The Red Lake Band was the first group to organize in Minnesota under a written constitution in 1918 when a General Council was established as the governing body. Unlike the other Ojibwe bands, the Red Lake Band did not accept the Indian Reorganization Act of 1934. Red Lake is a closed reservation and, therefore, was not open to homestead entries and the land has not been allotted to individual Indians.

The Red Lake Reservation is located in the northern Minnesota counties of Beltrami and Clearwater with tribal headquarters in Red Lake, MN 56671. The tribe owns 636,954 acres. The band also owns scattered tracts of land extending up to the Canadian border including some of the Northwest Angle. The total area is the size of Rhode Island and encloses Lower and part of Upper Red Lake, a body of water that is the third largest fresh water lake within the boundaries of the U.S. All land is held communally by the Red Lake Band and is held in trust by the U.S. Government. Individual members may apply for land use permits for home sites and agricultural purposes.

An 11-member tribal council elected to four year terms of office locally governs the Indians of Red Lake. The council is the legislative body of the band and operates under a constitution and by-laws approved by the U.S. Secretary of the Interior and the Bureau of Indian Affairs. The Red Lake Band has its own tribal court and police force. The Red Lake Band reclaimed 9,000 acres of wasteland now suitable for propagation of wild rice, trapping, and duck hunting.

The Dakota Communities

A few Dakota did not leave following the 1862 war. Most had fled or were taken as prisoners and were living on reservations in Nebraska (Santee), South Dakota (Flandreau, Sisseton), North Dakota (Devils Lake), Montana (Fort Peck), or escaped to Canada.

By the 1880's, a few Mdewakanton Dakota Indians had returned to their homelands. A special census in 1883 counted 237 scattered throughout southern Minnesota at 14 different locations. By the mid-1880's the federal government was being urged to do something to provide homes for these people, primarily Mdewakanton Dakota. A federal law was passed in 1885 to provide some money for the purchase of land for those who had been in the State by October 1, 1883. More money was appropriated in 1885. In 1888, the date of residency in Minnesota was raised to May 20, 1886 (25 Stat 228), and additional money was made available in 1889 and 1890. Most of the current trust land was added under the IRA in the 1930's

Lower Sioux Reservation

(507) 697-6185. The Lower Sioux Reservation is located in Redwood County, abutting the Minnesota River, two miles south of Morton, MN 56270, its tribal headquarters. This reservation came into being during the period 1887 to 1893 when the U.S. Congress appropriated funds to purchase lands for the landless Minnesota Dakota. The land purchased during this period can only be assigned to those Mdewakanton Sioux who were residing in Minnesota on May 20, 1886 and their descendants. The land originally purchased amounted to 623 acres. The reservation was organized under the Indian Reorganization Act and under the provisions of that act additional acres of land were purchased. The tribal constitution and by-laws were approved in 1936 and the corporate charter was ratified by members in 1937. Today the reservation owns 1,743 acres. The governing body is the Community Council of the Lower Sioux Indian Reservation composed of five members who are elected to two year terms by qualified voters of the community. The committee members elect officers. A large portion of the tribal land is cleared for agriculture and the remaining balance is timber, brush, and other types. The land is never allotted to individual members but is assigned for home sites. Some families retain original assignments of farm land and receive a crop share rental from the farming of their assignments.

Prairie Island Reservation

(612) 385-2554. The Prairie Island Reservation is located in Goodhue County on the west bank of the Mississippi River some 14 miles north of Red Wing, with tribal headquarters near Welch, MN 55089. The Prairie Island Indians are mainly members of the Mdewakanton Band and are descendants of the Santee Dakota who remained in Minnesota at the time of the removal of the main band to Nebraska after the Dakota uprising or who had subsequently returned. In 1891 about 120 acres were purchased at Prairie Island for the landless Mdewakanton residing in Minnesota on May 20, 1886.

Under the Indian Reorganization Act of 1934 an additional 414 acres were purchased for other Indian residents whose names appeared on the Minnesota Dakota rolls. Under the same act the reservation was organized and they have a constitution and by-laws approved on June 20, 1936. They also have a corporate charter ratified by members on July 23, 1937.

The governing body is called the Prairie Island Reservation Tribal Council and is comprised of five members elected for two year terms.

The majority of the land is cleared as farmland. The land is assigned to eligible members for home sites only, and the balance is leased for tribal income with leasing preference going to members of the reservation.

Shakopee Mdewakanton Reservation

(952) 445-8900. The Shakopee-Mdewakanton Reservation known as the Prior Lake Reservation until its organization under the Indian Reorganization Act on November 28, 1969, is located entirely within the city limits of Prior Lake, in Carver County. Tribal headquarters are in Prior Lake, MN 55372.

Its history parallels that of the other Minnesota Dakota as to organization and settlement. The governing body is called the Shakopee-Mdewakanton Dakota General Council composed of all persons qualified to vote in community elections. The Business Council chairman, vice chairman, and secretary perform duties authorized by the General Council and are elected to a one-year term.

The tribe owns 258 acres, the majority of which is cleared as agricultural land and the balance is timber, brush, and other types.

Upper Sioux Reservation

(320) 564-3853. The Upper Sioux Reservation tribal headquarters is located five miles south of Granite Falls, MN 56241, on the Minnesota River in Yellow Medicine County. The Upper Sioux community came into being about the same time as the other Minnesota Sioux communities.

Land purchases amounting to 746 acres were made in 1938, but the Upper Sioux Community did not complete organization under the Indian Reorganization Act. Factionalism and internal dissension prevented the consummation of the plan. The Bureau of Indian Affairs dropped the matter and a Board of Trustees was set up chiefly to advise the agency superintendent on the use of rehabilitation funds. This group operates under a document entitled "Provisions for Governing the Upper Sioux Community." The governing body is known as the Upper Sioux Community Board of Trustees, consisting of five members elected every four years, represent the community negotiating with federal, state, and local governments. These provisions for governing are close to the constitution and bylaws of the Lower Sioux and Prairie Island groups.

The majority of their 746 acres is cleared as farm land with only a few acres under community control. Most of the land is under individual assignment to members of the community.

Minnesota Board of Invention

4476 Woodgate Point, Eagan, MN 55122-2448
Dr. Daniel A. Ferber, chairman (651) 452-9448

Minnesota Statutes, 116J.987

THE BOARD OF INVENTION WAS CREATED JULY 1, 1993 BY *Laws of 1993* to foster invention in Minnesota. It is the mission of the board to enhance both the quality of social life and the business climate throughout the state of Minnesota by making inventiveness an integral part of every Minnesotan's thought process, and the benefits of invention available to all.

Citizen Participation and Appointment:

• Board of Invention

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing

of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

As an expression of applied liberal learning, it was assumed that Minnesota and the United States, if they chose to organize themselves to do so, could invent far more of their respective futures than heretofore had been considered possible. To that end the Commission on Minnesota's Future was proposed to, and implemented by, then-Governor Wendell Anderson in 1971. Subsequently, the Institute for Invention and Innovation (3I) and the Minnesota Board of Invention (MBI) were established, in 1980 and 1993 respectively, to create Minnesota as a prototype statewide model of an "inventive society," and *the* global invention capital (Minventia) in its own and the national interest.

To those ends, the board works a) to establish and encourage the means for nurturing the development and use of inventions; b) to foster an appreciation throughout the state for inventive thought and expression; and c) to recognize and preserve the inventive heritage of the state.

The board seeks to be a leading catalyst and coordinator to create a unique statewide environment which encourages and rewards invention that address scientific, commercial, and social problems of the day. The board encourages citizens to identify issues that can be so addressed by applied inventive thought and then to rely upon their own inventiveness to solve those problems, including those identified by Minnesota's public, private and independent sectors.

In the board's enabling statutes, "invention" is defined as creative activity resulting in new and potentially useful and applied products or ideas of commercial and social merit.

A "commercial invention" means new and useful processes, machines, manufacturing procedures, or any new and useful improvements or applications of commercial inventions, regardless of whether or not the invention is patentable.

A "social invention" means new procedures, new uses for known procedures, or organizations, e.g., the MBI itself, that change the way in which people relate to their environment or to each other, e.g., inter-generational education, or an idea or concept rather than a tangible product, e.g., Minventia.

The board seeks to assist potential inventors by streamlining the process so they will not be unduly encumbered with details associated with "selling an idea."

The board is developing an invention grant program to award grants to individuals, nonprofits, public or private organizations to encourage the development of both commercial and social inventions. Although the board currently receives no state funding, it is eligible to receive grants from the federal government and from private or other public and independent sources to pay for its operation.

The board's goals are: increase access to invention resources, technical support, and inventive solutions throughout the state; create and/or expand invention/innovation education and development opportunities; increase incentives, funding and in-kind resources for invention in Minnesota by identifying and approaching all available sources; support invention opportunities for underserved/disadvantaged Minnesotans; research, evaluate, monitor, and assimilate effective programs and methods which increase and encourage inventive capabilities; and build a favorable public consensus about the value of invention to the state; and link Minnesota-based invention initiatives with similar state, regional, national, and international activities.

State Board of Investment

60 Empire Drive, Suite 355, St. Paul, MN 55103-3555
Phone: (651) 296-3328 Fax: (651) 296-9572
Website: www.sbi.state.mn.us
Email: minn.sbi@state.mn.us
Howard Bicker, Executive Director

Minnesota Statutes, Chapter 11A

THE BOARD MANAGES APPROXIMATELY $42.9 BILLION in public funds for various constituents. About $37.0 billion are retirement funds for Minnesota state employees, teachers and public employees. Approximately $536 million is a permanent trust established for the benefit of Minnesota public schools. Approximately $235 million is a workers' compensation assigned risk pool. Approximately $299 million is a trust established for the benefit of Minnesota's environment. Numerous state cash accounts comprise about $4.1 billion.

The board is established by the Minnesota Constitution and is composed of the governor, state auditor, secretary of state and attorney general. The board is assisted in the day-to-day management of assets by an executive director and professional staff.

An Investment Advisory Council advises the board and its staff of general investment policy and reviews the asset allocation and investment strategy for each fund managed by the board. Meetings of the board and the council are held quarterly in the Twin Cities area and are open to the public. Meeting notices are published in the *State Register.*

Citizen Participation and Appointment:

• Investment Advisory Council

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board's investments are governed by the prudent person rule established in common law and codified in *Minnesota Statutes*. This standard requires the board to act in good faith and exercise that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived therefrom (*Minnesota Statutes*, Section 11A.09).

In addition to the prudent person rule, *Minnesota Statutes* contain a specific list of asset classes available for investment, including common stocks, bonds, international securities, short term securities, real estate, venture capital, and resource funds. The statutes prescribe the maximum percentage of fund assets that may be invested in certain asset classes and contain specific restrictions to ensure the quality of the investments.

Within the requirements established by state law, the State Board of Investment, in conjunction with the Investment Advisory Council and board staff, sets the asset allocation targets among stocks, bonds, cash, and other investments for each fund under management. The asset allocation is based on each fund's specific needs and objectives and thus may differ substantially from fund to fund. In addition, the

board determines the most appropriate investment management structure for each fund. These structures may include the use of external money managers as well as the professional staff of the board.

The board provides no services directly to the public, but publishes an annual report each January. A limited number of copies are available by writing to the board.

Funds Managed by the Board June 30, 2000:

• Basic Retirement Funds - $16.95 billion. The Basic Retirement Funds are the pension assets of the currently employed participants in eight major statewide retirement funds:

- Teachers' Retirement Fund $6,241 million;
- State Employee Retirement Fund $3,731 million;
- Highway Patrol Retirement Fund $201 million;
- Correctional Employees' Retirement Fund $218 million;
- Judges Retirement Fund $27 million;
- Public Employees' Retirement Fund $4,341 million;
- Public Employee Police and Fire Fund $2,138 million; and
- Local Employees' Correctional Fund $55 million;

• Post Retirement Fund - $16.92 billion. The Post Retirement Investment Fund is composed of the assets reserved to pay retirement benefits to retired employees in the plans listed above. Permanent retirement benefit increases are partially based on favorable earnings of the Post Retirement Fund.

• Minnesota Supplemental Investment Fund - $1.53 billion. The Supplemental Investment Fund is a multi-purpose investment program that offers a range of investment options to state and local public employee groups. Since the nature of the retirement programs varies from group to group, the fund is structured much like a group of mutual funds. Participants select the investment option(s) that best meet their particular investment objectives.

• Permanent School Fund - $536 million. The Permanent School Fund is a trust established for the benefit of Minnesota public schools.

• Environmental Trust Fund - $299 million. The Environmental Trust Fund is a trust established for the benefit of Minnesota's environment.

• Assigned Risk Plan - $235 million. The Workers Compensation Assigned Risk Plan is a pool of reserves set aside for future payment of workers compensation claims. The SBI invests these reserves until such time as they are needed.

• State Cash Accounts - $4.11 billion. These accounts contain cash receipts that are not immediately expended. They include the Invested Treasurer's Cash Fund and cash balances in various accounts from state agencies.

Iron Range Resources

1006 Highway 53 South, Eveleth, P.O. Box 441, Eveleth, MN 55734
Phone: (218) 744-7400 800-765-5043 Fax: (218) 744-7401 (218) 744-7402
Sandy Layman, Commissioner; Brian Hiti, Deputy Commissioner
Website: *www.irrra.org*

Minnesota Statutes, Section 298.22

IRON RANGE RESOURCES, AN ECONOMIC DEVELOPMENT agency dedicated to the strengthening and diversification of the economy of northeastern Minnesota, was created by the Minnesota Legislature in 1941 to rehabilitate the iron mining areas of northeastern Minnesota. Specifically, the agency promotes the interests of the Taconite Assistance Area (TAA), a geographical region encompassing approximately 13,000 square miles. While the methods of rehabilitation have varied over the years, the mission of the agency continues to be one of economic development and diversification. The agency is funded from taconite production taxes, which are paid by mining companies in lieu of property taxes. The agency is unique in that it receives no money from the State of Minnesota General Fund.

The organization of the agency includes the office of the commissioner, an office of the attorney general, an administrative services division, a marketing, communications and external affairs division, a development strategies division and two facilities: Ironworld Discovery Center and Giants Ridge Golf and Ski Resort.

Citizen Participation and Appointment:

• Iron Range Resources and Rehabilitation Board

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Assistant Attorney General

The Attorney General maintains offices within the Iron Range Resources administrative building in Eveleth to assist the agency and provide legal services to other state agencies. These offices are staffed by assistant attorneys general Douglas Gregor and Gunnar Johnson and by Kim Anderson, legal assistant.

Administrative Services

Don Dicklich, Director. This division includes the accounting, information services, purchasing, professional/technical contracts, mobile equipment shop, building and grounds maintenance of the Eveleth Administration Building, plus the agency's human resource function, including: administration of affirmative action, agency policies and procedures, classification and compensation, employee benefits, employee safety and health, labor relations, employee recruitment, payroll, training and workers compensation for all agency divisions and departments. This division also performs various financial research and planning functions for the agency.

Maintenance Shop and Eveleth Administration Building and Grounds

Don Ostern, Supervisor. This department performs maintenance and repair services for agency mobile equipment as well as building and grounds services for the Eveleth Administration Building. It coordinates the drug and alcohol testing program required by the federal Department of Transportation.

Marketing, Communications & External Affairs Division

Jack LaVoy, Director of Marketing, Communications, & External Affairs. The purpose of this division is to direct, develop, coordinate, and disseminate marketing, promotional, and communication materials and messages on behalf of the Iron Range Resources and its stakeholders. It also is responsible for serving as the agency's legislative liaison. The division brings together four activity areas: marketing, tourism promotion, communications, and external affairs.

Marketing Program

Alison M. Perry, Agency Marketing Coordinator
Jaimie Bloomquist, Giants Ridge Marketing Coordinator
Danae Beaudette, Ironworld Marketing Coordinator

The agency marketing program collaborates on the development of a consistent and comprehensive communications and marketing strategy that will assist the agency in achieving its overall operational goals. This activity is responsible for directing the conception, development, refinement and implementation of all major marketing and communications strategies, messages, and materials generated by and for the agency and its facilities.

Tourism Promotion Program

Mary Somnis, Coordinator. The tourism promotion program works to optimize the economic impact of tourism in the Taconite Assistance Area (TAA). The program is focused on a targeted direct mail campaign. Staff serves as a catalyst, convening stakeholders in the tourism industry to create initiatives and partnerships that make sense. This program also provides technical assistance and applies resources to special projects for the benefit of the region.

Communications Program

Gary Larson, Coordinator. The communications program exists to establish and deliver key messages for the agency, utilizing a fully integrated multi-media approach. Program staff provide written and graphic support for all operating areas, and develop and manage a variety of special projects relative to internal and external communications.

External Affairs Program

Marlene Pospeck, Coordinator. The external affairs program is intended to provide leadership, in assistance to the commissioner and deputy commissioner, for successfully undertaking various external initiatives, including mission-specific task forces, that are intended to assist the agency in formulating effective strategies that will enhance its financial health, operational effectiveness, and long-term viability.

Development Strategies Division

Brian Hanson, Director of Development Strategies. The Development Strategies division deploys the agency's human and financial resources in concert with private and public sector partners to retain and create jobs within the Taconite Assistance Area (TAA). Development Strategies represents the consolidation of all Iron Range Resources development strategies and activities, including existing initiatives in business recruitment, business and community development, energy, mineland reclamation and technology; as well as new development initiatives undertaken by the agency.

Business Recruitment Program

Brian Hanson. The business recruitment program is committed to promoting the Taconite Assistance Area (TAA) to prospective businesses from outside the region in the hopes of attracting new jobs to the Northland. The primary focus of business recruitment is to generate leads from bona fide business prospects through a combination of activities, including advertising, attending trade shows, mass and targeted mailings, and more.

Business and Community Development Program

Matt Sjoberg, Coordinator. This program assists businesses and communities in providing quality long-term employment opportunities throughout the region. A variety of resources, including bank participation loans, direct loans, employment incentive grants, training grants and equity investments, are utilized. The program also conducts resource training for local businesses, as well as convenes and coordinates new regional development initiatives like the agency's Health Care Taskforce.

Mining Program

Jean Dolensek, Coordinator. The mining program manages the agency's efforts to ensure the long-term utilization of Minnesota mineral resources. Activities focus on administering two taconite production tax rebate programs that help recapitalize Minnesota's taconite industry, and supporting projects to produce higher value products from Minnesota iron ore. Efforts also are underway to diversify Minnesota's mining industry by promoting the development of non-ferrous minerals (copper, nickel, precious metals).

Energy Program

Mike Larson, Coordinator. The energy program explores opportunities in the energy field and helps to promote job creation and economic development in the region. Projects focus on new clean coal technologies, biomass, hydroelectric, wind power, solar energy, and fuel cells. The program fosters partnerships, facilitates meetings, assists with project financing, and conducts other activities to reduce regional energy costs.

Mineland Reclamation Program

Ray Svatos, Coordinator. The mission of the Mineland Reclamation Program is outlined in *Minnesota Statutes* Section 298.223 (1977). "A fund called the taconite environmental protection fund is created for the purpose of reclaiming, restoring and enhancing those areas of northeast Minnesota…adversely affected by… mining taconite and iron ore… for the purpose of promoting the economic development of northeast Minnesota … The fund will be used for reclamation, restoration, or reforestation of minelands not otherwise provided for by state law." Mineland Reclamation staff will continue to cultivate new partnerships between units of government and private industry to accomplish mutually beneficial programs that better serve the people of northeastern Minnesota.

Technology Initiatives Program

Richard A. Nordvold, Coordinator. The agency's information technology initiative called **do I.T!,** or **do I**nformation **T**echnology program is a three-pronged information technology initiative involving high-tech information technology infrastructure deployment, technology-based economic development, and community technology awareness. The work of this program is accomplished by staff, a volunteer board of directors made up of twenty citizens from the Taconite Assistance Area (TAA), through grants to various private and public organizations, and by contracted professional and technical assistants when needed.

Unless otherwise noted, all of the above can be contacted at the Iron Range Resources administration office in Eveleth.

Ironworld Discovery Center

Marianne Bouska, Managing Director, (218) 254-7959, (800) 372-6437. Ironworld Discovery Center, a museum, is operated by the Iron Range Resources and is dedicated to preserving Minnesota's mining and immigration history. This complex includes the Iron Range Research Center, a 300-seat pavilion, a 1,600-seat amphitheater, and the Ironworld railway system that features an electric trolley bringing visitors on a 2.5 mile excursion along the Glen-Godfrey mine to Glen Location - an early 1900s mining community.

The museum tells the story of Iron Range geology, mining, immigration, life-skills, and traditions. It features the Hall of Geology mineral exhibit, logging displays, an old-fashioned schoolroom, the labor and taconite exhibit, and a memorial to Governor Rudy Perpich. Ironworld Discovery Center preserves this important period of American history by interpreting the story of the life, the work, the place and the people of the Iron Range.

Ironworld hosts the annual Polkafest, stage events, Heritage Preservation programs, as well as education and museum programs. Several facility rental events such as weddings, reunions, parties and picnics are also booked during the season. Promotional materials include brochures, programs and a calendar of events.

The facility has been opened up to many new audiences due to current property partnerships at Ironworld including the Regional Rail Authority's Mesabi Trail, the Northeast Higher Education District, the St. Louis County Fair, and the Chisholm American Legion-Veterans Memorial Park.

Ironworld Discovery Center is open to the public from May – September. The Iron Range Research Center is open year around. For information, contact Ironworld Discovery Center at 801 SW Hwy 169, Suite 1, Chisholm, MN 55719.

Group Tour Services

(218) 254-1223, (800) 372-6437 This office markets Ironworld Discovery Center to local, regional and national group tour markets. Overlooking the Glen-Godfrey open mine pit, Ironworld is the perfect setting for any group event: family reunions, birthday and anniversary parties, weddings, and bus groups.

Iron Range Research Center

Steve Harsin, Head Librarian, (218) 254-1220, (800) 372-6437. This facility provides professional archive classification and storage in a fireproof, climate-controlled environment for all aspects of historical documentation relating to the Iron Range. The Research Center is an authorized regional repository for all public records. Holdings include personal manuscript collections, local and state records, historic photographs, oral histories, maps, and other resources. The reading room contains extensive reference works, theses and dissertations, genealogical and microfilm collections of newspaper, census, and naturalization records of northeastern Minnesota. Summer hours coincide with Ironworld Discovery Center. Winter hours are Monday through Friday 8:00 a.m. – 4:30 p.m. Admission is free.

"Beyond School Walls" Education Program

Shirley Butterfield, Coordinator, (218) 254-1236, (800) 372-6437. This program offers a unique field trip learning experience at Ironworld Discovery Center for preschool through sixth grade students. Approximately 12 interactive learning stations are available, exposing students to Iron Range history, Native American culture, pioneer life, ethnic arts and crafts, the immigrant experience, geology, environmental studies, and personal family history.

Giants Ridge Golf & Ski Resort

Linda Johnson, General Manager, (218) 865-3000, (800) 688-7669. Giants Ridge is located near the city of Biwabik in northeastern Minnesota. It is one of the Midwest's most popular four-season resort destinations, offering guests two 18-hole golf courses, The Legend and The Quarry at Giants Ridge; 34 challenging alpine ski runs; 70 kilometers of exquisitely groomed cross country ski trails (*Minnesota's #1 Ski Resort, Ski Magazine, 2003)*; easy access to thousands of groomed snowmobile trails; hiking; biking; canoeing; an 18-hole disc golf course; a variety of fantastic lodging choices on-site and in the surrounding area; great food; special events; and, entertainment. Giants Ridge is committed to providing guests with outstanding recreational experiences through first-class customer service and amenities.

Giants Ridge develops and publishes several promotional materials, which are distributed free of charge to winter sports season pass holders, winter sports clientele, golf clientele, and the general public. To be included on the mailing list or to receive information on any of the following activities, contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Special Events

John Filander, Ski Operations/Special Events Coordinator, (218) 865-3018, (8000 688-7669. This office coordinates programming and special events at Giants Ridge.

Group Sales & Group Services

Jeff Spolar, Group Sales Coordinator, (218) 865-3020, (800) 688-7669. This office is responsible for year-round group services at Giants Ridge and coordinates activities at the 24-unit Sport Dormitory, including winter sports groups and summer camps.

Golf Tee Times & Tournaments

John Kendall, PGA Professional, (218) 865-3000, (800) 688-7669. This office is responsible for booking tee times, golf tournaments/ outings, and coordinates golf events for the facility's two 18-hole, par 72, championship golf courses.

Meetings/Conferences/Weddings/Lodging

Todd Fitzgerald, Banquet Sales Manager (The Lodge at Giants Ridge), Janet Lee, Food & Beverage Manager, (The Chalet at Giants Ridge), (218) 865-3000, ext. 3204, (800) 688-7669. This office is responsible for meetings, conferences, weddings, and other special functions held at The Lodge at Giants Ridge (the 93-suite hotel located adjacent to the resort's ski hill and golf course) and/or the Chalet at Giants Ridge.

Lodging Properties at Giants Ridge Golf & Ski Resort

The Lodge at Giants Ridge

(Private venture located within the resort complex.) **(218) 865-7170, (877) 442-6877.** This office is responsible for the 93-suite hotel located adjacent to the resort's ski hill and golf course. The facility has its own restaurant and lounge, fitness room, swimming pool, and game room. All rooms are suites and sleep up to six, and many offer a Jacuzzi and fireplace. Plenty of conference and meeting space is available.

The Villas at Giants Ridge

(Private venture located within the resort complex.) **Michelle Cramer, General Manager of The Villas at Giants Ridge, (218) 865-4155, (800) 843-7434** This office is responsible for the waterfront, 18-condominium lodging complex located within the resort complex. The Villas is comprised of five, two-story condominium buildings containing one and two bedroom luxury suites. The remaining fifteen rental units are single houses, referred to as Villas. Eight of the Villas are three bedroom units and seven are four bedroom units. Unit amenities include VCR, washer, dryer, outdoor charcoal grill, lakeside deck, and some units have whirlpools.

Websites:

do I.T! (information Technology) Program, *www.doitmn.com*
Iron Range Resources, *www.irrra.org*
Giants Ridge Golf & Ski Resort, *www.giantsridge.com*
Iron Range Economic Alliance, *www.irea.org*
Iron Range Research Center, *www.ironrangeresearchcenter.com*
Ironworld Discovery Center, *www.ironworld.com*
Wild North, *www.wildnorth.org*

Department of Labor and Industry

443 Lafayette Road N., St. Paul, MN 55155-4320
Phone: (651) 284-5005 or 1-800-DIAL-DLI (1-800-342-5354) Fax: (651) 284-5721 TTY: (651) 297-4198
Website: *http://www.doli.state.mn.us* E-mail: *dli.commissioner@state.mn.us*
Commissioner M. Scott Brener

Minnesota Statutes, Chapter 175-178; 181-184A and 326; ***Minnesota Rules*** 5200-5499

Mission

THE MISSION OF THE DEPARTMENT OF LABOR AND INDUSTRY (DLI) is to promote a safe and equitable work environment for Minnesota's employees and employers. Its vision is to be a trusted resource utilized by employees and employers. The department serves employees and employers by regulating workplaces through education and enforcement.

The commissioner, deputy, and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Agency Services

It is the responsibility of the Department of Labor and Industry to ensure widespread compliance with state workplace safety laws. The department is responsible for workers' compensation administration, occupational safety and health enforcement and consultations, apprenticeship registration and program development, labor standards enforcement, and boiler and high-pressure-piping code and boats-for-hire services and licensing.

Agency Services at Work in Minnesota

The Department of Labor and Industry was created in 1967 by the Minnesota Legislature to replace the former Industrial Commission.

The Industrial Commission had been composed of three full-time commissioners, one of whom was the operational head of the commission. In 1967, the three commissioners became the Workers' Compensation Commission (now the Workers' Compensation Court of Appeals).

The new department assumed the Industrial Commission's responsibilities under the leadership of one commissioner appointed by the governor. These responsibilities included: Accident Prevention (now OSHA), Boiler Inspection and Steamfitting Standards (now Code Administration and Inspection Services), Fee Employment Agencies and the Division of Women and Children (now Labor Standards Division) and Apprenticeship.

Citizen Participation and Appointment:

- **Apprenticeship Advisory Council**
- **Advisory Council on Workers' Compensation**
- **Code Enforcement Advisory Council**
- **Labor Interpretive Center - Board of Directors**
- **Medical Services Review Board**
- **Occupational Safety and Health Advisory Council**
- **Occupational Safety and Health Review Board**
- **Rehabilitation Review Panel**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

NonStatutory Advisory Groups:

Workers' Compensation Insurer's Task Force - Call (651) 284-5018 for further information about scheduled meetings.

Special Compensation Fund Advisory Committee - Call (651) 284-5018 for more information.

Workers' Compensation Division

(651) 284-5005; Fax: (651) 284-5720, Beth Hargarten, assistant commissioner. Website: *www.doli.state.mn.us/workcomp.html*
Email: *dli.workcomp@state.mn.us*

Workers' compensation law requires employers to provide compensation to employees who have a work-related injury or disease. Current Minnesota law is meant to provide partial wage replacement, payment of medical and rehabilitation costs and payment for permanent partial disability resulting from the injury. In the case of death, workers' compensation benefits are paid to the employee's dependents.

The Minnesota Workers' Compensation Law is designed to standardize the benefit structure, reduce litigation and encourage early rehabilitation intervention and return-to-work programs.

The department's Workers' Compensation Division administers Minnesota's workers' compensation law. The division units maintain all records necessary to monitor the handling of workers' claims, audit claims to insure compliance with the law, provide legal and judicial assistance, monitor rehabilitation and medical services, resolve workers' compensation disputes both informally and formally, and provide for a number of special types of workers' compensation benefits.

Customer Assistance

(651) 284-5032; Fax (651) 284-5727, Keith Keesling, director. This unit is responsible for consistent, accurate and timely provision of workers' compensation information and assistance to all parties in a claim to help prevent disputes from developing. When disputes do occur, the unit tries to resolve them quickly and decisively, utilizing all manners of alternative dispute resolution strategies: including telephone intervention, administrative conferences, and mediation.

Workers' Compensation Compliance Services

(651) 284-5030; Fax (651) 284-5729, Terry Mueller, director. This unit monitors all workers' compensation claims to ensure benefit payments are timely and accurate and imposes penalties in cases of noncompliance. The unit provides educational programs primarily for insurers and employers about the proper completion of required forms and the calculation of benefits.

The unit also certifies managed care organizations, registers qualified rehabilitation consultants, monitors the professional conduct of medical and rehabilitation providers within the scope of workers' compensation, and provides training to these providers.

Workers' Compensation Information Processing Center

(651) 284-5040; Fax (651) 284-5731, Cindy Miner, director. The Information Processing Center (IPC) is responsible for providing

administrative support services to all agency employees and customers. Services provided include centralized mail delivery, shipping and receiving, electronic data entry, image processing of workers' compensation claims and maintenance of all workers' compensation files.

Free posters, mandated by the state to appear in all workplaces, are available from IPC at (651) 284-5042, by e-mailing at: <*dli.post@state.mn.us*> or at: <*http://www.doli.state.mn.us/posters.html*>

With proper authorization, copies of workers' compensation files may be obtained by calling (651) 284-5200.

A serious or fatal work-related injury should be reported within 48 hours to IPC. A First Report of Injury form should be faxed to (651) 284-5731 or notify IPC via phone at (651) 284-5010.

Special Compensation Fund

(651) 284-5045; Fax (651) 284-5733, James Feckey, director. Email: *dli.specialcomp@state.mn.us*

The Special Compensation Fund reimburses insurers and self-insurers for benefits paid under the second injury and supplemental benefit programs. The unit enforces Minnesota's law that requires all employers to carry workers' compensation insurance. The Special Compensation Fund pays workers' compensation benefits to injured workers in cases where the employer has failed to provide coverage and pays asbestosis claims. Reimbursements and benefits are funded through an assessment on indemnity benefits paid by workers' compensation insurers and self-insured employers. The Special Compensation Fund also provides, upon request, insurance coverage verification of any employer in the state at (651) 284-5170 or by email: *dli.specialcomp@state.mn.us.*

Vocational Rehabilitation Unit

(651) 284-5038; Fax (651) 284-5735, Gerald E. Meyer, director.
Website: *http://www.doli.state.mn.us/vru.html*
Email: *dli.vocrehab@state.mn.us*

This unit provides vocational rehabilitation services to injured workers through the use of qualified rehabilitation consultants (QRCs). Although all injured workers are eligible, the unit primarily serves claims where liability is denied by the insurer. The Vocational Rehabilitation unit has QRCs located in its St. Paul office and at the following locations statewide:

- **Bemidji** — 3217 Bemidji Ave. N., Suite 5, Bemidji, MN 56619; **phone** (218) 755-4751 or 1-800-234-1116; **Fax:** (218) 755-4204
- **Duluth** — 5 N. 3rd Ave. W., Suite 400, Duluth, MN 55802; **phone** (218) 733-7810 or 1-800-365-4584; **Fax:** (218) 723-2362
- **Fergus Falls** — 125 Lincoln Ave. W., Suite 7, Fergus Falls, MN 56537; **phone** (218) 739-7206 or 1-800-657-3670; **Fax:** (218) 739-1384
- **Hibbing** — Workforce Center; 3920 13th Ave. E., Hibbing, MN 55746; **phone** (218) 362-5928 or 1-800-657-3768; **Fax:** (218) 262-7304
- **Mankato** — 410 Jackson St., Suite 520, Mankato, MN 56001; **phone** (507) 389-6507 or 1-877-348-0508; **Fax:** (507) 389-2746
- **Rochester** — Atrium Professional Building, 401 - 16th Street, S.E., Rochester, MN 55904; **phone** (507) 280-3562 or 1-800-657-3950; **Fax:** (507) 280-5535
- **St. Cloud** — 3400 1st Street N., Suite 405, St. Cloud, MN 56303; **phone** (320) 258-2050 or 1-800-657-3749; **Fax:** (320) 255-3951

Investigative Services (Workers' Compensation Fraud)

(651) 284-5066 or **1-888-FRAUD MN, James Feckey, director.**
Fax: (651) 284-5747; **Email:** *dli.isu@state.mn.us*
Website: *http://www.doli.state.mn.us/isu.html*

This unit performs investigations in suspected workers' compensation fraud cases, including fraud committed by employers, employees, health care providers, insurers, attorneys or others. Cases are referred for criminal prosecution. Investigative Services conducts investigations of employers that may not carry workers' compensation coverage for their employees; results are referred to the Special Compensation Fund for civil penalty. The unit investigates employers that have allegedly made improper charges to or deductions from employee's wages for workers' compensation insurance coverage. Findings may result in civil penalty action by DLI Compliance Services. There are no special procedures for filing a fraud complaint. Complaints may be filed by phone, fax, e-mail, or letter mailed to Minnesota Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155. Presentations are available upon request that address workers' compensation fraud, workplace injury investigation or a combination of both. These can be done at any site and must be scheduled at least two weeks in advance.

Workers' Compensation Information:

For more information or assistance: call a specialist on the Workers' Compensation Hot Line in St. Paul at (651) 284-5005 or 1-800-DIAL-DLI (1-800-342-5354) or in Duluth at 1-800-365-4584; send an e-mail request to *dli.workcomp@state.mn.us*; or visit the department website: *http://www.doli.state.mn.us/workcomp.html.*

Workers' Compensation Publications:

The department publishes the *Minnesota Workplace Safety Report* that contains much statistical information relative to workplace injuries and workers' compensation issues. The *Minnesota Workers' Compensation System Report* contains information about four areas of the system: dispute resolution, vocational rehabilitation, claimant and injury characteristics, and claims and cost trends. To order a copy of these reports call (651) 284-5025, send an e-mail request to *dli.research@state.mn.us* or visit the website:

http://www.doli.state.mn.us/rsreport.html.

The department publishes the *Prompt First Action Report*, which shows the timeliness of insurers' handling of initial claims, and the *Collection and Assessment of Fines and Penalties*. Copies of these reports can be obtained from Compliance Services at (651) 284-5030, via e-mail at *dli.workcomp@state.mn.us* or at website: *http://www.doli.state.mn.us/pubwkcp.html*.

The department also issues *COMPACT*, a quarterly publication for workers' compensation professionals. *COMPACT* offers updates of recent judicial decisions, any changes in relative rules or law and up-to-date statistical information. View the publication online at *http://www.doli.state.mn.us/compact.html.*

Investigative Services publishes a free semiannual newsletter, *The Fraud Reporter*, which gives a brief overview of the unit's function and contains highlights of criminally charged cases. The Fraud Reporter is online at *www.doli.state.mn.us/fraud.html.*

Minnesota Workers' Compensation Law

Q: What employer groups are required to carry workers' compensation insurance?

A: Generally all employers are required to have workers' compensation insurance and display the name of their insurer in a visible place. Certain types of employers are exempt from carrying workers' compensation insurance, including some small family farms, some family businesses and sole proprietors who have no employees.

Q: What employee groups are covered under workers' compensation?

A: The Minnesota Workers' Compensation Law requires the following workers, among others, be covered by workers' compensation insurance:

- employees of profit-making organizations, such as corporations, partnerships and individual proprietorships;
- employees of charitable organizations;
- employees of state, county and local governmental agencies; and

- most farm workers.

Q: What injuries and diseases are covered?

A: Workers' compensation insurance covers injuries and diseases that arise out of and in the course of employment. A work-related injury or disease is a physical condition that is caused, aggravated, precipitated or accelerated by the work or the work environment. Covered injuries can occur at the workplace or outside the workplace if the employee has been sent on an assignment or is in transit between different work sites.

Q: What should the employer/insurer do when an employee is injured?

A: When an employee is injured, it is the employer's responsibility to complete a *First Report of Injury* form. This form must be sent to the employer's insurance company as soon as possible, but no later than 10 days after the injury with the available facts. The employer can forward additional information to the insurer at a later date.

The insurance company and self-insurers in turn must send the report to the Department of Labor and Industry no later than 14 days after the injury. Reports not filed within that time are subject to a fine by the department. This penalty will be reflected back to the employer as a loss if the employer is responsible for the delay. It is important for the employer to file the report promptly — within 24 hours if possible — so the insurance company will have adequate time to investigate the claim.

If the work-related injury is serious, results in a fatality or the in-patient hospitalization of three or more employees, the employer must notify Minnesota OSHA Compliance at the Department of Labor and Industry by telephone at (651) 284-5050 or 1-877-470-OSHA (1-877-470-6742) within eight hours. On weekends, holidays or after normal business hours, reports must be filed within eight hours by calling federal OSHA at 1-800-321-OSHA (1-800-321-6742).

Completing a *First Report of Injury* form does not mean the employer is accepting liability for the injury. The insurance company will pay the claim only after it has been investigated and determined that it is compensable.

A serious or fatal work-related injury should be reported within 48 hours, if possible. A *First Report of Injury* form should be faxed to (651) 284-5731 or notify the department via phone at (651) 284-5040.

Q: What assistance is available if an insurer has denied an employee's claim?

A: If the insurance company or self-insured employer refuses to pay the claim, a notice of denial of liability is sent to the employee and filed with the department. The notice is to give the reasons and facts stating why the insurer denied the claim. If the employee disagrees, they should tell the insurance representatives why.

If that doesn't resolve the matter, a DLI workers' compensation mediator, available at (651) 284-5030, can be contacted at no charge.

Q: Responsibility to refer to rehabilitation

A: If an employee is not able to perform his or her previous job because of medical restrictions, an employer can modify the job requirements. If the employee has a qualified rehabilitation consultant, the employer should work with the consultant on the modification. The goal of rehabilitation is to restore the employee, as closely as possible, to the job they had or another job with a similar economic status. Economic status includes not only wages, but fringe benefits and opportunities for promotion and/or advancement. If the employee refuses work that is consistent with their rehabilitation plan, the employee's temporary disability benefits will stop. An employer of more than 15 employees that does not offer continued employment to an employee when similar work is available, is liable to a civil action for a year's wages up to $15,000.

Q: Reducing workers' compensation costs

A: Workers' compensation insurance costs are based largely on an employer's "employee rate classification" which is determined by the nature of each business and the type of work employees do. However, an employer's own "experience rating" can contribute positively or negatively to a final cost. The employer can take an active role in lowering workers' compensation costs by:

- **implementing safety programs** that emphasize the proper use of hazardous equipment and materials;
- **developing wellness programs** that incorporate physical fitness and health education;
- **providing employee education** about proper lifting techniques and appropriate body mechanics;
- **initiating return-to-work policies** that include modified-duty assignments;
- **contacting OSHA Workplace Safety Consultation** at (651) 284-5060, which provides a free, non-enforcement service to assist private-sector employers in their voluntary efforts to improve workplace safety and health; and
- **contacting Customer Assistance** at (651) 284-5030 or 1-800-342-5354, for advice and assistance about what to do after a work injury is reported.

An employer's insurance company or agent can help the employer learn more about accident prevention, safety and health programs and return-to-work programs.

Poster Requirements for Worksite Premises

(651) 284-5042. Email: *dli.post@state.mn.us*
Website: *http://www.doli.state.mn.us/posters.html*

State law requires employers post certain notices at a place on the company's premises where employees are likely to see them.

Check the employee bulletin board to verify a business is properly displaying all of the required state posters related to labor and safety laws. Bulletin boards near employee entrances or next to time clocks are good places to display them. If there is more than one worksite, display posters at each location.

The complete packet of posters required by the State of Minnesota is available at no charge by calling (651) 284-5042, by sending a request to *dli.post@state.mn.us* or by visiting h*ttp://www.doli.state.mn.us/posters.html.* The following posters must be displayed:

- **Unemployed?** — helps employees understand unemployment insurance benefits.
- **Safety and Health Protection on the Job** — explains safety and health regulation information.
- **Minnesota Workers' Compensation Employee's Rights and Responsibilities** — explains what employees should do if they are injured at work.
- **Minnesota Employees, You Are Entitled To** — details state and federal wage and overtime laws.
- **Know Your Rights Under Minnesota and Federal Laws Prohibiting Age Discrimination** — explains retirement and age discrimination.

In addition, some federal agencies have mandatory poster requirements, including:

- **Family Medical Leave Act;**
- **Polygraph Protection Act;**
- **Your Rights Under the Fair Labor Standards Act** - details federal minimum wage, overtime pay and child labor laws;
- **Notice to Employees Working on Federal or Federally Financed Construction Projects;**
- **Notice to Employees Working on Government Contracts (Service Contracts or Public Contracts)**
  U.S. Department of Labor
  Wage and Hour Division
  220 South Second Street, Room 106
  Minneapolis, MN 55401
  Phone 1-800-487-9243; and
- **Equal Employment Opportunity is the Law**
  Equal Employment Opportunity Commission
  Communications and Legislative Affairs
  1801 - L Street N.W., Room 9405
  Washington, DC 20507
  Phone 1-800-669-3362

Workplace Services Division

(651) 284-5018, Fax: (651) 284-5720, Roslyn Wade, assistant commissioner. The Workplace Services Division consists of the following units: Minnesota Occupational Safety and Health Administration (MNOSHA) Compliance, Workplace Safety Consultation, Labor Standards, Apprenticeship, and Code Administration and Inspection Services.

Occupational Safety and Health Administration

Minnesota OSHA Compliance (MNOSHA) (651) 284-5050 or 1-877-470-OSHA (1-877-470-6742), Patricia Todd, director.
24-hour OSHA Hotline 1-800-321-6742; **Fax:** (651) 284-5741;
Email: *osha.compliance@state.mn.us*
Website: *http://www.doli.state.mn.us/mnosha.html*

The MNOSHA Compliance unit of the Minnesota Department of Labor and Industry administers the Minnesota Occupational Safety and Health Act of 1973. The express legislative purpose of this act is to assure safe and healthful working conditions for Minnesota employees. The division is led by the MNOSHA management team.

The Minnesota Occupational Safety and Health Rules adopt, by reference, the federal Occupational Safety and Health Standards and apply to all places of employment in the state, with the exception to places of employment controlled by the federal government and Indian Reservations. In addition, Minnesota has adopted some localized standards that apply to hazards not covered by the federal OSHA standards. Stakeholders wishing to file complaints or needing information may call or write to MNOSHA or visit its Web site above.

All places of employment are subject to inspection to ascertain compliance with published Minnesota Occupational Safety and Health Standards. Inspections are scheduled following the guidelines of an administrative inspection scheduling plan approved by the federal Occupational Safety and Health Administration and in accordance with established priorities. These priorities are:

- **imminent danger** conditions;
- **catastrophes/fatalities/serious injuries;**
- **employee complaints**;
- **targeted industry inspections**; and
- **follow-up inspections.**

When violations are found, citations are issued specifying abatement dates for all violations. A monetary penalty may also be assessed.

Employee Rights and Responsibilities

Although the responsibility for compliance with the law rests with the employer, employees are obligated to comply with OSHA standards and regulations that are applicable to their own actions and condition. Employees cannot be cited or fined for noncompliance; however, employers may set up their own disciplinary procedures for employees who violate standards or regulations. Employee rights include, but are not limited to, the following:

- **Employees have the right** to request an OSHA inspection by filing a compliant with the Minnesota Occupational Safety and Health Division describing the hazardous conditions that exist at the work facility. The complaint must be filed by a current employee and must be signed.
- **Employees may participate** in standards development activities.
- **Employees must be notified** of a variance request filed by their employer.
- **Employees may petition** for a hearing of the variance request.
- **Elected employee representatives** may participate in the opening and/or closing conference conducted prior to or during an OSHA inspection. Employees who exercise this right must be paid their usual wage.
- **Employees may contest the findings** of an OSHA inspection.
- **Affected employees may request participation** during hearings regarding contested cases. Employees may not be discharged or discriminated against for exercising any rights afforded them under the MNOSH Act.

Employer rights and responsibilities

An employer's rights and responsibilities under the act include, but are not limited to, the following:

- **An employer must ensure the workplace is** free from recognized hazards that cause or are likely to cause death or serious injury.
- **Employers can participate in the development,** revision or revocation of OSHA standards by commenting about proposed standards, participating during hearings concerning standards or by requesting the development of a new standard.
- **An employer may request a variance** from the requirements of a particular OSHA standard when the employer is unable to meet the mandates of that standard and wishes to use an alternative means of compliance.
- **Employers are entitled to protection of trade secrets** or other legally privileged communications.
- **Employers must post** the Occupational Safety and Health "*Protection on the Job*" poster in their place(s) of employment. All necessary posters may be obtained at no charge by calling (651) 284-5042 or 1-800-DIAL-DLI (1-800-342-5354). Either request a poster packet or print off a copy of the poster at *http://www.doli.state.mn.us/posters.html.*
- **Employers must provide employees** with all necessary protective equipment required by OSHA standards at no cost to the employees.
- **When an employer receives a citation**, proposed monetary penalty and abatement date following an OSHA inspection, the employer may contest the citation, type of violation, abatement date and/or the penalty. This must be done within 20 days of receipt of the citation. This may result in an informal conference with MNOSHA and/or a hearing before an administrative law judge. Any decision of the administrative law judge or final orders of the commissioner may be appealed to the Occupational Safety and Health Review Board. The review board is a quasi-judicial board composed of three members appointed by the governor. The review board may affirm, modify or reverse any decision of administrative law judges or final orders of the commissioner.
- **Employers must maintain a log** of injuries and illness as prescribed in the Minnesota OSHA Rules and must post an annual summary of those injuries during February 1 to April 30. The OSHA 300 Log, which is used for this purpose, includes information and instructions for completing the form and is available by calling any of the MNOSHA area offices.
- **Employers must report work-related incidents** that result in the death of an employee or the in-patient hospitalization of three or more employees of MNOSHA within eight hours. Reports may be made by telephone or in person at any MNOSHA office. After normal business hours or on weekends or holidays, reports must be filed within eight hours by calling the federal OSHA hot line at 1-800-321-OSHA (1-800-321-6742).

Employee Right-to-Know Act

The act, passed in 1983, requires employers to evaluate their workplaces for the presence of hazardous substances, harmful physical agents and infectious agents and to train employees about these hazards.

Written information about hazardous substances, harmful physical agents or infectious agents must be readily accessible to employees or their representatives. Labeling requirements for containers of hazardous substances and equipment or work areas that generate harmful physical agents must also be available. The standard also provides guidelines governing employer training programs and requirements for documentation and maintenance of training records. Exceptions for certain technically qualified individuals are defined in the standard. Special provisions have also been adopted for certain farming operations and waste service employers regulated by the federal Resource Conservation and Recovery Act.

A copy of the Employee Right-to-Know Standard, which is included in the Minnesota Department of Labor and Industry Occupational Safety and Health Rules, may be obtained by contacting Minnesota's Bookstore, 660 Olive Street (in the Williams Hill Business Center, east of I-35E and north of University Ave), St. Paul, MN 55155, (651) 297-3000 or 1-800-657-3757. Questions concerning the Employee Right-to-Know Act may be directed to any of the MNOSHA area offices.

A Workplace Accident and Injury Reduction Act (AWAIR)

The AWAIR Act requires the Department of Labor and Industry to adopt a list of standard industrial classification (SIC) codes of employers that must comply with the act. Generally, these employers are in high-hazard industries. Covered employers are required to:

- **develop a written plan** describing how the goals of an effective safety and health program will be met;
- **assign responsibility** to managers, supervisors and employees for safety and health;
- **identify, analyze and control** workplace hazards;
- **communicate the program** to affected employees;
- **oversee accident investigation** and corrective actions; and
- **enforce the safety and health** program objectives.

An *Employers Guide to Implementing the AWAIR Act* is available from any of the MNOSHA area offices or at:

http://www.doli.state.mn.us/oshainfo.html.

Safety Lines Publication

Website: *http://www.doli.state.mn.us/safeline.html*

MNOSHA publishes a quarterly online newsletter to keep stakeholders up-to-date about current activities of MNOSHA and federal OSHA, including new standards, hazard alerts, training opportunities and information about a wide range of occupational safety and health-related topics. The newsletter is free and welcomes stakeholder ideas for future editions. To be added to the e-mail notification, call (651) 284-5050 or e-mail *DLI.Communications@state.mn.us*. Read it online at: *http://www.doli.state.mn.us/safeline.html.*

Construction Breakfasts

Website: *http://www.doli.state.mn.us/brkfst.html*

Construction Breakfasts are conducted five times a year in St. Paul. The breakfasts are from 7 to 9 a.m. To be added to the mailing list, contact MNOSHA at (651) 284-5050, via e-mail at *OSHA.Compliance@state.mn.us* or visit: *http://www.doli.state.mn.us/brkfst.html.*

MNOSHA Area Offices

Website: *http://www.doli.state.mn.us/offices.html*

For more information about the OSHA standards or OSHA operating procedures, contact one of the following MNOSHA offices:

- **Duluth**, 5 N. Third Ave. W., Suite 402, Duluth, MN 55802; phone (218) 733-7830
- **Mankato**, Nichols Office Center, Suite 520, 410 Jackson St., Mankato, MN 56001; phone (507) 389-6507
- **Twin Cities**, Department of Labor and Industry, 443 Lafayette Road N., St. Paul, MN 55155-4307; phone (651) 284-5050 or 1-877-470-OSHA (1-877-470-6472).

MNOSHA Workplace Safety Consultation

(651) 284-5060 or 1-800-657-3776; Fax: (651) 284-5739
Email: *osha.consultation@state.mn.us*
Website: *http://www.doli.state.mn.us/wsc.html*

Workplace Safety Consultation (WSC) provides consultation services, on request, to help employers prevent accidents and diseases through several employer assistance programs.

Private-sector Consultation

WSC works with employers and employees to solve safety and health problems before they occur. It offers free assistance, on request, to help private-sector employers improve their safety and health record, lower accident costs and reduce OSHA citations and penalties. WSC consultants will help employers recognize hazards, make recommendations for solving problems and suggest other sources of help that may be available. The visit by a consultant is scheduled for a mutually agreeable time and is followed by a report giving the consultant's recommendations. This service is confidential and no citations or penalties are issued. Before a consultation visit request is accepted, the requesting employer must commit to the timely correction of any serious job safety or health hazard found during the site visit. If the problem is not corrected, the violation can then be reported to MNOSHA Compliance for further investigation.

Public-sector Consultation

This WSC activity provides free on-site safety and health consultation services to public employers, upon request. Consultation personnel will take the following steps: confirm the employer's understanding and acceptance of the obligation to correct serious hazards within an agreed-upon time period; perform the consultation for the entire site, a piece of machinery or a specific work operation as requested by the employer; present the employer with a written report of findings of the consultation visit; and require the employer to file a corrective action report to document the abatement of any serious hazards found during the site visit.

Requests for consultations are logged and case files are prepared and closed upon abatement of serious hazards. Citations and penalties are not assessed for hazards identified during the consultation visit.

Labor and Management Safety Committee Program

Minnesota statutes require any business with more that 25 employees to have a joint labor-management safety and health committee at the workplace. Employers with fewer than 25 employees must also have a committee if they have had numerous workplace injuries as cited by *Minnesota Statutes* 182.676. At the request of both management and labor representatives, a WSC consultant is available to help interpret OSHA standards, offer training in self-inspection techniques, and prepare and help in preparing and implementing educational and training programs.

Safety Grants Program

(651) 284-5060 or 1-800-731-7232
Website: *http://www.doli.state.mn.us/grants.html*

This program awards up to $10,000 for qualifying employers for projects designed to reduce the risk of injury and illness to their workers. To qualify, the following criteria must be met:

- **The employer must** come under the jurisdiction of MNOSHA;
- **A qualified safety professional** must have conducted an on-site safety inspection and written a report with recommendations based upon the inspection;
- **The project must be consistent** with the recommendations of the safety inspection, must reduce the risk of injury or disease to employees and must be feasible;
- **The employer must be committed** to the project's implementation;
- **The employer must be able to match** grant money awarded and all estimated project costs must be covered by available funds; and
- **The project must be supported** by all public entities involved and comply with federal, state and local regulations.

Priority for funds is given first to manufacturing businesses, then to workplaces that have seen jobs lost due to safety shortcomings and, finally, to all other projects.

Workplace Violence Prevention Program

(651) 284-5060 or 1-800-657-3776

Website: *http://www.doli.state.mn.us/violence.html*

This WSC program helps employers and employees reduce the incidence of violence in their workplaces by providing onsite consultation, telephone assistance, education and training seminars, and a resource center. It is targeted toward workplaces at high risk of violence, such as convenience stores, service stations, taxi and transit operations, restaurants and bars, motels, guard services, patient care facilities, schools, social services, residential care facilities, and correctional institutions.

Loggers Safety Education Program

(218) 362-5915; Fax: (218) 362-5916
Website: *http://www.doli.state.mn.us/logging.html*

This WSC program provides safety training through eight-hour seminars throughout the state. In order to receive workers' compensation premium rebates from the Targeted Industry Fund, logger employers must maintain current workers' compensation insurance coverage and they or their employees must have attended a logging safety seminar sponsored or approved by WSC during the previous year.

LogSafe Advisory Committee

The LogSafe Advisory Committee was formed to oversee the department's LogSafe safety training program for Minnesota loggers. The committee is made up of one member from the workers' compensation insurance industry whose company writes a significant amount of workers' compensation liability for the logging industry, two members from the wood consuming mills, two members from the Timber Producers Association, two members from the Association of Contract Loggers, two members who are independent loggers, one member from Department of Labor and Industry Workplace Safety Consultation, and one member from the Minnesota Logger Education Program. One non-voting member shall be the LogSafe Program Senior Consultant.

MNSHARP

(651) 284-5060 or 1-800-657-3776
Website: *http://www.doli.state.mn.us/mnsharp.html*

Minnesota Safety and Health Achievement Recognition Program (MNSHARP) is a voluntary, consultation-based program that assists small high-hazard employers in achieving safety and health improvements and recognizes them for doing so. Eligibility is limited to employers with up to 500 workers at the work site; priority is given to employers with fewer than 100 employees. MNSHARP participants receive a comprehensive safety and health consultation survey that results in a one-year action plan. During that year, participants must correct identified hazards and develop and implement an effective safety and health program with complete employee involvement. When the employer meets all requirements and the lost-workday injury and illness rate is below the national average for their industry, a MNSHARP Certificate of Recognition is awarded and the employer is exempted from programmed inspections by MNOSHA Compliance for one year. If an on-site safety and health survey by WSC reveals the employer is continuing to meet the program requirements, the employer's certification is renewed and it continues to be exempt from programmed inspections.

MNSTAR

(651) 284-5060 or 1-800-657-3776
Website: *http://www.doli.state.mn.us/mnstar.html*

Minnesota STAR (MNSTAR) is a voluntary protection program available to any size employer in Minnesota. Small employers that previously achieved MNSHARP status can, at their option, upgrade their efforts to achieve this higher level of recognition. The MNSTAR program relies mainly on the concept of self-assessment by the requesting employer and uses the federal VPP criteria (OSHA Instruction TED 8.1a, *Revised Voluntary Protection Programs (VPP) Policies and Procedures Manual*). MNSTAR requires the employer's commitment to complete an extensive application, which includes providing WSC with copies of all requested written policies and programs. The employer's lost-workday injury and illness rate must be below the state and national levels for their industry. Employers that meet all requirements for MNSTAR status are exempt from programmed inspections by MNOSHA Compliance for three years.

Safety and Health Educational Outreach Program

This WSC program offers workshops to help educate employers and employees about workplace safety and health hazards, and the OSHA standards addressing them. Its aim is to assist employers in implementing and maintaining effective safety and health programs, with the goals of lowering injury and illness rates and reducing workplace injury costs.

One major activity in this effort is the WSC educational workshop series. Through partnerships with 13 organizations throughout the state, a quarterly series of one-day safety and health seminars is presented. Seminar topics change each quarter and are based upon workplace safety and health issues of timely concern. The opportunity for employers and employees to receive affordable safety and health training in a location close to their work site is accomplished through this educational workshop program.

WSC also offers safety and health training to individual companies and organizations, upon request. Options include either a formal training session or an informal training session conducted in conjunction with an on-site consultation visit. With either option, the specific training needs of the requesting company or organization can be addressed through the WSC outreach program.

Labor Standards

(651) 284-5005 or 1-800-342-5354, Jerry Briggs, director.
Fax: (651) 284-5740
Email: *dli.laborstandards@state.mn.us*
Website: *http://www.doli.state.mn.us/laborlaw.html*

Labor Standards advises and enforces state laws relating to employment standards: minimum wage, overtime, wage claims, child labor, fee employment agencies, personnel files, and use of lie detectors by employers. To make a complaint or for information about any of these issues, call, write, send an e-mail request or visit Labor Standards at its offices or on the website. This unit addresses groups to instruct and explain the provisions of the laws relating to its activities. Labor Standards provides pamphlets and other information about each of these state laws.

Current laws governing:

• Minimum Wage, Overtime and Wage Claims

Website: *http://www.doli.state.mn.us/minwage.html*

The minimum wage in Minnesota is $5.15 an hour for people employed by large firms (gross volume of sales-made or business-done is more than $500,000 a year) and $4.90 an hour for people employed by small firms (annual gross volume of sales-made or business-done of less than $500,000). Credit can be applied toward the minimum wage for lodging and meals. Overtime wages of one-and-a-half the regular hourly wage must be paid to employees who work in excess of 48 hours in a week. Wages must be paid within 24 hours of demand to employees who are discharged and by the next pay day to employees who quit their jobs.

The Minnesota Fair Labor Standards Act provides for a subminimum wage for handicapped workers when a permit is obtained from Labor Standards.

• Prevailing Wage

Labor Standards determines wage rates that must be paid on state-funded construction projects. These rates are determined by conducting surveys of wage rates paid for similar work in the area where the project is located. Upon complaint, the unit can examine payroll records to assure compliance. Copies of wage rates for each project are available online for free, or from Labor Standards for a charge of 50

cents a page. For more information, visit: *www.doli.state.mn.us/laborlaw.html*, or contact Labor Standards at (651) 284-5005 or write to Labor Standards, 443 Lafayette Road N., St. Paul, MN 55155-4306.

• Child Labor

Website: *http://www.doli.state.mn.us/childlbr.html*

With very few exceptions, employment of minors under 14 is prohibited. Employment of minors under 16 is limited to non-school hours, while school is in session, to a maximum of eight hours a day and 40 hours a week. Employment of minors under 16 before 7 a.m. and after 9 p.m. is prohibited. Sixteen- and 17-year old high school students are prohibited from working past 11 p.m. on school nights (11:30 p.m. with written consent), or before 5 a.m. on school days (4:30 a.m. with written consent). The only exceptions are for minors enrolled in alternative schools or area learning centers. The proof of age for each minor employee must be kept on file by the employer. A special exemption permit may be granted by the commissioner of the Department of Labor and Industry. Applications for such exemptions may be obtained from Labor Standards**,** or online at:

www.doli.state.mn.us/childlbr.html.

• Fee Employment Agencies

A license for counselors and managers of fee employment agencies is issued after successful completion of a one-hour exam. Fees are charged for the exam and license. A $250 license fee is charged annually to fee employment agencies.

Applications for licenses for fee employment agencies require a review and submission of references.

• Personnel Files

Employers must allow employees to review their personnel file at least once every six months upon written request. Employees may obtain a copy at the cost of reproduction. Employees may write a rebuttal to anything in the file that the employee disagrees with. The rebuttal must be kept with the material the employee disputes. Upon written request, terminated employees may review and receive a copy of their personnel record only once within the 12 months following termination.

• Lie Detectors

Employers may not require or request their employees to take polygraph tests, voice stress tests or any other test purporting to test the honesty of an employee or prospective employee.

• Whistleblowing *(Protection of employees who report violations of law)*

Under legislation enacted in 1987, a Minnesota employer cannot discharge, discipline, threaten, otherwise discriminate against, or penalize an employee regarding the employee's compensation, terms, conditions, location, or privileges of employment because the employee:

- **or a person acting on behalf** of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to an employer or to any government body or law enforcement official;
- **is requested by a public body** or office to participate in an investigation, hearing or inquiry; or
- **refuses an employer's order** to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law and the employee informs the employer that the activity is being refused for that reason.

The law further allows the employee to request the truthful reason for termination and prohibits the employee from making false statements or disclosures. Employers must notify employees of their rights under this law by posting the summary that is found on the *Minnesota Minimum Wage* poster.

• Parental Leave

Website: *http://www.doli.state.mn.us/fmla.html*

- **To request leave**: An employer must employ 21 or more employees at least on one site; an employee must work 20 hours or more a week and must have been employed by the employer for at least 12 months. Parenting leave must be given upon request of the employee with the employee given at least six weeks unpaid leave of absence and the leave may not begin more than six weeks after birth or adoption. Health insurance coverage must be continued by the employer, but the employer is not required to pay the cost of the insurance.
- **Sick or injured child care leave**: An employee may use personal sick benefits for absence to care for the employee's sick or injured child on the same terms the employee is able to use sick leave benefits for the employee's own illness.
- **Reinstatement:** The employee who returns from leave must be given a position of comparable duties, number of hours and pay; the employee taking a leave longer than one month must notify the supervisor of return at least two weeks prior to return; if layoff of an employee's position occurs during the leave of absence, the employee is not entitled to a comparable position, but the employee retains all rights under a recall system. The employee returning from a leave of absence must be given the same rate of pay plus increases that occurred during the leave; the employee must be given all accrued pre-leave benefits and seniority; the employee may return to employment after the leave period as part time, provided the employer agrees. Paid parental or disability leave, except accrued sick leave, may be included in the leave of absence.
- **School conference leave:** Employers with one or more employees must grant an employee leave up to a total of 16 hours to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during non-work hours. The leave need not be paid except the employee may use accrued paid vacation or other appropriate paid leave.

People injured by a violation of the above sections may bring civil action against their employer. An employer may not retaliate against an employee for requesting parental leave.

• Wage and hour information

Posters stating laws about minimum wage and mandatory retirement, and brochures explaining laws about child labor, overtime, minimum wage, records and payments, and agricultural employment are available from Labor Standards and on its Web site at *http://www.doli.state.mn.us/laborlaw.html.* Make direct inquiries to (651) 284-5005 or Labor Standards, 443 Lafayette Road N., St. Paul, MN 55155.

Apprenticeship

(651) 284-5090 or 1-800-342-5354, Jerry Briggs, director.
Fax: (651) 284-5740
Email: *dli.apprenticeship@state.mn.us*
Website: *www.doli.state.mn.us/appr.html*

The Apprenticeship unit is the official registration agency for apprenticeship and on-the-job training programs in Minnesota. It is also the federally recognized approval agency for the U.S. Department of Labor Bureau of Apprenticeship and Training. In addition, the Apprenticeship unit is the state agency designated to approve veterans apprenticeship and on-the-job (OTJ) training programs that allow the veteran to receive his or her G.I. benefits.

Apprenticeship training is a formal system that combines on-the-job training with related technical instruction. It is designed to produce workers with expertise in all aspects of an occupation.

Apprenticeship is also charged with approving and administering apprenticeship programs. It makes sure recruitment, selection, employment, and training of participants is done without discrimination based on race, color, religion, national origin, sex, or age.

Informational apprenticeship training brochures are available for employers, employees, veterans, students and those who are underemployed, unemployed, or dislocated workers. To request a free packet of information about apprenticeship, contact the unit.

Safety programs for students (apprentices) can be downloaded from PDF files at the Apprenticeship Unit website. Each program has a separate instructor (teacher) manual available.

A list of approved apprenticeship training programs and training sponsors, arranged by Minnesota counties, can also be downloaded from the apprenticeship website.

Code Administration and Inspection Services

(651) 284-5080; Fax: (651) 284-5737, Kevin Wilkins, director.
Email: *dli.code@state.mn.us*
Website: *www.doli.state.mn.us/code.html*

Code Administration and Inspection Services (CAIS) is responsible for assuring the safe operation of boilers, pressure vessels, boats-for-hire, hobby boilers and high-pressure-piping and ammonia-piping systems in Minnesota through the adoption of regulations; licensing operators, pilots and piping systems; and conducting inspections.

Specific services provided by CAIS to accomplish its mission include the following:

- **Adopting regulations** governing the installation, operation, and maintenance of boilers, pressure vessels, and boats-for-hire (*Minnesota Rules* Chapter 5225); and adopting regulations governing the installation of high-pressure-piping systems (*Minnesota Rules* Chapter 5230).
- **Licensing operators of boilers and boats-for-hire.** A license is good for one year and costs $15 to renew annually. A new license costs $25, $55 if an affidavit must be reviewed. A license to operate a hobby boiler does not require an annual renewal. Applicants for a license must complete an application form, an affidavit showing supervised operating experience for boat operators and higher-level boiler licenses, and pass a written examination, which is made available twice a week in St. Paul and throughout the state on a regular schedule. Applications and affidavits may be submitted at least 15 calendar days before the desired exam date. Application and affidavit forms may be obtained from CAIS.
- **Licensing installers of high-pressure piping.** A license is good for one year and expires December 30 each year. A journeyman pipefitter's license renewal costs $60 annually and $100 initially. A contracting pipefitter's license costs $220 annually and $250 initially. Applicants for a journeyman or contracting pipefitter's license must complete an application form, an affidavit showing at least four years supervised or journey-level work experience installing high-pressure piping, and pass a written examination, which is made available once monthly or by request of larger groups. Applications and affidavits may be submitted at least 15 calendar days before the exam date. A high-pressure-piping business license costs $350 annually. Licensed high-pressure-piping businesses are required to register pipefitter trainees in their employ at $50 an applicant. Application and affidavit forms may be obtained by calling CAIS.
- **Issuing certificates of inspection to owners of boilers, pressure vessels and boats-for-hire** for those objects that pass inspection. The certificate can only be obtained as a result of an inspection of a boiler, pressure vessel or boat-for-hire.
- **Issuing permits to licensed high-pressure-piping businesses** to install high-pressure-piping systems. The permit fee consists of a filing fee of $50 and inspection fee of $100, plus fees based on the cost of constructing or installing the high-pressure-piping system — two percent of the first $1 million, plus one percent of the next $2 million, plus one-half percent of the amount more than $3 million.
- **Inspecting the construction and installation** of high-pressure-piping systems.
- **Investigating complaints and incidents** involving boilers, pressure vessels, boats-for-hire, high-pressure-piping installations, and violations of the license standards. Complaints or reports of incidents are made to the attention of the chief boiler inspector for boilers, pressure vessels, and boats-for-hire and to the attention of the chief high-pressure-piping inspector for high-pressure piping. A form is available from CAIS for filing complaints.

General Support Division

(651) 284-5010; Fax: (651) 284-5721. This division provides overall internal policy and administrative support for the department as well as assistance to the commissioner in proposing, evaluating, and drafting legislation affecting the department.

This unit also provides legal assistance to department staff and to employees, employers, insurers, attorneys, and others concerning legal issues under the authority of the department.

Research and Statistics

(651) 284-5025; Fax: (651) 284-5726, Theresa Van Hoomissen, director.
Email: *dli.research@state.mn.us*
Website: *http://www.doli.state.mn.us/research.html*

This unit compiles statistics and conducts research relative to workplace injuries, the workers' compensation system, and other department concerns. The unit conducts an annual survey of workplace injuries and illnesses and a census of fatal occupational injuries in conjunction with the federal Bureau of Labor Statistics.

Human Resources

(651) 284-5020; Fax: (651) 284-5723, Michael Houliston, director. This unit provides human resource direction and assistance to all units and is responsible for recruiting and classifying employees, conducting labor relations, coordinating training, administering benefits and insurance, and providing safe and healthy working conditions.

Financial Services

(651) 284-5528; Fax: (651) 284-5722, Cindy Farrell, chief financial officer. This unit provides accounting, budgeting, purchasing, payroll, and financial reporting services for the agency.

Information Technology Services

(651) 284-5022; Fax: (651) 284-5724, Cynthia Valentine, chief information director. This unit provides leadership and support in areas related to the department's use of information technology. Services provided include development and maintenance of applications and databases; management of local and wide-area networks, e-mail systems and the department's document imaging system; installation of hardware and software, as well as technical training for department users to maximize the efficient use of packaged and custom software products.

Legislative Relations

(651) 284-5103, Jamie Anderson, assistant to the commissioner. This unit provides overall internal policy and administrative support for the department as well as assistance to the commissioner in proposing, evaluating, and drafting legislation affecting the department.

Legal Services

(651) 284-5019, Fax: (651) 284-5725, Nancy Leppink, director. This unit provides legal assistance to department staff and to employers, employees, insurers, attorneys, and others concerning legal issues under the authority of the department. The attorneys defend contested

workers' compensation penalties issued by the department, provide legal review of certain administrative orders, promulgate administrative rules, and provide legal opinions about regulation and code enforcement and workers' compensation matters.

Communications

(651) 284-5313; Fax: (651) 284-5721, James Honerman, director. Responsible for the department's communications programs; ensures that the information about the department's programs is effective, credible, accurate and supports the goals and initiatives of DLI; including all internal and external publications, media relations and Internet pages.

Office of the Lieutenant Governor

130 State Capitol, St. Paul, Minnesota 55155-1099
Phone: (651) 296-3391 or (800) 657-3717 Fax: (651) 296-2089 TTY: (651) 296-0075 or (800) 657-3598
Website: *http://www.governor.state.mn.us*
Carol Molnau, Lieutenant Governor

Minnesota Constitution, Article V

THE LIEUTENANT GOVERNOR IS ELECTED BY THE PEOPLE of Minnesota for a four-year term that begins on the first Monday in January of the odd-numbered year following the election, and is elected jointly with the governor by a single vote applying to both offices. The lieutenant governor must be at least 25 years old, have resided in the state for at least one year prior to the election and be a United States citizen.

The lieutenant governor and chief deputy must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

As Minnesota's second-in-command, the lieutenant governor is prepared to assume the governor's duties any time the governor is unable to perform them. The lieutenant governor represents the governor and the State of Minnesota within the state, nationally, and internationally.

A bill was enacted in 1971 enabling the governor to delegate to the lieutenant governor such powers, duties, responsibilities and functions as are prescribed by law to be performed by the governor, provided those powers are not imposed upon the governor by the constitution.

The lieutenant governor serves as a member of Minnesota's Executive Council (whose members are the state's six constitutional officers), and chairs the Capitol Area Architectural Planning Board. The lieutenant governor is involved with numerous organizations serving a variety of goals as chair, co-chair, or in an advisory capacity. Two of the organizations she co-chairs are: the Minnesota Alliance with Youth and the America's Kids Connect program.

The office is available to assist the public with questions concerning these areas, as well as matters of a general nature. For assistance, contact the Office of the Lieutenant Governor at (651) 296-3391.

Lieutenant Governors since Statehood:

For more detailed information, visit the Legislative Reference Library website: www.leg.state.mn.us/lrl/mngov/Mngov.htm

Name	P.O. address	Assumed office
William Holcombe	Stillwater	May 24, 1858
Ignatius Donnelly	Nininger	January 2, 1860
Henry A. Swift	St. Peter	March 3, 1863
Charles D. Sherwood	Prescott	January 11, 1864
Thomas H. Armstrong	High Forest	January 8, 1866
William H. Yale	Winona	January 7, 1870
Alphonso Barto	Sauk Centre	January 9, 1874
James B. Wakefield	Blue Earth	January 7, 1876
C. A. Gilman	St. Cloud	January 10, 1880
A. E. Rice	Willmar	January 4, 1887
G. S. Ives	St. Peter	January 5, 1891
D. M. Clough	Minneapolis	January 3, 1893
Frank A. Day	Fairmont	January 31, 1895
John L. Gibbs	Geneva	January 5, 1897
Lyndon A. Smith	Montevideo	January 3, 1899
Ray W. Jones	Minneapolis	January 5, 1903
Adolph O. Eberhart	Mankato	January 5, 1907
E. E. Smith	Minneapolis	June 25, 1910
S. Y. Gordon	Browns Valley	January 3, 1911
J. A. A. Burnquist	St. Paul	January 7, 1913
Geo. H. Sullivan	Stillwater	October 28, 1916
Thos. Frankson	St. Paul	January 2, 1917
Louis L. Collins	Minneapolis	January 4, 1921
W. I. Nolan	Minneapolis	January 6, 1925
Chas. E. Adams	Duluth	June 25, 1929
Henry Arens	Jordan	January 6, 1931
K. K. Solberg	Clarkfield	January 3, 1933
Hjalmar Petersen	Askov	January 8, 1935
Gottfrid Lindsten	Minneapolis	January 5, 1937
C. Elmer Anderson	Brainerd	January 2, 1939
Edward J. Thye	Northfield	January 4, 1943
Archie H. Miller	Hopkins	April 27, 1943
C. Elmer Anderson	Brainerd	January 2, 1945
Ancher Nelsen	Hutchinson	January 5, 1953
Donald O. Wright	Minneapolis	September 3, 1954
Karl F. Rolvaag	Rochester	January 3, 1955
A. M. Keith	Rochester	January 8, 1963
James B. Goetz	Winona	January 2, 1967
Rudy Perpich	Hibbing	January 4, 1971
Alec G. Olson	Spicer	December 29, 1976
Lou Wangberg	Bemidji	January 4, 1979
Marlene Johnson	St. Paul	January 3, 1983
Joanell Dyrstad	Red Wing	January 7, 1991
Joanne E. Benson	St. Cloud	January 3, 1995
Mae Schunk	Inver Grove Heights	January 4, 1999
Carol Molnau	Chaska	January 6, 2003

Minnesota State Lottery

2645 Long Lake Road, Roseville, MN 55113
Phone: (651) 635-8100 Toll-free: (888) LOTTERY Fax: (651) 297-7498
Website: *www.lottery.state.mn.us* E-mail: *lottery@winternet.com*
Director Clint Harris

Minnesota Statutes, Chapter 349A; ***Minnesota Rules***, 7856, 7857, 7858

Regional Lottery Offices:

Brainerd (218) 828-2722
523 S. 6th Street, Brainerd, MN 56401
Gloria Vande Brake, Regional Manager

Detroit Lakes (218) 846-0700
1111 Highway 10 E., Detroit Lakes, MN 56501
Jerry Ouren, Regional Manager

Eagan (651) 688-1800
1060 Lone Oak Road, Eagan, MN 55121
Terrie Heiling and Steve Addabbo, Regional Managers

Marshall (507) 537-6041
750 W. College Drive, Marshall, MN 56258
Doug Landsman, Regional Manager

Owatonna (507) 444-2400
205 Cedardale Drive, Owatonna, MN 55060
Mark Heiling, Regional Manager

Virginia (218) 748-2450
5463 Mountain Iron Drive, Virginia, MN 55792
Greg Moir, Regional Manager

Background

Minnesota voters amended the Minnesota Constitution to authorize a state lottery in 1988. The Minnesota State Legislature passed lottery legislation in 1989, making Minnesota the 33rd state in the United States to operate a lottery. The Minnesota State Lottery is an autonomous agency; decision-making authority has been provided, in statute, to the lottery director. George R. Andersen was appointed Minnesota's first lottery director in September, 1989.

The Minnesota State Lottery's mission is to provide secure gaming opportunities designed to maximize public participation and acceptance within the guidelines of the lottery statute. More specifically, the lottery offers a wide range of gaming options designed to appeal to a variety of the state's citizens and visitors. The lottery's goal is to maximize financial contributions to those projects and programs identified by the Legislature to receive lottery proceeds, currently the Environment and Natural Resources Trust Fund and the state General Fund.

Overview

Minnesota State Lottery headquarters in Roseville includes a computer system that provides accounting and ticket validation functions and a warehouse and office space that accommodates approximately 130 employees who work in the areas of marketing, security, operations, and administration.

The director and deputy director must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Lottery also has six regional offices in Eagan, Brainerd, Detroit Lakes, Marshall, Owatonna, and Virginia. Each of these facilities serves as a regional base of operations to provide retailer marketing and operations support, training facilities for retailers, and a prize redemption center for players with winning tickets. There are approximately 65 regional lottery employees.

The Minnesota State Lottery offers two types of lottery products: Scratch games and Online games. Scratch ticket sales began on April 17, 1990. Players scratch off the latex-coated play area and match play symbols to win prizes. New Scratch games are offered every four to six weeks; ticket prices range from $1 to $10.

Online games include the multi-state Powerball®, played in 25 states, which replaced Lotto*Minnesota in April 1992; Hot Lotto®, which is played in 6 states and began in April 2002; Gopher 5®, which launched in May 1991; and Daily 3®, which began in August 1990. To win, players match their numbers to the numbers drawn. Powerball has a minimum jackpot of $10 million, while Hot Lotto jackpots begin at $1 million. Gopher 5 jackpots starts at $100,000. Daily 3 prizes vary, depending on the amount and type of wager.

Where the Money Goes

Lottery sales have reached $4.6 billion since the Lottery's inception in 1990. Players have been paid over $2.7 billion in prizes (approximately 60 percent of each dollar). The 3,200 retailers across Minnesota have earned more than $277 million in commissions and incentives for selling lottery products. Retailers receive a 5.5 percent commission on each ticket sold, plus 1 percent of the amount of each ticket redeemed in their store (up to $599). The costs to operate the Lottery, i.e., ticket production, rent, salaries, etc. total $543 million since 1990.

The Legislature determines how lottery net proceeds are distributed. Currently, 60 percent is directed to the General Fund. In addition to lottery proceeds, the General Fund receives revenue from a wide variety of sources, including state income and sales taxes and various other taxes and fees. The General Fund supports K-12 and post-secondary education, local government assistance, health and human services, environmental protection, public safety, and economic development. Since 1990, the Lottery has transferred more than $682 million in net proceeds and unclaimed prizes to the General Fund.

The Environment and Natural Resources Trust Fund was established to preserve, enhance, and restore Minnesota's natural resources through education, research, development, and management programs. The Trust Fund was established in the Minnesota Constitution through a voter referendum in 1988. Two subsequent constitutional amendments guarantee the Trust Fund 40 percent of net lottery proceeds through the year 2025. Lottery proceeds are used to build the Fund's principal. Projects to benefit the environment are financed with the interest earned on that principal. The Legislative Commission on Minnesota Resources administers the Fund, which also makes recommendations to the legislature about which projects to fund. The legislature then makes the final funding decisions.

Since 1990, the Lottery has transferred more than $309 million to the Trust Fund from net lottery proceeds and unclaimed prizes for improvements to state parks, development of recreational trails, acquisition of environmentally-sensitive areas, development of wildlife habitat, acquisition and development of new fishing access sites, development of environmental education programs, and various research projects.

Since the Lottery began in 1990, a 6.5 percent in-lieu-of-sales tax has been included in the price of each lottery ticket. Through fiscal year 2000, the legislature directed that the money be transferred to the General Fund. The 2003 legislature redirected the in-lieu-of-sales tax

monies. For fiscal year 2003, and thereafter, 36.2 percent of the in-lieu-of-sales tax is directed to the Game and Fish Fund; the Natural Resources Fund receives 16.3 percent for state parks and trails, 16.3 percent for metropolitan park and trail grants, 2.2 percent for local trail grants and 1.4 percent for the Minnesota Zoological Garden, Como Park Zoo and Conservatory and the Duluth Zoo; and 27.6 percent is directed to the General Fund. The in-lieu-of-sales tax, which totals approximately $25 million per year, has generated more than $300 million since 1990.

The Lottery has been the major source of funding for problem gambling treatment programs by contributing more than $16.5 million to these programs since its inception in 1990. Since 1998, the Lottery has been the only state source contributing funds for these problem gambling treatment programs.

Lottery Information

For Lottery information or to request a speaker to discuss lottery operations, contact Public Relations at (651) 635-8228.

For information on winning numbers, winners, lottery proceeds or lottery games, visit the Lottery's website at *www.lottery.state.mn.us* or call the Player Hotline at (651) 634-1111 The TTY number is (651) 635-8268 or (800) 657-3833.

Lottery Staff

Don Masterson, director for operations (651) 635-8220
John Mellein, director for marketing (651) 635-8230
Doug Wills, chief of security (651) 635-8250
Debbie Hoffmann, public relations manager (651) 635-8226
Dale McDonnell, legal counsel (651) 635-8213
Don Feeney, research & planning director (651) 635-8239

Board of Marriage and Family Therapy

Park Plaza Building, Suite 330, 2829 University Avenue S.E., Minneapolis, MN 55414-3222
Phone: (612) 617-2220 Fax: (612) 617-2221
TTY (Twin Cities): (651) 297-5353 TTY (Greater Minnesota): (800) 627-3529
Website: *www.bmft.state.mn.us* E-mail: *robert.butler@state.mn.us*
Director Robert Butler; Office Manager Nancy O'Brien

Minnesota Statutes, Sections 148B.29-.39; ***Minnesota Rules***, Parts 5300.0100-.0360

THE BOARD OF MARRIAGE AND FAMILY THERAPY WAS established by the Minnesota Legislature in 1987. The board's mission is limited to the following duties set forth in that statute. The board shall:

• **adopt and enforce rules** for marriage and family therapy licensing, which shall be designed to protect the public;

• **develop, by rule, appropriate techniques,** including examinations and other methods, for determining whether applicants and licensees are qualified under sections 148B.29 to.39;

• **issue licenses** to individuals who are qualified under sections 148B.29 to 148B.39;

• **establish and implement procedures** designed to assure that licensed marriage and family therapists will comply with the board's rules;

• **study and investigate** the practice of marriage and family therapy within the state in order to improve the standards imposed for the licensing of marriage and family therapists and to improve the procedures and methods used for enforcement of the board's standards;

• **formulate and implement a code of ethics** for all licensed marriage and family therapists; and

• **establish continuing education requirements** for marriage and family therapists.

The purpose of the board is to protect the public, by ensuring that licensed marriage and family therapists comply by the board's rules, and practice in a professional, legal, and ethical manner. Standards of practice are set forth in the board's Code of Ethics and Client's Bill of Rights.

Complaints: If the public, or another professional, has concerns about service received by a licensee of the board, they may file a complaint with the board in writing. The appropriate form may be downloaded from the board's website, or requested from the board. If the board's complaint panel determines that a probable violation has occurred, the complaint is referred to the Office of the Minnesota Attorney General for investigation.

Citizen Participation and Appointment:

• Board of Marriage and Family Therapy

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail:

open.appointments@state.mn.us

Board History

The board was created by statute in 1987 under the umbrella of the Office of Social Work and Mental Health Boards, and began licensing in February 1989 under the board's emergency rules and grandparenting clause. The permanent rules were adopted in February 1991. Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the national written and the state oral examination required by the rules.

Regular Board meetings: The board normally meets on the third Friday of each month at 8:30 a.m., in conference room A (4th floor) of the Park Plaza Building, 2829 University Ave SE, Minneapolis, MN.

Staff: The board has 1.5 equivalent staff positions. They are a half-time executive director and a full-time office manager.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the written and oral examination as required by the rules.

Licensure as a marriage and family therapist in Minnesota can be accomplished in one of two ways. First, one may complete graduate academic work, supervised post-degree experience, and pass the required national and state exams as outlined in *Minnesota Rules* 5300. The national examination may be taken as soon as the required academic work is completed. The application to take this exam must be submitted to the Minnesota board at least six weeks prior to the desired exam date. This exam is currently offered twice annually and work is underway to computerize the exam for more frequent offerings.

One may start counting post-degree experience hours only after all academic work is completed. However, said work may be done only under the direction of a board approved supervisor. Once the required academic work and post-degree experience is complete, one may file with the board an application for licensure and take the state examination, which is offered monthly.

Persons who have completed the required academic work and passed the national exam practice as Licensed Associate Marriage and Family Therapists while gaining their post degree experience.

Secondly, one may be licensed by reciprocity or endorsement, if one was licensed in another state where the standards at the time of licensure meet or exceed current Minnesota standards. One who was licensed in another state, which did not require the national examination at the time of licensure but meets all other Minnesota standards may pass the examination and then seek Minnesota licensure. All candidates for licensure by reciprocity or endorsement must pass the state examination.

Annual license renewal is required. Licensees are required to complete a minimum of 30 hours of continuing education every two years.

Application forms may be downloaded from the board's web site or requested from the Board office.

Current Fees: (all fees are non-refundable)

Application for written examination:	$200.00
Application for licensure:	$100.00
Initial license fee (prorated)	$100.00
Annual Renewal (LMFT):	$115.00
Late fee renewal:	$ 50.00
Reinstatement fee:	$150.00
Annual LAMFT license:	$ 60.00
Licensure by reciprocity:	$300.00
Continuing education sponsor application:	$ 50.00
Labels:	$ 50.00
Duplicate certificate:	$ 25.00
Civil penalty fee :	Various

Bureau of Mediation Services

1380 Energy Lane, Suite Two, St. Paul, Minnesota 55108-5253
Phone: (651) 649-5433 Fax: (651) 643-3013;
Website: *www.bms.state.mn.us*
Commissioner James Alex Cunningham, Jr.

Minnesota Statutes Chapter 179 and 179A; ***Minnesota Rules***, Chapters 5505-5530.

THE BUREAU OF MEDIATION SERVICES ADMINISTERS the state's public policy governing the collective bargaining relationship between unionized employees and their employer. Established in 1939, the bureau has responsibilities in the public, private, and nonprofit sectors of the state's economy.

The commissioner, deputy, and assistant commissioners must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The Bureau of Mediation Services' primary goal is to promote a stable and constructive relationship between labor and management in Minnesota. No fees are charged except as noted. The bureau meets this goal by carrying out the following activities:

Establishing the Collective Bargaining Relationship

The bureau establishes groupings or units of employees which are appropriate for the purpose of collective bargaining and determines whether the employees within those groups desire to be represented by a labor organization. When the employer and a petitioning labor organization cannot agree as to the makeup of the appropriate unit or the employees included, the issue is resolved by the bureau. The issue is addressed at a public hearing where management and labor provide evidence and testimony in support of their respective positions. The bureau then determines the issues based on the hearing record. Following the unit determination process, the bureau may conduct a secret ballot election among the employees within the appropriate unit to resolve the question of representation. A labor organization receiving a majority of the votes cast at the election will be certified as the exclusive representative for the employees and thereby gain the right to collectively bargain with the employer over their terms and conditions of employment.

Mediating Collective Bargaining Disputes

In terms of staff and resources, mediation of labor disputes is the largest program of the bureau. Representatives of labor and management may request the services of a mediator whenever they believe intervention of a neutral will be helpful in the negotiations process. The mediator works with the parties to reach a voluntary agreement which is acceptable to both. Settlement is reached in this process by the mediator suggesting alternatives, clarifying and identifying crucial issues, and seeking areas of compromise from both parties. The mediator is not an advocate of either party, does not make public recommendations, and cannot impose binding decisions. Rather, through the use of a variety of dispute resolution skills and techniques, the mediator assists the employer and the union in reaching a voluntary settlement of the issues in dispute. In addition to mediation of disputes over the terms of a contract, the bureau also offers grievance mediation. The purpose of grievance mediation is to assist the parties in reaching a settlement over a dispute concerning the application of the labor contract, without having to resort to a potentially costly and time-consuming arbitration process.

Referral of Arbitrators

The bureau maintains a roster of up to 60 neutral arbitrators. Names from the roster are forwarded to labor and management representatives upon written request. Referrals from this list are made for both interest and grievance disputes. Arbitrators selected for membership on the bureau roster must meet rigorous standards of professional expertise in labor relations, arbitration hearings and awards, and must demonstrate a reputation in the labor relations community for high standards of competence, ethics and integrity.

Labor-Management Cooperation

The bureau administers a program in support of labor-management cooperation efforts. This activity takes the form of a grant program and a worksite labor-management cooperation effort. The purpose of the grant program is to assist geographic regions or specific industry labor management councils in developing labor-management cooperation programs. The program also offers technical assistance to employers and unions in the formation and operation of joint labor-management committees at the worksite level.

Fair Share Fee Issues

Labor unions which are exclusive representatives of public employees may assess employees who are represented by the union, but who are non-members, a fair share fee in lieu of dues. The fee, which may not exceed 85 percent of the regular union dues, is based on

negotiating and administering the collective bargaining agreement. Employees assessed such a fee may challenge it under certain conditions. Valid challenges are decided based on a public hearing at which the affected employee and the union present evidence and testimony. Challenges must be accompanied by a $10.00 filing fee.

Education and Training

The bureau offers a variety of training programs concerning labor relations and the collective bargaining process. In addition, individual mediators work directly with employers, unions, and educational institutions in developing and participating in their individualized training activities. Modest fees may be charged for some training.

Board of Medical Practice

2829 University Avenue S.E., Suite 400, Minneapolis, MN 55414-3246
Phone: (612) 617-2130 Fax: (612) 617-2166 Hearing Impaired (612) 297-5353 or (800) 627-3529
Website: *www.bmp.state.mn.us*
Executive Director Robert A. Leach

Minnesota Statutes, Chapters 146-148, 319A; ***Minnesota Rules***, Chapters 5600-5615

THE BOARD OF MEDICAL PRACTICE IS THE OLDEST professional licensing board and one of the oldest state agencies in Minnesota, dating from as early as 1887.

The purpose of the board is to protect the public from health care which falls below the minimum prevailing standards of care. It does so by licensing and disciplining physicians and acupuncturists, and traditional midwives, and registering and disciplining physician assistants, respiratory care practitioners, and athletic trainers.

The board is appointed by the governor, and consists of 10 medical doctors, one doctor of osteopathy, and five public members. The members serve four-year rotating terms.

The board licenses 16,838 physicians, and registers 202 acupuncturists, and 9 traditional midwives, and registers 791 physician assistants, 1,432 respiratory care practitioners and 483 athletic trainers.

The board publishes a newsletter three times each year, entitled *Minnesota Board of Medical Practice: UPDAT*E. The *UPDATE* has a circulation of 22,000 and is sent to each person licensed or registered by the board. Persons wishing to receive the *UPDATE* may contact the board office and request to be added to the mailing list, or download it from the board's website at: <*http://www.bmp.state.mn.us*>.

The board receives 1,000 complaints against health professionals under its authority each year. To file a complaint against any practitioner covered by the board's statutory authority, telephone, or write the board office to request complaint forms. If investigations are required, they are conducted by the attorney general's office. The board has the authority to issue a letter of reprimand, require uncompensated public service, enter into an agreement for correction action, levy a civil penalty, or restrict, suspend or revoke a license or registration. Complaints and investigative reports are reviewed by the board, which makes final decisions regarding discipline. Depending on the complexity of the case, the number of complaints awaiting processing and a variety of legal factors, the length of time for the complaint process varies from several weeks to more than a year.

Fees are levied by the board for licensing, registration and some other services. Fees are reviewed annually and must be set at a level high enough to cover all funds appropriated by the legislature. Please write or telephone the board to verify current fees.

Initial registration for physician assistants is $120 with annual renewal fees $135 with prescribing privileges and $115 without prescribing privileges.

Initial registration for respiratory care practitioners is $100. Annual renewal fee is $90.

Initial registration for athletic trainers is $50. Annual renewal fee is $100.

Initial licensure for acupuncturists is $150 and the fee for annual renewal is $150.

Initial licensure for traditional midwives is $100 and the fee for annual renewal is $100.

Medical corporations are registered by the board. The first year registration is $100 and annual renewal thereafter is $25.

The board meets at least six times a year, and those parts of the meeting not dealing with disciplinary or personnel matters are open to the public. In addition, the board convenes bimonthly meetings of the Physician Assistant Advisory Council, the Respiratory Care Practitioner Advisory Council, the Athletic Trainer Advisory Council, the Acupuncture Advisory Council, and the Traditional Midwifery Advisory Council. For information concerning meeting schedules and other information, contact the board office at (612) 617-2130.

Persons wishing to verify that their physician, acupuncturist, traditional midwife, physician assistant, respiratory care practitioner, or athletic trainer is licensed or registered and in good standing, may call the board at (612) 617-2130. Name, address, license or registration number, date of issue, and status are public information. In accordance with the Data Practices Act, complaints are not a public record.

The Board of Medical Practice, also provides license verification at the board's website at <*http://www.bmp.state.mn.us*>.

The board operates a speakers' bureau service to provide board members and staff to speak at hospital and clinic staff meetings, local and county medical society meetings, and meetings of other organizations regarding the board's responsibilities and activities. To schedule speakers for events, contact Lois Kauppila at (612) 617-2147.

Citizen Participation and Appointment:

- **Acupuncture Advisory Council**
- **Advisory Council on Licensed Traditional Midwifery**
- **Athletic Trainer's Advisory Council**
- **Board of Medical Practice**
- **Physician Assistance Advisory Council**
- **Respiratory Care Practitioners' Advisory Council**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Metropolitan Airports Commission

6040 28th Avenue South, Minneapolis, MN 55450
Phone: (612) 726-8100 Fax: (612) 726-6457
Website: *www.mspairport.com*
Chairwoman Vicki Tigwell; Executive Director Jeffrey Hamiel

Minnesota Statutes, Sections 473.601-473.679

THE METROPOLITAN AIRPORTS COMMISSION (MAC) oversees air transportation in a seven county area extending 35 miles outward from the city halls of Minneapolis and St. Paul. The commission operates Minneapolis-St. Paul International Airport (MSP) and six reliever airports: AirLake Airport (Dakota County), Anoka County-Blaine Airport, Crystal Airport (Hennepin County), Flying Cloud Airport (Hennepin County), Lake Elmo Airport (Washington County) and St. Paul Downtown Airport-Holman Field (Ramsey County).

Organizational Structure

Fourteen commissioners and a chairperson lead the MAC. Minnesota's governor appoints all but two commissioners: the mayors of Minneapolis and St. Paul or their designated representatives. Commissioners meet at 1 p.m. on the third Monday of every month in chambers located on the Mezzanine Level of MSP's Lindbergh Terminal.

Commissioners also lead four committees: Management and Operations, Planning and Environment, Finance, and Affirmative Action.

The MAC staff is led by an executive director and five deputy executive directors. The deputies oversee legal affairs, human resources, administrative services, operations, and planning and environment.

The commission as a whole reports to the state legislature; however, the commission does not receive a state appropriation. The commission has the authority to levy a property tax for operations or debt service but has not done so for decades. Instead, it operates on airport-generated revenues. It also issues bonds.

MAC commissioners and staff work with federal and state officials and with representatives of the Metropolitan Council to provide and promote safe, convenient, environmentally sound, and cost-effective aviation services.

Most major domestic airlines operate at MSP. At the Lindbergh Terminal, air service is provided by AirTran Airways, American, America West, ATA, Comair, Continental, Delta, Frontier, Great Lakes Aviation, Mesaba, Northwest, Pinnacle, Skyway (Midwest Connect), Sky West, United and US Airways. Minnesota-based Northwest Airlines uses MSP as one of its three North American hubs. Charter airlines, including Casino Express, Champion Air, Miami Air International, Omni Air International, Ryan International and Transmeridian Airlines operate mostly from the Humphrey Terminal, which also serves as a base for Sun Country Airlines. From MSP, travelers enjoy direct service to 104 domestic and 15 international destinations.

Nearly 33 million passengers passed through MSP in 2002, making MSP the ninth busiest airport in North American and sixteenth busiest in the world. That same year, more than 320,000 metric tons of cargo were shipped at MSP.

Background

The site of Minneapolis-St. Paul International Airport was first used for aviation in 1920, when the Minneapolis Aero Club leased land formerly used for a racetrack.

The new airfield was named Twin Cities Airport—Wold Chamberlain Field. In 1926, Northwest Airways (now Northwest Airlines) won the government's airmail contract and acquired the field's only hangar.

Citizen Participation and Appointment:

• Metropolitan Airports Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

When the Minneapolis Park Board assumed operations of the airport in 1928, it grew to 325 acres and boasted eight hangers. Northwest began passenger service that year, and a two-story brick terminal was dedicated in 1930.

The airport acquired its present name in 1948: Minneapolis-St. Paul International Airport – Wold Chamberlain Field. Major development of airport facilities occurred in the 1960s, including construction of the Lindbergh Terminal, and the airport was expanded to 3,400 acres.

In 1989, the Minnesota Legislature passed legislation that became the Metropolitan Planning Act. It established a dual-track process to assess the region's long-term aviation needs and to develop strategies for addressing them. The seven-year planning process followed two strategic tracks: one studied capacity needs and determined how they could best be met at the present site of MSP; the other studied the possibility of replacing MSP with a new airport in Dakota County.

Then, in 1996, lawmakers directed the MAC to end the dual-track process and to proceed with improvements at the airport's existing site. The result is *MSP 2010: Building a Better Airport*, a $3.1 billion expansion program to meet the area's growing air transportation needs. The commission is improving virtually every segment of the international airport, including the airfield, terminal buildings, ground transportation infrastructure, and cargo operations. A new Humphrey Terminal opened in 2001, and the Lindbergh Terminal was expanded to provide 12 new gates on Concourse C and 30 regional gates on new concourses A and B. More than 11,000 new parking spaces were added at the terminals. A fourth runway is scheduled to be completed in late 2005.

The MAC administers one of the first and most comprehensive noise abatement programs in the nation. A key component of that program involves providing sound insulation to the most impacted homes and schools. Between 1992 and 2002, the MAC spent more than $207 million insulating 7,148 area homes. Sound insulation efforts are funded from airport- and airline-generated sources, including passenger facility charges and federal airport development program funds.

The Metropolitan Airports Commission produces several publications, including the *Lindbergh Terminal Guide*, *Humphrey Terminal Guide*, *Reliever Airports Guide*, *Accessibility Guide*, *Twin Cities Traveler* airport concessions magazine and an *Annual Report to the Legislature*. In addition, information about the MAC and its airports is available on the commission's website at *www.mspairport.com*. For more information, contact the MAC's Public Affairs Office at (612) 726-5335.

Following are the names and phone numbers of the MAC's airports

• Minneapolis/St. Paul International Airport (MSP) (612) 726-5555

The airport has two terminal facilities. The Lindbergh Terminal **(612) 726-5555** serves the scheduled airlines and serves most of the airport's passengers. The Humphrey Terminal **(612) 726-5800** accommodates international and domestic scheduled and charter flights.

• AirLake Airport - Dakota County (952) 469-4040

• Anoka County/Blaine Airport - Anoka County (763) 786-9490

• Crystal Airport - Hennepin County (763) 537-4096

• Flying Cloud Airport - Hennepin County (952) 941-3545

• Lake Elmo Airport - Washington County (651) 777-6300

• St. Paul Downtown Airport (Holman Field) - Ramsey County (651) 224-4306

Metropolitan Council

Mears Park Centre, 230 East Fifth Street, St. Paul, MN 55101-1626

General Offices: Information (651) 602-1000 TTY (651) 291-0904 Fax: (651) 602-1550

• Community Development: (651) 602-1633

• Environmental Services: (651) 602-1005

• Metro Transit: (612) 349-7400 / TTY (612) 349-7439

Website: *www.metrocouncil.org*

Chair: Peter Bell; Regional Administrator: Tom Weaver (651) 602-1554 Fax: (651) 602-1358

Minnesota Statutes, Chapter 473; ***Minnesota Rules***, Chapter 5800

Mission

THE MISSION OF THE METROPOLITAN COUNCIL IS TO develop, in cooperation with local communities, a comprehensive regional planning framework, focusing on transportation, wastewater, parks and aviation systems, that guides the efficient growth of the metropolitan area. The council operates transit and wastewater services and administers housing and other grant programs.

Purpose

The Metropolitan Council coordinates regional growth planning in the seven-county area through partnerships with local communities, other public agencies and the private sector. Created by the Minnesota Legislature in 1967, the council also establishes policies and provides planning and technical assistance to metro-area communities for airports, regional parks, highways and transit, sewers, air and water quality, land use and affordable housing.

The council also provides everyday services for 2.7 million residents in 188 municipalities across the region. The council owns and operates the regional bus system, collects and treats wastewater, oversees surface water and groundwater management, and administers programs and funds that provide housing opportunities for low- and moderate-income families.

Council operations are financed by a local property tax, user fees for wastewater service and transit, and state and federal funds. As of July 1, 2003, the council employed nearly 3,700 people, the vast majority of whom were transit operators and wastewater treatment workers. The council's 2003 operating budget was $395 million.

The council is composed of 16 members who represent geographic districts of equal population across the seven-county region, and a chair who serves at large. All members are appointed by and serve at the pleasure of the governor. (Visit *www.metrocouncil.org* for information on the current council members.)

Citizen Participation and Appointment:

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

• Metropolitan Council

The Metropolitan Council meets twice a month and meetings are open to the public. The council has four standing committees that discuss regional policy issues before final action by the full board. Committees meet twice a month and are open to the public:

Community Development - *Regional Development Framework* implementation, comprehensive plan reviews, housing policy and initiatives, HRA (housing) operations, Livable Communities grants, parks and open space, and geographic information systems.

Environment - sewer policy and planning, environmental reviews, wastewater facilities and treatment, water supply, nonpoint source pollution, and federal and state regulations.

Management - budget review, financial monitoring, personnel policy, labor agreements, bond authority, and insurance.

Transportation - transportation policy and planning, aviation policy and planning, TEA-21 grants, transit operations, and Metro Mobility.

Customer Information:

Website: *www.metrocouncil.org*
Email: *data.center@metc.state.mn.us*

Regional Data Center

(651) 602-1140 or TTY (651) 291-0904. The Data Center stocks and distributes CD-ROMs, reports, maps, data, and other information about regional growth issues, transportation, transit, land use, housing, population, demographics, parks and open space, the environment, and the economy. It is also a clearinghouse for information about council programs and services benefiting the public.

Transit Information Center (TIC)

(612) 373-3333 or TTY (612) 341-0140

Website: *www.metrocouncil.org/transit/index.asp.* Call the TIC for bus routes and schedules, or go online and use the automated trip planner.

Metro Commuter Services

(651) 602-1602 or TTY (651) 602-1253

Website: *www.metrocommuterservices.org*

Email: *commuter.services@metc.state.mn.us.* For information on carpools, vanpools, Guaranteed Ride Home, Bicycle Chain Gang, and other alternatives to driving solo to work.

Metro Mobility Service Center

(651) 602-1111 or TTY (651) 221-9886. Customer information and reservations for transit services for certified riders with disabilities.

Metro HRA (Housing & Redevelopment Authority)

(651) 602-1428 or TTY (651) 291-0904. Providing affordable housing assistance, including federal Section 8 housing vouchers, for individuals and families with low incomes.

Metro Information Line

(651) 602-1888. The Metro Information Line is updated weekly with current information about upcoming council meetings, meeting agendas, job openings, and information on assisted rental housing. The line is available 24 hours a day.

Public Comment Line

(651) 602-1500. Call and leave your comments about regional issues, public hearings, etc. The Public Comment Line is available 24 hours a day.

Internet access

The council's award-winning website is informative and expansive, yet easy to navigate. The site is updated weekly with the latest information about council activities, services and programs. For more information, visit these direct links:

www.metrocouncil.org
www.metrotransit.org
www.metrocommuterservices.org

Council Units

Office of the Chair and Regional Administrator

(651) 602-1554, Peter Bell, Council Chair
(651) 602-1554, Tom Weaver, Regional Administrator

The chair of the Metropolitan Council provides policy leadership for the organization and, along with the other 16 members of the council, sets the agency's policy direction. The chair serves as the principal liaison of the council with the legislature and local elected officials, and is the principal spokesperson of the council.

The Regional Administrator is the chief executive of the council staff, and oversees the day-to-day operations of the agency. The administrator is responsible for the implementation of policy set by the council.

Regional Administration Support Units

These units provide organizational support to the council in the areas of budget and finance, diversity, communications, human resources, intergovernmental relations and community relations, organization and development, risk management, information services, legal and internal audit.

Community Development

(651) 602-1306, Caren Dewar, Deputy Regional Administrator. The Community Development unit develops and coordinates the council's overall effort in regional planning, growth management and land use, as well as affordable housing and Livable Communities' initiatives.

Community Development takes the lead in developing the council's overall regional growth plan, the *Regional Development Framework*. Council staff provide technical assistance to local communities as they develop and make changes to their local comprehensive land-use plans. As provided by state law, the staff reviews about 200 community-based land-use plans to assure compatibility with regional infrastructure and systems such as transportation, land use, airports, water resources, and regional recreational open space.

Community Development programs also include:

Metro Housing and Redevelopment Authority (HRA) - administering the federal Section 8 voucher program, the regional Family and Affordable Housing Program, and other initiatives to assist individuals and families with low incomes to obtain affordable housing.

Livable Communities - making grants to local communities for polluted-site clean-up, affordable housing, and model development and redevelopment projects.

Parks and Open Space - working with park implementing agencies to acquire and develop parks and trails to protect natural resources and provide outdoor recreation for public enjoyment.

Research - providing up-to-date research on regional demographics, the economy, development and other issues related to the council's planning and operational functions.

Geographic Information Systems (GIS) - supporting the council's work with advanced GIS computer mapping and analysis technology.

Environmental Services

(651) 602-1162, William Moore, General Manager. Metropolitan Council Environmental Services (MCES) operates the regional wastewater collection and treatment system and provides water supply and water resources planning for three major watersheds: the Mississippi, Minnesota, and St. Croix. Additional regional environmental responsibilities include industrial wastewater pretreatment and management, air and water quality monitoring, regulatory compliance, surface water planning and non-point source pollution abatement.

MCES is committed to supporting Metropolitan Council-guided regional development and protecting the public health and environment by providing efficient and effective wastewater services and water resources planning and assessment.

The regional wastewater collection and treatment system includes eight regional treatment plants and approximately 600 miles of regional sewers that collect flow from 5,000 miles of sewers owned by 103 local communities. Up to 300 million gallons of wastewater are treated every day from approximately 2.4 million residents connected to the regional collection system. The treated wastewater is discharged into four area rivers: the Mississippi, Minnesota, St. Croix, and Vermillion.

The U.S. Environmental Protection Agency and the Minnesota Pollution Control Agency regulate the regional treatment plants. These regulatory agencies monitor and enforce standards for effluent discharges, air emissions and solids handling at each of the plants. MCES continues to achieve near-perfect compliance with federal and state clean water standards while maintaining service rates consistently below the national average.

Communities in the seven-county area pay a fee-for-service for use of the collection and treatment system. All system operating costs are pro-rated to each community based on the volume of wastewater collected and treated. In addition, more than 800 industries receive permits from MCES to discharge wastewater into the metropolitan disposal system. They pay additional fees based on the volume and strength of wastewater discharged.

Publications, brochures on pollution prevention, speakers, video library, exhibits, public hearings, budget meetings, and curriculum development are available to community groups and the public. Technical reports and documents about engineering projects, water and air quality monitoring, watershed management, plant technical performance, and agency finances are also available.

Metropolitan Transportation Services

(651) 602-1754, Natalio Diaz, Director. Metropolitan Transportation Services (MTS) is responsible for transportation planning, regional transit coordination, private-transit contracting, services required under the Americans with Disabilities Act, and promoting alternative forms of transportation in the metro area.

The council is required by the federal government to provide a continuing, comprehensive, and cooperative transportation planning process. The planning process includes state, regional and local government, and encompasses planning for highways, airports, rail, freight, air quality, corridor studies and travel forecasting. MTS, together with the council's Transportation Advisory Board, is also responsible for selecting projects for federal transportation funding and preparing a three-year transportation improvement program. (See entries below for the Transportation Advisory Board and TEA-21).

Recent reports summarizing transportation planning in the metro area include the *Transportation Policy Plan* (2001) and the *2003-2006 Transportation Improvement Program.*

Metro Transit, the public transit authority run by the Metropolitan Council, is by far the largest transit provider in the region, providing nearly 70 million rides on 137 routes in 2002 (see "Metro Transit," below). About seven million rides were provided in 2002 by regional transit systems, including private providers, public agencies and others. There are five groups of these other providers:

- **Of 12 suburban "opt-out" communities,** 11 are served by six independent transit authorities: Minnesota Valley Transit, Southwest Metro Transit, Shakopee, Maple Grove, Plymouth, and Prior Lake. These opt-out systems provided 3.5 million rides in 2002.
- **Private providers contracted by the Metropolitan Council** cover 30 regular routes in the metro area. These private contractors provided 2 million rides in 2002.
- **Community-based programs** are local transit programs initiated and managed by cities, counties and nonprofit organizations. These 18 dial-a-ride programs fill voids in areas that do not have enough density to support regular-route service or for individuals who are not able to use the regular-route system but are not eligible for ADA service. These services provided 400,000 rides in 2002.
- **Metro Mobility** provides transit services to persons with disabilities as required by the Americans with Disabilities Act (ADA). It provides service complementary to the regional regular-route system through two private providers and three county programs. Metro Mobility provided almost 1.3 million rides in 2002 (see "Metro Mobility," below).
- **Other independent services** that make up the balance of the ridership include the University of Minnesota Transit program and Mn/DOT's NorthStar Commuter Coach. Both integrate their routes, transfers and fare structure with all of the other regional regular-route providers through coordination provided by Metro Transit and MTS.

Metro Commuter Services, the Metropolitan Council's travel-demand management program, works to reduce congestion by helping businesses work directly on transportation and congestion issues. Metro Commuter Services and the four regional Transportation Management Organizations in Minneapolis, St. Paul, the Midway, and the I-494 Corridor coordinate a host of programs offering alternatives to the single-occupant vehicle. Their strategies include helping companies develop car and vanpools preferential parking for car and vanpools, providing bicycle incentives, and offering transit programs including Guaranteed Ride Home, MetroPass, and TransitWorks. They also promote flexible work scheduling and telecommuting to reduce peak-demand traffic.

Metro Transit

(612) 349-7400, Information; (612) 349-7513, Brian Lamb, General Manager. Metro Transit is the nation's 11th largest bus system, and provides more than 90 percent of Twin Cities transit service. Its service area includes Minneapolis, St. Paul, and dozens of suburban communities.

Metro Transit provided nearly 70 million rides on 137 routes in 2002. Each weekday, customers take more than 230,800 trips on Metro Transit.

Metro Transit operates a fleet of 927 buses. The fleet includes: 795 40-foot buses, 115 articulated "accordion" buses, 15 21-foot buses, and two Greyhound-style coaches. The entire fleet is equipped with wheelchair lifts or ramps. Metro Transit employs 1,612 drivers, 472 mechanics. 518 administrative/clerical staff, and 144 police officers. It operates five service garages, one maintenance overhaul facility, an administrative building, a regional transit information center, an instruction center, three retail stores, and its own police department.

More than 75 percent of all trips taken on Metro Transit are to work. Some 40 percent of people working in downtown Minneapolis commute by bus, with 17 percent in downtown St. Paul.

The Twin Cities area has built its first light-rail transit (LRT) line – the Hiawatha Line – which links downtown Minneapolis with the international airport and the Mall of America. Each LRT vehicle is 94 feet long, nearly nine-feet wide and carries 190 passengers at a top speed of 55 mph. Service between downtown and Fort Snelling began in 2004. The full line opened in December 2004.

For information on transit schedules and routes, visit *www.metrotransit.org* or call (612) 373-3333 or TTY (612) 341-0140.

Metro Mobility

(651) 602-1111, Information; (651) 602-1664, David Jacobson, General Manager. Metro Mobility is the primary public paratransit program for people with disabilities in the Minneapolis/St. Paul region. It is designed for people with disabilities who are unable to use other forms of public transit and are certified for the program based on criteria established by the Americans with Disabilities Act (ADA).

The ADA mandates many other service parameters for the Metro Mobility program, including service area, response time, days and hours of service, advance scheduling limits, capacity constraints, and fares. The ADA service area includes Minneapolis, St. Paul, and more than 80 adjoining suburbs. Required ADA paratransit service for communities in Anoka, Dakota, and Washington Counties is provided by county paratransit programs.

Metro Mobility service is divided into two components: demand service for people who call in for ride requests or have standing orders, and agency service for clients of agencies that travel to daytime training and rehabilitation centers, extended employment or adult day care centers. The demand-service fleet includes 156 accessible vehicles and 16 sedans. The agency service fleet includes 86 vans and buses. Two transit providers are under contract with the Metropolitan Council to provide both demand service and agency service.

Metro Mobility operates 365 days a year. On an average weekday Metro Mobility provides 3,700 rides, including 720 rides for persons who use wheelchairs. The program provided almost 1.3 million rides in 2002. Nearly 20,000 persons with disabilities are certified for Metro Mobility service.

The Minnesota Legislature appropriates state funds to the Metropolitan Council for Metro Mobility and county ADA programs. Unlike other regional transit services, Metro Mobility receives no funding from property tax revenues. Federal dollars are limited. The State of Minnesota provided $41 million for the 2002-2003 biennium.

The Metropolitan Council sets policy to ensure that Metro Mobility services comply with state and federal law. The Council staffs and manages the Metro Mobility Service Center (MMSC), which evaluates and certifies ADA eligibility applications, provides customer service support and manages the overall program.

Grant Programs:

Livable Communities Act Grant Programs

(651) 602-1615, Elizabeth Ryan, Director of Housing and Livable Communities. The 1995 Minnesota Legislature created the Metropolitan Livable Communities Act (*Minnesota Statutes*, Chapter 473.25) to address a number of regional needs in the areas of housing, employment, and community development. The initial law established separate accounts for metropolitan communities to draw upon to meet specific needs in their community.

• Tax Base Revitalization Account provides grants to help cities clean up contaminated urban land and buildings for subsequent redevelopment, which could include commercial, industrial, or housing opportunities. Restoring the tax base and developing more jobs near existing housing and services are a primary objectives of this account. From 1996 through May 2003, the council awarded $42 million in 119 grants to 25 communities. These funds are expected to leverage $1.5 billion in private investment, increase net tax capacity by $28.2 million, and include 11,400 new and retained jobs.

• Livable Communities Demonstration Account funds development and redevelopment projects that create connected developmental patterns, linking housing, jobs and services and maximizing the development potential of existing infrastructure and regional facilities. From 1996 through May 2003, the council awarded $42 million in 92 grants to 36 communities and three multi-city coalitions. The funds are expected to leverage $994 million in private investment and $396 million in other public investment. Funded projects proposed more than 6,860 new and 400 rehabilitated housing units (apartments, townhomes, live-work housing, etc.) and 48 public housing (Hollman) units.

• Local Housing Incentives Account provides grants to help cities expand development and preservation of life-cycle and affordable rental and ownership housing. From 1996 through May 2003, the council awarded $11 million in 70 grants to 45 communities. The projects are expected to include $284 million in total development investment. The funds anticipate creation of more than 1,900 new or rehabilitated affordable rental housing units and approximately 650 new or rehabilitated ownership units, among other benefits.

• Inclusionary Housing Account was a one-time appropriation from the 1999 Minnesota legislature. The Council awarded 11 grants to eight communities totaling $4.2 million in 2000. Projects are expected to include $106 million in total development investment that should result in 112 new affordable condominiums and 475 new rental units, almost half deemed affordable.

The overarching public benefit of these investments is building stronger communities through redeveloping brownfields, increasing the regional tax base, creating new jobs, creating more efficient and connected development patterns, and leveraging private and public investment that provides more affordable and life-cycle housing.

Metropolitan Right-of-Way Acquisition Loan Fund (RALF)

In 1982, the Minnesota Legislature authorized the Metropolitan Council to levy a regional property tax to establish a revolving loan fund for advance acquisition of metropolitan highway rights-of-way threatened by imminent development. The funds are used by the council to make loans to counties, towns and cities to purchase property within rights-of-way of mapped state trunk highways. The loans, interest free, are repaid to the council before highway construction begins.

The first proceeds of the tax, about $1 million annually, were available in July 1983. Since then, more than 50 loans totaling $34 million dollars have been made to metropolitan communities to purchase land meeting the appropriate state and regional criteria.

Transportation Equity Act for the 21st Century (TEA-21)

U.S. Congress approved the Transportation Equity Act for the 21st Century (TEA-21) in 1998 to further develop a national intermodal transportation system that is economically efficient, environmentally sound, safe, and provides a firm foundation for the nation to compete in the emerging global economy. TEA-21 supersedes a former program with similar goals known as the Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991. Most important for the Metropolitan Council, TEA-21 continues a strong role for regional planning agencies in the use of federal funds. For projects in 2007 and 2008, approximately $100 million is available.

The Metropolitan Council is the metropolitan planning organization (MPO) for the seven-county Twin Cities metropolitan area and, working with the Minnesota Department of Transportation, allocates federal and state transportation improvement funds available to the metro area.

Advisory Committees

The Council is assisted by several advisory committees that have been created to study specific issues of importance to the council and the region. In most cases, Metropolitan Council members are responsible for nominating and approving committee members. The committees are listed here with a brief description of their purpose and meeting schedule. For more information, call the Regional Data Center at (651) 602-1140.

• Housing and Land Use Advisory Committee This 24-member committee advises the Council on issues related to land use and comprehensive planning, metropolitan significance and regional housing issues.

• Transportation Accessibility Advisory Committee This 16-member committee meets monthly to advise the council on policies for special transportation services in the region.

• Transit Providers Advisory Committee This committee was created to advise the council on issues associated with planning, implementation, policy development and prioritization of resources for transit services operated within the seven-county metro area. Each current provider that receives state, regional or federal transit funding, including operating and capital funds, can appoint a voting member to the committee. TPAC meets on a monthly basis.

• Livable Communities Advisory Committee This 17-member committee was created to assist the council by reviewing and recommending funding awards for Livable Communities demonstration sites. Members are drawn from across the metro with expertise in local and county government, finance, development, transportation, and the environment.

Metropolitan Parks and Open Space Commission

The Metropolitan Parks and Open Space Commission was created by the Minnesota Legislature in 1974 to advise the Metropolitan Council on issues related to the regional recreation open space system.

[SEE ALSO the entry for Metropolitan Parks and Open Space Commission a few pages following this entry.]

Transportation Advisory Board

The Metropolitan Council created the Transportation Advisory Board (TAB) in 1974 pursuant to state and federal law. The TAB provides a forum for deliberation among state, regional and local officials,

transportation providers and private citizens to articulate their positions on issues that affect transportation planning and funding in the Twin Cities region.

The TAB formally reviews and comments on the *Regional Development Framework*, the *Transportation Policy Plan* and other significant planning documents produced by the Metropolitan Council, as well as transportation documents prepared by the Minnesota Department of Transportation and other state agencies that are related to regional transportation policy. The TAB is responsible for conducting public hearings and adopting the region's Transportation Improvement Program. The TAB establishes written procedures for soliciting and evaluating applications for federal transportation funding.

By statute, the board consists of 33 members and a chair. Membership includes 10 elected members of city governments, one county commissioner from each of the seven metro counties, eight citizen members, four representatives of state and regional government agencies, and four persons to represent transit, freight and non-motorized transportation interests.

Regional Data Center

(651) 602-1140 / TTY (651) 291-0904
Website: *www.metrocouncil.org*
Email: *data.center@metc.state.mn.us*

The council's Regional Data Center provides data and information about the seven-county Twin Cities metro area, including population characteristics, the economy, housing, government, natural resources, parks and open space, transportation and more. Information is available in publications, brochures, newsletters and maps, and on CD-ROMs. The Data Center provides custom tabulations of computerized information to businesses, agencies, or individuals.

The Data Center charges nominal sliding fees for custom research and information for student, government and business customers. Some publications and reports are available at no charge; some documents require a nominal fee.

The center is open to the public during regular business hours. Visit: *www.metrocouncil.org/metroarea/pub_directory.htm* to order reports and publications online.

Featured Products and Publications:

- **2000 Aerial Photographs CD-ROMs.** Aerial black-and-white photos from May 2000 on CD-ROMs of entire metro area, up to four digital orthophotos for a USGS quadrangle on each of 78 discs. An excellent tool for assessing land use or development, or for marketing. Users can overlay roads and boundaries, etc. Cost: $25 each or $1,400 for all 78 discs, plus tax.
- **Census 2000 Data Resource.** (Previous census data also available.) The council is an official recipient and analyst of data from the U.S. Census Bureau for the Twin Cities metropolitan area. The council provides data upon request for the seven-county metro area. Data is also available for cities, townships, census tracts, and census blocks in the metro area.
- **Report to the Minnesota Legislature on Affordable and Life-Cycle Housing.** Annual. Cost: $8
- **Generalized Land Use Map of the Metro Area (2000 data).** 2002. Cost: $10.00
- **2030 Regional Development Framework.** The council's overall strategic plan for helping keep the metro area vital in the coming decades.
- **Annual Report.** Available in late January for the previous year's accomplishments.
- **Policy Plans.** Including parks and open space, transportation, water resources, and aviation.
- **Fact Sheets.** Fact sheets and flyers describing council programs and services.
- **Regional Parks Map.** A 32 x 37-inch map of the seven-county area lists regional parks and the type of activities offered at each.
- **Bicycling Map.** Map shows suggested bicycle routes in the core cities, especially for bicycle commuters. Cost: $2 ($4 mailed).

For more publications: Visit
www.metrocouncil.org/metroarea/pub_directory.htm

Metropolitan Mosquito Control District

2099 University Avenue W., St. Paul, MN 55104-3431
Phone: (651) 645-9149 Fax: (651) 645-3246
Website: *www.mmcd.org* E-mail: *mmcdmosq@visi.com*
Joseph F. Sanzone, Director

Minnesota Statutes, Sections 473.701-716

METROPOLITAN MOSQUITO CONTROL DISTRICT (MMCD) promotes the health and well-being of people in the metropolitan area by protecting the public from disease and annoyance caused by mosquitoes, biting gnats and ticks, in an environmentally safe manner. The district includes all of Anoka, Dakota, Hennepin, Ramsey, Scott, Washington, and Carver Counties.

Agency Services include:

- **Survey for and control nuisance** mosquitoes and biting gnats, and mosquitoes that transmit human disease or dog heart worm;
- **Monitor deer tick populations** in the metro area and provide education about Lyme and other tick-borne-diseases; and
- **Public education** about all aspects of district programs, with emphasis on ways to reduce risk of mosquito and tick-borne diseases.

Background and Structure

Created in 1958, MMCD is governed by a 17-member board of elected county commissioners, each representing his/her respective county board in setting yearly budgets, developing policy, and overseeing district operations.

Contact Information:

General Information, Service Requests, Complaints: Phone: (651) 645-9149

Adult mosquito control information Hotline (taped message updated daily during the mosquito control season): (651) 643-8383.

Metropolitan 9-1-1 Board

Metro Counties Government Center, 2099 University Avenue W., Suite 201, St. Paul, MN 55104-3431
Phone: (651) 603-0107 Fax: (651) 603-0101
Email: snelson@mn-metro911.org
Sarah Nelson, administrative assistant (651) 603-0106

Minnesota Statutes, Chapter 403 and Section 471.59; ***Minnesota Rules***, Chapter 1215

THE METROPOLITAN 911 BOARD WAS ESTABLISHED BY Joint Powers Agreement for the purpose of overseeing the 911 system in the metropolitan area of Minneapolis/St. Paul. The board consists of commissioners from the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington Counties.

The board is authorized to exercise authority as is necessary and proper to effectively achieve the goals and objectives of its mission: The goals and objectives are to implement the 911 plan of each county to install, operate and maintain the regional 911 system; and is authorized to exercise those powers required to discharge the duties imposed by *Minnesota Statutes* Chapter 403, rules and regulations promulgated by the State of Minnesota, Department of Administration, and *Minnesota Statutes*, section 471.59.

The Metropolitan 911 Board also administers the metro region EMS (Emergency Medical Service) program through a grant from the EMS Regulatory Board.

The metropolitan 911 system is one of the largest integrated systems in use today, providing 911 service to a seven-county metropolitan area.

Each county in the metropolitan area, through its designated 911 Planning Committee has developed a 911 Plan for their respective county. County plans address areas of collaboration among response agencies, service boundaries, information about emergency contact personnel, costs, methods of operation, and system configuration and design.

System Configuration

The metropolitan area's 9-1-1 network consists of 83 originating central offices of 22 landline telephone companies, six wireless carriers, two selective routing tandem switches, and 25 Public Safety Answering Points (PSAPs).

Because dedicated circuits are used throughout the network, circuits are available to receive and transmit 9-1-1 calls even if the serving telephone company public switched network is busy with other calls during an extraordinary high call volume event.

The design of the 9-1-1 system provides a finite number of dedicated 9-1-1 trunks which limits the number of calls that could be placed at any one time and ensures that a single major event that would result in a very high volume of 911 calls cannot block the network or overwhelm an individual PSAP.

The 9-1-1 circuits making up the network are to be installed and maintained by the telephone companies with diversity whenever such diversity can be achieved using existing facilities. If no diversity is available, an alternate means of transmitting the 9-1-1 call to a PSAP is provided. In addition, the tandem selective routing switches are configured to ensure that loss of one switch will allow 9-1-1 calls to continue to be processed through the network.

Complaints are handled by the agency that answered the 9-1-1 call. To file a complaint, contact your local government officials operating the 9-1-1 system in their jurisdiction.

Metropolitan Parks and Open Space Commission

230 East Fifth St., Mears Park Centre, St. Paul, MN 55101
Phone: (651) 602-1360 Fax: (651) 602-1464
Website: *www.metrocouncil.org* E-mail: *data.center@metc.state.mn.us*
Chair: Glen Skouholt; Planning Analyst-Parks: Arne Stefferud

Minnesota Statutes, Sections 473.301-.341

THE COMMISSION IS A NINE-MEMBER CITIZEN ADVISORY group, established by the state legislature to advise and assist the Metropolitan Council in developing long-range policy and capital improvement plans for outdoor recreation open space facilities in the region that complement state and federal lands.

Recreation Open Space Policy Plan

The guiding document for the program is the *Recreation Open Space Policy Plan* which identifies those recreation open space sites and facilities in the metropolitan area deemed to be of regional significance, which along with state and federal lands will reasonably meet the outdoor recreation needs of metropolitan area residents and visitors. The plan also contains a six-year capital improvement program which prioritizes land acquisition and recreation facility redevelopment and development projects based on council funding priority policies. The capital improvement program also proposes how each project should be financed with a combination of state appropriations, Metropolitan Council bonds and federal Transportation Efficiency Act (TEA-21) grants. The policy plan is revised every five years and the capital improvement program is revised every two years. A brochure about the commission and copies of the Recreation Open Space Policy Plan are available at the Metropolitan Council Data Center, (651) 602-1140.

Citizen Participation and Appointment:

• Metropolitan Parks and Open Space Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The regional recreation open space system includes regional parks between 100 and 500 acres in size, park reserves of 1,000 acres or more, regional trails and regional special recreation features including the Como Zoo and Conservatory, the Noerenberg Floral Display Gar-

den, Square Lake, and Gale Woods Special Recreation Features. Facilities for the following recreation activities are provided: swimming, boating, fishing, picnicking, camping, nature interpretation, and trail activities.

The Recreation Open Space Policy Plan, last revised in 2001, plans for a system of 40 regional parks, 12 park reserves, 18 regional trails and three special recreation features. It calls for the acquisition of approximately 55,000 acres of land. In mid-2000, 50,000 acres had been acquired by regional park implementing agencies that own and operate portions of the regional recreation open space system: Anoka, Carver, Dakota, Ramsey, Scott, and Washington Counties, the cities of Bloomington and St. Paul, the Minneapolis Park & Recreation Board and the Suburban Hennepin Regional Park District. Master plans for each site are prepared by the park implementing agencies and reviewed and recommended for approval by the commission if they are consistent with the Recreation Open Space Policy Plan. Capital improvement grants to implement the master plans are recommended for Metropolitan Council authorization if funds have been appropriated and they are consistent with the council's recreation open space capital improvement program.

Background

Since its creation in 1974, the commission has been responsible for regional recreation open space system planning, reviews of master plans and capital improvement programming. Initial funding for capital improvements came from $38.5 million of bonds issued by the Metropolitan Council in 1974-75. State bonds were the primary funding source until 1991 when the council reissued $15 million in bonds. Since 1994, a combination of state appropriations (bonds and Environmental Trust Fund revenue) and Metropolitan Council bonds along with federal TEA-21 grants for trail projects have been used to finance capital improvements.

As of July 1, 2003, a total of $368 million in capital improvement grants had been authorized to park implementing agencies by the Metropolitan Council with the advice of the commission. The grants were financed with $97.4 million of Metropolitan Council bonds, $229.2 million of state appropriations and $41.5 million of interest earnings on council and state appropriations.

Since 1985, the state legislature has appropriated between $2 million and $4.5 million annually for supplementary operations and maintenance grants to the regional park implementing agencies under a formula contained in *Minnesota Statutes* 473.351. The supplemental appropriations cover between 5.4 percent and 10.5 percent of the cost to operate and maintain the regional recreation open space system. The commission reviews the outcome of the formula and advises the Metropolitan Council to disburse the funds by August 1 each year an appropriation is made. In 2003, the Fiscal Year 2004 appropriation was $3.3 million. The legislature also appropriated $4.52 million of lottery fund revenue for park system operations and maintenance in 2003 for FY 2004. These funds were disbursed using the formula contained in *Minnesota Statutes*, section 473.351.

The commission usually meets twice a month for two hours at each meeting. Commission members are appointed by the Metropolitan Council. Eight members are selected from districts of equal population, plus the chairman who represents the metropolitan area at large. Terms are for four years. To be considered for appointment when vacancies occur on the commission, contact Julie Opsahl, (651) 602-1630, in the office of the Metropolitan Council chair for more information.

A map of the regional recreation open space parks and trails now open for public use has been published, entitled *"Regional Parks: A Map and Guide to the Regional Parks in the Twin Cities Metropolitan Area."* This map shows the location of each park and trail, who operates them, and what recreational facilities are available. Copies may be obtained free of charge from the Metropolitan Council Data Center. Mail orders cost $1.00 for postage and handling.

Regional Parks and Park Preserves

Anoka County Parks and Recreation

550 Bunker Lake Blvd., Andover, MN 55304
(763) 757-3920

- Anoka County Riverfront Regional Park
- Bunker Hills Regional Park
- Central Anoka County Regional Trail
- Coon Rapids Dam Regional Park (Anoka County portion)
- Lake George Regional Park
- Martin-Island-Linwood Lakes Regional Park
- Mississippi River Regional Trail
- Rice Creek Chain of Lakes Park Reserve
- Rice Creek North Regional Trail
- Rice Creek West Regional Trail
- Rum River Central Regional Park

City of Bloomington

Department of Community Services, Parks and Recreation Division, (952) 948-8877
2215 West Old Shakopee Road, Bloomington, MN 55431

- Hyland-Bush-Anderson Lakes Park Reserve (Bush and Normandale Lake portion)

Carver County Parks

11360 Highway 212 East, P.O. Box 330, Cologne, MN 55322
(952) 466-5252

- Baylor Regional Park
- Lake Minnewashta Regional Park
- Lake Waconia Regional Park

Dakota County Parks Department

8500 127th Street East, Hastings, MN 55033
(651) 438-4660

- Big Rivers Regional Trail
- Lake Byllesby Regional Park
- Lebanon Hills Regional Park
- Mississippi River Regional Trail
- Spring Lake Park Reserve

Three River Park District

3000 Xenium Lane N., Plymouth, MN 55441
(763) 559-9000

- Baker Park Reserve
- Bryant Lake Regional Park
- Carver Park Reserve
- Clifton E. French Regional Park
- Coon Rapids Dam Regional Park (Hennepin County portion)
- Crow-Hassan Park Reserve
- Elm Creek Park Reserve
- Fish Lake Regional Park
- Gale Woods Special Recreation Feature
- Hyland-Bush-Anderson Lakes Park Reserve (Hyland and Anderson Lake portion)
- Lake Minnetonka Regional Park
- Lake Rebecca Park Reserve
- Noerenberg Floral Garden
- North Hennepin Regional Trail
- North Mississippi Regional Park
- Scott County-Hennepin Park Advisory Board
  - Cleary Lake Regional Park
  - Murphy-Hanrehan Park Reserve
- Scott County West Regional Trail
- Southwest LRT Regional Trails

Minneapolis Park and Recreation Board

2117 West River Road, Minneapolis, MN 55411; (612) 230-6400

- Bassett's Creek Regional Trail
- Cedar Lake Regional Trail
- Central Mississippi Riverfront Regional Park
- Kenilworth Regional Trail
- Minneapolis Chain of Lakes Regional Park
- Minnehaha Parkway Regional Trail
- Minnehaha Regional Park
- Mississippi Gorge Regional Park (within Minneapolis)
- Nokomis-Hiawatha Regional Park
- North Mississippi Regional Park
- Theodore Wirth Regional Park
- Wirth-Memorial Parkway Regional Trail

Ramsey County

Parks and Recreation Department, 2015 Van Dyke Street, Maplewood, MN 55109; (651) 748-2500

- Bald Eagle-Otter Lake Regional Park
- Battle Creek Regional Park
- Birch Lake Regional Trail
- Bruce Vento Regional Trail (outside St. Paul)
- Highway 96 Regional Trail
- Long Lake Regional Park
- Phalen-Keller Regional Park (Keller portion)
- Rice Creek West Regional Trail
- Vadnais-Snail Lake Regional Park

City of St. Paul

Division of Parks and Recreation, 25 West 4th Street, Room 300, St. Paul, MN 55102; (651) 266-6400

- Como Regional Park (Zoo and Conservatory)
- Bruce Vento Regional Trail (within St. Paul)
- Hidden Falls-Crosby Farm Regional Park
- Lilydale-Harriet Island Regional Park
- Mississippi Gorge Regional Park (within St. Paul)
- Phalen-Keller Regional Park (Phalen portion)

Washington County Parks Division

1515 Keats Avenue North, Lake Elmo, MN 55042
(651) 430-8368

- Cottage Grove Ravine Regional Park
- Hardwood Creek Regional Trail
- Lake Elmo Park Reserve
- Square Lake Special Recreation Feature

State and Federal Lands:

Minnesota Department of Natural Resources

500 Lafayette Rd. Box 40, St. Paul, MN 55155; (651) 296-6157
Motor vehicle entry permit required at most locations:

- Afton State Park (651) 436-5391
- Fort Snelling State Park (651) 725-2390
- Gateway Segment of Munger State Trail (651) 296-6157
- Luce Line Trail (651) 296-4776
- Minnesota Valley State Trail Park (651) 296-4776
- William O'Brien State Park (651) 433-0500

U.S. Fish and Wildlife Service

3815 East 80th Street, Bloomington, MN 55425
(952) 335-2323

- Minnesota Valley National Wildlife Refuge

Minnesota Zoo (entrance fee)

13000 Zoo Blvd., Apple Valley, MN 55124; (651) 432-9000

Metropolitan Sports Facilities Commission

900 South 5th Street, Minneapolis, MN 55415
Phone: (612) 332-0386 Fax: (612) 332-8334
Email: *matowin@msfc.com*
Chair: Roy Terwilliger; Executive Director: William J. Lester

Minnesota Statutes, Sections 473.551-.597

THE COMMISSION WAS ESTABLISHED BY THE STATE legislature in 1977 to decide whether a new stadium should be built and, if so, what type and where. The commission decided to build a covered facility in downtown Minneapolis. Construction began in December 1979 and the Hubert H. Humphrey Metrodome was opened in April 1982.

Citizen Participation and Appointment:

• Metropolitan Sports Facilities Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail:

open.appointments@state.mn.us

Revenue for the commission comes from operating the building and is generated through admission taxes, rent, concession revenue, and other miscellaneous revenue. The charge to rent the Metrodome is negotiable depending on the event. The stadium is available at the times in which the major tenants — the Minnesota Twins, Minnesota Vikings, and the University of Minnesota Gophers — are not using the facility. Parking is available throughout the downtown area and can handle approximately 20,000 vehicles. The Metrodome parking lot can handle up to 230 buses at any one time.

The commission owns and operates the Hubert H. Humphrey Metrodome. From the revenues generated by Metrodome operations as listed above, the commission is able to pay for capital improvements, and cost of stadium operations with no dependence on an ongoing tax. The debt on the Metrodome was retired in March of 1998. The operating surplus in prior years resulted in the suspension of the hotel/motel/liquor tax in the city of Minneapolis since January 1, 1985. Since the Metrodome opened in 1982, over 57 million people have purchased tickets for various events.

The commission members' term of appointment is four years. Regular commission meetings are held the third Wednesday of every month in the commission offices at the Metrodome and are open to the public. Committee meetings are held as needed and are also open to the public. The organizational structure includes committees on capital improvements, intergovernmental relations, concessions, marketing, and personnel.

The commission publishes an annual review and a quarterly newsletter. Also, various Metrodome photographs, slides, brochures and pamphlets are available upon request. For more information, contact the commission administrative offices.

Department of Military Affairs (Minnesota National Guard)

Veterans Service Building, 4th Floor, 20 W. 12th Street, St. Paul, MN 55155-2098
Phone: General (651) 282-4666 Fax: (651) 282-4541
Website: *www.dma.state.mn.us*
Adjutant General: Major General Larry W. Shellito

Minnesota Statutes, Chapters 190-195

THE DEPARTMENT OF MILITARY AFFAIRS CONSISTS OF THE National Guard military forces of the State of Minnesota (12,000 men and women), the Office of the Adjutant General, civilians employed for administration and maintenance and the National Guard military installations.

The Minnesota Army and Air National Guard are dual-mission forces. They are the organized militia of the State of Minnesota, under command of the governor. At the same time, National Guard men and women are members of a reserve component of the active U.S. Army and Air Force and may be called into federal service by the President of the United States.

The Minnesota National Guard's state mission is to assist Minnesota citizens during emergencies, at the direction of the governor. The federal mission of the National Guard is to provide units for mobilization to augment the active Army and Air Force.

The Adjutant General, the military chief of staff to the governor, heads the Department of Military Affairs and is responsible for the National Guard fulfilling its state and federal missions. The Adjutant General accepts federal resources on behalf of the State of Minnesota for military forces, and executes related agreements and contracts. He is the Minnesota National Guard's contracting officer for Guard construction, facility improvement and maintenance programs.

The adjutant general, deputy and assistant adjutant generals are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Citizen Participation and Appointment:

• Minnesota State Armory Building Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail:

open.appointments@state.mn.us

Executive Director, Minnesota National Guard

(651) 282-4671 Colonel Dennis J. Lord. The Executive Director assists the Adjutant General in the general management and operation of the Military Affairs Department with specific oversight for all state and certain federal fiscal matters. The Executive Director is also the primary liaison with the State Legislature, the Minnesota congressional delegation, and other federal and state agencies.

Air National Guard State Headquarters

(651) 282-4673 Colonel Terry Heggemeier, Chief of Staff. This office is the link between the Adjutant General and the two Air National Guard bases/flying wings. The office processes major Air Guard personnel actions including enlistments, separations and discharges. The office also develops policies and directives for the Minnesota Air National Guard and provides guidance in ensuring that applicable U.S. Air Force regulations are adhered to by all Minnesota Air Guard units. The office oversees Air Guard logistics, training, operations, maintenance, personnel recruiting and personnel retention.

Chief of Staff, Army Guard

(651) 282-4665 Colonel Joseph P. Kelley, Chief of Staff. The Chief of Staff, Minnesota Army National Guard, manages the total mission for the Minnesota Army Guard, and insures that essential services and support are available for Army Guard functions. He/she also manages the Minnesota Army National Guard headquarters staff to ensure that all assigned missions are accomplished.

U.S. Property and Fiscal Office

(320) 632-7331 Colonel Patricia R. Whittington, U.S. Property and Fiscal Officer. All federal resources issued to the Minnesota Army and Air National Guard must pass through this office, which is located at Camp Ripley, a Minnesota National Guard training facility near Little Falls, Minnesota. The office maintains all necessary records concerning receipt, disbursement and accounting of resources loaned to or used by the Minnesota National Guard.

Directorate of Military Support

(651) 282-4554 Lieutenant Colonel Gary L. Sigfrinius, Director of Military Support. The Military Support Directorate develops plans for military support to civilian authorities in domestic emergencies, disturbances, and natural disasters. It helps state and local government officials plan the best use of National Guard personnel and equipment for community service support projects or emergency use. The office also manages drug demand reduction (DDR) and counter drug programs. The DDR program teams up with Drug Abuse Resistance Education (DARE) units at community police agencies around the state to provide a program to elementary school students on making good choices in life. The counter drug program provides various types of assistance to local law enforcement agencies across the state to help stem the flow of illegal drugs into and out of Minnesota.

Human Resources Management Office

(651) 282-4668 Colonel William Kolbinger, Director of Human Resources. This office provides human resource management services to the federally financed full-time employees who support the Minnesota Army and Air National Guard.

Public Affairs Office

(651) 282-4684 Colonel R. Denis Shields, Director of Public Affairs. This office handles public information, community relations, and internal information for the Minnesota Army and Air National Guard. News media and other public inquiries should be directed to this office.

Staff Judge Advocate

(651) 282-4683 Lieutenant Colonel John Brossart. The Staff Judge Advocate is responsible for managing all legal matters pertaining to the Minnesota National Guard. The office works closely with the Minnesota Attorney General's Office, as well as federal legal offices.

State Comptroller

(651) 282-4678 Mr. Terrence Palmer, Comptroller. This office manages all of the state budget of the Minnesota Department of Military Affairs. It takes care of all personnel and finance records for National Guard state employees. This office also oversees the Minnesota State Armory Building Commission, which finances the construction of new National Guard training and community centers. The commission also manages and maintains those structures until the bond debt has been retired and the property is transferred to the State of Minnesota.

Camp Ripley Training Site

(320) 632-7321 Colonel Richard Weaver, Camp Commander. Camp Ripley is the state-owned National Guard training site located seven miles north of Little Falls, Minnesota. This 53,000-acre installation has accommodations to house 10,500 troops during moderate weather and 3,500 for winter training. The camp has a number of automated small arms ranges used by the military as well as local and state law enforcement agencies. The camp also has a 20-classroom education center which has an overall capacity of 700 students. The building is equipped with audio-visual equipment and computer facilities. It is able to handle interactive audio and visual teleconferencing sessions. It is available for use by federal agencies as well as other state agencies.

Minnesota National Guard Major Commands

34th Infantry Division

(651) 282-4702 Major General Larry Shellito, Commander. The 34th Infantry Division, one of our nation's eight Army National Guard Divisions, is headquartered in Rosemount, Minnesota. The division has units in Minnesota, Iowa, and Wisconsin. Almost 9000 Minnesota Army National Guard soldiers are assigned to the Division. The 34th consists of infantry, armor, field artillery, aviation, engineer, and support and service units.

133rd Airlift Wing

(612) 713-2500 Colonel Terry Tripp, Commander. The 133rd Airlift Wing, located at the Minneapolis/St. Paul International Airport, flies four-engine C130H transport airplanes. The 1,000 men and women, assigned to the 133rd perform tactical airlift missions with both personnel and equipment.

148th Fighter Wing

(218) 723-7200 Colonel Tim Cossalter, Commander. The Duluth-based 148th Fighter Wing maintains 15 mission-ready F-16 jet fighters. The unit's mission is to intercept and identify hostile airborne targets and launch an attack with conventional air-to-air munitions. A permanent detachment consisting of two aircraft and 17 personnel are assigned to Tyndall Air Force Base, Florida. The mission at Tyndall is 24-hour alert to protect the airspace over the southeast United States.

Department of Natural Resources

500 Lafayette Road, St. Paul, MN 55155-4001

Phone: DNR Information Center (651) 296-6157 Toll-free: 1 (888) 646-6367 Fax: (651) 297-3618

Website: *info@dnr.state.mn.us*

Commissioner Gene Merriam

Minnesota Statutes, Chapters 84, 84A, 85, 86, 86A, 88-94, 97-112; ***Minnesota Rules***, Chapters 6100-6299

THE MISSION OF THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES is to work with citizens to conserve and manage the state's natural resources, to provide outdoor recreation opportunities, and to provide for commercial uses of natural resources in a way that creates a sustainable quality of life.

Background

Minnesota's natural resources include about 16.7 million acres of forest land; 11,842 lakes of 10 acres or larger; tens of thousands of miles of rivers; diverse game animals; prized game fish; rare plant and animal species; rich mineral deposits; 66 state parks and six state recreation areas; and hundreds of areas for camping, hiking, snowmobiling, and other outdoor recreation.

The agency was established in 1931 as the Department of Conservation. It was renamed the Department of Natural Resources in 1971 to better reflect the agency's broader responsibilities. Today the stewardship of Minnesota's resources is handled by about 2,200 full-time DNR employees and approximately 890 additional part-time and seasonal employees, working in partnership with volunteers and organizations throughout the state.

While the DNR is headquartered in St. Paul, a majority of staff work out of more than 200 offices throughout the state, including four regional offices located in Bemidji, Grand Rapids, New Ulm, and St. Paul. The DNR is organized by divisions, according to the resources it manages: forestry, fish and wildlife, parks and recreation, minerals, trails and waterways, enforcement, and waters.

Office of the Commissioner

(651) 296-2549 Gene Merriam, commissioner.
(651) 296-2540 Mark Holsten, deputy commissioner.
(651) 296-4944, Brad Moore, assistant commissioner.
(651) 296-0915, Bob Meier, Legislative Director.
Fax: (651) 296-4799

The DNR commissioner has authority over public lands, state parks, timber, waters, minerals, and wildlife of the state, and their use, sale, leasing, or other disposition. The commissioner has jurisdiction over 66 state parks, eight waysides, and six state recreation areas; 1,355 state-owned wildlife management areas; lands and campgrounds within state forest boundaries; and more than 25,000 miles of recreational trails. The commissioner also is responsible for providing fire protection within the state's forested areas. The deputy commissioner is next in charge.

The commissioner, deputy, and assistant commissioner are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Citizen Participation and Appointment:

• Governor's Council on Minnesota's Coastal Program
• Lake Superior Center Authority
• Youth Corps Advisory Committee

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail:

open.appointments@state.mn.us

The department is organized with eight DNR Divisions and six support bureaus -- enforcement, fish and wildlife, ecological services, forestry, lands and minerals, parks, trails and waterways and waters, facilities and operations support, management information systems, information and education, office of management and budget services, licenses, and human resources. In addition, the deputy commissioner is responsible for the DNR's four geographic regions.

Responsibilities include implementation of department vision, goals and strategies, policy development, and communications with external stakeholders.

Agricultural Policy

(651) 297-8341 Wayne Edgerton, director. This official plans and directs a consistent communication and coordination program between the DNR commissioner's office and the state's agricultural constituents. The agricultural policy director works closely with agricultural interests in solving common problems and conserving the resources.

Executive Offices:

Legislative Services (651) 296-0915, vacant, director
Field Operations (651) 215-6069, Laurie Martinson, manager.
Communications (651) 296-5229, C. B. Bylander, director.

Regional Offices

Northwest Region: (218) 755-3955; Fax: (218) 755-4024
Paul Swenson, director
2115 Birchmont Beach Road Northeast
Bemidji, MN 56601

Northeast Region: (218) 327-4455; Fax: (218) 327-4263
Chuck Spoden, acting director
1201 East Highway 2
Grand Rapids, MN 55744

Central Region: (612) 772-7900; Fax: (651) 772-7977
Kathleen Wallace, director
1200 Warner Road, St. Paul, MN 55106

Southern Region: (612) 359-6000; Fax: (507) 359-6018
Cheryl Heide, director
261 Highway 15 South
New Ulm, MN 56073

Division of Ecological Services

500 Lafayette Road, Box 25, St. Paul, MN 55155-4025
(651) 296-2835; Fax: (651) 296-1811
(651) 296-0783, Lee Pfannmuller, director.

The Division of Ecological Services collects, analyzes, and delivers vital ecological information to Minnesota citizens, leaders, and decision makers. It helps locate and manage rare resources (endangered and threatened species, critical habitats, high quality natural communities), and manage threats posed by harmful exotic species, and fish and wildlife diseases. It helps manage and restore important ecological processes in river systems and on key natural areas, and helps build deeper understanding about Minnesota's ecosystems.

Staff are organized into programs, and many of these programs are designed to deliver products and services directly to citizens. For complete information about these programs and our products and services, consult the DNR website: <*http://www.dnr.state.mn.us*>. A number of programs have home page space, but look for Ecological Services in the "About DNR" section of the DNR home page. Citizens can also contact the Division of Ecological Services in any of the Central, Regional, or Area Offices. Here are those phone numbers:

Ecological Services Area Offices:

- Central Office, **St. Paul,** MN (651) 296-2835
- Northwest Region, **Bemidji,** MN (218) 755-3955
- Northeast Region, **Grand Rapids,** MN (218) 327-4455
- Central Region, **St. Paul**, MN (651) 772-7977
- South Region, **New Ulm**, MN (507) 359-6000
- **Brainerd**, MN (218) 2561
- **Rochester**, MN (507) 359-7420
- **Fergus Falls, MN Area Office** (218) 739-7576
- **Two Harbors, MN Area Office** (218) 834-6612
- **Lake City, MN Area Office** (651) 345-3331

Ecological Services has over 20-different programs. Here are brief program descriptions for several of the largest. Consult the DNR website <*http://www.dnr.state.mn.us*> for more complete information:

• The **Nongame Wildlife Program** protects, manages, and restores populations and natural communities of Minnesota's native wildlife species that are not traditionally hunted or harvested. Funding for this program is derived primarily from the Nongame Wildlife Checkoff on Minnesota state income tax and property tax forms.
• The **Minnesota County Biological Survey** identifies significant natural areas, collects and interprets data on the distribution and ecology of rare plants, rare animals, and native plant communities.
• The **Natural Heritage and Nongame Research Program** collects, manages, and interprets information about nongame animals, native plants and plant communities to promote the wise stewardship of these resources.
• The **Scientific and Natural Areas Program** administers a system of nature preserves called Scientific and Natural Areas. This system is found across Minnesota's landscape. The program also helps protect native prairie on private land through technical assistance and conservation easements.
• The **Environmental Review Program** implements the formal process of gathering natural resource information and presenting it to permit authorities for their consideration during decision-making.
• The **Stream Habitat Program** gathers and provides information on Minnesota's 90,000 miles of rivers and streams, helping to protect and restore them.
• The **Exotic Species Program** curbs the spread and minimizes the harmful effects of exotic species that threaten native species in their natural communities and threaten public use of natural resources.
• The **Aquatic Plant Management Program** protects native vegetation and the aquatic environment while allowing lakeshore owners to control some aquatic vegetation in order to get recreational water access.
• The **Fish and Wildlife Pathology Laboratory** investigates fish and wildlife die-offs, provides fish health inspection and diagnostic services to state and private fish hatcheries, and diagnostic services on fish and wildlife problems to commercial fishermen, minnow dealers, tropical fish dealers, University of Minnesota, Como and Minnesota zoos, and the fishing and hunting public.

- Information on rare plants and animals, native plant communities nongame wildlife and natural areas is available at the central office and in each regional office.
- Information on exotic species is available at the central office
- Endangered species permits are available at the central office.
- Requests for locational data for rare species are handled by the central office.
- Reports, guides and other educational materials are available at the central office and the regional offices.

For more information on the division's programs, products or services, call the offices (listed in this section) or check the DNR website <*http://www.dnr.state.mn.us*>.

Division of Enforcement

500 Lafayette Road, Box 47, St. Paul, MN 55155-4047
(651) 297-2368; Fax: (651) 297-3727
(651) 296-4828, Mike Hamm, director.

The division enforces all natural resource laws in the state and regulates commercial and sport fishing, trapping, fur buying, and hunting. It also serves as a guardian for small and big game, fish, and migratory birds. Conservation officers manage and enforce the harvesting of Minnesota's wild rice crop; enforce boat and water laws, snowmobiles, off-road vehicles, and all-terrain vehicles (ATV); and enforce laws dealing with alterations of beds of lakes and streams and wetlands. The division supervises the Firearms Safety Training Program, the Snowmobile Safety Program, Off Road Motorcycles Training Program, the ATV Training Program, and Advanced Hunter Education Program.

Other responsibilities include enforcing laws and rules on shooting reserves; aerial pollution surveillance of lakes and rivers; surveys and census work regarding moose, beaver, deer, and deer yards; and pheasant counts. The division also enforces all rules and statutes within state parks, campgrounds, and recreational areas under the jurisdiction of the DNR. The division holds sales to dispose of firearms, hunting, fishing, and trapping equipment confiscated from violators of the game and fish laws.

Conservation officers operate from their own private homes and phone numbers are listed in local directories or they can be contacted through the Minnesota State Patrol dispatchers or local sheriff's offices. For information on the safety programs offered by the division or for the items and locations of disposal sales, contact the division. Many requests can be handled immediately.

Motor Vehicle-Killed Wildlife

A law passed and implemented during 1987 places responsibility for the pick-up of vehicle-killed deer upon local road authorities, and provides for no-cost deer possession. Under the law, DNR conservation officers coordinate the program, and will issue six-month possession permits to be distributed by state and local authorities.

In addition to transferring this responsibility for the pick-up of vehicle-killed deer to local road authorities, the law also requires the department to issue possession permits that allow the driver claiming a salvageable animal to keep it at no charge. The carcass can be released to another person at the scene, or by a conservation officer for distribution to various public benefit groups or organizations.

Unsalvageable deer, and deer for which there is no immediate salvageable demand, must be referred to the road authority that has immediate responsibility, such as the MnDOT on interstate, U.S. and state highways; county highway departments on county-state aid highways and county roads; local (city/township) road authorities on all lesser streets and roads. Conservation officers work with the various road authorities to implement this policy.

Any injured deer still alive will be disposed of by the conservation officer responding to the incident, or other law enforcement officers at the scene if they are willing to assist in the disposal. Other than vehicle-killed deer, all other salvageable big game will be sold for the highest price obtainable. These animals will be sold and reported on confiscation and sale reports. The minimum prices for these animals include moose ($50) and bear ($10), plus $1 per claw if sold with the animal.

Turn In Poachers (TIP)

Statewide Toll-Free:
1-800-652-9093, 24-hours-a-day, 365-days-a-year

Turn In Poachers, TIP Inc. is a private, non-profit organization of conservationists concerned about poaching problems. TIP Inc. provides all reward monies for the program. The division cooperates with the TIP program, which was established to encourage the public to report natural resource violations. The information and the person reporting can be kept confidential. Persons reporting violations are asked to obtain as much information from observation as possible, and to report all violations as soon as possible. If an arrest is initiated, the person reporting the violation may be eligible for a reward of up to $1,000, depending upon the seriousness of the crime. An impartial panel will determine the reward amount. Since its inception in 1981, this program has been a valuable deterrent to the senseless waste of wildlife and is extremely beneficial to the DNR Enforcement Division.

Special Investigation Unit

(651) 297-1201. This unit concentrates its covert/overt investigations on illegal commercialization and interstate trafficking of wildlife. It manages the division's forensic research and analysis program. The unit also coordinates enforcement with the U.S. Fish & Wildlife Service and other law enforcement agencies. Investigations relating to license fraud and recreational vehicle theft are initiated through this unit. In addition, it provides investigative training and equipment to uniformed conservation officers.

Arrests and Confiscations Unit

(651) 296-0657. This unit is responsible for the proper disposition of nonperishable articles confiscated from violators of Minnesota game and fish laws. A Firearms Auction is held periodically; it is open to federally licensed firearms dealers. The unit also provides a summary of Confiscated Animals, such as illegally taken, diseased, or crippled deer, moose, and bear. A summary of arrests showing a breakdown of violations on all game and fish, snowmobile, and watercraft laws is prepared by this unit and is available to the public by contacting the unit.

Grant Programs

(651) 297-2449. The division administers several grant programs. Funding provided by the legislative Commission on Minnesota Resources (LCMR) creates matching grants to shooting ranges for the purpose of improving safety, accessiblity, and/or sound abatement. These matching funds are currently made available to both firearm and archery ranges.

Funding appropriated by the Minnesota Legislature provides some reimbursement to local law enforcement agencies for materials, supplies, and labor costs related to snowmobile or all-terrain vehicle enforcement and education efforts.

Enforcement Education Programs

15011 Highway 115, Little Falls, MN 56345-4173
(800) 366-8917; Website: <*http://www.dnr.state.mn,us/es/index.html*>

This section provides training and course materials for youth and adults in firearm safety, advanced hunter education, bow hunter education, snowmobile, all-terrain vehicle (ATV) and off-highway motorcycle. The objective of these training programs is to provide recreational learning opportunities for youth and adults to ensure safer and more responsible use of our natural resources.

Firearm Safety Training consists of at least 12 hours of instruction in safe handling of firearms, which includes firing on a rifle range, hunter responsibility, a field trip for teaching commonly accepted principles of safety in hunting, and providing experience in the handling of all types of common hunting firearms. Upon completion of this course,

a youth receives a certificate that is used in lieu of a license to hunt small game. This certificate must also be presented if the youth wishes to obtain a big game hunting license. This course meets the requirement that anyone born after December 31, 1979, must have completed a hunter safety course to obtain a license to hunt or trap in Minnesota. The course does not, however, meet the requirements to obtain a permit to carry a handgun under the Minnesota Personal Protection Act. The course cost is $5 and is also open to adults. For metro class listings only, call (651) 296-4819. For general information on firearm safety training classes or classes outside the metro area, call 1-800-366-8917 or a local conservation officer.

Advanced Hunter Education instructs hunters ages 14 years or older. Ages 14 and 15 must have completed and passed a firearm safety training class. The Advanced Hunter Education Program covers hunter responsibility and safety skills, wildlife ways, survival skills, maps and compass, and current issues concerning hunting. This course meets all other states' hunter education requirements. The course cost is $15. For a statewide class listing, call (651) 296-5015. For general information on the Advanced Hunter Education Program, call 1-800-366-8917.

Bowhunter Education instructs hunters ages 12 years or older. Ages 12-15 must have completed and passed a firearm safety training class. The Bowhunter Education Program covers bowhunting techniques, equipment, bowhunting safety, and hunter responsibility. The course meets all other state's bowhunter education requirements. The course cost is $5. For a statewide class listing, call (651) 295-5015. For general information on the Bowhunter Education Program, call 1-800-366-8917.

Recreational Vehicles. Snowmobile, ATV and Off-highway Motorcycle Safety is taught to promote safe, courteous participation in these sports. These safety courses emphasize responsibility, pre-season maintenance, nomenclature, proper clothing, laws, general operations, safe operation, protection of the environment and problems one may encounter while riding. The snowmobile course is taught by volunteer instructors and has a hands-on field test for operators ages 12-17. The ATV course for students ages 12-15 consists of a CD-ROM at home study course and a field practical exam arranged with and conducted by volunteer instructors. The course fee is $15. The off-highway motorcycle safety course is a mail order course for students ages 12-15. Course cost is $5.

An Adult Snowmobile Safety class is offered to fulfill a statutory requirement that all snowmobile operators born after December 31, 1979, possess a safety certificate. The course is a one-night seminar and has a $10 fee. For metro snowmobile class listings only, call (651) 296-4819. For general information on snowmobile safety training classes or classes outside the metro area, call 1-800-366-8917, or the local conservation officer. To receive a mail order course for ATV or off-highway motorcycle, call 1-888-646-6367.

For duplicate firearms safety certificates, call 1-800-366-8917. For duplicate snowmobile safety certificates, call 1-800-766-6000 or (612) 297-4897. For hunter education or bowhunter education certificates, call 1-800-766-6000 or (612) 296-0890. For ATV or off-highway motorcycle certificates, call 1-800-766-6000 or (612) 297-4897.

Information Officer

(320) 616-2511. The information officer creates press releases and public safety announcements for the division, as well as providing information to media and the public on division matters. A weekly summary of conservation officers' activities is provided to the media, legislators and others. This report may be viewed at the following website: *<http://www.dnr.state.mn.us/enforcement/co_report/index.html>*. The information officer also assists the division in coordinating participation and materials for fairs, exhibitions, and career days.

Division of Fish and Wildlife

500 Lafayette Road, Box 20, St. Paul, MN 55155-4020
(651) 297-1308; Fax: (651) 297-7272
(218) 327-4402, John Guenther, director.

The merger of two divisions (Fisheries and Wildlife) in October 2003 will best serve integrated resource management objectives and help unify support from DNR friends in the angling, hunting, and conservation communities. The former divisions will function as two sections (Fisheries and Wildlife) within the Division of Fish and Wildlife.

Fisheries Section

500 Lafayette Road, Box 12, St. Paul, MN 55155-4012
(651) 296-0792 Ron Payer, section chief.

This section manages the state's 3.8 million acres of fishing waters used by 2.3 million anglers. Its field force operates from four regional and 28 area offices. A fish survey program is operated to provide current information on the status of the fish populations, angling pressure and harvest, and as a basis for the distribution of management effort. A fisheries research program is conducted to develop new management methods, improve techniques and supply basic information for understanding problems. Projects include the improvement of fish habitat, propagation and distribution of fish, and lake rehabilitation. This section is located at 500 Lafayette Road, St. Paul, MN 55155-4012.

• The **development of spawning areas**, stream improvement and acquisition of aquatic management areas (AMAs) play important roles in management. Easements along streams provide access corridors for fishing.

• The **big five walleye lakes** – Lake of the Woods, Mille Lacs, Winnibigoshish, Leech, and Rainy – annually produce more than 1 million walleye for anglers.

• Each year, **about 325 million fish are raised and distributed**. To meet this production, the section may operate up to 14 walleye spawning stations, two muskellunge spawning stations, four sucker spawning station (to supply food for muskellunge rearing), 15 walleye hatcheries (five of which also hatch sucker eggs and four which also hatch muskellunge eggs), five trout hatching and rearing stations, 300 walleye rearing ponds, 113 controlled northern pike spawning areas, and 40 muskellunge rearing ponds.

• **Information on fishing**, kinds of fish, and other biological and physical features present in a certain lake or stream is available from the fisheries office in the area involved or web site.

• **Information on aquatic education** is available through MinnAqua.

• **Applications for permits to remove rough fish** in certain situations may be made by qualified groups or individuals. Permits are available at the fisheries station in the area involved.

• **Permits to control aquatic nuisances** such as algae, snails, leeches, and some aquatic plants are available upon application. Fees vary with the type of control planned and are available from the area fisheries headquarters.

• **Permits to transport and stock fish** that are purchased from private hatcheries are obtained at your local fisheries station by filing an application. The length of time for processing is two-three weeks.

• **Application for permits to operate lake aeration systems** are available from local fisheries stations. A fee may be charged depending on the reason for aerating.

• **Reports, guides, and other information are available** from the Fisheries central office, and the area and regional offices. Lake survey reports and stocking records are available for inspection at the fisheries offices for the involved areas, and information leaflets on most fish species are available for handout at the same location. Also visit their web site at *www.dnr.state.mn.us*.

Fisheries Area Headquarters Statewide

DNR Region – Northwest

Fisheries Regional Headquarters
2115 Birchmont Beach Road NE, Bemidji, MN 56601
(218) 755-3959; Fax: (218) 755-4024

Fisheries Area Offices:

- **Baudette** - 204 Main St. E., 56623 (218) 634-2522
- **Bemidji** - 2114 Bemidji Ave., 56601 (218) 755-2974
- **Detroit Lakes** - 14583 Co. Hwy. 19, 56501 (218) 847-1579
- **Fergus Falls** – 1509 First Ave. N., 56537 (218) 739-7576
- **Glenwood** - 23070 N. Lakeshore Dr., 56334 (320) 634-4573
- **Park Rapids** - 301 S. Grove Ave., 56470 (218) 732-4153
- **Walker** - 07316 State 371 NW, 56484 (218) 547-1683

DNR Region – Northeast

Fisheries Regional Headquarters
1201 East Highway 2, Grand Rapids, MN 55744
(218) 327-4414; Fax: (218) 327-4263

Fisheries Area Offices:

- **Aitkin** - 1200 Minnesota Ave. S., 56431-0138 (218) 927-3751
- **Brainerd** - 1601 Minnesota Dr., 56401 (218) 828-2550
- **Duluth/Lake Superior** - 5351 North Shore Dr., 55804 (218) 525-0853
- **Finland** - PO Box 546, 55603 (218) 353-7591
- **Grand Marais** - 1356 Hwy. 61 E, 55604 (218) 387-3056
- **Grand Rapids** - 1201 E. Hwy 2, 55744 (218) 327-4430
- **International Falls** - 392 Hwy 11 East, 56649 (218) 286-5220
- **Tower** - 650 Hwy 169, 55790-8304 (218) 753-2580 Ext. 221

DNR Region – Central:

Fisheries Regional Headquarters
1200 Warner Road, St. Paul, MN 55106
(651) 772-7950 Fax: (651) 772-7974

Fisheries Area Offices

- **Hinckley** - PO Box 398, 306 Power Ave. No., 55037 (320) 384-7721
- **Little Falls** - 16543 Haven Road, 56345 (320) 616-2450
- **Metro East** - 1200 Warner Road, 55106 (651) 772-7950
- **Metro West** - 9925 Valley View Rd., 55344-3526 (952) 826-6771
- **Montrose** - 7372 State Hwy 25 SW, 55363 (763) 675-3301

DNR Region – South:

Fisheries Regional Headquarters
261 Highway 15 South
New Ulm, MN 56073-8915
(507) 359-6000 Fax: (507) 359-6018

Fisheries Area Offices

- **Hutchinson** - 20596 Hwy 7, 55350 (320) 234-2550
- **Lake City** - 1801 So. Oak St., 55041 (1-651) 345-3365
- **Lanesboro** - Rt. 2, Box 85, 55949 (507) 467-2442
- **Ortonville** - 811 Pine St., 56278 (320) 839-2656
- **Rochester** - 2300 Silver Creek Rd. NE, 55906 (507) 285-7427
- **Spicer** - PO Box 457, 10590 Co. Rd. 8 NE, 56288 (320) 796-2161
- **Waterville** - PO Box 86, 56096-0086 (507) 362-4223
- **Windom** - 175 Co. Rd. 26, 56101-1868 (507) 831-2919

Wildlife Section

500 Lafayette Road, Box 7, St. Paul, MN 55155-4007
(651) 296-3344; Fax: (651) 297-4961
(651) 297-4960 Tim Bremicker, section chief.
The section carries out research and management programs affecting all state wildlife species. The formulated programs are carried out by the regional and area personnel. The section acquires, develops, and manages wildlife management areas, most of which are open to public hunting during established seasons. The section recommends hunting and other wildlife related regulations, census, survey and research programs, and promotes wildlife habitat protection and development on public and private lands. This section will answer any information requests concerning wildlife programs and rules. Information requests may be directed to any of the local field offices located throughout the state or to the DNR Wildlife Section, 500 Lafayette Road, St. Paul, MN 55155-4007.

Farmland Wildlife Populations and Research Group, Madelia

(507) 642-8478; Fax: (507) 642-3178 Dick Kimmel, group leader.
The group coordinates and conducts all the censuses, surveys, and research dealing with wildlife species in the agricultural areas of Minnesota. The group conducts August roadside counts, which are used to estimate population changes for pheasants, gray partridge, cottontail rabbits, jackrabbits, mourning doves, red fox, and skunk. Other census and survey projects consist of aerial deer counts, deer reproduction (examination of does killed by cars from January to June), and turkey gobbler counts. The group is located 5 miles south and 2 miles west of Madelia on State Trunk Highway 60 and Watonwan County Road 109. The facility is open weekdays. The public is welcome. The area is being managed as a demonstration area for wildlife habitat practices as well as a facility to house the research staff. For more information, write the station, Rural Route 1, Box 181, Madelia, MN 56052-9744.

Forest Wildlife Populations and Research Group, Grand Rapids

(218) 327-4432; Fax: (218) 327-4263 Mark Lenarz, group leader.
The group designs and analyzes all the census and survey data, and conducts original research dealing with wildlife in the northern forested area of Minnesota. The group conducts deer, moose, and aerial beaver censuses; surveys deer reproduction; conducts ruffed grouse drumming and sharp-tailed grouse dancing ground counts; and conducts furbearer scent-post surveys. The group is located in the DNR Regional Headquarters on Highway 2 in eastern Grand Rapids. For more information, write the station at 1201 East Highway 2, Grand Rapids, MN 55744.

Wetland Wildlife Populations and Research Group, Bemidji

(218) 755-2973; Fax: (218) 755-2605 Jeff Lawrence, group leader.
The group conducts surveys, censuses, and research on the state's wetland wildlife. The group conducts statewide waterfowl breeding population estimates and fall distribution and abundance of waterfowl on selected areas. It bands locally reared ducks during the summer and determines the breeding populations of waterfowl on selected automobile transects and lakes. The group cooperates with the Mississippi Flyway Council and assists in a project of preseason banding of waterfowl in the early fall and helps conduct brood counts in the Chippewa National Forest. The group is located within the DNR area complex in Bemidji. For more information write the station at 102 - 23rd St., Bemidji, MN 56601.

Region I - Northwest

Regional Wildlife Headquarters
2115 Birchmont Beach Road NE, Bemidji, MN 56601
(218) 755-3958; Fax: (218) 755-4024

Wildlife Area Offices:

- **Baudette** - 204 Main St. E., MN 56623, (218) 634-1705
- **Bemidji** - 2114 Bemidji Ave., MN 56601, (218) 755-2964
- **Crookston** - 203 Main St. S, MN 56716, (218) 281-6063
- **Detroit Lakes** - 14583 Co. Hwy. 19, MN 56501-7121, (218) 847-1578
- **Fergus Falls** - 1509 First Ave N., MN 56537, (218) 739-7576
- **Glenwood** - 23070 N. Lakeshore Dr., MN 56334, (320) 634-0342
- **Karlstad** - 202 Main St N, P.O. Box 154, MN 56732, (218) 436-2427
- **Middle River** - Thief Lake WMA, 42280 - 240th Ave NE, MN

56737, (218) 222-3747
- **Park Rapids -** 603 First St W, MN 56470, (218) 732-8452
- **Roosevelt -** Red Lake WMA, Box 100, MN 56673, (218) 783-6861
- **Roseau -** Roseau River WMA, 27952 - 400th St., MN 56751-8057, (218) 463-1557
- **Thief River Falls -** 123 Main Ave. N., MN 56701, (218) 681-0946

Region II - Northeast

Regional Wildlife Headquarters
1201 East Highway 2, Grand Rapids, MN 55744
(218) 327-4413; Fax: (218) 327-4263

Wildlife Area Offices:

- **Aitkin –** 1200 Minnesota Ave. S., MN 56431, (218) 927-6915
- **Brainerd -** 1601 Minnesota Dr, MN 56401, (218) 828-2314
- **Cloquet -** 1604 S. Highway 33, MN 55720, (218) 879-0883
- **Eveleth -** 2005 Highway 37, MN 55734, (218) 744-7448
- **Grand Rapids -** 1201 E. Highway 2. MN 55744, (218) 327-4428
- **International FaIls -** 392 E. Highway 11. MN 56649, (218) 286-5434
- **Tower -** 650 Highway 169, MN 55790, (218) 753-2580
- **Two Harbors -** 1568 Highway 2, MN 55616, (218) 834-6619

Region III - Central

Regional Wildlife Headquarters
1200 Warner Road, St. Paul, MN 55106
(651) 296-5200; Fax: (651) 296-5202

Wildlife Area Offices:

- **Cambridge -** 800 Oak Savanna Ln. SW, MN 55008, (763) 689-7108
- **Forest Lake -** Carlos Avery WMA, 5463-C W Broadway, MN 55025, (651) 296-5290
- **Forest Lake -** North Metro, 5463-C W Broadway, MN 55025, (651) 296-5200
- **Little Falls -** 16543 Haven Road, MN 56345, (320) 616-2468
- **Onamia -** Mille Lacs WMA, 29172 – 100th Ave, MN 56359, (320) 532-3537
- **St. Cloud -** 940 Industrial Dr - Suite 103, MN 56379, (320) 255-4972
- **Jordan -** 7151 - 190th St W - Room 135. MN 55352, (320) 492-5266

Region IV - South

Regional Wildlife Headquarters
261 Highway 15 S, New Ulm, MN 56073
(507) 359-6030; Fax: (507) 359-6018

Wildlife Area Offices:

- **Altura -** Whitewater WMA, Rural Route 2 - Box 333, MN 55910, (507) 932-4133
- **Appleton -** 25 N Munsterman St, MN 56208, (320) 289-2493
- **Dundee -** 40249 County Rd 7, MN 56131, (507) 468-2248
- **Mankato -**1160 S Victory Dr, MN 56001, (507) 389-6297
- **Marshall -** 1400 E Lyon - P.O. Box 111, MN 56258, (507) 537-6250
- **Nicollet -** 501 9th St, MN 56074, (507) 225-3572
- **Owatonna -** 8485 Rose Street, MN 55060, (507) 455-5841
- **Rochester -** 2300 Silver Creed Rd NE, MN 55901, (507) 280-5068
- **Watson -** Lac qui Parle WMA, 14047 20th St NW, MN 56295, (320) 734-4451
- **Willmar -** 4566 Highway 71 NE Suite 1, MN 56201, (320) 231-5163
- **Windom -** 175 County Rd 26, MN 56101-1868, (507) 831-2900
- **Winona -** 411 Exchange Building, MN 55987, (507) 453-2950

Division of Forestry

500 Lafayette Road, Box 44, St. Paul, MN 55155-4044
(651) 296-4491; Fax: (651) 296-5954
(651) 296-4485, Mike Carroll, director.

The Division of Forestry exists to provide a long-term, sustainable yield of forest resources from state forest lands; improve the health and productivity of other public and private forest lands (including community forest lands); and protect life, property, and natural resources from wildfires. This is primarily accomplished through three core programs -- fire management, state land management, and cooperative forest management.

Through the efforts of the Division of Forestry, Minnesota's citizens can rely on having healthy forests that provide timber and other forest crops, fish and wildlife habitat, biological diversity, clean water, multiple recreation opportunities, rare and distinctive flora and fauna, improved air and soil quality, and educational, aesthetic, and historic values. They can also be assured that life, property, and natural resources are protected from wildfires.

Where is the Division of Forestry? Some of the division's work is done at the DNR headquarters in St. Paul or in the Northwest, Northeast, Central, and Southern Region offices. But the vast majority of day-to-day efforts are carried out by the technicians and program foresters who work out of 31 area offices and 34 field stations scattered throughout the state.

Forest Administration Section

(651) 296-4495 Robert Tomlinson, assistant director. This section is responsible for the division's financial management, planning activities, legislative coordination, information management, communication efforts, environmental education programs, and personnel development.

Financial Management

(651) 296-4487 John Bouthilet, accounting director. This unit provides a variety of services to the division including budgeting, accounting, contract management, federal grant administration, purchasing, payments, payroll, employee expenses, and fiscal analysis.

Forest Resource Planning

(651) 297-2256 Jon Nelson, forest policy and planning coordinator. Forest resource planning provides strategic and operational forest-land management planning support for the division and the department. Major activities include developing vegetation management plans for DNR forest lands (i.e., Subsection Forest Resource Management plans), annual work planning and progress reporting, assistance in developing department and division strategic forest management direction, assistance in the development of statewide program plans, and contributing to the development of criteria and indicators of sustainable forestry at state and multi-state levels. The planning staff also provides support to the division's management team related to organizational improvement and numerous other special projects.

Legislative Support

(651) 297-2256, Jon Nelson, forest policy and planning coordinator. Legislative support includes tracking and analyzing state and federal legislation affecting forestry; assisting in the development of budget proposals, narratives, and state forestry legislation; and coordinating the development of forestry briefings, fact sheets, and legislative field tours.

Environmental and Policy Review

(651) 297-2256 Jon Nelson, forest policy planning coordinator. Staff provides timely and useful division input on formal environmental review documents, project proposals, and department plans and policies. This activity also includes assisting with department efforts to compile accurate information, analyses, and

responses to comments on formal environmental review of proposed wood industry projects. Policy efforts include review and revision of department policies and operational orders and division circular letters and manuals.

Site-Level Forest Resource Management Guidelines Monitoring

(651) 297-4924, Mike Phillips, guideline coordinator. Staff is responsible for developing and maintaining a program to track the level of use of Minnesota's voluntary timber harvesting and forest management guidelines on public and private forest lands and assess the capability of guidelines to meet their intended objective of sustaining forest resources.

Information Management

(651) 297-2420, Dave Martodam, forestry information systems lead. This unit is responsible for improving information and technology use in the division. It provides computer training and support as well as information systems development and geographic information system (GIS) services for the division.

Communications

(651) 296-5958, Meg Hanisch, communications specialist. This program informs various public clientele of division programs and services; cultivates public appreciation for natural resource management, protection, and development; forms a central link for region information and education programs/representatives; develops feedback mechanisms to collect input from key clientele, cooperators, and the public; and trains division personnel in communication techniques and applications.

Environmental Education

(651) 297-2214, Amy Kay Kerber, environmental education specialist/Project Learning Tree coordinator. Teachers, youth leaders, naturalists, and the community at large are provided with environmental education materials, resource referrals, and guidance on environmental education projects. This division program coordinates Project Learning Tree and supplementary environmental education curriculum and teacher/youth leader in-service training workshops; assists in the development of technical support for school forests (outdoor classrooms); provides support and staff training to division personnel in education efforts; and helps create education partnerships with other agencies, institutions, and environmental organizations.

Human Resources Development

(218) 327-4450, David Schipper, human resource development coordinator. This program enables the division to affirmatively recruit and select qualified people for current and future vacant positions; provide its employees with education, training, and personnel development opportunities; and classify its positions in accordance with state policies and procedures.

Fire Management Section

(651) 296-5971, S. Olin Phillips, section manager/assistant to the director. The Division of Forestry provides wildfire protection on nearly 17 million acres of Minnesota's forest land, manages the use of prescribed fire, and actively prevents wildfires and wildfire-related damage to property.

Fire Administration Unit

(651) 297-3508, Steve Simmer, administrative supervisor. This unit manages the fiscal, planning and analysis, fire prevention, and law enforcement functions of the Fire Management Section.

(651) 982-9720, George Meadows, fire prevention specialist and Anoka Sand Plain coordinator. This position handles concerns about open burning regulations, fire department training-burn permits, and permanent burn sites. It also directs, coordinates, and administers statewide wildfire prevention activities including school fire prevention programs, the Smokey Bear Program, media releases, and event planning. This position also coordinates fire response in the northern metropolitan rural-urban interface area.

Federal Excess Property Program

(651) 297-3507, Joseph Daninger, program coordinator. Through grants, contracts, and cooperative agreements, this program enables federal excess personal property to be loaned to local fires forces via the state. Property requests are generally filled on a first-come, first-served basis, with exceptions made for new fire departments just starting up or fire departments with unsafe equipment that needs to be replaced.

Minnesota Interagency Fire Center

(218) 327-4436, Ron Stoffel, wildfire suppression supervisor. The Minnesota Interagency Fire Center (MIFC) was established to increase the effectiveness of wildfire management by facilitating the interagency exchange of fire suppression and support resources, providing a common point for the collection and dissemination of fire intelligence, and steamlining dispatching procedures. These responsibilities include assigning state firefighting crews, tracking resource orders and their distribution, and dispatching air tankers and helicopters to needed areas.

Firewise Program

(651) 297-3417, Tom Eiber, program coordinator. Firewise Minnesota is a community-based program that helps homeowners protect their property from wildfire damage. Information is provided though publications, videos, and public meetings. Risk reduction activities are carried out under grants to local communities. These activities include home assessments, fuel reduction near homes, fire behavior modification through thinning and pruning, installation of dry hydrants in rural areas, improved signage, and upgraded access roads. Individuals seeking general assistance can review the materials on the DNR website or call their local fire departments or DNR Forestry office. Communities seeking grant assistance can contact the program coordinator or the local DNR Forestry office.

Resource Management Section

(651) 296-4499 Tom Baumann, section manager/assistant to the director. This section consists of five major program areas: forest development, health, and use; timber sales; cooperative forest management assistance; utilization and marketing; and resource assessment.

Forest Development, Health, and Use Unit

(651) 296-4482, Alan Jones, supervisor. This unit includes forest development, tree improvement, forest health, ecological land classification, and lands and roads.

Forest Development

(651) 297-3513, Rick Klevorn, program coordinator. Forest development program leaders are located at offices in the department's Northwest, Northeast, Central, and Southern regions. The forest development program prescribes and implements regeneration activities on state forest lands including site preparation, planting, seeding, protection, and intermediate treatments such as thinning.

Tree Improvement

(651) 297-3513, Rick Klevorn, program coordinator. The tree improvement program integrates genetics principles into forest management through seed source control and the production of genetically improved seed.

Forest Health

(651) 296-4482, Alan Jones, supervisor. The forest health program provides guidelines, standards, examples, and management options for preventing, mitigating, and controlling insects and diseases on public

and private forest lands. This program publishes a forest health newsletter that is available upon request. Forest health specialists are located at offices in the department's Northwest, Northeast, Central, and Southern regions. These specialists conduct pest surveys, evaluate insect and disease management techniques, and prescribe and direct control projects.

Ecological Land Classification

(218) 327-4449 Ext. 245, John Almendinger, program coordinator. This program is responsible for developing an ecological land-classification system and related silvicultural tools to be used on both public and private lands so that forest resources are managed in a sustainable manner.

Lands and Roads

(218) 322-4449 ext. 240, Greg Kvale, program coordinator. This program manages the acquisition, sale, and exchange of division-administered lands. It also is responsible for the planning, construction, and maintenance of over 2,000 miles of state forest roads. These roads were initially constructed for forest management access; however, currently an estimated 95 percent of the ongoing use of these roads is for recreational purposes.

Environmental Protection Programs

(651) 297-4924, Michael Phillips, consultant. The division provides leadership on environmental issues related to protecting and managing water quality, wetlands, air quality, and forest productivity. Soil specialists integrate soils, landform, and vegetation information into forest management activities to ensure protection of soil and water resources while ensuring cost-effective management.

Timber Sales and Scaling Unit

(651) 296-4498, Doug Ford, timber sales supervisor.
(218) 327-4449 ext. 224, George Deegan, timber scaling specialist. The commissioner of natural resources has the authority to sell timber from state lands. Long-range timber harvesting plans are based on forest inventory data and incorporate the value of timber, wildlife, water quality, aesthetics, and cultural resources on a landscape basis. Field personnel complete some scaling with check scales by area personnel and the scaling office. Many wood-using industries have been granted authority to scale state timber under terms of consumer-scale agreements monitored by the scaling specialist.

Cooperative Forest Management Unit

(651) 297-4467, Doug Anderson, supervisor. This unit assists non-industrial private landowners with tree planting, timber stand improvement, harvesting, and preparing management plans. It also provides Minnesota communities with technical advice and assistance in urban forest management. Unit responsibilities include administering two state forest nurseries.

Private Forest Management Program

(651) 297-4467, Doug Anderson, supervisor. Over 15,000 of Minnesota's approximately 149,000 non-industrial private landowners area assisted annually with management plans and technical advice. Foresters provide professional guidance to private landowners in the management of their resource for multiple-use benefits. Services provided include advice on tree planting, timber stand improvement, harvesting and marketing, and preparing stewardship/management plans.

Urban and Community Foresty Program

(651) 296-9110, Ken Holman, coordinator. The division annually provides approximately 300 local Minnesota communities and thousands of urban and suburban residents with technical advice and assistance in urban forest management. Assistance with tree planting, care and maintenance, management planning, wood utilization, urban development, and multiple-use management has helped municipalities wisely use their urban forest resources and efficiently utilize their forestry budgets. Matching funds are provided to communities, schools, and nonprofit organizations for planting, inventory, management, and forest health activities through the Minnesota ReLeaf Community Forestry Grant program. See "grants" at <*http://www.dnr.state.mn.us*>

Nursery Operations

(651) 297-4467, Doug Anderson, supervisor. The division operates two forest tree nurseries: General Andrews Nursery is located at Willow River and Badoura Nursery is at Akeley. The nurseries annually produce 10 million native tree and shrub seedlings. Minnesota landowners can order tree seedlings in quantity from the state nurseries (the minimum order size is 500 seedlings). These seedlings can be used for reforestation, windbreaks and shelterbelts, erosion control, and wildlife habitat plantings.

Tree Sales: (218) 372-3183

General Andrews Nursery: (218) 372-3182

Badoura Nursery: (218) 652-2385

Utilization and Marketing Unit

(651) 296-5966, Keith Jacobson, program supervisor. Unit goals include increasing the use of Minnesota's under-utilized wood resources, increasing the economic benefits derived from the industrial use of wood, and increasing the wood-using efficiency of Minnesota's forest products industry. Program strategies include identifying and promoting wood-related industrial development opportunities, promoting commercial wood energy, increasing the flow of market information, and providing wood product manufacturers with processing improvement assistance.

Resource Assessment and Inventory Unit

(218) 327-4449 Ext. 221, David Heinzen, supervisor. This unit develops and maintains statewide forest inventory systems that have computerized databases and programs to display inventory information in a variety of tabular and graphic formats. It also takes aerial photographs of the state's forested counties on an eight-year rotation basis that are available for sale to the general public. A statewide base of satellite imagery to help determine land use is also maintained. The unit's ForNet website <*http://www.ra.dnr.state.mn.us*> brings a variety of innovative geospatial data-delivery applications together in one location.

Northwest Region Forestry Headquarters

6603 Bemidji Avenue North, Bemidji, MN 56601-8669
(218) 755-2891; Fax: (218) 755-4063

Area Offices:

Backus - P.O. Box 6, MN 56435-0006
(218) 947-3232; Fax: (218) 947-3525
Bagley - Highway 92 North, Route 4, Box 186, MN 56621
(218) 694-2146; Fax: (218) 694-2945
Baudette - 206 Main Street East, MN 56623
(218) 634-2172; Fax: (218) 634-2563
Bemidji - 2220 Bemidji Avenue, MN 56601-3896
(218) 755-2890; Fax: (218) 755-2049
Blackduck - 417-B Forestry Drive Northwest, MN 56630
(218) 835-3161; Fax: (218) 835-4474
Detroit Lakes - 14583 County Highway 19, MN 56501
(218) 847-1596; Fax: (218) 847-1588
Park Rapids - P.O. Box 113, 607 West 1st Street, MN 56470-0113
(218) 732-3309; Fax: (218) 732-5391
Warroad - 1101 Lake Street Northeast, MN 56763-2407
(218) 386-1304; Fax: (218) 386-1314

Northeast Region Forestry Headquarters

1201 East Highway 2, Grand Rapids, MN 55744-3296
(218) 327- 4418; Fax: (218) 327-4242

Area Offices:

Aitkin - P.O. Box 138, 1200 Minnesota Avenue South, MN 56431
(218) 927-4040; Fax: (218) 927-4121

Brainerd - 1601 Minnesota Drive, MN 65401
(218) 828-2565; Fax: (218) 828-2431

Cloquet - 1604 South Highway 33, MN 55720
(218) 879-0880; Fax: (218) 879-0894

Deer River - P.O. Box 157, 403 Division Street, MN 56636-0157
(218) 246-8343; Fax: (218) 246-2327

Effie - P.O. Box 95, East Highway 1, MN 56639
(218) 743-3694; Fax: (218) 743-1942

Hibbing - 1208 East Howard Street, MN 55746;
(218) 262-6772; Fax: (218) 262-6792

Littlefork - 421 - 3rd Avenue, P.O. Box 65, MN 56653-0538
(218) 278-6651; Fax: (218) 278-6211

Orr - P.O. Box 306, 4656 Highway 53, MN 55771-0306
(218) 757-3274; Fax: (218) 757-3276

Sandstone - 613 Highway 23 South, MN 55072
(320) 245-6789; Fax: (320) 245-6788

Tower - P.O. Box 432, 609 North 2nd Street, MN 55790
(218) 753-2580 ext. 264; Fax: (218) 753-4517

Two Harbors - 1568 Highway 2, MN 55616
(218) 834-6602; Fax: (218) 834-6639

Central Region Forestry Headquarters

St. Paul - 1200 Warner Road., MN 55106
(651) 772-7925; Fax: (651) 772-7599

Area Offices:

Cambridge - 800 Oak Savanna Lane Southwest, MN 55008
(763) 689-7101; Fax: (763) 689-7120

Little Falls - 16543 Haven Road, MN 56345-6401
(320) 616-2458; Fax: (320) 616-2473

Metro - 1200 Warner Road, St. Paul, MN 55106
(651) 772-7929; Fax: (651) 772-7599

Southern Region Forestry Headquarters

New Ulm - P.O. Box 607, 1200 Broadway LL, MN 56073-0607
(507) 359-6048; Fax: (507) 359-6056

Rochester - 2300 Silver Creek Road, MN 55906
(507) 285-7428; Fax: (507) 285-7144

Area Offices:

Caledonia - 603 North Sprague Street, #2 Ag Service Center, MN 55921
(507) 724-5261 Ext 5; Fax: (507) 724-5448

Faribault - 1810 Northwest 30th Street, MN 55021
(507) 333-2012; Fax: (507) 333-2008

Lake City - 1801 South Oak, MN 55041
(651) 345-3216; Fax: (651) 345-3975

Lewiston - P.O. Box 279, Highway 14 and Fremont Street, MN 55952
(507) 523-2183; Fax: (507) 523-2951

Mankato - 1160 South Victory Drive, MN 56001
(507) 389-6713; Fax: (507) 389-6093

New Ulm - P.O. Box 607, 1200 South Broadway, MN 56073-0607
(507) 359-6057; Fax: (507) 359-6056

Preston - 912 Houston Street Northwest, MN 55965
(507) 765-2740; Fax: (507) 765-2740

Rochester - 2300 Silver Creek Road, Northeast, MN 55906
(507) 285-7433; Fax: (507) 285-7144

Willmar - 4566 Highway 71 North, Suite 1, MN 56201
(320) 231-5164; Fax: (320) 231-5485

Lands and Minerals Division

500 Lafayette Road, Box 45, St. Paul, MN 55155-4045
(651) 296-4807; Fax: (651) 296-5939
(651) 296-9553, William Brice, director.

The Division of Lands and Minerals provides for the management of state owned mineral resources and provides real estate services for all units of the department, including transaction services in the areas of acquisition, sales, leasing, conservation and other types of easements, licensing, and land exchange.

In 2001 the land surveying unit from the department's Bureau of Engineering was merged into the division so that now all major land management fuctions exits within Lands and Minerals.

The division is engaged in leasing mineral rights for exploration and extraction of minerals on state-owned minerals lands. It provides technical support to local governments on mining and reclamation issues, and it manages a number of research and development programs supporting mineral research statewide.

The division also manages the state land records and mineral rights information, totaling approximately five million records, for state-owned and administered lands including state acquired land, county-administered tax-forfeited land, and land held in trust for the Permanent School Fund and Permanent University Fund. It also has a fiduciary responsibility in the management of state Trust Fund lands.

The division has a central headquarters in St. Paul, and branch offices throughout the state. It is organized under one director, who is accountable to the Commissioner of Natural Resources. The direct phone for general information is: (651) 296-4807; or Fax numbers (651) 297-3517 (lands) and (651) 296-5939 (minerals). General information is also obtainable from the DNR website, located at: *<http://www.dnr.state.mn.us/lands_and_minerals/>*

Management Functions

• **Regional Operations, (218) 262-7342, Jean Matthew.** Regional Operations manages and oversees land-related issues statewide through a staff located in all four DNR regions. The staff work with regional and field managers in the coordination of land transactions.

• **Minerals Engineering and Development, (218) 262-7341, Pete Clevenstine.** This unit monitors state leases, identifies and evaluates mineral resources to attract new industry to the state and develops mineral information for land-use decisions on the Mesabi Iron range.

• **Information Systems Support, (651) 296-0656, Perry Canton.** Information Systems Support supplies GIS services, including maps and charts illustrating land and minerals ownership, and maintains about five million individual land records in a centralized database system.

• **Lands and Minerals Transactions, (651) 296-9564, Kathy Lewis.** Lands and Minerals Transactions is responsible for land acquisitions, exchanges, sales of state lands, leases, licenses, easements and

minerals leases. Specific forms and procedures are required for all transactions, and various fees apply depending on the type and complexity of the transaction. Acquisitions are done on a willing-seller basis. Land sales are conducted once annually, usually in the late summer or early fall.

•**Land Surveying, (651) 297-3966, Steve Feesl.** Land Surveying conducts surveys on land that the state either owns or may be acquiring. The section also establishes boundaries for DNR land management units such as state parks or wildlife management areas.

•**Appraisal Assignments, (651) 297-2572, Jim Lawler.** Appraisal Assignments oversees land appraisals by contract appraisers to establish market value for land transactions.

• **Mineral Potential, (651) 297-1125, Dennis Martin.** Mineral Potential provides mineral resource data to the public and industry. Works with the public and local governments by providing information to plan for future mineral resource use. Develops and presents mineral resource data to promote exploration in the state.

• **Mineland Reclamation, (218) 262-7389, Arlo Knoll.** Mineland Reclamation carries out activities to assure that reclamation standards are met for iron ore, taconite, nonferrous metallic minerals, and peat operations through an ongoing compliance program. Provides technical assistance to local governments and the minerals industry.

Division of Parks and Recreation

500 Lafayette Road, Box 39, St. Paul, MN 55155-4039
(651) 296-9223; Fax: (651) 297-1157
(651) 296-2270, Courtland Nelson, director.

The division develops and manages a system of 66 state parks, six state recreation areas, eight waysides and one state trail that contain examples of Minnesota's most scenic lands. Recreational facilities in parks include more than 5,496 campsites with semi-modern (showers and flush toilets) or rustic facilities (with water and vault toilets), 40 swimming beaches, naturalist programs, and more than 1,250 miles of trails for hiking, biking, horseback riding, skiing and snowmobiling. Every park has picnicking facilities ranging in character from remote and rustic to enclosed shelters with electrical service. The division also manages the state forest campgrounds.

Minnesota's park system is recognized as one of the most outstanding in the country. Maps of every park are available free of charge from the DNR Information Center (1-888-MINNDNR) (651) 646-6367 in St. Paul or on the DNR website: <*http://www.dnr.state.mn.us*>.

Administrative Programs

(651) 296-0744, Peter Skwira, administrative manager.
(651) 296-2760, Bill Brinker, business manager.
(651) 296-2561, Karen Simmer, human resources representative.

This section manages the division's fiscal matters including budget development, spending plans, divisional reviews and concessionaire contracts. In addition, this section provides human resource support, labor relations involvement, training, exam development, and various other personnel activities.

Park Development

(651) 296-0603, Larry Peterson, park development and real estate manager.
(651) 296-4778, Grant Scholen, parks development specialist.
(651) 284-4000, Teresa Thews, real estate program coordinator.

This section implements state park development and land acquisition programs; reviews and determines new development and major rehabilitation projects.

Parks Operations

(651) 296-2609, Ron Hains, operations manager.
(651) 296-9679, Steve Anderson, park operations coordinator.

This section coordinates all parks maintenance, operations, resource management and interpretive programs, including law enforcement, campground reservations, policy development, and compliance.

Interpretive Services

(651) 297-5256, Joel Stedman, interpretive operations coordinator.

This section plans, develops, and administers the educational functions of the state park system. The interpretive services program provides park visitors opportunities to experience the geological, biological, historical and prehistoric heritage of Minnesota through a variety of educational and recreational programs.

Resource Management

(651) 297-1158, Ed Quinn, resource management coordinator.

This section administers the natural and cultural resource management program of the division, including research permits.

Planning and Management Information System

(651) 296-8162, Patricia Arndt, planning, information systems and legislative manager.

This section manages the division's planning and management information systems programs. The section also works with the legislature on policies.

Public Affairs and Marketing

(651) 297-7979, Kate Brady, public affairs and marketing supervisor.
(651) 297-5257, Carmen Diestler, media relations.
(651) 297-8361 Karen Hassett, statewide merchandise coordinator.

This section administers the division's information, public relations, publications, media, fund-raising, and merchandising activities.

State Parks

Before You Make Your Reservation:

Minnesota State Parks offer a wide variety of facilities and experiences. Contact the DNR Information Center at 1-888-MINNDNR or (651) 646-6367 in the Metro area for brochures and information on Minnesota's State Parks. The TTY/Telecommunications Device for the Deaf is (651) 296-5484 (metro area) or toll-free 1-800-657-3929. They can assist you with trip planning and suggest which parks fit your vacation plans.

Once you decide where you would like to camp or vacation, call 1-866-85PARKS (1-866-857-2757) to make campsite or lodging reservations.

The TDD/Telecommunications Device for the Deaf is 1-866-290-2267. International customers may call 1-605-718-3030. Another option is to make on-line reservations at <*http://www.stayatmnparks.com*>

Camping reservations can be made up to 90 days in advance of arrival. Lodging reservations can be made one year in advance. Reservations can be made by phone from 7:00 a.m. to 10:00 p.m., Central Time, seven days a week.

The non-refundable reservation fee is $8.50 for each reservation and can be paid by Visa, MasterCard, or Discover credit cards; by check or money order.

Be sure to verify the date of the reservation and the type of campsite or accommodation before you end your call because the reservation fee is not refundable.

2004 Vehicle Permits as of October 1, 2003

(Tax included. All prices subject to change)

Annual Permit: . . . . . $ 25.00
* Second vehicle . . . . . $ 18.00

Annual Special Permits:
* Minnesota handicapped plates or certificate required $ 12.00

Daily Permit: . . . . . $ 7.00
(Same rate for all vehicles)
Daily Group Permit: . . . . . $ 5.00
* Group Rate (10 permit minimum, 24 hours notice. Availability limited at some locations. Check at park office for details.)

2003 Camping Fees (tax included)
* Semi-modern campsite (with showers) $15.00
* Electric hookup (where available) . . . . . $ 3.00
(30 or 50 amps are available, depending on park)
* Rustic site (no showers, vault toilets). $11.00
* Backpack, canoe or other remote sites . . . . . $ 7.00
* Horse Camp . . . . $ 11.00 or $ 15.00

(Lower rate applies if horse camp is located in rustic campground. Higher fee applies if showers are provided in campground.)

For all visitors, the semi-modern campsite rate is reduced to a rustic rate during the off-season when showers and flush toilet facilities are not available.

Group Camp Reservations

Reservations for group camps or group centers must be made by calling the state park directly. Group camps are not reserved through the reservation system.

State Parks: Metro Area

Afton State Park:

Contact: Park Manager, 6959 Peller Avenue S., Hastings, MN 55033; **(651) 436-5391**. Grand oaks and delicate prairie flowers grace the rugged, rolling landscape of this park. Trails wind down deep ravines and rise up to the grassy ridgetops overlooking the scenic St. Croix River, perfect for hikers, horseback riders, and cross-country skiers. Located just 30 minutes from the Twin Cities, the park offers visitors a swimming beach, backpack campsites, and a visitor center with interpretive displays. (1,695 acres)

Fort Snelling State Park:

Contact: Park Manager, 101 Snelling Lake Road, St. Paul, MN 55111; **(612) 725-2389.** Located in the heart of the Twin Cities, this park offers extensive biking, hiking, and skiing trails. Canoe on Gun Club Lake, golf, swim in Snelling Lake, or hike on Pike Island, where the Mississippi and Minnesota rivers converge. Stop by the Thomas C. Savage Visitor Center to see interpretive displays or attend interpretive programs. Then hike up to the historic Fort Snelling (managed by the Minnesota Historical Society) for a view of pioneer life in the 1820s. No camping available at this park. (2,931 acres)

Interstate State Park:

Contact: Park Manager, P.O. Box 254, Taylors Falls, MN 55084; **(612) 465-5711.** Pioneer environmentalists from Minnesota and Wisconsin recognized the need to preserve the Dalles of the St. Croix River. Working together in the late 1800s, they established the first interstate park in the nation: Minnesota Interstate in 1895 and Wisconsin Interstate in 1900. Today, the swirling whitewater, deep potholes, and the steep river gorge are protected. Take a paddleboat ride down the river, watch kayakers shoot the rapids, canoe the calm waters, or learn about the area's rich cultural history in the park visitor center. Guided tours of the glacial potholes are given during the summer months. Canoe rental available. (298 acres)

Lake Maria State Park:

Contact: Park Manager, 11411 Clementa Ave. NW, Monticello, MN 55362; **(763) 878-2325.** Lake Maria, made up of extensive woodlands and wetlands, is home to the Blanding's turtle, a threatened species, whose shell is spotted with bright yellow. The park is perfect for hikers, horseback riders and cross-country skiers who enjoy the challenge of the rolling wooded terrain. The park contains one of the few remaining stands of Big Woods, a maple-oak-basswood forest that once covered part of southern Minnesota. Backpack sites and year-round camper cabins are located on remote lakes and ponds throughout the park, are just two miles from the trailhead parking area. Located near the Twin Cities, the park is about eight miles west of Monticello. (1,614 acres)

Minnesota Valley State Recreation Area:

Contact: Park Manager, 19825 Park Boulevard, Jordan, MN 55352; **(952) 492-6400.** Just minutes from the Twin Cities, this state recreation area preserves part of the Minnesota River Valley. The area links to other public lands by the Minnesota Valley Trail and is ideal for hiking, biking, cross-country skiing, mountain biking and snowmobiling. The landscapes are just as diverse as the trail system, including flat grasslands, river bottom cottonwoods, and blufftop oak savanna. Wildlife observation and birdwatching are popular activities year-round. Located between Jordan and Belle Plaine. (5,501 acres)

Wild River State Park:

Contact: Park Manager, 39797 Park Trail, Center City, MN 55012; **(651) 583-2125.** Anglers, canoeists and hikers come to Wild River to enjoy the beautiful St. Croix River, one of the eight original National Wild and Scenic Rivers. The park contains a diversity of oaks, pines and prairie which attract eagles, woodcock, ruffed grouse, bluebirds, beaver and otter. Modern, backpack, canoe, horse and group camp opportunities are available. Camper cabins and a guest house with modern amenities can also be rented. Enjoy 35 miles of trails and the all-season trail center. Stop by the visitor center to discover the natural and cultural history of the area. (6,767 acres)

William O'Brien State Park:

Contact: Park Manager, 16821 O'Brien Trail N., Marine-on-St. Croix, MN 55047; **(651) 433-0500.** A great get-away park only one hour from the Twin Cities, William O'Brien provides a beautiful setting for quality recreation along the banks of the St. Croix River. Hiking trails offer quiet exploration of the park's rolling, wooded hills. For anglers, the channels of the St. Croix have northerns, walleye, bass, and trout. Ideal for canoeing, the river is also a migratory pathway that offers visitors diversity of sights and sounds. In the winter, snowshoeing, skiing, and camping attract enthusiasts. (1,620 acres)

State Parks: Northeast and Central MN

Banning State Park:

Contact: Park Manager, P.O. Box 643, Sandstone, MN 55072; **(320) 245-2668.** Just minutes off I-35, hike along the Kettle River amid dramatic sandstone rock formations and lush ferns. Watch daring canoeists and kayakers shoot the turbulent rapids of Blueberry Slide, Mother's Delight, Dragon's Tooth, and Hell's Gate. Take in the historic ruins of Banning Sandstone Quarry, where workers once chiseled sandstone into massive blocks. Explore Wolf Creek Falls, the Log Creek Arches, and Robinson's Ice Cave. Park has camping and lodging available. (6,201 acres)

Bear Head Lake State Park:

Contact: Park Manager, 9301 Bear Head State Road, Ely, MN 55731; **(218) 365-7229.** Secluded in the north woods, this park

contains pristine lakes, home to black bears, nesting eagles, timber wolves and moose. Stands of white and red pine tower over the birch, aspen, and fir complemented by spruce, cedar and tamarack bogs. Explore miles of shoreline by canoe. Swim at the beach, picnic in the shelter building, or fish for walleyes, bass, crappies, or trout. Trails in the park link up with the Taconite State Trail and offer snowmobilers, skiers, and hikers plenty to enjoy. Rent a camper cabin or three-bedroom guest house any season of the year. (4,523 acres)

Cascade River State Park:

Contact: Park Manager, 3481 W. Highway 61, Lutsen, MN 55612; **(218) 387-3053.** Thundering, spectacular falls shoot out of the Sawtooth Mountains, squeeze through a twisting, narrow gorge and drop 225 feet in a quarter mile. Cascade offers a rushing river, grand waterfalls, and verdant forest with lush moss and ferns growing on black volcanic rock formations. Hike the trail through birch, spruce and white cedar and stop to see the views of Lake Superior, the largest freshwater lake in the world. Trails that connect with the Superior Hiking Trail and the North Shore State Trail make this park popular among hikers and cross-country skiers. Drive-in and backpack campsites are available. (2,865 acres)

Charles A. Lindbergh State Park:

Contact: Park Manager, P.O. Box 364, Little Falls, MN 56345; **(320) 616-2525.** Located on the Mississippi River, this park offers a quaint picnic area with a historic stone water tower and WPA log buildings. Fish the waters of the Mississippi, camp, canoe Pike Creek, or walk the trails amid beautiful white and red pine, aspen and oak. Look for bald eagles in the spring and fall. Stop in the historic home of Charles Lindbergh Sr., father of the famous aviator. (436 acres)

Crow Wing State Park:

Contact: Park Manager, 3124 State Park Rd. S.W., Brainerd, MN 56401; **(218) 825-3075.** Explore prairie, pine and hardwood forests or camp in the park's 60+ site campground. View the Mississippi River from historic and picturesque "Chippewa Lookout." Walk along the historic Wood Trail, where ox carts once carried supplies from St. Paul to the Red River Valley. Discover the story of the once prosperous town of Crow Wing. Novice canoeists can paddle the calm waters of the Crow Wing and Mississippi rivers. (2,871 acres)

Cuyuna Country State Recreation Area:

Contact: Park Manager, P.O. Box 404, Ironton, MN 56455; **(218) 546-5926.** Abandoned by mining companies more than 20 years ago, this area of former mining pits and rock deposit stockpiles now boasts regenerated vegetation and clear lakes that draw a wide range of recreation enthusiasts. Trout, northerns, bass, crappies, sunfish, and walleyes inhabit the lakes and 16 miles of undeveloped shoreline can be explored by boat or canoe. Cuyuna's 1,824 acres are undeveloped and uncharted. Cuyuna Country State Recreation area is located off Highway 210 near the towns of Crosby and Ironton. (1,824 acres)

Father Hennepin State Park:

Contact: Park Manager, Box 397, Isle, MN 56342; **(320) 676-8763.** Mille Lacs Lake stretches across this park, so there is plenty of water recreation for visitors. Cast a line to catch northerns, bluegills, crappies, bass, walleyes, and muskies. Boaters can access the lake from two boat launches. Enjoy the sandy beach, swimming area, and drive-in campsites. (320 acres)

George Crosby Manitou State Park:

Contact: Tettegouche State Park, 5702 Hwy 61, Silver Bay, MN 55614; (218) 226-6365. Come to this north-country wilderness park in the state's North Shore highlands, where waterfalls cascade through a volcanic canyon surrounded by majestic forest. The trails, carved through a forest of fir, cedar, spruce and northern hardwoods, are steep and challenging for hikers and backpackers. Secluded campsites are for backpackers only. Trout (brown, rainbow, and brook) and splake (a hybrid of brook and lake trout) reside in Benson Lake. Watch for moose, deer, bear, and wolves. (6,682 acres)

Gooseberry Falls State Park:

Contact: Park Manager, 3206 Highway 61, Two Harbors, MN55616; **(218) 834-3855.** Gooseberry Falls is the gateway to the North Shore. Listen to the thunderous roar of the Upper and Lower Falls of the Gooseberry River as it plummets through a rocky gorge. Hike or ski to the Fifth Falls through a forest of conifers, aspen, and birch. Visitors enjoy camping, picnicking, and trout fishing from Lake Superior or the river. Stop by the park's visitor center to see the park's interpretive displays, pick up a schedule of naturalist programs, or shop for clothes, jewelry, books, and gifts in the Nature Store. (1,687 acres)

Grand Portage State Park:

Contact: Park Manager, 9393 E. Highway 61, Grand Portage, MN 55605; **(218) 475-2360.** Torrents of wild water plummet 120 feet over High Falls to the Pigeon River. The falls, the highest in the state, presented a serious obstacle to river travel so a "carrying place" or portage was necessary. American Indians created a nine-mile trail from Lake Superior to bypass the falls. This trail became known as the "grand portage." Today, visitors of all abilities can take a half-mile trail and boardwalk to the falls overlook area. The park is designed for day use only and contains mixed hardwood-conifer forests, hiking trails along the banks of the Pigeon River, fishing, picnicking and spectacular scenery. Located six miles northeast of Grand Portage on State Highway 61 on the U.S./Canada border. (278 acres)

Hill Annex Mine State Park:

Contact: Park Manager, P.O. Box 376, Calumet, MN 55716; **(218) 247-7215.** Go down in history with a tour of the Hill Annex Iron Mine. Open pit mine tours are offered every 1-1/2 hours during the summer. Visitors make a spectacular descent into mining's past. Learn about the mine operation, the people who worked there, and where they came from. Discover marine fossils in northern Minnesota. Get a sense of the mine's deep, rich history. Learn how this national historic site played an important role in state, national, and world history. Boat tours also available. (635 acres)

Jay Cooke State Park:

Contact: Park Manager, 500 Highway 210 E., Carlton, MN 55718; **(218) 384-4610.** Park trails link up with the Willard Munger State Trail at the north edge of the park; perfect for backpackers, bikers (both mountain and tour), hikers, horseback riders and skiers. Check out the wildflowers in the spring and the vivid colors in the fall. Walk on the swinging suspension bridge, high above the raging St. Louis River. Visit the historic cemetery and the gorge at Thomson Dam. (8,818 acres)

Judge C. R. Magney State Park:

Contact: Park Manager, 4051 E. Highway 61, Grand Marais, MN 55604; **(218) 387-3039.** Come for the quiet, the solitude, and the famous Devil's Kettle waterfall on the Brule River. Black, volcanic rock divides the rushing river to form a 50-foot waterfall. Anglers catch brook and rainbow trout with regularity. The park offers camping, picnicking and hiking along the river. (4,643 acres)

McCarthy Beach State Park:

Contact: Park Manager, 7622 McCarthy Beach Rd., Side Lake, MN 55781; **(218) 254-7979.** Come to McCarthy and you'll remember the lakes. Dig your toes into the sandy beach on Sturgeon Lake -- rated one of the top 17 beaches in North America by *Highways Magazine*. Camp overnight or launch a boat to explore Side Lake and the four connected lakes of the Sturgeon chain. Hikers, cross-country skiers, and snowmobilers enjoy the scenic trails winding through stands of large red and white pines. For longer ventures, head out on the Taconite Trail for access to hundreds of miles of additional trails. Located near Hibbing. (2,359 acres)

Mille Lacs Kathio State Park:

Contact: Park Manager, 15066 Kathio State Park Road, Onamia, MN 56359-9534; **(320) 532-3523.** This park offers an outstanding woodland trail system that is a favorite of hikers, skiers, snowmobilers, and horseback riders. Climb to the top of the 100-foot observation tower for a spectacular view of Mille Lacs Lake and the surrounding area. Visit the interpretive center to learn the fascinating story of 5,000 years of human activity in this national historic landmark. Learn about this park's history at a naturalist program. Camp at any of the park's 73 sites or stay in one of the five year-round camper cabins. (10,554 acres)

Moose Lake State Park:

Contact: Park Manager, 4252 County Road 137, Moose Lake, MN 55767; **(218) 485-5420.** Rolling hills, surrounded by fields and woods, ponds and fishing lakes, make this park popular for hikers, anglers, canoeists, swimmers, and campers. Quiet Echo Lake is ideal for catching bass, northerns, and panfish. The Willard Munger Trail is located two miles west of the park. Stop in at the new Agate/ Geological Visitor Center and see the interpretive displays about Minnesota's geology. (1,199 acres)

St. Croix State Park:

Contact: Park Manager, 30065 St. Croix Park Road, Hinckley, MN 55037; **(320) 384-6591.** With nearly 34,000 acres and two great rivers, the St. Croix River, a national wild and scenic river, and the Kettle River, a state wild and scenic river, there's so much to do. Explore the rivers by canoe or with a fishing pole. Swim at Lake Clayton or climb a fire tower. The park has miles of trails for hikers, horseback riders, bicyclists, snowmobilers and cross-country skiers. Campers can reserve drive-in, walk-in, backpack, and horseback campsites. Large groups can reserve the modern group centers or the primitive group camps. Overnight guests may also choose from cabins or guest house for lodging accommodations. (33,895 acres)

Savanna Portage State Park:

Contact: Park Manager, 55626 Lake Place, McGregor, MN 55760; **(218) 426-3271.** Walk the Savanna Portage Trail, a historic trail traveled more than 200 years ago by fur traders, Dakota and Ojibwe Indians, and explorers. The Continental Divide Trail marks a great division of water: water to the west flows into the Mississippi River; water to the east runs into Lake Superior. The park has camping and lodging facilities, including backpack sites; miles of hiking, mountain bike, cross-country ski, and snowmobile trails; a beach at Loon Lake; and a playground. (15,818 acres)

Scenic State Park:

Contact: Park Manager, 56956 Scenic Highway 7, Bigfork, MN 56628; **(218) 743-3362.** With seven pristine lakes, virgin pines, swimming beach and nesting osprey this park is aptly named. Hike the Chase Point Trail for hypnotic views of Coon and Sandwick lakes and see the giant pines. Overnight facilities include campsites (boat-in, drive-in, backpack) and a lakeshore cabin. Stop by the historic lodge which has displays or visit the forest fire tower. (3,360 acres)

Schoolcraft State Park:

Contact: Hill Annex State Park, P.O. Box 376 Calumet, MN 55716 **(218) 247-7215.** This secluded northwoods park is the perfect place to unwind. Quiet and peaceful, the Whisper Trail leads hikers through the virgin pine forest that includes a white pine more than 300 years old. Canoeists and anglers can enjoy the gentle waters of the Mississippi River. A boat access, picnic area, canoe and drive-in campsites are available to visitors. (295 acres)

Soudan Underground Mine State Park:

Contact: Park Manager, P.O. Box 335, Soudan, MN 55782; **(218) 753-2245.** This is the only place in the world where you can learn about iron ore mining and neutrino physics! Visitors wear hard hats and journey down 2,400 feet in a lift cage. On the 27th level, ride the rails back into the mine and listen to the stories of the mining days. Visitors can also go on a MINOS tour which stands for the Main Injector Neutrino Oscillation Search, a research project conducted by the University of Minnesota to measure the mass of particles called neutrinos. Above ground, explore the dry house, drill shop, crusher house and engine house or hike the trails in the park through a northern hardwood conifer forest and past the famous Soudan iron formation. (1,250 acres)

Split Rock Lighthouse State Park:

Contact: Park Manager, DNR, 3755 Split Rock Lighthouse Rd., Two Harbors, MN 55616; **(218) 226-6377.** This park is reminiscent of the Maine coast with its historic light house perched on the edge of a rocky peak. The park offers more than nautical history. Visitors can cart in their supplies to pristine campsites along Lake Superior. Hiking trails along the lake link up to the spectacular Superior Hiking Trail. Anglers cast their lines for lake trout, salmon, and brown trout. The rocky beach is perfect for skipping stones into Lake Superior. (2,192 acres)

Temperance River State Park:

Contact: Park Manager, 7620 West Hwy 61, Box 33, Schroeder, MN 55613, **(218) 663-7476.** Take the trail that winds along the edge of the Temperance River gorge and view the rushing waterfalls, surrounded by pine, spruce, cedar, and birch forest. The rapidly flowing river cut deep potholes in and along the riverbed. Hike the trail to Hidden Falls or connect up with trails into Superior National Forest and the Cross River Wayside. Visitors come to camp and picnic along the North Shore. Winter brings cross-country skiers and snowmobilers to tackle the hilly terrain. Carlton Peak offers even more recreation opportunities to park visitors. (5,070 acres)

Tettegouche State Park:

Contact: Park Manager, 5702 Highway 61, Silver Bay, MN 55614; **(218) 226-6365.** Come to Tettegouche for a great sense of the North Shore. The spectacular overlooks at Shovel Point; rocky, steep cliffs and inland bluffs; the cascading 60-foot High Falls of the Baptism River; and the historic Tettegouche Camp where visitors can stay the night. This is a hiker's paradise, with miles of trails that overlook the Sawtooth Mountains and wind down to four quiet inland lakes, accessible only by foot. The Palisade Valley Unit features broad scenic vistas coupled with an expanse of multi-use, four-season trails. Two more trout lakes compliment the fishing opportunities within the rest of the park. The park is also known for quality birdwatching in the spring, summer, and especially the fall. (9,349 acres)

State Parks: Northwest, MN

Big Bog State Recreation Area:

Contact: Park Manager, (Big Bog SRA is currently under development.) **(218) 647-8592.** The 9,459-acre recreation area is a paradise for birders and flower lovers. The SRA's fragile ecosystem is home to several plants and animals species that are on Minnesota's endangered, threatened and special concern species list. Development plans include upgrading the existing campground, beach, and visitor center.

Buffalo River State Park:

Contact: Park Manager, 155 South State Hwy 10, Box 352, Glyndon, MN 56547; **(218) 498-2124.** Trails wind through one of Minnesota's finest and largest remnant prairies. Listen for bobolinks, prairie chickens, marbled godwits, and upland sandpipers. A picnic area, swimming area, and campground are located in the hardwood forest along the Buffalo River. (1,322 acres)

Franz Jevne State Park:

Contact: Park Manager at Zippel Bay State Park, 3684 - 54th Ave. NW, Williams, MN 56686; **(218) 783-6252.** Secluded and peaceful, this park offers picturesque views of Ontario and the Rainy River. Short paths and a boat launch offer access to the river for fishing, where anglers catch walleyes, northerns, small-mouth bass, and sturgeon. Pitch a tent in the rustic campsites, equipped with a hand pump for water and vault toilets. Located east of Birchdale on State Highway 11. (118 acres)

Garden Island State Recreation Area:

Contact: Park Manager, Zippel Bay State Park, 3684 54th Ave. NW, Williams, MN 56686; **(218) 783-6252.** Located 19 nautical miles from shore on Lake of the Woods. Garden Island is day-use only recreation area is currently under development.

Glacial Lakes State Park:

Contact: Park Manager, 25022 County Road 41, Starbuck, MN 56381; **(320) 239-2860.** Stand on top of the scenic glacial hills and experience the vast, open prairie that once dominated Minnesota. Wildflowers and prairie grasses blanket the landscape from spring through fall. Swim, fish, or boat in the fresh, clear waters of 56-acre Mountain Lake. A shady, spacious campground is available; horseback riders can camp at the trail center and at remote sites. Canoe rental available. (2,423 acres)

Glendalough State Park:

Contact: Park Manager, 25287 Whitetail Lane, Battle Lake, MN 56515; **(218) 864-0110.** With more than nine miles of undeveloped shoreline and six lakes, this angler's paradise is one of the last large tracts of undeveloped lakeshore and land in western Minnesota. During spring and fall migration, the park becomes a major waterfowl staging area. Hiking trails take visitors through tall and short grass prairie areas, oak and northern hardwoods. Camp at the park's 22 cart-in campsites or stay in one of the four seasonal camper cabins. (1,931 acres)

Hayes Lake State Park:

Contact: Park Manager, 48990 County Road 4, Roseau, MN 56751; **(218) 425-7504.** Some days it's just you, loons, and moose while you explore areas around Hayes Lake. Fed by the north fork of the Roseau River, the lake supports crappie, sunfish, and northern pike. Birdwatchers have spotted more than 200 species in or near the park. The summer is a perfect time to look for orchids, gentians, and blueberries (visitors may pick the berries but not the flowers). Visitors can swim and canoe in the lake, camp or stay overnight in one of the park's two seasonal camper cabins. Trails for hiking, skiing, snowmobiling, and horseback riding connect with the Beltrami Island State Forest. (2,958 acres)

Itasca State Park:

Contact: Park Manager, 36750 Main Park Drive, Park Rapids, MN 56470; **(218) 266-2100.** Established in 1891, Itasca is Minnesota's first state park. Today the park is more than 32,000-acres of wilderness with more than 100 lakes. Walk across the mighty Mississippi as it starts its winding journey 2,552 miles to the Gulf of Mexico. Stand under towering pines at Preacher's Grove or Peace Pipe Vista. Be sure to visit the new Jacob V. Brower Visitor Center and spend time exploring the interactive exhibits. While there, check out the naturalist programs. Visit the Itasca Indian Mounds or Wegmann's Cabin, landmarks of centuries gone by. Camp under the stars, or stay the night at the historic Douglas Lodge, new suites, or cabins. Explore Wilderness Drive past the 2,000-acre Wilderness Sanctuary, one of Minnesota's seven National Natural Landmarks. (32,690 acres)

Lake Bemidji State Park:

Contact: Park Manager, 3401 State Park Rd. N.E., Bemidji, MN 56601; **(218) 755-3843.** This park is the perfect playground any time of year. It offers visitors swimming, boating, fishing, birdwatching, hiking, camping, biking, picnicking, snowmobiling, cross-country skiing, and year-around naturalist-led activities. Hikers can explore the beauty of a tamarack bog carpeted with showy lady's slippers, pitcher plants, dragon's mouth, grass pink, and insect-eating sundews. (1,726 acres)

Lake Bronson State Park:

Contact: Park Manager, Box 9, Lake Bronson, MN 56734; **(218) 754-2200.** From the observation tower, view the prairie and aspen-oak forests or watch for deer, sharp-tailed grouse, moose, eagles, and sandhill cranes. The Two Rivers flow into Lake Bronson, offering visitors swimming, fishing, boating, and a tranquil backdrop for the picnic grounds. Trails for hiking, biking, cross-country skiing, and snowmobiling are available. Be sure to stop in the park's new visitor center for more information. Located near the town of Lake Bronson, the park access is on County State Highway 28. (3,598 acres)

Lake Carlos State Park:

Contact: Park Manager, 2601 County Road 38 N.E., Carlos, MN 56319; **(320) 852-7200.** Sculpted by ancient glaciers, Lake Carlos State Park contains a tamarack bog, marshes, woodland ponds, and lakes. Clear and deep, Lake Carlos offers visitors a perfect setting for swimming, fishing, boating, camping, hiking, and horseback riding. In the winter, ski from the tamarack bog to a maple-basswood forest. (1,236 acres)

Maplewood State Park:

Contact: Park Manager, 39721 Park Entrance Road, Pelican Rapids, MN 56572; **(218) 863-8383.** The maple forest turns brilliant shades of orange, gold, and red in the fall. Eight major lakes and many ponds offer water lovers places to swim, fish, boat and simply relax. Lake Lida has a sandy beach and large picnic areas for visitors. Drive along the scenic route to observe the wildlife. The park is host to 150 bird species and 50 species of mammals. The extensive trail system attracts hikers, horseback riders, and cross-country skiers. (9,264 acres)

Old Mill State Park:

Contact: Park Manager, 33489 - 240th Ave. N.W., Argyle, MN 56713; **(218) 437-8174.** A steam-powered flour mill dating back to 1889 and a log cabin are bold landmarks from the past. The grist mill still gets fired up once a year to grind flour. The Middle River meanders through the park and visitors can see deer, beaver, and moose. Enjoy the prairie and the ever-changing parade of flowers along wooded trails. A swimming area, swinging bridge, picnic grounds, campground, and interpretive displays are popular among visitors. Located between Argyle and Newfolden. (407 acres)

Red River State Recreation Area:

Contact: Park Manager, 404 - 4th Street NW, Suite #5, P.O. Box 529, East Grand Forks, MN 56721; **(218) 773-4950.** ***(Red River Valley SRA is currently under development.)*** Devastated by flooding in 1997, the area is now being redeveloped as a state recreation area. Plans include hiking and biking trails, camping sites, fishing access, habitat improvement, historic sites, and a visitor area that will feature flood plain history and interpretive programs. The Red River Valley SRA will also showcase a rare remnant of the flood plain forest and tallgrass prairie.

Zippel Bay State Park:

Contact: Park Manager, 3684 - 54th Ave NW, Williams, MN 56686; **(218) 783-6252**. Visitors remember the sunsets and the miles of white sand beach. Located on the shores of Lake of the Woods, the park has a fish cleaning house, marina, and stone jetty for boaters. Watch for

summer residents sandhill cranes and piping plovers. The park offers drive-in campsites and a group camp. (2,906 acres)

State Parks: Southern MN

Beaver Creek Valley State Park:

Contact: Park Manager, 15954 County 1, Caledonia, MN 55921; **(507) 724-2107.** Nestled in the blufflands of the southeast, Beaver Creek Valley is known for its trout stream fed by an artesian spring. In the spring, blooming wildflowers blanket the woodland hills and valleys attracting migratory songbirds like the Acadian flycatcher and Louisiana waterthrush. Hiking trails meander along the stream and up into a maple-basswood and oak forest. (1,187 acres)

Big Island State Park:

Contact: Park Manager, 19499 - 780th Ave., Albert Lea, MN 56007; **(507) 379-3403.** This park has something for everyone. The trails take visitors through oak savanna and open grassland, around wetlands, and atop a glacial esker. Albert Lea Lake draws thousands of waterfowl and pelicans during migration. Wooden trails on Big Island offer spring wildflower viewing in the remnant big woods community. Come camp, hike, and canoe in the park. (2,028 acres)

Big Stone Lake State Park:

Contact: Park Manager, RR 1, Box 153, Ortonville, MN 56278-9708; **(320) 839-3663.** Big Stone Lake, Minnesota's 10th largest lake and the source of the Minnesota River, is known for its excellent walleye fishing. The northern section of the park, called Bonanza, offers hiking, a boat launch, and a group camp. The Meadowbrook area, where the park headquarters is located, has a modern campground, swimming beach, and boat launch. (986 acres)

Blue Mounds State Park:

Contact: Park Manager, RR 1, Box 52, Luverne, MN 56156-9610; **(507) 283-1307.** Experience prairie solitude where a herd of bison still roam. Hike the many grassy trails in this birder's paradise. View a multitude of wild flowers, grasses, and wildlife. Bison calve in May and cactus blooms in late June. Spectacular bluish Sioux quartzite rock outcroppings offer both vistas and climbing opportunities. Camping and swimming are also popular. (1,826 acres)

Camden State Park:

Contact: Park Manager, 1897 County Road 68, Lynd, MN 56157-9719; (507) 865-4530. Maple, basswood, oak, and cottonwood trees dominate this park. Sun-drenched prairies and marshes offer added diversity. A trail look-out gives a great view of fall colors in the valley. Fish for trout in the Redwood River; bass or bluegills at Brawner Lake. Cool off in the spring-fed pool. The park provides picnic areas, campgrounds (drive-in, horseback, and group). (2,245 acres)

Carley State Park:

Contact: Whitewater State Park, Route 1, Box 256, Altura, MN 55910; **(507) 932-3007**. Beauty and quiet is the essence of Carley. In the spring, delicate mertensia (bluebells) and other wildflowers carpet the valley with a profusion of color. Hike along the trail which follows the gentle Whitewater River and enjoy the grand old white pines. Listen for the sweet songs of orioles, song sparrows, and indigo buntings. Rustic campsites are located around the picnic area. (209 acres)

Flandrau State Park:

Contact: Park Manager, 1300 Summit Avenue, New Ulm, MN 56073-3664; **(507) 233-9800**. The gentle flowing Cottonwood River meanders through this southern park in New Ulm. The terrain offers views of wooded river bottoms, oxbow marshes and scenic prairies. Hikers and skiers enjoy the flat trails on the bottom of the valley or the more challenging routes on the oak-shaded bluffs. The park also offers a sand-bottom swimming pool and picnic area that attracts many visitors. Visit the historic stone buildings, crafted by the WPA. (1,006 acres)

Forestville/Mystery Cave State Park:

Contact: Park Manager, Route 2, Box 128, Preston, MN 55965; **(507) 352-5111**; Mystery Cave: **(507) 937-3251**. See this park's natural wonders, both above and below ground. In the summer beat the heat and explore the world of Mystery Cave, complete with stalactites, stalagmites and underground pools. Above ground visit Historic Forestville, a restored 1800s village operated by the Minnesota Historical Society. Fish three blue-ribbon trout streams. Enjoy the soft pastels of wildflowers in the spring or the bold colors of the forest in the fall. Winter invites visitors to ski or snowmobile the bluff country. (3,170 acres)

Fort Ridgely State Park:

Contact: Park Manager, 72158 County Rd. 30, Fairfax, MN 55332-9601; **(507) 426-7840.** Visit this park and learn about the U.S.-Dakota Conflict of 1862. For recreation, this park offers plenty: golfing on a nine-hole course, hiking, horseback riding, winter sliding, skiing, snowmobiling, volleyball, baseball, fishing, and camping (drive-in and backpack). There is a chalet that can be rented. (1,040 acres)

Frontenac State Park:

Contact: Park Manager, 29223 County 28 Blvd., Frontenac, MN 55026; **(651) 345-3401**. Located along the bluffs of the Mississippi River flyway, Frontenac is a birdwatcher's paradise. Lake Pepin and its diverse habitats attract numerous bald eagles, hawks, warblers, waterfowl, and shorebirds in the spring and fall, with the eagles often staying nearly throughout the winter. Hikers, skiers and snowmobilers can enjoy spectacular views of the river valley. Other activities include fishing, boating, waterskiing, and picnicking. Circle tours around the lake and boat tours are available nearby. (2,803 acres)

Great River Bluffs State Park:

Contact: Park Manager, Route 4, Winona, MN 55987; **(507) 643-6849**. This is bluff country. Hike in this park for scenic views of the Mississippi River Valley. Bring binoculars; the river valley is a major flyway for waterfowl, eagles, and hawks. Camp in the park and explore the diversity in this park: oak-hickory woods, pine plantations, fields and goat prairies offer visitors excellent hiking and wildlife observation for ruffed grouse, wild turkeys, coyotes, and many songbirds. (3,067 acres)

John Latsch State Park:

Contact: Whitewater State Park, Route 1, Box 256, Altura, MN 55910; **(507) 932-3007.** On the bluffs overlooking the Mississippi River Valley, this park offers splendid views up and down the river as well as across the river to Wisconsin. Rustic camping and picnicking are available in the mixed hardwood forest that is home to a rich variety of tree species and shrubs. (1,871 acres)

Kilen Woods State Park:

Contact: Park Manager, 50200 - 860th Street, Lakefield, MN 56150-9566; **(507) 662-6258.** Blooming coneflowers, butterfly weed, and oak savanna prairie are highlights. Hike the cool woodland trail that meanders along the tranquil Des Moines River or view the river valley from Dinosaur Ridge Overlook. Visitors can camp, canoe, fish, picnic, and hike. Climb the lookout tower for a bird's-eye view of the surrounding countryside. In the winter, tube down the long, steep hill. (548 acres)

Lac qui Parle State Park:

Contact: Park Manager, 3715 Campground Rd., Montevideo, MN 56265-9804; **(320) 752-4736**. Lac qui Parle is a French translation of the name given to the lake by the Dakota Indians who called it "the lake that speaks." Visit in the spring or fall to understand why -- the lake is a stopover for thousands of migratory geese and other water-fowl. Paddle the lake, or cast a line and catch walleyes, northerns, perch, or crappie. Travel the trails by foot or horseback. Explore the historic Fort Renville and Lac qui Parle mission sites. (918 acres)

Lake Louise State Park:

Contact: Park Manager, 12385 766th Ave., Leroy, MN 55951; **(507) 324-5249.** Lake Louise draws hikers, horseback riders, skiers, and snowmobilers to its trails wind through open landscapes and lush hardwoods. Two rivers converge in the park - the Little Iowa and Upper Iowa - so it is ideal for water recreation. Swim, boat or fish in the lake's clear waters. Hiking and horseback riding are also popular. (1,147 acres)

Lake Shetek State Park:

Contact: Park Manager, 163 State Park Road, Currie, MN 56123-9715; **(507) 763-3256**. The word "Shetek" is Ojibwe for pelican, a bird that resides at Lake Shetek during the summer and fall. The park is adjacent to the largest lake in southwestern Minnesota, a body of water that also forms the headwaters of the Des Moines River. Expect good fishing for walleyes, northerns, crappies, and bullheads. Loon Island, a 45-acre bird sanctuary, is accessible by a causeway. The park includes a swimming beach, boat launch, and campgrounds. Visit the Koch cabin and monument memorializing pioneer settlers. (1,108 acres)

Minneopa State Park:

Contact: Park Manager, 54497 Gadwall Rd., Mankato, MN 56001-8219; **(507) 389-5464**. Minneopa's twin waterfalls plunge 45 feet into the steep wooded valley of Minneopa Creek and offer visitors a scenic spot to picnic. Take a stroll on the loop trail, which provides scenic overlooks of the falls. Other trails lead visitors through prairie and oak savanna to the confluence of the Minnesota River and Minneopa Creek. Visit the historic Seppmann Windmill, a Dutch-style mill constructed from native stone and lumber. The park is located west of Mankato. (2,691 acres)

Monson Lake State Park:

Contact: Park Manager, 1690 15th St. NE, Sunburg, MN 56289-8118; **(320) 366-3797.** Anglers cast your line for walleyes, northerns, bass, and sunfish. Birdwatchers look for pelicans, herons, western grebes, and songbirds in this diverse landscape of wetlands and hardwood forests. The park includes a campground and wooded picnic area. (187 acres) .

Nerstrand Big Woods State Park:

Contact: Park Manager, 9700 - 170th Street East, Nerstrand, MN 55053; **(507) 334-4840**. Enjoy this park any season of the year. In the spring, the park is a floral garden with hepatica, bloodroot, Dutchman's breeches, and the dwarf trout lily, which is found only in southeast Minnesota. Relax by Hidden Falls in the summer. The autumn brings a burst of red, orange, and gold in the old-growth maple-basswood forest, one of the last extensive stands of the big woods. Camp, hike or picnic in the summer and fall. When winter comes, ski or snowmobile the trails through picturesque woods. (2,882 acres)

Rice Lake State Park:

Contact: Park Manager, 8485 Rose St., Owatonna, MN 55060; **(507) 445-5871**. Long ago, American Indians harvested rice from this lake. Today, the shallow waters and marshy edges of Rice Lake attract many water fowl during the spring and fall migration as well as many nesting through the summer. Visitors enjoy camping under the tall hardwoods, photographing the spring wildflowers, picnicking in the shade, and birdwatching. Paddle across the lake and camp in one of the canoe campsites. (1,071 acres)

Sakatah Lake State Park:

Contact: Park Manager, 50499 Sakatah Lake State Park Rd., Waterville, MN 56096; **(507) 362-4438**. Sakatah Lake Singing Hills State Trail traverses this park and offers miles of trails to hike, bike, cross-country ski, and snowmobile. Canoeists can paddle the winding Cannon River and anglers can catch walleyes, bass, northerns, and panfish. Spring and fall offer radiant colors in the prairie and the big woods, a maple-basswood forest. Enjoy camping and picnicking. (842 acres)

Sibley State Park:

Contact: Park Manager, 800 Sibley Park Rd. N.E., New London, MN 56273-9664; **(320) 354-2055** Hike to Mount Tom, one of the highest points in the area, and see a patchwork of forest, farmland, prairie knolls and lakes. Summer visitors thrive on swimming, boating and fishing on Lake Andrew. A canoe route invites adventurers to portage and canoe on Henschien Lake and Swan Lake. The park offers campgrounds, a group camp and modern group center, horseback camps, picnic areas, and year-round interpretive programs. Stop in the Nature Store and pick up a field guide for a hike. (2,509 acres)

Split Rock Creek State Park:

Contact: Park Manager, 336 50th Ave., Jasper, MN 56144-9343, **(507) 348-7908**. Swim, fish, or boat the waters of Split Rock Lake, the largest body of water in Pipestone County. The shady campground and picnic area are located adjacent to the lake. April is the best time to see waterfowl in their breeding plumage. Winter offers ice skating, ice fishing, sledding, snowshoeing and cross-country skiing. (1,303 acres)

Upper Sioux Agency State Park:

Contact: Park Manager, 5908 Highway 67, Granite Falls, MN 56241-9565; **(320) 564-4777**. What remains of the Upper Sioux (or Yellow Medicine) Agency stands as a reminder of the U.S.-Dakota Conflict of 1862. A memorial to Dakota Chief Mazomani, who died while trying to make peace, stands above the river valleys where the Minnesota and Yellow Medicine rivers meet and flow together. His burial site in this area is revered by the Dakota people. From the valley vistas, visitors can enjoy the flowing rivers, blooming prairie flowers, and hawks in flight. Visitors can camp overnight or stay in one of the park's two tipis. Trail activities include horseback riding, hiking, and snowmobiling. (1,281 acres)

Whitewater State Park:

Contact: Park Manager, Route 1, Box 256, Altura, MN 55910; **(507) 932-3007**. Regal limestone bluffs and deep ravines make Whitewater a very popular southeastern park. The park has few mosquitoes and plenty of trout swimming in the spring-fed Whitewater River and Trout Run Creek. A year-round naturalist program provides visitors opportunities to learn about the natural and cultural history of this park. Visitors can enjoy a sandy swimming beach, hikes, a seasonal camper cabin, camping (modern or walk-in), a group camp, and a modern group center with winterized cabins. (2,745 acres)

Minnesota State Forest Campgrounds

The following day use areas (DUA), horse camps (HC) and campgrounds are managed by the DNR, Division of Parks and Recreation. For more information about these facilities, please check the DNR website: <*http://www.dnr.state.mn.us*>, pick up the brochure "Minnesota State Forest Recreation Guide 2004," or contact the managing state park.

State Forest Campground	Managing State Park	Information #
Northwest Minnesota Forest Areas:		
Bemis Hall (DUA)	Hayes Lake	(218) 425-7504
Blueberry Hill	Zippel Bay	(218) 783-6252
Faunce	Zippel Bay	(218) 783-6252
Gulch Lake (DUA)	Lake Bemidji	(218) 755-3843
Hungryman Lake (DUA)	Lake Bemidji	(218) 266-2100
Huntersville	Itasca	(218) 266-2100
Mantrap Lake	Itasca	(218) 266-2100
Shell City	Itasca	(218) 266-2100
Rognlien Beach (DUA)	Lake Bemidji	(218) 755-3843
Northeast Minnesota Forest Areas		
Ash River	Soudan	(218) 753-2245
Bear Lake (DUA)	McCarthy Beach	(218) 254-7979
Beauty Lake (DUA)	Crow Wing	(218) 829-8022
Boulder (DUA)	St. Croix	(320) 384-6591
Button Box Lake (DUA)	McCarthy Beach	(218) 254-7979
Chester Lake	Judge Magney	(218) 387-3039
Clint Converse (DUA)	Cuyuna	(218) 546-5926
Cottonwood Lake	Hill Annex	(218) 247-7215
Devilfish Lake	Judge Magney	(218) 387-3039
Eckbeck (DUA)	Tettegouche	(218) 266-6365
Esther Lake	Judge Magney	(218) 387-3039
Finland (DUA)	Tettegouche	(218) 226-6365
Gafvert (DUA)	Moose Lake	(218) 485-5420
Grand Portage Accesses (DUA)	Judge Magney	(218) 387-3039
Green Bass Lake (DUA)	Crow Wing	(218) 829-8022
Greer Lake	Cuyuna	(218) 546-5926
Hay Lake (DUA)	Savanna Portage	(218) 426-3271
Hinsdale Island	Soudan	(218) 753-2245
Indian Lake	Split Rock Lighthouse	(218) 226-6377
Larson Lake	Scenic	(218) 743-3362
Lost Lake	Scenic	(218) 743-3362
McFarland Lake	Judge Magney	(218) 387-3039
Moose Lake	Hill Annex	(218) 247-7215
Owen Lake (DUA)	Scenic	(218) 743-3362
Pelican Beach (DUA)	Cuyuna	(218) 546-5926
Remote Lake (DUA)	Savanna Portage	(218) 426-3271
Rock Lake (DUA)	Crow Wing	(218) 829-8022
Shafer Lake	Crow Wing	(218) 829-8022
Sullivan Lake	Split Rock Lighthouse	(218) 226-6377
Tamarack River (HC)	St. Croix	(320) 384-6591
Thistledew Lake (DUA)	McCarthy Beach	(218) 254-7979
Togo (HC)	McCarthy Beach	(218) 254-7979
Twin Lakes	Judge Magney	(218) 387-3039
Wakemup Bay (DUA)	Soudan	(218) 753-2245
Walter E. Stark (HC)	Crow Wing	(218) 829-8022
Willow River	Banning	(320) 245-2668
Woodenfrog	Soudan	(218) 753-2245
Central Minnesota Forest Areas		
Ann Lake (DUA)	Lake Maria	(763) 878-2325
Birch Lake (DUA)	C. A. Lindbergh	(320) 616-2525
Sand Dunes	Lake Maria	(763) 878-2325
Snake River	Wild River	(651) 583-2125
Southern Minnesota Forest Areas		
Kruger (DUA)	Frontenac	(651) 345-3401
Reno	Beaver Creek	(507) 724-2107
Vinegar Ridge	Beaver Creek	(507) 724-2107
Wet Bark (HC)	Beaver Creek	(507) 724-2107
Zumbro Bottoms (HC)	Frontenac	(651) 345-3401

Division of Trails and Waterways

500 Lafayette Road, Box 52, St. Paul, MN 55155-4052
(651) 297-1151; Fax: (651) 297-5475
(651) 215-6069, Laurie Martinson, director.

Trails and Waterways division is responsible for the operations of more than 3,000 miles of forest trails and state trails, more than 1,500 water access sites, and 27 designated canoe and boating routes, which offer over 2,900 miles of river for recreation.

Through grants-in-aid funding, with local units of government, the division administers more than 20,000 miles of snowmobile, off-highway vehicle (OHV) and ski-touring trails. In cooperation with other state agencies, the division publishes individual boat access maps by county; maps listing hiking, biking, OHV, and snowmobile trails; and maps of Minnesota rivers for boaters and canoeists. As a service to canoeists and kayakers, the division also provides river level reporting from April 15 to October 30.

State Trails

Trail maps are available for the following developed state trails in Minnesota:

• **Arrowhead State Trail**, from Tower to International Falls, has 135 miles open to snowmobiling with 69 miles available for hiking and horseback riding.

• **Douglas State Trail**, near Rochester, has 13 miles of parallel paved and un-paved treadway and is open to hiking, bicycling, in-line skating, snowmobiling, horseback riding, and cross-country skiing.

• **Gateway State Trail**, in Ramsey and Washington counties, provides 18 miles of paved treadway for hiking, bicycling, in-line skating, and cross-country skiing along with 10 miles of adjacent unpaved treadway for horseback riding.

• **Gitchi-Gami State Trail**, has three segments developed with asphalt, 8.4 miles between the Split Rock River and Beaver Bay, 1.2 miles at Gooseberry Falls State Park, and 2.5 miles from Tofte to the Onion River.

• **Glacial Lakes State Trail**, provides 18 miles of hiking and snowmobiling between Willmar and Hawick, 12 miles have been paved for bicycling and in-line skating between Willmar and New London, and six miles between New London and Hawick have been surfaced with crushed aggregate.

• **Goodhue Pioneer State Trail**, has two segments open for use. Four miles from Red Wing to Hay Creek Forestry Unit is open for hiking, horseback riding, and snowmobiling. Zumbrota to four miles north is open for hiking, horseback riding, snowmobiling and mountain biking.

• **Harmony-Preston Valley State Trail**, provides 18 miles of paved trail for hiking, bicycling, in-line skating, and cross-country skiing from the Root River State trail through Preston and on to Harmony.

• **Heartland State Trail**, provides 49 miles of paved trail for hiking, bicycling, in-line skating, and snowmobiling between Park Rapids and Cass Lake. A parallel trail provides 31 miles of horseback riding opportunity.

• **Luce Line State Trail**, from Plymouth to Cosmos (Meeker County), is 63 miles long and allows snowmobiling on all but the first seven miles out of Plymouth which is open to cross-country skiing. The first 30 miles between Plymouth and Winsted is surfaced with crushed limestone and is used for bicycling and hiking. The entire trail is open to horseback riding.

• **Minnesota Valley State Trail**, extends for 26 miles from Shakopee to near Belle Plaine for hiking, horseback riding, and snowmobiling. Four miles are paved for bicycling and in-line skating from Shakopee to Chaska. There are two loop trails primarily for hiking and cross-country skiing, one at Carver Rapids Wayside and the other is at Lawrence Wayside.

• **North Shore State Trail**, from Duluth to Grand Marais, 146 miles are open to snowmobiling and some hiking.

• **Paul Bunyan State Trail**, from Baxter to Bemidji, approximately 100 miles is open for hiking and snowmobiling; 61.5 miles of the trail are paved for bicycling, in-line skating, and hiking from Baxter. Highway 34, south of Walker: A county road provides access to the Heartland State Trail one-half mile away.

• **Root River State Trail**, from Fountain to Houston, provides 42 miles of paved trail developed for cross-country skiing, hiking, bicycling, and in-line skating.

• **Sakatah Singing Hills State Trail**, between Mankato and Faribault, providing 39 miles of paved trail developed for hiking, bicycling, in-line skating, and snowmobiling.
• **Shooting Star State Trail**, has one segment developed between LeRoy and Taopi that provides eight miles of asphalt surface for bicycling, in-line skating, and walking.
• **Taconite State Trail**, Grand Rapids to Ely, has 163 miles open to snowmobiling and some hiking. Approximately four miles are paved from Grand Rapids to Coleraine providing bicycling and in-line skating.
• **Willard Munger State Trail**, between Hinckley and Duluth, provides 149 miles for hiking and snowmobiling, 65 miles for horseback riding, and 63 miles are paved from Hinckley to Duluth providing hiking, bicycling, and in-line skating.

Public Water Access Program

500 Lafayette Road, St. Paul, MN 55155-4052; (651) 297-1151. This program has become very popular with anglers and recreational boaters. The goal of the Public Water Access Program is to provide free and adequate access to Minnesota's lakes and rivers. The Trails and Waterways Division hopes to meet the demand on the state's water resources for all boating activities. While almost all accesses have ramps for launching boats from trailers, some require carrying boats or canoes to the water.

Boats 12- to 18-feet long can be launched at most accesses with launch ramps. DNR accesses remain open 24 hours a day unless other-wise posted and are patrolled by conservation officers. There is no fee for their use. However, accesses located within a state park require a daily or annual state park vehicle permit.

Another component of the program is to provide angling opportunities through fishing piers and shoreline improvements for those without a boat, including special populations such as persons with disabilities, the elderly, and children. Potential shore fishing sites are evaluated for the type of improvement needed: floating fishing pier, permanent pier, shore platform, or shoreline modifications. Fishing piers and shoreline enhancements are barrier-free and, generally, operated and maintained by local units of government.

Water access maps that identify public boat launches in 55 counties, a Metro Shore Fishing Map, and a Statewide Fishing Pier Map are available through this division or the DNR Information Center listed at beginning of the DNR section. All maps are free, but persons are asked to limit their requests only to those maps they will use in a year. A checklist is sent out to general inquiries.

Mapped Canoe Routes

The rivers listed below have been mapped. Each map indicates facilities provided and marks potential hazards. The Mississippi River is mapped in 14 sections from the headwaters at Lake Itasca to the Iowa border. The St. Croix River starting in Trego, Wisconsin, on the Namekagon River and going south to the St. Croix's meeting with the Mississippi is mapped in five sections. The Minnesota River is mapped in four sections from Ortonville on Minnesota's western border to Fort Snelling in the Twin Cities.

A rapids classification system rating canoe routes ranges from Class I (easy, small waves, few obstructions) to Class VI (cannot be attempted without great risk to life). Note: high water levels can make some rapids far more treacherous than normal.

Weekly river level reports are prepared for designated canoe rivers. The reports note whether the water levels are sufficient for canoeing or whether they are dangerously deep and swift. To hear these reports call the DNR Information Center (651) 296-6157, or (toll-free in Minnesota) 1-888-646-6367. Call or write for more information.

Minnesota Canoe Routes:

Free maps available from the DNR:

1 - Red Lake River	15 - Cannon River
2 - Big Fork River	16 - Straight River
3 - Little Fork River	17 - Zumbro River
4 - St. Croix River	18 - Root River
5 - St. Louis River	19 - Des Moines River
6 - Cloquet River	20 - Vermilion River
7 - Mississippi River	21 - Cottonwood River
8 - Pine River	22 - Watonwan River
9 - Crow Wing River	23 - Whitewater River
10 - Kettle River	24 - Pomme de Terre River
11 - Snake River	25 - Chippewa River
12 - Rum River	26 - Red River of the North
13 - North Fork of the Crow River	
14 - Minnesota River	27 - Long Prairie River

Big Fork River - (165 miles) - From Dora Lake to Rainy River on the Canadian border. Quiet upper section amid wild rice marsh and tamaracks. From Big Fork to Big Falls, Class I and II rapids along densely wooded banks and rock outcroppings. Wilderness campsites. Not recommended for canoeing in high water.

Cannon River - (80 miles) - From Hwy 13 bridge west of Sakatah Lake to Mississippi River north of Red Wing. Three man-made lakes, several dam portages. Twists and turns through rolling farmland, wooded valleys, and a deep picturesque gorge with rocky bluffs more than 250 feet above the river. Some Class I rapids, good for novice canoeists except during high water.

Chippewa River - (52 miles) - From Benson to the Minnesota River. Wooded farmland, bluffs, riffles and some Class I rapids. (See Minnesota River - Map #1.)

Cloquet River - (65 miles) - Above Island Lake, remote forested, short stretches of rapids; (36 miles) - Below Island Lake, forest, some farmland and towns, good fishing, Class I rapids.

Cottonwood River - (58 miles) - From Springfield to the Minnesota River. A wooded corridor through farmland. Some riffles and small rapids. (See Minnesota River - map #3.)

Crow Wing River - (115 miles) - From 10th Crow Wing Lake near Akely to Mississippi River. Popular sandy-bottomed river for novice canoeists. A chain of lakes in headwaters gives way to a gentle river cutting through lush forest and marshes. Numerous campsites along route, small towns.

Crow River North Fork - (126 miles) - From Lake Koronis to Mississippi River near Dayton, suitable for novice canoeists with some Class I rapids and dam portages. Watch for fallen trees, sharp bends in river. Above Kingston, river is small, shallow, winds through prairie, farmland and wooded lowlands. Lower portion broader, meanders through wooded floodplain. Many campsites in Wright County.

Des Moines River - (70 miles) - From Lake Shetek to Iowa border. Through Kilen Woods, farmland, with areas of hills, woods, bluffs.

Kettle River - (55 miles) - From Hwy 27 near Moose Lake to the St. Croix River, wild and scenic river with densely forested banks. Intermittent Class I rapids above Banning State Park suitable for novices, expert whitewater skills needed near Sandstone, then Class I-II rapids below suitable for intermediate paddlers.

Little Fork River - (140 miles) - From northwestern St. Louis County into Koochiching County and the Rainy River, farmland to remote pine forest, good fishing.

Long Prairie River - (91 miles) - From Lake Carlos to the Crow Wing River. Meandering through marshland, pasture and wooded valleys. (No map.)

Minnesota River - (368 miles) - Ortonville to Granite Falls (81 miles) broad, bottomland forest, bluffs, farmland; Granite Falls to Hwy 4 (91 miles) bottomland forests, ancient rock outcropings; Hwy 4 to LeSueur (109 miles) broad bottomland forest; LeSueur to Fort Snelling/St. Paul (87 miles) broad, sandy banks, bottomland forest, power boats.

Mississippi River - (752 miles) - From Lake Itasca to Iowa border pine and hardwoods forests, marshlands, lakes, eagle nests, bluffs, islands, sandbars, and farmland. From Itasca to Bemidji, wilderness river ideal for novice to intermediate canoeists; a few small rapids. South of Bemidji, good river for novice canoeing, although canoeists should be cautious on the large lakes. Those running the Sauk Rapids above St. Cloud should exercise caution as well.

Pine River - (52 miles) - Clear water, hardwood and pine forest.
Pomme de Terre River - (36 miles) - From Swift county line to the Minnesota River. Low blufflands, woods, pasture and some farmland (See Minnesota River - map #1.)
Red Lake River - (195 miles) - Farmland to forest and bluffs.
Red River of the North - (394 miles) - From Breckenridge to the Canadian border. Meandering, slow moving river with wooded banks. An oasis in the flat land prairie with excellent catfish fishing (No maps.)
Root River - (111 miles) - From Chatfield to the Mississippi River south of La Crescent, hardwood forests, high limestone bluffs, and wooded pastures. Class I rapids can be negotiated by novices, although high water levels may require greater skill.
Rum River - (145 miles) - From Mille Lacs Lake (Mille Lacs Kathio State Park) to the Mississippi River at Anoka, excellent novice route lined with pine and hardwood forests, except for periodic Class I and II rapids from Mille Lacs to Princeton. Several dam portages.
St. Croix River - (189 miles) - Above William O'Brien State Park (140 miles) National Scenic Riverway offers wilderness-like canoeing close to Twin Cities. North of Taylors Falls, clear, shallow waters swiftly flow past heavily wooded banks, many campsites, requires novice to intermediate skills; rapids near St. Croix State Park require intermediate skill. One-mile portage around dam and rapids at Taylors Falls. Class II-IV rapids below dam requires expert whitewater skills. Broad waters in bluffs region beyond requires novice skills, many motorboats.
St. Louis River - (94 miles) - Remote upper stretch, lowland forest, good fishing. Several dams, Class I-VI rapids between Cloquet and Fond du Lac, National Kayak and Canoe Center in Thomson.
Snake River - (85 miles) - Many rapids, dense forest upper and lower stretches. Novice canoeing between Mora and Pine City.
Straight River - (34 miles) - Narrow and quiet through wooded farmland, good for day trips. (On Cannon River map.)
Vermilion River - (39 miles) - Long quiet stretches interrupted by rapids ranging from Class I-VI, many of which may be portaged. Flows between Superior National Forest and Kabetogama State Forest, wilderness areas with pine forests and marshy shores, scenic falls and gorge. Good route for both expert canoeists and novices careful to portage around rapids.
Watonwon River - (34 miles) - From Madielia to the Blue Earth River. Secluded wooded valley, low bluffs, some riffles and easy rapids (See Minnesota River - map #3.)
Zumbro River - (115 miles) - Deep valley, high limestone bluffs, dense forest. Whitewater River is included on this map.

Division of Waters

500 Lafayette Road, Box 32, St. Paul, MN 55155-4032
(651) 296-4800; **Fax: (651) 296-0445**
(651) 296-4810 Kent Lokkesmoe, director.

The Division of Waters is the principal water resources management agency of state government involved primarily with water quantity and regulatory issues, including ground and surface water appropriation or diversion, dam safety, construction in public water, and water-related land-use issues.

The division's mission is to maintain surface water and ground water supplies that meet long-term requirements for basic necessity, environmental protection, and economic production. Visit the division website: <*http://www.dnr.state.mn.us/waters*>.

Water Information Systems Unit

(651) 296-2773 Joe Gibson, supervisor. This unit provides planning, coordination, and implementation of data systems for the division.

Ground Water and Climatology Section

(651) 297-2431 Sarah Tufford, administrator.

Ground Water Unit

(651) 296-0434 Brian Rongitsch, supervisor. The basic mission of the Ground Water Unit is to provide technical support for the ground water portion of the Division of Waters appropriation permit program, assess the impacts of resource development on ground water, initiate studies to quantify ground water supply potential, and provide the technical framework for ground water/surface water resources management.

Climatology Unit

(651) 296-4214 Jim Zandlo, state climatologist. This unit addresses questions involving the climate of Minnesota. Archives, retrieves, and analyzes historical temperature and precipitation data. It also produces weekly, seasonal, and special condition maps to assess current conditions.

Surface Water and Hydrographics Section

(651) 296-4806 Mel Sinn, administrator. Provides lake level and stream flow information, hydrologic modeling, maintains a statewide lakes database, and monitors surface water technology.

Hydrographics Services Unit

(651) 296-4805 Glen Yakel, supervisor. Provides hydrographic surveys, state-owned lake outlet control structure inspections and maintenance, division graphic arts-printing needs and drafting needs. It also provides technical information about lakes including ordinary high water, highest known water, and survey benchmarks, and is responsible for geographic names.

Dam Safety Unit

(651) 296-0525 Dana Gauthier. Inspects and analyzes public and private dams to ensure their structural integrity and safety. Administers state bonding funds for the repair or removal of public dams.

Water Management Section and Field Operations

(651) 296-0440 John Linc Stine, assistant director.

Regional Waters Hydrologists

Region I - Larry Kramka, (218) 755-3973
2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601
Region II - Daniel G. Retka, (218) 327-4416
1201 East Highway 2, Grand Rapids, MN 55744
Region III - Dale Homuth, (651) 772-7910
1200 Warner Road, St. Paul, MN 55106
Region IV - Dave Leuthe, (507) 359-6050
Box 756, Highway 15 South, New Ulm, MN 56073

Flood Plain Management Unit / National Flood Insurance Program

(651) 296-0444 Ogbazghi Sium, supervisor. This unit coordinates the mapping and management of flood plains in Minnesota and the state's participation in the National Flood Insurance Program.

Flood Damage Reduction Grant Program

(651) 296-0528 Ed Fick, coordinator. This program administers grants to local governments for the reduction and mitigation of flood damages and stream maintenance.

Community Stewardship Unit

(651) 296-4802 Steve Johnson, supervisor. This unit assists federal, state and local governments in the administration of zoning and management programs for specific rivers.

Water Use and Management Unit

(651) 297-2835 Jim Japs, supervisor. This unit oversees the administration of the public waters and water appropriations permitting programs and water use, allocation, and conservation activities.

Project WET (Water Education for Teachers)

(651) 297-4951 April Rust, coordinator. Project WET is a nationally-sponsored water and natural resources education/curriculum program for K-12 teachers.

Water Management Policy, Planning and Research Unit

(651) 296-0515 Bruce Gerbig, supervisor. This unit coordinates policies, data and research efforts to assist in implementing county-based water plans, wetlands conservation, and water resource management.

Facilities and Operations Support Bureau

500 Lafayette Road, Box 29, St. Paul, MN 55155-4029
(651) 297-3758; Fax: (651) 297-5818
(651) 296-0614 Elaine Johnson, administrator.

The Facilities and Operations Support Bureau provides leadership for services that are used internally across all parts of the DNR. The bureau is broadly responsible for asset management. In this role Facilities and Operation Support purchases, designs, constructs, assigns, maintains, repairs, and disposes of both capital and fixed assets used in the work of managing natural resources.

Vision

Experts in the Facilities and Operations Support Bureau are the DNR leaders and the preferred partner in providing a safe work place and managing assets that support natural resource programs.

Mission

• Provide sustainable, well-positioned and maintained buildings, bridges, and other infrastructure that supports access to and use of Minnesota's natural resources.

• Deliver effective safety, equipment, and materials management services to DNR.

Regional Service Delivery

The bureau delivers coordinated support services at the field level so that divisions are able to concentrate on resource management. Service is delivered from the regions. From those locations, the bureau contributes to business planning, budgeting, policy development, vendor management, performance monitoring, and reporting. Most of the staff at the central office is positioned to provide service on a statewide basis to the regions.

Human Resources Bureau

500 Lafayette Road, Box 49, St. Paul, MN 55155-4049
(651) 296-6493; Fax: (651) 296-6494
DNR Job Information Line: (651) 296-6492
(651) 296-6478, Mary O'Neill, administrator.
(651) 296-0778, Ed Jones, professional services.
(651) 296-9227, Joe Smiley, professional services.
(651) 284-3339, Dean Mooney, investigations.
(651) 297-7247, Cyndi Scheffert, employee benefits and payroll.

The bureau provides the DNR with the human resource services necessary to recruit, compensate, train, and maintain its work force. Specific program areas include the recruitment, selection, and placement of employees; employee benefits and payroll administration; employee training and development; affirmative action; employee investigations; labor relations; and the maintenance of employee personnel records. Inquiries concerning internships should be directed to specific divisions and bureaus in the department.

Information & Education Bureau

500 Lafayette Road, Box 46, St. Paul, MN 55155-4046
(651) 296-3336; Fax: (651) 296-0902
Internet: *<info@dnr.state.mn.us>*
(651) 296-5229, C.B. Bylander, communications director/ bureau chief.
(651) 297-1899, Adele Smith, operations manager.
(651) 296-0901, Pat Delkoski, administrative assistant; special events.
(651) 296-0905, Kim Elverum, assistant administrator; Boat & Water Supervisor.

Boat and Water Safety Unit

(651) 296-3336 Timothy Smalley, boating safety specialist.

This section provides the public with safety information and education programs, and coordinates the efforts of other safety agencies and groups throughout the state. The section handles the free mandatory boating and safety education program for 12 to 17-year-olds, water surface use management, informational programs on boat and water safety, and in-service training programs for safety and enforcement personnel. The unit collects and interprets statistical data on boat and water accidents and boating in general. There is one boat for every six residents in Minnesota, the highest per capita boat registration figure in the country.

DNR Information Center

(651) 296-6157 or 1-888-646-6367 (in Greater Minnesota). Suellen Rau, supervisor.

Eight information specialists answer approximately 150,000 questions and 20,000 e-mails annually on Minnesota's natural resources and outdoor recreational opportunities. The Information Center provides DNR brochures, maps, and other information to the public, including the most up-to-date reports on river levels and snow depths. Walk-in visitors are welcome from 8 a.m. to 4:30 p.m. Monday through Friday.

Creative Services Section

(651) 297-1899 Adele Smith, supervisor.

Three graphic art specialists provide graphic design services to other DNR units, including project consultation, printing assistance, and layout and design of books, brochures, posters, signs, displays. Two information officers provide audio-visual services to DNR units, including project planning, scriptwriting, photography for publication, video and audio production, photo and slide library services, news-media recording, video and audio duplication, and loans of presentation equipment.

Conservation Volunteer Magazine

(651) 296-0894 Kathleen Weflen, Chief editor and publisher; Susan Binkley, art director. *Minnesota Conservation Volunteer* is a donor-supported bi-monthly magazine advocating conservation and wise use of the state's natural resources. An official publication of the DNR, the *Volunteer* circulates free to 125,000 Minnesota subscribers, including all public schools and libraries in the state. The *Volunteer* showcases Minnesota's woods, waters, and wildlife.

Education Outreach Unit

(651) 297-4192, Dawn Flinn, Jean Bergerson, Josee Cung.

The education coordinator in this unit works with the Natural Resources Education Committee and others to support and coordinate education efforts within the DNR. The coordinator also works to pro-

mote DNR's educational programs and resources, and build educational partnerships with organizations. Two programs reside in this unit. The Becoming an Outdoors Woman Program provides opportunities for women and others to learn outdoor skills such as hunting, fishing, and canoeing. The Southwest Asian and Minority Outreach Program helps build a bridge between the Southwest Asian, other minority and immigrant communities, and Minnesota's natural resources through training, presentations, and other venues.

Communication Services Section (Media and Marketing Units)

(651) 296-0903 Scott Pengelly, supervisor

Media Unit

(651) 296-0903 Scott Pengelly, news editor; Sheila Gebhard, management analyst; Steve Carroll and Jason Ziemer, information officers.

This section coordinates media relations activities for the DNR, including the distribution of news releases and story tips. The unit also provides editing and communications planning services; revenue generation through the sale of advertising; intellectual property rights and information access management; and other related publication and communication services. This unit also helps coordinate DNR data practices compliance.

Marketing Unit

(651) 282-6861 Susan Balgie.

This section works to improve public awareness of current DNR services, to measure public perception, and to help DNR units modify existing services to better meet public needs. The Marketing Unit coordinates efforts within the DNR to develop and implement programs and services that reflect the needs and expectations of citizens of Minnesota. The unit gathers public input through customer satisfaction surveys and focus groups, and provides quality improvement advice.

The unit assists in the development and implementation of marketing and communication plans for DNR sections or projects. The unit also coordinates DNR mailing list sales; develops revenue-generating products for sale; and helps coordinate DNR special events, including the DNR Building at the Minnesota State Fair.

License Bureau

500 Lafayette Road, Box 26, St. Paul, MN 55155-4026
Fax: (651) 297-8851
(651) 297-4941, Karen Beckman, acting administrator.

The License Bureau is responsible for the issuance of hunting and fishing licenses and off-highway vehicle, boat and snowmobile registrations, and titles. These are available directly from the central office of the DNR in St. Paul, through Electronic Licensing System (ELS) point of sale equipment throughout the state and over the telephone (1-888-665-4236) and Internet: <*http://www.dnr.state.mn.us*>

Registration and Titling Unit

(651) 296-2316 Steve Michaels, supervisor. This section supervises agent activity in watercraft titling and recreational vehicle registration and provides information to agents and the general public regarding titling and registration laws, regulations, requirements, and procedures. Registering and licensing boats, snowmobiles, all-terrain vehicles (ATVs), off-highway motorcycles (OHM's), and off-road vehicles (ORV's) are provided in this section. The department requires licenses for the use of boats, snowmobiles, ATVs, OHMs, and ORVs within the state.

License Counter

(651) 297-4938 Steve Michaels, supervisor. The DNR maintains a license and registration counter in the St. Paul Central office, 500 Lafayette Road, St. Paul. Customers may purchase all game and fish licenses and register boats, ATV's, etc., at the counter. Hours of operation are 8:00 a.m. - 4:30 p.m.., Monday through Friday.

Shipping/Mail Room

(651) 296-2824, Karen Beckman, supervisor, (651) 297-4941. This section provides incoming and outgoing U.S. Mail and interoffice mail service for the DNR's central office in St. Paul. The section also has the responsibility for receiving and preparing outgoing shipments for the central office using outside vendors (e.g., United Parcel Service, Speedy, Fed Ex, etc.), and provides central office security duties for central office dock and back entrance.

Agent Management

(651) 297-4941, Karen Beckman, supervisor. Duties of the section include the responsibility for the selection, training, and management of 1,700 plus ELS agents statewide and provide help desk support for those agents.

Accounts Payable/Receivable

(651) 297-4941, Karen Beckman, supervisor. The responsibility of this section is to ensure the efficiency and integrity of the management of approximately $63 million in revenue collected by the bureau annually.

Electronic License System (ELS)

(651) 297-8700, Tom Keefe, program supervisor. This section is responsible for the development, implementation, and maintenance of the ELS for game and fish licensing, registration and titling of recreational vehicles, and other privileges requested by other divisions of the department. Includes the Information Technology (IT) function of the bureau, which maintains the connectivity with the ELS vendor and performs liaison IT management between the ELS vendor, ELS agents, and the department.

2005 Minnesota Hunting & Fishing Licenses

Type of License	Sale Price	Plus Price Issuing Fee:
Res. Senior Citizen Small Game	$10.00	$11.00
24-Hour Angling Res./Nonres.	$ 8.50	$ 9.50
Res. Individual Angling	$17.00	$18.00
Res. Combination Fishing	$25.00	$26.00
Res. to Spear from Dark House	$17.00	$18.00
Res. Whitefish, Tullibee or Herring	$10.00	$11.00
Res. Dark House or Shelter	$11.50	$12.50
Res. Dark House or Shelter (rental)	$26.00	$27.00
Nonres. Shelter	$33.00	$34.00
Nonres. Shelter (7 Day)	$19.00	$20.00
Nonres. Individual Fishing	$34.00	$35.00
Nonres. Family Fishing	$46.00	$47.00
Nonres. 14-Day Married Couple Angling	$35.00	$36.00
Nonres. Short Term Angling (7 day)	$24.00	$25.00
Nonres. Short Term Angling (3-Day)	$20.00	$21.00
Trout Stamp*	$10.00	$10.00
Res. Small Game (18 - 65 years)*	$19.00	$20.00
Res. Small Game (16 - 17 years) *	$12.50	$13.50
Res. Deer Firearms	$26.00	$27.00
Res. Youth Deer Firearm	$13.00	$14.00
Res. Deer Archery	$26.00	$27.00
Res. Youth Deer Archery **NEW**	$13.00	$14.00
Res. Regular Trapping (18 years and older)	$20.00	$21.00
Res. Jr. Trapping (over 13 & under 18)	$ 6.00	$ 7.00
Res. Multi-Zone Buck	$52.00	$53.00
Res. Individual Sports	$27.00	$28.00
Res. Combination Sports	$36.00	$37.00
Nonres. Small Game	$77.00	$78.00
Nonres. Deer Firearms	$135.00	$136.00
Nonres. Deer Archery	$135.00	$136.00
Nonres. Furbearer Hunting	$155.00	$156.00
Migratory Waterfowl Stamp*	$ 7.50	$ 7.50
Pheasant Stamp*	$ 7.50	$ 7.50
Res. Wild Rice Harvesting*	$25.00	$26.00

Res. Wild Rice Harvesting (1 Day)*	$15.00	$16.00
Nonres. Wild Rice Harvesting (1 Day)*	$30.00	$31.00
Res. No-quota Bear	$38.00	$39.00
Nonres. No-quota Bear	$195.00	$196.00
Res. Firearm Management	$13.00	$14.00
Nonres. Firearm Management	$67.50	$68.50
Res. Archery Management	$13.50	$14.50
Nonres. Archery Management	$67.50	$68.50
Res. Intensive Harvest Permit	$13.00	$14.00
All Season Deer	$78.00	$79.00
Goose Permit	$ 4.00	$ 4.00
Prairie Chicken	$20.00	$21.00

*** Effective March 1, 2004**

Watercraft Titling Fee Schedule

Watercraft title (one-time fee)	$22.00
Corrected title	$17.00
Transfer (existing Minnesota title)	$17.00
Add lienholder to existing title	$17.00
Lien reassignment	$ 8.00
Duplicate title	$11.00

(Note: All fees listed above include a $7.00 filing fee, effective July 1, 2003. This filing fee is collected once for each watercraft transaction)

Watercraft Registration Fee Schedule

Any watercraft more than 19' for hire with an operator	$63.50
Pleasure watercraft 40' or more	$73.50
Dealer's license	$58.50
Pleasure watercraft 26' but less than 40'	$58.50
Pleasure watercraft over 19' but less than 26'	$43.50
Pleasure watercraft 17' & up to and including 19'	$31.50
Pleasure watercraft less than 17'	$25.50
Canoes, kayaks, sailboats, sailboards, rowing shells and paddleboats up to and including 19'	$20.50
Rental or lease watercraft up to and including 19'	$17.00
Rental or lease Personal watercraft (Jet ski's etc.)	$36.00
Watercraft owned by non-profits; water-safety training, Boy Scouts, Girl Scouts, etc.	$14.00
Non-motorized watercraft 9' or less are exempt from licensing	$ 0.00

Snowmobile Registration Fee Schedule

New/unregistered or renewal registration	$48.50
Renewal and transfer	$52.50
Transfer or duplicate	$ 7.50

Off-Highway Motorcycle Registration Fee Schedule

New/unregistered or renewal registration	$38.50
Renewal and transfer	$42.50
Transfer or duplicate	$12.50

All-Terrain Vehicle Registration Fee Schedule

New/unregistered or renewal registration	$31.50
Renewal and transfer all-terrain vehicle	$35.50
Transfer or duplicate all-terrain vehicle	$12.50

Agricultural/ATV

Agricultural all-terrain vehicle	$14.50
Duplicate agricultural all-terrain vehicle *(note: there are no transfers on an agricultural ATV)* (Decal)	$ 6.00
(Reg. Card)	$10.00

Off-Road Vehicle Registration Fee Schedule

New/unregistered	$38.50
Renewal only	$36.00
Transfer	$12.50
Renewal and transfer	$42.50

Qualifications and Special Licenses

The License Bureau issues resident and nonresident licenses. To qualify as a resident, a person must be a U.S. citizen or resident alien and have maintained a legal residence in Minnesota for the 60 days immediately preceding the purchase of the license. Personnel of the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard officially stationed in Minnesota qualify as residents of Minnesota. This does not pertain to moose hunting. A nonresident who is a bonafide full-time student at a public or private educational institution and resides in the state during the full term of the school year may obtain licenses as a resident upon proof of status as a student.

Residents and nonresidents under 16 are not required to have fishing licenses, but nonresidents must include their daily or possession catch with a licensed parent or legal guardian's daily or possession limit. Residents under 16 should contact the License Bureau for information on necessary hunting or trapping licenses.

The bureau issues a free fishing license to any citizen of a foreign country who is attending a public, private, or parochial school in the state as an exchange student. Minnesota servicemen stationed outside the state and home on a furlough do not need a license to fish or hunt small game, but must carry their leave furlough papers. Servicemen must purchase a federal waterfowl stamp to hunt waterfowl.

Minnesota Statutes, Section 97A.441, subdivision 1 reads: A license to take fish by angling or spearing shall be issued to any citizen of Minnesota who is blind or is a recipient of supplemental security income for the aged, blind, and disabled, or is a recipient of Social Security aid to the disabled under U.S.C. Title 42, Section 416, Paragraph (I)(1) or Section 423(d) or is a recipient of worker's compensation based on a finding of total and permanent disability without charge. Also, a permanent license is issued to the mentally retarded and Minnesota veterans who have a 100 percent service-connected disability at no charge.

All free annual licenses are issued by Special ELS-POS Agents. All permanent licenses are issued at the DNR central office in St. Paul only. Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and authorized agents, which include hardware and sporting goods stores and many resorts. Licenses for boats, snowmobiles, ATVs, OHMs and ORVs are available from deputy registrar offices.

Applications for permits to do work in public waters, such as vegetation control or alteration of the natural course, current, or cross-section of lakes and streams, are made at the DNR's regional headquarters.

Management Information Services Bureau

500 Lafayette Road, Box 11, St. Paul, MN 55155-4011
(651) 297-3906; **Fax: (651) 297-4946**
(651) 296-1305, Colleen Mlecoch, chief information officer. The Management Information Services Bureau (MIS) leads information technology strategic planning and direction for the department; manages the IT infrastructure, including network connectivity, business and spatial data administration, system development and end user technical support. DNR resource managers, as well as Minnesota citizens, depend upon these services for efficient communication and for making informed choices about natural resource management. Major program areas include:

Network Operations

(651) 282-6095, Jack Shea, manager. Manages local and wide area networking infrastructure; provides computer user support for staff statewide; manages operations and security for all servers including AS400, Windows, Unix, and Novell; develops standards for hardware and software and establishes vendor contracts for procurement of

same; manages DNR e-mail system; and provides telephone maintenance and support.

Data and Applications

(651) 297-2937, Steve Lime, manager. Maintains and supports DNR Project Management Methodology; advises on IT project management best practices; provides business analysis services; administers Oracle databases; develops and maintains new and legacy software applications; and develops and maintains the DNR website: *<http://www.dnr.state.mn.us>*

Geographic Information Systems (GIS)

(651) 297-2329, Robert Maki, manager. Provides department level coordination of GIS planning, data development, training and application development; GIS hardware and software support; assistance and advice on GIS projects; organization and delivery of GIS training; management of the GIS lab; and support and leadership in state-level interagency GIS planning.

Library Services

(651) 297-4929, Jo Ann Musumeci, librarian. The DNR Library provides access to information needed by DNR staff. Services include fact finding research, interlibrary loan, PALS online catalog, and access to many topical reference databases. The public is welcome to use DNR Library resources on site. Call ahead to ensure that library staff is available to provide assistance (651) 296-7451.

Office of Management and Budget Services

500 Lafayette Road, Box 10, St. Paul, MN 55155-4010
(651) 296-0565; Fax: (651) 296-6047
(651) 296-8889, Joe Kurcinka, agency financial director.

Financial and Managerial Accountability

The bureau provides leadership, direction, services, and oversight to all accounting and contracting operations within the department. The bureau operates from a central office in St. Paul and four regional business offices in greater Minnesota. This section develops and maintains financial/administrative policies and procedures to maximize the effective and efficient utilization of DNR financial resources. It provides financial management systems and other tools and information to assist divisions and bureaus in financial administration and budget management. It provides financial and programmatic structures consistent with legislative intent. It insures timely and accurate reimbursement of Federal disaster funds.

Interdisciplinary Policy Development

The bureau works to provide decision makers with the best scientific information and tools available for resource decision making. It works with others to help ensure a sound scientific basis for sustainable resource management. It manages and assists projects that cross traditional boundaries, and it helps bring disciplines together to find common solutions to complex management issues. At all levels of the organization, it helps develop solid baseline information and indicators needed to measure progress toward outcome-based goals. It creates and facilitates processes that allow all participants' interests to be discussed, data to be analyzed and the achievement of interdisciplinary solutions.

Integrating Planning, Budgeting and Evaluation

The bureau works to lead and assist planning (both strategic and operational) at the department, division, and regional levels. It facilitates citizen and employee involvement in plan development and ensures that plans are outcome-based. Those outcomes form a basis for evaluation and when coupled with identified performance measures allow evaluation, accountability, and adaptive management. It guides all department capital and operational budgeting and spending plan processes to focus staff and dollar resources toward the outcomes through specified program strategies. Market research for department programs is conducted through surveys (e.g. Parks and Trail User Satisfaction, Boating, and Hunting and Angler).

Community and Environmental Assistance

The bureau works with local communities, private organizations, other state agencies and other DNR units to provide financial, natural resource, technical, and volunteer assistance for a variety of environmental and recreational activities. It works to extend the financial and technical expertise and resources of the state beyond the boundaries of DNR administered areas. Those interested in volunteer opportunities should call (651) 297-1449 for additional information or visit the website: *<http://www.dnr.state.mn.us/volunteering/index.html>* for volunteering possibilities. If interested in obtaining a financial assistance directory, call (651) 296-0565.

Regional Operations

(651) 297-2587, Craig Engwall, special assistant to the commissioner's office.
(218) 755-3955, Paul Swenson, northwest region director.
(218) 327-4455, Chuck Spoden, acting northeast region director.
(651) 772-7900, Kathleen Wallace, central region director.
(507) 359-6000, Cheryl Heide, southern region director.

Purpose/Mission

Regional Operations exists to enhance the work of the whole department through working with discipline staff to ensure the integrated design and delivery of agency programs in each region, providing leadership and support for the department to enhance and maintain relationships with communities at the regional and area level, and providing links to the public and stakeholders through information dissemination and public involvement processes. Finally, Regional Operations serves as the commissioner's representative to the field organization.

Current Priority Activities / Projects

• **Coordination of Natural Resource Management Programs.** Regional Operations is charged with leading discipline staff in working together on common issues at the local and regional levels. Regional Operations works with regional management teams in informal and formal processes to identify issues requiring coordinated response, resolve conflicts between disciplines, developing and presenting a unified voice for the DNR, and ultimately holding staff accountable for departmental priorities. Regional Operations does this through providing field level team coordinators, conducting regional and field level planning processes, ensuring that Division staff are communicating on where issues or actions have impacts across divisional lines. Regional Operations also provides the core leadership on interdisciplinary functions and tasks such as legislative outreach, environmental review, and special projects initiated by the commissioners office.

• **Technical Assistance.** Community assistance staff and regional planners provide technical assistance to local communities, stake holders and elected officials with goals of enhancing resource management and protection at the local level. Some examples of the types of assistance provided include the development of a student trout stream monitoring program in the metropolitan area, workshops, and assistance on local ordinances designed to protect high priority natural areas and open spaces. Regional Operations staff can broadly represent the concerns and issues of the Department of Natural Resources, as well as access the specific expertise available within the department to resolve specific technical questions or problems that communities may face.

• **Financial Assistance.** Regional operation manages over $2 million per biennnium in three grant programs: Metro Greenway, Conservation/Environmental Partners, and Community Technical

Assistance. These grants are effective tools in partnership development and accomplishing departmental goals.

• **Partnership Building.** Regional Operations staff provide significant leadership is developing and maintaining strategic partnerships with local stakeholder groups, communities, non-profits, and other public agencies to accomplish the broad goals of the DNR to protect natural resources as well as to provide recreational opportunities and industrial materials. The challenges of resource management are so great, that DNR and other entities need to leverage limited resources. Partnerships are a major strategy for Regional Operations to leverage DNR's resources. Some examples include: work with the Metropolitan Council to develop and utilize high quality GIS land cover data to make good planning decisions, collaborate with local water planners, and develop and management processes to work through areas of conflict such as off-highway vehicle use or water level management.

• **Information and Education.** Regional Public Affairs Officers provide press releases on local and regional issues, serve as the media contact for regional newspapers and radio stations, provide professional communications services for DNR employees, and coordinate the departments participation in education and community events.

Board of Nursing

2829 University Ave SE, #500, Minneapolis MN 55414-3253
Phone: (612) 617-2296 Fax: (612) 617-2190
Website: *www.nursingboard.state.mn.us*
Shirley A. Brekken, Executive Director

Minnesota Statutes, Sections 148.171-148.285; ***Minnesota Rules***, Chapters 6300-6399

THE BOARD OF NURSING IS A REGULATORY AGENCY of the State of Minnesota whose mission is to protect the public's health and safety by providing reasonable assurance that the persons who practice nursing are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role.

The board strives to achieve its mission by carrying out activities authorized by Minnesota statutes and rules (licensing, discipline and program approval), maintaining current knowledge relevant to the education and practice of nurses, disseminating information to nurses and the public, and operating an agency which utilizes human and fiscal resources efficiently and effectively.

When the board was created by the legislature in 1907, the names of professional nurses who met board requirements were placed on a register, and the qualified nurses became known as registered nurses (RN). Through the years, credentialing procedures and terminology have changed but the title has remained. Registered nurses are now licensed and registered by the board. In 2003, approximately 89,000 registered nurses held current Minnesota registration.

Practical nurses were first licensed and registered by the board in 1947. Approximately 23,000 licensed practical nurses (LPN) held current Minnesota registration in 2003.

The board meets every two months at the board office. All meetings are open to the public.

Citizen Participation and Appointment:

• Minnesota Board of Nursing

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail:

open.appointments@state.mn.us

The board issues licenses to practice as a registered nurse or licensed practical nurse in the state of Minnesota to persons either by examination or endorsement. Licensure by examination requires applicants to complete an approved nursing program and pass a licensing examination. The examination is administered by the National Council of State Boards of Nursing. The examination fee is $200 each time the examination is taken.

An applicant should write the board regarding specific licensure requirements. Licensure by examination fees are $105 for registered nurses and licensed practical nurses. The fee required with each request to retake the examination is $60. A permit to practice nursing under direct supervision is available upon request for applicants awaiting license processing. The permit fee is $60. Licenses are issued after applicants have met all requirements.

The board issues licenses by endorsement after the applicant has shown proof of licensing by the nursing board of another state or country. Licensure by endorsement does not require the applicant to take an examination unless the applicant has not passed the same examination. The fee for licensure by endorsement for registered nurses and licensed practical nurses is $105. A permit to practice registered or practical nursing is available upon request for applicants awaiting license processing. All licensure services are available on-line at the board's website.

The board renews registration to practice nursing for 24-month periods based on a nurse's birth month and year (even or odd). The renewal fee is $85. Late renewals incur a $60 penalty fee.

Licenses are verified upon request for a nurse moving out of state and wishing to obtain a nursing license in a new location as a service of the National Council of State Boards of Nursing through Nursys.

If a nurse chooses not to practice nursing, he/she need not renew registration. The nurse may not practice during this period of inactivity. The board will change the registration status back to active status upon request and evidence that the nurse meets continuing education or competency requirements.

The board registers public health nurses who meet qualifications established by the board by rule. This program is voluntary. The fee is $30. Application forms are supplied by the board.

The board processes complaints about applicants for licensure, licensed nurses and individuals posing as nurses. There is no fee for handling complaints.

The board approves nursing education programs by conducting periodic surveys. In 2003 there are 28 approved programs preparing persons for licensure as registered nurses and 28 board-approved programs preparing for practical nurse licensure. Periodically, the board surveys all programs to ensure that they are maintaining the requirements for programs established by the board. When applying for approval of a nursing education program, an institution must supply proof of satisfactory compliance with board rules for program approval. There are no fees for program approval, and the board provides the necessary forms. For information about education programs contact the board.

The board registers professional firms incorporated under *Minnesota Statutes*, Chapter 319B. All nursing firms must be registered with the board. For information and forms, contact the board. The fee for filing of a professional nursing firm is $100 for the first year and $25 each year thereafter. An annual report must be filed that includes the payment of a $25 fee.

A newsletter, **"For Your Information"**, is published three times a year and sent to all nurses holding current registration. There is no charge.

Contact the following people for details about the board activities:

Shirley A. Brekken - administrative, general information;

Sandra J. MacKenzie - licensure by examination or endorsement, registration renewal, verification, continuing education, nursing corporations;

Rene Cronquist - nursing practice, complaint processing, discipline;

Sharon Ridgeway - nursing program approval.

Or visit the board website at: *www.nursingboard.state.mn.us*

Board of Examiners for Nursing Home Administrators

2829 University Avenue S.E., Suite 440, Minneapolis, MN 55414-3245
Phone: (612) 617-2117 Fax: (612) 617-2119 TTY: (800) 627-2529
Website: *www.benha.state.mn.us* E-mail: *benha@state.mn.us*
Randy Snyder, Executive Director

Minnesota Statutes, Sections 144A.18 - 144A.28; ***Minnesota Rules***, Chapters 6400-6499

THE BOARD EXISTS TO PROTECT PUBLIC INTERESTS in promoting quality care and effective services for the residents of long-term care facilities and their families by ensuring that nursing home administrators are suitably qualified to fulfill their professional and administrative responsibilities.

Citizen Participation and Appointment:

• Board of Examiners for Nursing Home Administrators

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail:

open.appointments@state.mn.us

The board develops licensing standards, conducts license examinations, issues and revokes licenses and investigates complaints filed with the board. It also conducts studies of nursing home administrators, and authorizes instruction for license applicants and the continuing education of licensed administrators.

Complaints regarding the administration of nursing homes may be filed by writing or calling the board. The board has the authority to revoke, suspend or refuse to renew licenses as a result of investigations instigated by a complaint.

Licensing Requirements:

The board issues new licenses and renewals. A new applicant must fulfill the following requirements before receiving a license:

• **Pass the National Board of Examiners (NAB) test** for nursing home administrators (a multiple choice test covering the domains of practice for nursing home administration);

• **Pass the state rules test** (testing knowledge of the rules of the State Department of Health and the Life Safety Code as they pertain to nursing homes and boarding care homes);

• **Satisfactorily complete required college** level coursework in health care administration including a board approved practicum course (internship) in long-term health care administration of at least 400 clock hours or have one year of experience as an assistant administrator in a health care facility or two years of experience as a director of nursing.

• **Have a baccalaureate degree** from an accredited institution.

Applications are accepted anytime. State Examinations are scheduled the second Thursday of every odd month at the board office. To receive the application form or information about licensing and the federal (NAB) exam, contact the board office. As of July, 2003, the application fee is $l50.00, the State Rules Examination fee is $75.00, and the original and annual renewal fee every July 1 is $200.00. An acting license issued for no longer than six months, costs $250.00. Fees are subject to change following revision of board rules.

The board requires licensees to complete 20 clock hours of continuing education each year to qualify for license renewal. Contact the board office for accurate and current information about continuing education requirements.

Ombudsman for Mental Health and Mental Retardation

121 7th Place East, Metro Square Building, Suite 420, St. Paul, Minnesota 55101-2117
Phone: (651) 296-3848 Toll-free 1-800-657-3506 Fax: (651) 296-1021 MN Relay Service 1-800-627-3529
Website: *www.ombudmhmr.state.mn.us* E-mail: *ombudsman.mhmr@state.mn.us*
Ombudsman Roberta C. Opheim

Minnesota Statutes, Sections 245.91-245.97

THE OMBUDSMAN HAS BEEN GIVEN A BROAD MANDATE TO "promote the highest attainable standards of treatment, competence, efficiency, and justice for all people receiving care and treatment for mental illness, mental retardation, chemical dependency, or emotional disturbance."

To carry out the statutory mandate, the ombudsman has been given the power to prescribe the methods by which complaints to the office are made, reviewed, and acted upon; mediate or advocate on behalf of the clients; investigate the quality of services provided to clients; determine the extent to which quality assurance mechanisms

work to promote the health, safety and welfare of clients; gather information about and analyze the actions of an agency, facility, or program; enter and view premises of an agency, facility, or program; examine records of an agency, facility, or program on behalf of a client; subpoena a person to appear, give testimony, or produce documents relevant to a matter under inquiry; and attend Department of Human Services Review Board and Special Review Board proceedings.

Background

The Office of the Ombudsman for Mental Health and Mental Retardation was created by the 1987 Minnesota Legislature. A **Governor's Ombudsman Committee for Mental Health and Mental Retardation**, was created to advise and assist the Ombudsman for Mental Health and Mental Retardation in developing policies, plans, and programs to benefit the mentally ill, mentally retarded, chemically dependent and developmentally disabled. The 15 committee members were appointed on the basis of their knowledge and interest in the health and human services system subject to the ombudsman's authority. Overall membership reflected the agencies, facilities and programs within the ombudsman's authority. Members included a consumer representative, representatives of advocacy organizations, human service, and health care professionals, including professionals in psychiatry, internal medicine, and forensic pathology and other providers of services or treatments to clients. The governor appointed the members through the open appointment process, and meetings were held four times per year, with members reimbursed for expenses.

Complaints

A complaint may be received from any source concerning an action of an agency, facility, or program. A complaint may be made by contacting the Ombudsman Office.

The ombudsman office shall determine if the complaint is an appropriate matter for review. In selecting matters for review, the office shall give particular attention to unusual deaths or injuries of a client served by an agency, facility, or actions of an agency, facility, or program that may:

- be contrary to law or rule;
- be unreasonable, unfair, oppressive, or inconsistent with a policy or order of an agency, facility, or program;
- be mistaken in law or arbitrary in the ascertainment of facts;
- be unclear or inadequately explained, when reasons should have been revealed;
- result in abuse or neglect of a person receiving treatment;
- impede or promote independence, community integration, and productivity for clients; or
- impede or improve the monitoring or evaluation of services provided to clients.

Client Advocates and Their Service Areas:

Regions 1 and 4, **Fergus Falls:** (218) 739-7364

Regions 2 and 5, **Brainerd:** (218) 828-2366

Region 3, **Duluth:** (218) 279-2526 or 1-877-766-5481

Regions 6 and 8: **Willmar:** (320) 231-5962

Region 7, **Cambridge:** (763) 689-7155

Region 9, **St. Peter:** (507) 931-7669

Region 10, **Faribault:** (507) 931-7821

Region 11N, **Anoka:** (763) 712-4249

Region 11W, **Hennepin:** (651) 297-7853
Region 11E, **St. Paul:** (651) 297-2762

Citizen Participation and Appointment:

• Ombudsman Committee for Mental Health and Mental Retardation

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Death and Serious Injury Reports

(651) 296-3848, Toll-Free 1-800-657-3506 or Fax: (651) 296-1021. It is mandated in *Minnesota Statutes* § 245.94, Subd. 2a, that an agency, facility, or program report to the Ombudsman Office the death or serious injury of a client. The report must be made within 24 hours of the death or serious injury. Notification may be made by phone, fax, or by leaving a voice mail message. Contact the office to obtain fax forms for your reporting convenience. The office will follow up to gather any additional information needed.

Medical Review Subcommittee (MRS)

(763) 712-4438. The Medical Review Subcommittee (MRS) consists of six members of the Ombudsman Advisory Committee and designated office staff. The MRS meets on a regular basis to review the causes and circumstances surrounding the deaths of clients. The MRS makes a preliminary determination as to whether each death is unusual or appears to have resulted from other than natural causes. The MRS then aids the ombudsman in the review of the deaths. Special attention is given to client deaths by suicide and accident. When appropriate, the MRS makes recommendations to the ombudsman in an effort to improve the quality of care and prevent deaths under similar circumstances. The MRS reviews selected serious injuries when requested by the ombudsman.

Ombudsman Advisory Committee

(651) 297-7288, Paul Doyle. The Ombudsman Advisory Committee consists of 15 members appointed by the governor to three-year terms. All members of the committee have a special knowledge of and interest in facilities and programs serving persons with mental illness, mental retardation or a related condition, chemical dependency, or emotional disturbance. The committee shall meet at least four times a year. Meetings are open to the public.

Civil Commitment Training and Resource Center

(651) 297-7349, Brian Relay. The center has trained staff who can provide information and answer questions regarding civil commitment law and other related topics. The center provides informational fact sheets, brochures and pamphlets relating to the civil commitment process and related topics. The center also provides up-to-date information on proposed or new changes to the law and key civil commitment court cases.

Informational Materials

A biennial report is published and is available in the Legislative Reference Library, 645 State Office Bldg., St. Paul, MN 55155, (651) 296-8338. In addition, brochures regarding office functions are available from the office.

Board of Optometry

2829 University Avenue S.E., Suite 550, St. Minneapolis, MN 55414
Phone: (612) 617-2173 Fax: (612) 617-2174
Email: *optometry.board@state.mn.us*
Executive Director Laurie Mickelson

Minnesota Statutes, Sections 148.52-148.62; ***Minnesota Rules***, Chapters 6500-6599

THE BOARD DEVELOPS LICENSING STANDARDS FOR optometrists, and issues a license to applicants meeting all the requirements for licensure. The board also approves continuing education programs for optometrists, registers professional corporations, certifies optometrists for the use of topical ocular drugs and topical legend drugs, and investigates complaints received from the public.

Minnesota has approximately 800 licensed optometrists, of which about 600 actively practice in this state. There are currently 67 professional corporations registered with the board.

The continuing education requirements for licensed optometrists are 45 clock hours of education in a two-year cycle. For information on continuing education course approval, contact the board office.

The board issues new licenses to applicants meeting the following requirements; proof of good moral character; proof of graduation from an approved school or college of optometry requiring at least two academic years of pre-professional training for admittance; successful completion of Parts I, II, and III of the national examinations administered by the National Board of Examiners in Optometry; and successful completion of an examination on the laws and rules governing the Minnesota Board of Optometry.

Any person licensed by this board may apply for certification in the use of topical ocular drugs and topical legend drugs. Additional applications, with specific requirements, are necessary for each of these certifications.

To receive applications or specific information regarding licensure and certifications, contact the board office. Following is a list of fees associated with the different applications.

Licensing and Certification Fees:

Application for Licensure	$ 75.00
License Registration	$ 12.00
Replacement License	$ 12.00
License Renewal	$105.00
Late Renewal Penalty Fee	$ 35.00
Drug Certification	
Topical Ocular	$ 10.00
Replacement Cert	$ 10.00
Topical Legend	$ 50.00
Replacement Cert	$ 20.00

Information on filing a complaint, regarding possible violation of the optometry statutes, may be obtained by contacting the board office. The board has the authority to suspend or revoke an optometry license as a result of determinations made after investigation of a complaint.

Citizen Participation and Appointment:

• Board of Optometry

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Board of Pardons

1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219
Secretary Randy Hartnett (651) 643-2560

Minnesota Statutes, Chapter 638; ***Minnesota Rules***, Chapter 6600

THE BOARD WAS CREATED IN 1896 by amending the state constitution. It consists of the governor, the Chief Justice of the Supreme Court, and the Attorney General. The board may grant absolute pardons, conditional pardons and commute the sentence of any person convicted of any criminal offense against the laws of the State of Minnesota. It can also grant a pardon extraordinary to a previously convicted person who has been discharged from the sentence imposed and has been law-abiding for a specified period of time after the discharge. The commissioner of the Department of Corrections or his/her designee is secretary to the board. The board meets twice each year and meetings are open to the public.

A pardon extraordinary has the effect of setting aside and nullifying the conviction. After a pardon extraordinary has been granted, a copy of the certificate is filed in the court where the conviction occurred and a person who is granted a pardon extraordinary is no longer required to disclose the conviction. Each application for pardon extraordinary must be accompanied by at least three letters of recommendation attesting to the good character and law-abiding conduct of the applicant. Except for compelling reasons as determined by the board, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

To request information regarding eligibility requirements or the proper application form, contact the board at the above listed address or phone number. There are no fees for the Board of Pardons' services.

Board of Peace Officer Standards and Training

1600 University Avenue, Suite 200, St. Paul, MN 55104-3825
Phone: (651) 643-3060 Fax: (651) 643-3072
Website: *www.post.state.mn.us* E-mail: (USE: *firstname.lastname@state.mn.us*)
Executive Director: Neil W. Melton

Minnesota Statutes, Chapters 214, 367; Sections 382.28, 626.84 - 626.89; ***Minnesota Rules***, Chapter 6700

THE BOARD OF PEACE OFFICER STANDARDS AND TRAINING (POST) licenses approximately 10,381 officers, of whom about 9,334 are active; and 471 part-time peace officers, 366 of whom are active. The board regulates both the pre-service and continuing education of peace officers and sets the minimum selection standards and standards of professional conduct for peace officers. Minnesota established its present peace officer licensing system in 1978. At that time, Minnesota was the only state to license law enforcement officers, and has since served as a model for other states seeking to implement similar systems of their own. The staff consists of an Executive Director, Assistant Director, and several professional and support staff.

Citizen Participation and Appointment:

• Board of Peace Officer Standards and Training

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Minimum Selection Standards to be Licensed

To become a licensed peace officer, an individual must be a citizen of the United States and possess a valid Minnesota driver's license (or a driver's license from a contiguous state if the individual is not a resident of Minnesota). The individual must have no history of a felony conviction or other serious misconduct, and must successfully complete the POST Board's peace officer licensing examination, a medical exam, a job-related test of physical strength and agility, a psychological evaluation and an oral interview prior to appointment in a law enforcement agency.

A part-time peace officer candidate must have no history of a felony conviction, must successfully complete a medical examination and a psychological evaluation, must complete a course of training based on learning objectives published by the POST Board, and must pass the POST Board's part-time peace officer licensing examination.

Pre-Service Education

To become licensed as a peace officer in Minnesota, it is necessary for an individual to complete a two- or four-year post-secondary degree program at one of several Professional Peace Officer Education (PPOE) programs offered at universities and colleges in the state. Individuals who have completed basic law enforcement training in another state may become licensed in Minnesota through a system of reciprocity, without necessarily having to earn a post-secondary degree. For a listing of these programs, interested individuals should contact the POST Board. The curriculum of these PPOE programs is based on learning objectives developed and published by the POST Board.

Upon successful completion of one of these post-secondary degree programs, an individual can sit for the peace officer licensing examination. Passing this examination makes a candidate "eligible to be licensed."

Reciprocity Licensing Examination

Law enforcement officers who have been trained, certified, and have certain defined levels of experience in other states, or certain federal agencies, may become licensed in Minnesota through reciprocity. POST board staff evaluates the education and experience of an officer who has been trained in another state or federal law enforcement agency to determine eligibility to take the reciprocity licensing examination.

A former military police officer may also qualify for reciprocity if the individual has had a minimum of five years active duty experience as a military police officer and has been honorably discharged from the service.

Appointment and Licensing

An applicant who has completed all of the education and examination requirements must be appointed by a municipal (city), county, or state law enforcement agency and must meet all statewide selection standards applied by that agency in order to obtain a peace officer license. Both the appointee and the employing agency must verify that the candidate has completed the minimum selection standards for new officers.

License Renewal

A license is valid for a period of three years. One third of the licensees renew their licenses each year. The licensee must complete a minimum of 48 hours of POST-approved continuing education every three-year period.

Fees

The fee for the Peace Officer Licensing Examination and the Reciprocity Licensing Examination is $105.00. The Part-time Peace Officer Licensing Examination is $52.50. The peace officer license fee is $90.00 and the part-time peace officer license fee is $45.00.

Examination Locations

The POST board staff administers the peace officer Licensing Examination six times each year in the Twin Cities metropolitan area. Examinations are also offered outside of the Twin Cities area when there is a sufficiently large number of applications. The part-time peace officer and reciprocity licensing examinations are offered weekly, by appointment, at the POST Board office in St. Paul.

Complaints Against Licensees

The POST Board receives and processes citizen complaints concerning unprofessional conduct by peace officers and part-time peace officers. The board's jurisdiction is limited to violations that are specified in the board's administrative rules. These specific violations consist of any of the following: a licensee has: (1) been convicted of a specific felony, gross misdemeanor or certain misdemeanor offenses; or (2) has used deadly force in a manner not authorized by law; or (3) has made a false material statement while under oath; or (4) has made a false material statement while obtaining or renewing his or her license; or (5) has failed to complete the continuing education requirements for renewal; or (6) has failed to pay the licensing fee; or (7) has violated one of the board's other rules.

Citizen complaints are referred to the law enforcement agency which employs the officer(s) whose conduct is in question, unless the Board's Complaint Committee determines that some other agency should investigate the complaint. When the local investigation is completed, the committee reviews the report and determines whether or not there are grounds for a hearing by an administrative law judge. The final disciplinary action, if any, is the responsibility of the full board. The hearings procedure may take several months to complete.

Publications

The POST Board publishes the following documents which are sold at Minnesota's Bookstore, 660 Olive Street (east of the I-35E bridge on University Avenue), St. Paul, MN 55155, (651) 297-3000 or toll free 1-800-657-3757.

- Pre-Licensing Learning Objectives for Part-Time Peace Officer Education (latest edition).
- Learning Objectives for Professional Peace Officer Education (latest edition).
- Criminal Code and Selected Statutes (latest edition).

Reimbursement To Local Units Of Government

The Minnesota Legislature has established a surcharge on fines imposed for violations of certain traffic laws. The board disburses this revenue to local units of government to reimburse them for expenses of providing continuing education to peace officers.

Peace Officer Opportunity Line (POOL)

POST has established a Peace Officer Opportunity Line (POOL) in cooperation with the state associations of chiefs of police and sheriffs. POOL is a recorded message which lists current employment openings in law enforcement agencies throughout the state. Interested persons can call POOL at (651) 643-3075, or view this information on our website at <*www.post.state.mn.us*>.

Other Service

The POST Board's other services include assistance to law enforcement agencies with regard to compliance with statewide hiring standards, notification of forthcoming POST-approved educational and training programs, and information on legislation which affects the law enforcement community. The POST Board staff will answer questions with regard to any matter within the board's authority, subject to restrictions of the state's Data Practices Act. Many questions can be answered immediately. More detailed requests for information may require a few days in which to compile the information or arrange a meeting with a staff person. As a rule, there is no charge for this kind of service unless photocopying is required.

POST Board Website

The POST Board website contains much information that may be of interest to the law enforcement community and the public alike. Website: <*www.post.state.mn.us*>.

Board of Pharmacy

2700 University Avenue West #107, St. Paul, MN 55114
Phone: (612) 617-2201 Fax: (612) 617-2212
Website: *www.phcybrd.state.mn.us* E-mail: *Pharmacy.Board@state.mn.us*
Executive Director David E. Holmstrom

Minnesota Statutes, Chapters 151 and 152; ***Minnesota Rules***, Chapters 6800-6899

THE BOARD ENFORCES RULES DEALING WITH DRUG distribution by drug manufacturers, wholesalers, pharmacies, physicians, dentists, and other practitioners, as well as, adulterated, misbranded, and illicit drugs; provides information about drugs to other health professionals; and develops rules governing drug storage, distribution, and recordkeeping for individuals, institutions, and facilities. The board tests and licenses all pharmacists and pharmacy technicians; and inspects and licenses all pharmacies, drug wholesalers, and drug manufacturers. The board determines the continuing pharmacy education requirements for all pharmacists and approves continuing education programs.

Citizen Participation and Appointment:

• -Board of Pharmacy

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board issues all licenses dealing with pharmacists and pharmacies. Applicants for a pharmacist's license must be graduates of an accredited college of pharmacy and have at least 1,500 hours of internship experience. For application forms and information regarding licensing requirements, contact the board office.

Licenses must be renewed annually:

- Pharmacist's Licenses: $105.00;
  must be renewed by March 1 of each year.
- Pharmacy Technician Registration: $20.00;
  must be renewed by December 31 of each year.
- Pharmacy Licenses: $165.00;
  must be renewed by June 30 of each year.
- Drug Wholesalers and Manufacturers Licenses: $180.00;
  must be renewed by June 1 of each year.
- Pharmacists Examinations: $125.00;
  given winter and summer.
- Reciprocity Examinations: $205.00;
  The examination is computerized and available all year.

The board licenses approximately 5,400 pharmacists, 4,000 pharmacy technicians, 1,200 pharmacies, 150 drug manufacturers, 125 drug wholesalers, and about 40 distributors of medical gasses.

Also issued by the board, are permits to conduct drug research. Currently, about 60 permits are issued each year, at a cost of $25.00 per year with renewal on an annual basis.

Pharmacist-interns must also obtain a permit, issued by the board, before beginning the internship required for licensure. There is a one-time only fee of $20.00 for this registration. Currently, about 250 pharmacist-intern permits are issued annually.

The board investigates all complaints against all licensed pharmacies, pharmacists, and pharmacist-interns. The board has the power to suspend or revoke licenses. All complaints should be made in writing to the Board of Pharmacy.

Board of Physical Therapy

University Park Plaza, 2829 University Avenue SE, Suite 315, Minneapolis, MN 55414
Phone: (612) 627-5406 Fax: (612) 617-2125
Website: *www.physicaltherapy.state.mn.us* E-mail: *physical.therapy@state.mn.us*
Executive Director Stephanie Lunning

Minnesota Statutes, Sections 148.65-148.78; *Minnesota Rules*, Parts 5601.0100-5601.2900

THE BOARD OF PHYSICAL THERAPY SERVES TO ENSURE that Minnesota citizens receive appropriate physical therapy services from competent physical therapists. Public protection is accomplished through licensing and disciplining of physical therapists.

The Board of Physical Therapy is an independent licensing board established through a revision to the Physical Therapy Practice Act. Effective August 1, 1999, physical therapists are licensed instead of registered, and regulated by the Board of Physical Therapy. There is no change in the scope of physical therapist practice. The Board of Medical Practice regulated physical therapists 1951-1999. Administrative transition during 2000-2001 has been a cooperative effort of the Board of Physical Therapy and staff and the staff of the Board of Medical Practice.

The nine member board is appointed by the governor, and consists of four physical therapists, one physical therapist assistant, one doctor of medicine, and three public members. The board meets six times per year. The board meetings are open to the public, except for portions dealing with discipline and personnel matters. Meeting schedule and information is available from the board office at (612) 627-5406.

The board grants and renews licenses for physical therapists; receives complaints against applicants and licensees; and disciplines licensees upon proof or admission of violation of the practice act or rule.

The board reviews and approves license applicants based on the specific requirements described in statutes and rules. To receive a license application or specific information regarding licensure, contact the board office at (612) 627-5406.

The board renews the licenses of physical therapists on an annual basis (January 1 through December 31). Licensure renewal forms are mailed to the licensees in November of each year. There were 3,155 physical therapists licensed in the year 2000. Each physical therapist is required to complete and report at least 20 hours of continuing education every two years as a licensure renewal requirement. Licensees are required to provide written notice of address change to the board office within 30 days.

Fees:

The initial license application is $100, annual license renewal is $60, licensure late fee is $20, and temporary permit is $20, examination administrative fee is $50 in addition to the fees for the examination service and testing site, duplicate license is $20, certification of licensure is $25, and verification of licensure status is $10.

Persons wishing to verify that their physical therapist is licensed and in good standing, may call the board at (612) 627-5406. Name, address, license number, date of issue and status are public information. In accordance with the Data Practices Act, complaints are not a public record.

To file a complaint against a physical therapist, contact the board office to request a complaint form. All complaints must be submitted in writing. Physical therapists have a reporting obligation to report to the board other physical therapists who are in violation of the practice act grounds for denial, suspension, or revocation of license. All complaints and any investigative reports are reviewed by a committee of the board, with the board making the decisions on discipline. The board may suspend, revoke, place conditions or restrictions on, or refuse to grant or renew the license of a physical therapist.

Citizen Participation and Appointment:

• State Board of Physical Therapy

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Board of Podiatric Medicine

2829 University Avenue S.E., Suite 430, Minneapolis, MN 55414
Phone: (612) 617-2200 Fax: (612) 617-2698
Website: *http://www.podiatry.state.mn.us* E-mail: *keith.hovland@state.mn.us*
Executive Director Keith Hovland

Minnesota Statutes, Chapter 153; ***Minnesota Rules***, Chapters 6900-6999

THE BOARD WAS CREATED BY THE LEGISLATURE IN 1917 for the purpose of licensing chiropodists. In 1959 the term podiatry became synonymous in meaning with the word chiropody and in 1961 was substituted throughout the practice act. In 1987 a new practice act became law, establishing requirements for licensure. Podiatrists are licensed to diagnose and treat medically, mechanically, and surgically the ailments of the human hand, foot, ankle, and lower leg.

The seven-member board has five podiatrists and two public members. Meetings are held quarterly in March, June, September, and December at the location of the board office and are open to the public.

Citizen Participation and Appointment:

• Board of Podiatric Medicine

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing

of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board establishes standards for the practice of podiatry, now more properly called podiatric medicine. Functions of the board include licensing doctors of podiatric medicine (DPM), issuing temporary permits to practice under supervision, processing complaints against licensees, and registering podiatric professional corporations.

Requirements for licensure include graduation from an approved school of podiatric medicine, passing the national boards and a national licensing clinical examination, completing at least one year of post-graduate training under supervision, and passing a quiz on the board's laws and rules. Applicants licensed in another state must show evidence of licensure status in that state and malpractice insurance coverage. The licensure fee is $600, effective for two years.

In 2003 approximately 180 doctors of podiatric medicine held active Minnesota licenses and 12 held temporary permits.

Licenses are renewed biennially on July 1; the fee is $600. Late renewals incur a $100 penalty fee.

The board processes complaints against podiatrists. There is no fee for submitting complaints. Complainants may obtain a complaint form from the website, may request a complaint packet by calling the number above, or may submit their complaints in writing (without an official form) to the address above. The complaint process commences when the complaint is received, but may take some time, depending upon the nature of the complaint.

Disciplinary actions by the board are public information and are available for the cost of copying, as are copies of other public data. All other information related to the complaint process is not public.

License verification is provided in writing for a fee of $30.

Podiatric professional corporations are registered by the board. The fee is $100 for initial registration and $25 each year thereafter.

Applications for licensure and temporary permits and other information are available from the board office.

Pollution Control Agency

520 Lafayette Road North, Saint Paul, MN 55155-4194
Phone: (651) 296-6300 Toll-free: 1-800-657-3864 Fax: (651) 296-6334
24-hour emergency number (State Duty Officer) (651) 649-5451 Toll-free: (800) 422-0798
TTY 24-hour emergency number: (800) 627-3529
Website: *www.pca.state.mn.us*
Commissioner Sheryl Corrigan

Minnesota Statutes, Chapters 115-116H; ***Minnesota Rules***, Chapters 4760, 7000-7199

THE MISSION OF THE MINNESOTA POLLUTION CONTROL AGENCY (MPCA) is to help Minnesotans protect the environment. The agency does this by administering and enforcing all state statutes and federal laws relating to air quality, hazardous waste, solid waste, and ground water and surface water quality.

The MPCA was created in 1967, replacing the Water Pollution Control Commission that was established in 1945. The agency was given all of the powers and duties of the commission, and was also directed to establish air-quality standards and make recommendations on solid-waste disposal and land use. In 1969, the legislature increased the agency's water-pollution control authority, more fully described the agency's air-pollution standards and permit authority, and gave it the power to adopt standards and regulations for the collection, transportation, and disposal of solid waste. Over the years, additional responsibilities have been added, such as hazardous waste regulation and cleanup.

Who Does What at MPCA?

The MPCA Citizens' Board sets agency policy and direction and takes action on certain other significant or controversial issues. Under the authority of delegations from the MPCA Citizens' Board, the commissioner directs the day-to-day work of the agency's staff of approximately 700 people, located in eight offices throughout Minnesota.

Agency Activities:

The MPCA is composed of three divisions. The Majors and Remediation Division runs regulatory programs that address air emissions, water discharges and hazardous waste generated by larger businesses and municipalities in Minnesota. Most cleanup programs are also administered through this division.

The Regional Environmental Management Division administers programs for smaller, more dispersed sources of pollution. Many of this division's programs focus on water and solid waste.

The Environmental Outcomes Division oversees most of the monitoring activities conducted by the agency, as well as managing the data collected. Staff in this division interpret this data and use it to report environmental results. This information is also used to set environmental standards.

Two other portions of the MPCA -- the Office of Agencywide Management Systems and the Office of Strategic Resource Management -- oversee the agency's business operations. Examples of these operations include computer systems, vehicle fleets, human resources, fiscal management, etc.

MPCA staff conduct the following fundamental pollution control activities:

- **Testing and research** to identify problems;
- **Developing environmental priorities** and strategies;
- **Setting standards and developing rules** to protect people and the environment;
- **Developing permits** to control activities that affect the environment;
- **Providing technical assistance** and training;
- **Outreach and education** to schools, organizations and the general public;
- **Encouraging and integrating** pollution-prevention efforts;
- **Responding to emergencies**; and
- **Taking enforcement action** to make sure rules are followed.

Citizen Participation and Appointment:

- **Advisory Council on Water Supply Systems and Wastewater Treatment Facilities**
- **Listed Metals Advisory Council**
- **Minnesota Pollution Control Agency**
- **Small Business Air Quality Compliance Advisory**

Council

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Services Provided by MPCA District Offices

In general, MPCA offices are organized to provide products and services in four general areas: major facilities, regular facilities, community and area-wide programs, and site remediation or cleanup. "Major" facilities are those companies or businesses with large volumes of emissions, or ones that may hold several permits issued by the MPCA. Examples of facilities that might be considered major facilities include refineries, large manufacturing companies, mining operations, and electric utility companies.

"Regular" facilities are those types of businesses whose environmental responsibilities are somewhat less complex. Examples of regular facilities include solid waste facilities, gas stations, dry cleaners, municipal facilities, and auto body shops.

Unlike the regulatory activities mentioned above, community and area-wide programs are typically voluntary in nature. Examples of community and area-wide programs include financial and technical assistance programs such as the Clean Water Partnership and Stormwater Erosion Prevention programs, and educational programs that focus on issues such as motor vehicle pollution.

Staff who work on site remediation programs assist businesses, local governments and developers properly clean up soil and ground water in areas where pollution has contaminated them. Examples of cleanup programs include Superfund, the Voluntary Investigation and Cleanup Program, the Leaking Underground Storage Tank program, and emergency response activities.

Businesses and individuals unsure who to contact about environmental questions should start by calling the MPCA's general information number or one of its help lines. Staff answering these phones can answer most general questions and will refer callers to other agency experts as needed.

• General Information:

(651) 296-6300 or toll-free at 1-800-657-3854

- **Air Quality Complaint Line:** (651) 296-7300
- **Asbestos Hot Line:** (651) 297-8685

Customer Assistance Center (CAC): (651) 297-2274 or toll-free: 1-800-646-6247. CAC handles:
  - Air Quality Permit Line
  - Hazardous Waste Help Line
  - Water Quality Help Line

- **Feedlot Program Help Line:** 1-877-333-3508
- **Individual Sewage Treatment Systems (ISTS)** Information Line: (651) 282-6246
- **Small Business Assistance Program Hot Line:** (651) 282-6143 or toll-free: 1-800-657-3938
- **State Duty Officer (24 hour)** (to report oil or chemical spills and other environmental emergencies): (651) 649-5451 or toll-free at 1-800-422-0798
- **Storage Tanks Hot Line**: (651) 297-2274 or toll-free: 1-800-646-6247

Depending on the issue or topic and the location of the person needing assistance, citizens or businesses may receive products and services from MPCA staff in any one of eight offices located throughout Minnesota.

Additional information about these offices, maps and driving directions are available on the MPCA website at *www.pca.state.mn.us.*

MPCA Area Offices:

St. Paul Office - (651) 296-6300; toll-free: (800) 657-3864
520 Lafayette Road North, St. Paul, MN 55155-4194

Brainerd Office - (218) 828-2492
1800 College Road South, Baxter, MN 56425

Detroit Lakes - (218) 847-1519
Lake Avenue Plaza, 714 Lake Avenue, Suite 220,
Detroit Lakes, MN 56501

Duluth Office - (218) 723-4660
525 South Lake Avenue, Suite 400, Duluth, MN 55802

Mankato Office - (507) 389-5235
1230 South Victory Drive, Mankato, MN 56001

Marshall Office - (507) 537-7146
1420 East College Drive, Suite 900, Marshall, MN 56258

Rochester Office - (507) 285-7343
18 Wood Lake Drive S.E., Rochester, MN 55904

Willmar Office - (320) 214-3786
201 28th Avenue S.W., Willmar, MN 56201

Permitting

The MPCA issues permits to a wide variety of businesses and public facilities that generate pollutants or dispose of waste.

Air Quality Permits

The MPCA issues air quality permits as required under state and federal laws. Permits are typically required for power plants, refineries, asphalt plants, incinerators, boilers, grain elevators, and many industrial facilities. The permits include emission limits to assure compliance with state and federal rules, protect the ambient air quality, human health, and the environment.

Permits are normally issued for a period of five years. Determining whether or not a facility needs to obtain an air quality permit and its cost depends on the type and amount of pollutant generated. For more information about air quality permits, go to the MPCA website at *http://www.pca.state.mn.us/air/permits/index.html* or call the Air Quality Help Line at (651) 297-2274, toll-free 1-800-646-6247.

Hazardous Waste Permits

The MPCA regulates facilities that generate, store, treat, and dispose of hazardous wastes. Businesses or facilities that deal with hazardous waste are typically required to obtain permits or pay fees.

Determining what type of permit or fee a business or facility needs to pay depends on the types of waste generated and in what amount. To learn more about hazardous waste rules and regulations, go to the MPCA website at *http://www.pca.state.mn.us/waste/pubs/business.html* or call the MPCA's Hazardous Waste Help Line at (651) 297-2274, toll-free 1-800-646-6247.

Solid Waste Facility Permits

Sanitary landfills, demolition landfills, solid waste transfer stations, and industrial-waste disposal facilities need a technical review and permit from the MPCA before they open for operation. Existing facilities that wish to expand also need to have their plans reviewed and permitted.

For more information about permits for facilities that handle solid waste, visit the MPCA's website at *http://www.pca.state.mn.us/waste/index.html* or call the MPCA office nearest you.

Storage Tank Systems

Owners and operators of underground and aboveground storage tanks are required to register their tanks and tank systems with the MPCA, call (651) 297-8664 for details. Storage tanks also need to meet certain standards to ensure that they do not leak and contaminate soil and groundwater.

To find out more about rules and regulations covering storage tanks, visit the MPCAs website at *http://www.pca.state.mn.us/cleanup/tanks.html* or call the agency's Tanks Help Line at (651) 297-2274. Tanks with more than one million gallons require a permit. Call (651) 297-8618 for more information.

Water Quality Permits

The MPCA issues water quality permits to businesses and public facilities that discharge wastewater to Minnesota waterways. Permits are also required for some businesses that discharge wastewater to sewer systems, large septic tank and drainfield systems, and to irrigation systems. Permits are sometimes required for construction projects to control erosion. The permits include discharge limits to assure compliance with state and federal rules, protect water quality, human health, and the environment.

Determining whether a facility or activity requires a water quality permit depends on the type of pollutant being discharged and in what amounts. To learn more about the types of water quality permits are issued by the MPCA, visit the agency's website at:

http://www.pca.state.mn.us/water/permits/index.html or call the Water Quality Help Line at (651) 297-2274.

Small Business Assistance Program

Small businesses — generally defined as independently owned and operated businesses with fewer than 100 employees — can receive free, nonregulatory environmental assistance from the MPCA's Small Business Assistance Program. The program provides small businesses with compliance assistance, education and outreach.

The focus of this program is on compliance assistance, but there is also an emphasis on pollution prevention opportunities to get small businesses out of the regulatory loop or into a less burdensome regulatory process.

For more information about the services provided through the Small Business Assistance Program, go to the MPCA website at: *http://www.pca.state.mn.us/programs/sbap_p.html* or call the Small Business Assistance Program Help Line at (651) 282-6143, toll-free: 1-800-657-3938.

Other MPCA activities

In addition to the regulatory and voluntary programs administered through MPCA district offices, other divisions collect and analyze data, develop programs and policy, and set strategic directions for the agency.

The **Environmental Outcomes Division** (651) 296-7331 is responsible for monitoring the environmental condition of the state, identifying threats and impacts to ecosystem health, setting environmental goals and standards, measuring progress in achieving environmental goals, and reporting on results.

The MPCA regularly measures specific environmental conditions throughout the state. Air pollution is measured at more than 50 locations. Lakes, rivers, and groundwater aquifers are monitored at hundreds of sites. Additional water and soil samples are collected at solid-waste facilities, hazardous-waste sites, spill sites, and other locations. The information gathered is critical to detecting problems, devising solutions, and setting standards.

Be a Part of the Process

As a public agency working to protect the public and the environment, everything done at the MPCA is open to public scrutiny. Staff deal daily with issues affecting the health, safety, and livelihoods of Minnesotans, and they have a right to know what is being done on their behalf – and what they can do, in turn, to help protect the state's natural resources. In addition to using the publications and other outreach programs, the public can participate in the activities in several other ways.

Influence the Decisions

Recognizing that some of the MPCA's decisions would be neither easy nor universally popular, the legislature put at the head of the MPCA a board of Minnesota citizens, who make policy decisions in a public forum where issues are openly debated. Under delegations from the citizens' board, the MPCA commissioner directs the day-to-day work of the agency's staff.

The board members are appointed by the governor and are approved by the state Senate. They serve four-year, staggered terms, and by law, one member is an expert on agriculture, another represents labor interests, and the chair is the MPCA commissioner, who is also appointed by the governor. Other members represent various geographic areas and occupational backgrounds, which have included law, business, medicine, citizen advocacy, and environmental science.

The board meets regularly the fourth Tuesday of each month at the agency offices in St. Paul, and in special sessions and in various parts of the state as the need arises. Information on the MPCA Citizens' Board's agenda is available by calling the board secretary at (651) 296-6300 or toll-free and TTY at 1-800-657-3864.

Identify the Problems

Many of the state's most serious pollution problems were first identified because a concerned citizen called the MPCA, providing valuable assistance to agency investigators. Each year, the MPCA receives and responds to hundreds of citizen complaints and tips about illegal dumping, leaks and spills, illegal burning, and airborne pollution that can harm Minnesota's natural resources. The MPCA depends on all Minnesotans to be environmental watchdogs. The identities of people informing MPCA about pollution problems are kept strictly confidential, as required by law.

Potential environmental problems can be reported to the MPCA by calling the agency's general number at (651) 296-6300 or toll-free at 1-800-657-3864 (TTY users can call 1-800-282-5332). Citizens can also report pollution problems through the MPCA's website at *www.pca.state.mn.us/complaints/html.*

Help Make the Rules

The state rulemaking procedure provides many points for citizens to become involved. When the MPCA proposes a new pollution control rule, a notice appears in the weekly *State Register.* In addition, the agency will notify interested individuals by mail and, if possible, place a notice in publications that reach those who might be affected by the rule. In routine rulemaking, the notice is followed by a 30-day public comment period. The agency may modify or withdraw the rule in response to public comment.

Give Ideas on the Permits

Major or controversial permits are put on public notice in local newspapers. Interested people are notified, and notices may be placed in other publications. Public comment periods on these major or controversial permits are generally 30 days. The agency may change proposed permits in response to the public comments received.

The public may comment on any proposed permit, request an informational public meeting or request the MPCA Citizens' Board to order a contested-case hearing. A contested case hearing is a legal procedure in which arguments about the facts of a permit are presented before an administrative law judge. These hearings are intended to provide information that will aid the MPCA Citizens' Board in making decisions on permits.

Publications

Hundreds of fact sheets, guidance documents, reports, and other publications are available from the MPCA. Many are designed to help regulated parties understand and comply with environmental rules and regulations. Others are designed for a more general audience and are written to provide an overview of agency programs and activities.

Nearly all MPCA documents are available on the agency's website at *www.pca.state.mn.us/publications/index.html,* or by calling the Public Information Office at (651) 296-6619, toll-free: 1-800-657-3864.

Minnesota Environment

Minnesota Environment magazine is the MPCA's premier publication. The mission of this magazine is to provide Minnesota citizens and businesses with the information they need to protect and improve the environment.

Minnesota Environment focuses on good solutions to common environmental problems. It also explores emerging environmental issues in Minnesota, and the impacts those issues are having, or are likely to have. And because activities here in Minnesota can have effects elsewhere, some articles in this magazine will examine national or global environmental issues we contribute to and can help alleviate.

Each edition of *Minnesota Environment* also includes a "Compliance Matters" section which contains information of particular interest to businesses that need timely information about environmental rules and regulations. Readers will also find a training calendar listing events that provide opportunities to keep current with, and learn more about environmental management.

Minnesota Environment is available online at *www.pca.state.mn.us/publications/mnenvironment/index.html.* To be added to the publication's mailing list, call the Public Information Office at (651) 296-6619, toll-free: 1-800-657-3864.

Environmental Guide for Small Businesses in Minnesota

The *Environmental Guide for Small Businesses in Minnesota* was designed to acquaint small manufacturers with Minnesota's environmental regulations. The goal of the guide is to give readers enough information so that they can quickly determine if their business is subject to a particular regulation and places to go for more help.

For more information about the guide, go to the MPCA website at *www.pca.state.mn.us/industry/sbeg/index.html* or contact the MPCA Small Business Assistance Program (651) 282-6143 or 1-800-657-3938.

Volunteer Monitoring Programs

The MPCA runs two cooperative programs that combine the technical resources of the agency and the volunteer efforts of citizens statewide who collect water-quality data on their lakes and streams. These programs greatly multiply the MPCA's water-quality sampling capabilities, while volunteers learn about the water quality in their region and the causes and effects of water pollution.

Citizen Lake Monitoring Program (CLMP)

The CLMP involves voluntary participation of citizens residing on or near lakes or those who are frequent lake users. These participants are asked to take weekly transparency measurements on their lake during the summer using simple tools. At least eight to 10 readings per season are required in order to adequately define each summer's water quality. Data is used to analyze water quality trends and provide a basis for water quality goal setting.

Any person or group willing to devote a small amount of time and energy to conduct simple water-quality checks on a regular basis can become a volunteer monitor. This includes anyone who lives on or near a lake or is a frequent user of a particular lake. The only restriction is that volunteers need to have access to a boat or canoe in order to take the transparency readings.

To learn more about the CLMP, go the MPCA website at *www.pca.state.mn.us/water/clmp.html* or call (651) 282-2618 or toll-free: 1-800-657-3864.

Citizen Stream Monitoring Program (CSMP)

The CSMP combines the knowledge and commitment of interested citizens with the technical expertise and resources of the MPCA to develop a more comprehensive statewide network for monitoring our state's 92,000 miles of streams.

During summer months, volunteers use simple tools and observations to gather data about stream water quality. Any person or group willing to devote a small amount of time and energy to conduct simple stream checks on a regular basis can become a volunteer monitor.

To learn more about the CSMP, go the MPCA website at *www.pca.state.mn.us/water/csmp.html* or call (651) 296-7187, or toll-free: 1-800-657-3864.

Technical Assistance and Training

Information and training services provided by MPCA reach thousands of Minnesota's businesses, organizations and individuals each year. The MPCA helps the regulated community meet the requirements of pollution rules using written materials, workshops, informational phone lines, technical newsletters, conferences, and speakers. In addition, most of this information is provided electronically through the agency's website at *www.pca.state.mn.us,* allowing anyone to access these materials at their convenience and free of charge.

MPCA Library

The MPCA library is also open to the public for on-premise use of the materials. Available documents include more than 70,000 EPA publications, copies of most MPCA publications and online computer access to over 300 databases and 3,500 books, directories, and technical documents. The library also loans educational videos to schools and other organizations. For additional details, call the MPCA library at (651) 296-7719 or toll-free: 1-800-657-3864.

Harmful Substance Compensation

The Harmful Substance Compensation Act was created by the 1985 Legislature to compensate people who suffer certain kinds of injury or property damage due to exposure to harmful substances in Minnesota.

Personal Injuries

Injuries eligible for compensation are those caused by exposure to disease, illness, or disability, such as cancer, organic nervous-system disorders, reproductive disorders or physical deformities; an acute disease or condition that is obvious after limited exposure to the harmful substance; and death, including medical expenses and benefits to the surviving dependents, provided the person responsible for the release of the harmful substance is unknown or unable to compensate the victim.

Compensation may be given for the following personal-injury losses: medical expenses not covered by other sources, such as insurance or social security; lost wages to a limit of $24,000 per year; lost household labor to a limit of $24,000 per year; death benefits to survivors to a limit of $2,000 per month. The maximum award cannot exceed $250,000.

Injuries that result from workplace exposures and for which an award is made under workers' compensation are not eligible for an award, nor are injuries caused by the use of consumer products. The person responsible for the release of the harmful substance cannot file a claim.

Property Damage

For contamination at a person's principal residence, eligible damages include the cost of replacing or decontaminating drinking water at the home, the losses for the sale of a home at less than appraised market value, and the increased cost to maintain two residences when

caused by the inability to sell the property due to contamination. For eligible property damage, the compensation is limited to $25,000 for each loss and the compensation for loss on the sale of home is limited to 75 percent of the difference in appraised market value and the selling price.

Time Frame for Filing a Claim

A personal-injury claim must be filed within two years after the injury, and its connection to exposure to a harmful substance was discovered or reasonably should have been discovered. A property damage claim must be filed within two years after the full amount of compensable losses can be determined.

How to File a Claim

For more information on filing a claim, contact the MPCA Commissioner's Office, (651) 296-6300, toll free 1-800-657-3864, TTY (651) 282-5332.

Private Detective and Protective Agent Services Board

1430 East Maryland Avenue, St. Paul, MN 55106
Phone: (651) 793-2666 Fax: (651) 793-7065
Website: *www.dps.state.mn.us/pdb/* E-mail: *mn.pdb@state.mn.us*
Executive Director Marie Ohman

Minnesota Statutes, Sections 326.32 - 326.339; ***Minnesota Rules***, Parts 7506.0100-.0180

THE PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD reviews applications for private detective/investigator and protective agent (security) licensing. The board determines whether statutory requirements have been met and subsequently renders a decision to grant or deny licensing. The board also reissues licenses and addresses complaints.

Citizen Participation and Appointment:

• Board of Private Detective and Protective Agent Services

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board manages over 300 licensed private detectives and protective agents. The licenses issued by the board are for individual, partnership, and corporation business entities.

The board has an administrative office. Licensing information can be obtained by phone, e-mail or; or U.S. mail, as well as via the board's website (see above).

There is an application process required for each applicant, which includes the documentation of necessary experience for qualification, a $10,000 surety bond, and proof of financial responsibility documentation. The latter can be demonstrated in one of three ways, as prescribed in statute and administrative rule: 1) liability insurance; 2) a net worth statement; or 3) an irrevocable letter of credit from a banking institution.

FEES:

Application fee - $25. License fees are dependent upon the type of license and the level of licensing being applied for. License fees for private detectives are: $1,000 for individual, $1,700 for partnership, and $1,900 for corporate level licenses. License fees for protective agents are: $800 for individual, $1,600 for partnership, and $1,800 for corporate level licenses. Fees are subject to change.

A license holder is eligible to seek license reissuance every two years. A fee for license reissuance will vary, depending on the number of employees a license-holder may have. Currently, the fees for private detective reissuance range from $540 to $1,220. Protective agent reissuance fees range from $480 to $1,160. Fees are subject to change.

Mandatory training is also required for those entering the fields of private investigation and protective agent services, as well as continuing training on an annual basis. There is additional mandated training for license holders who arm employees. Those effected by this training are license holders, qualifying personnel, employees, and any corporate officers or partners who perform licensable functions.

Board of Psychology

2829 University Avenue S.E., Suite #320, Minneapolis, MN 55414-3237
Phone: (612) 617-2230 Fax: (612) 617-2240
Website: *www.psychologyboard.state.mn.us* E-mail: *psychology.board@state.mn.us*
Executive Director Pauline Walker-Singleton

Minnesota Statutes, Sections 148.88-149.98; ***Minnesota Rules***, Parts 7200.0100-7200.3840 and 7200.4500-7200.6170

THE BOARD WAS CREATED BY STATUTE IN 1973, succeeding the certification board, and began licensing in November, 1974. In 1982, the rules underwent major change and further major amendments were made in 1989. As of July 1, 1991, 2,600 psychologists were licensed to engage in private practice. Major changes were made in the law, effective August 1, 1991. Board meetings are held about 10 times per year.

Citizen Participation and Appointment:

• Board of Psychology

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The board grants and renews licenses for the independent and supervised practices of psychology; receives complaints against applicants and licensees and disciplines licensees upon proof or admission that the law or board rule has been violated; and registers professional psychology corporations organized under *Minnesota Statutes*, chapter 319A.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the objective examination and an examination on the laws and rules of Minnesota having to do with the practice of psychology. Educational requirements for licensure as a licensed psychologist (LP): at least a doctoral degree with a major in psychology as defined in the rules; for licensure as a licensed psychological practitioner (LPP): at least a master's degree or equivalent of a master's degree in a doctoral program with a major in psychology as defined in the rules. The employment requirement for LP licensure is at least one full year of post-degree full-time supervised employment (or the equivalent in part-time employment) in providing psychological services. There are no pre-licensure employment requirements for LPP licensure.

Applicants who meet education requirements may apply to sit for the objective examination at any time after receiving the degree upon which licensure is based, by filing an examination application with the current examination fee.

Waiver of the objective examination may be granted to applicants who are Diplomats of the American Board of Professional Psychology or who were licensed in another state before the exam was required in the other state. Examinations are held monthly. The cut score for examinations is currently a scaled score of 500. Application information and materials are available at the board office and may be requested by mail, phone, or in person.

The board may suspend, revoke, place conditions or restrictions on or refuse to grant or renew the license of any licensee who violates a law or rule enforced by the board. Complaints must be in writing and may be submitted on forms obtained from the board office.

After licensure, information in licensee's application files is public and may be given by phone.

Professional corporations organized by psychologists under *Minnesota Statutes*, chapter 319A must register with the board and file annual reports by January 1 of each year.

FEES:

LP licensure	$500.00
LP license renewal (biennially)	$500.00
LP late renewal fee	$250.00
LPP licensure	$250.00
LPP license renewal (biennially)	$250.00
LPP late renewal fee	$125.00
Corporation registration	$100.00
Corporation re-registration (annually)	$ 25.00

Minnesota Racing Commission

Office Address: **1100 Canterbury Road;** ***Mailing Address:*** **P.O. Box 630, Shakopee, MN 55379-0630**
Phone: (952) 496-7950 Fax: (952) 496-7954
Website: *www.mnrace.commission.state.mn.us*;
Executive Director Richard G. Krueger

Minnesota Statutes, Chapter 240 and Sections 609.76-.762; ***Minnesota Rules***, Chapters 7870-7899

THE MINNESOTA RACING COMMISSION WAS CREATED to regulate horse racing and card club operation in order to ensure that it is conducted in the public interest. The commission strives to achieve its mission by carrying out the regulatory activities authorized by state statutes and rules. By licensing all individuals, including those persons who own and/or operate a racetrack and card club facility as well as those individuals who work for or participate in racing at a racetrack and card club facility the Racing Commission provides reasonable assurance that the persons who participate in pari-mutuel horse racing and card playing are competent and possess the necessary knowledge and skills appropriate to their occupations.

Citizen Participation and Appointment:

• Breeders' Fund Appropriations Advisory Committee
• County Fair Racing Advisory Committee
• Minnesota Racing Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Background

In November 1982, the Minnesota voters approved a constitutional amendment allowing pari-mutuel horse racing. In response to that public mandate, in 1983, the Minnesota Legislature enacted *Minnesota Statutes*, Chapter 240, which created and empowered the Minnesota Racing Commission. During the 1999 session the legislature authorized the operation of a card club at a licensed racetrack.

The Racing Commission consists of a nine-member commission as well as an executive director and support staff. Prescribed qualifications for commission membership include being a Minnesota resident for five years before appointment and there can be no more than five members of the same political party serving on the commission at the same time. Appointees must file a bond of $100,000. Members must file with the Campaign Finance and Public Disclosure Board. Commissioners are appointed by the Governor and confirmed by the senate. Terms are staggered and are for six years. Board/council member compensation for commissioners is $55 per day plus expenses.

All meetings of the commission and its subcommittees are open to the public. Commission meetings are generally held the third Wednesday of every month at 1:00 PM in the Board Room at Canterbury Park. Subcommittee meetings are held at the call of the chair of each of the respective committees or subcommittees.

The Racing Commission currently has two advisory committees that provide assistance to the commission and staff. The County Fair Racing Advisory Committee advises the Racing Commission regarding pari-mutuel and non-pari-mutuel standardbred horse racing in the

state, including the distribution of purse and purse supplement monies among the various venues that conduct harness racing. The Thoroughbred Breeders' Fund Appropriations Advisory Committee advises the Racing Commission regarding breeding industry rules, the distribution of thoroughbred breeders' fund awards and purse supplements and other issues as requested by the commission. The members of both of these committees are appointed by the commission and serve for two years. Committee membership is made up of individuals who are involved in the state's horse racing and/or breeding industries.

Licensing Activities of the Commission

The Racing Commission licenses persons and organizations to operate a race track and card club, oversees the conduct of pari-mutuel horse racing and card playing, enforces and collects all applicable taxes and license fees, manages the Minnesota Breeders' Fund, and administers equine research monies.

The Administrative and Licensing office of the Racing Commission is located at 1100 Canterbury Road, Shakopee, Minnesota. The administrative office is open Monday through Friday from September through April and Tuesday through Saturday, during the love racing season, from May through August. Licensing is conducted Tuesday through Saturday from September through April and Wednesday through Sunday during the live racing season from May through August.

Any individual interested in working at a licensed racetrack or card club must obtain an occupational license from the Minnesota Racing Commission. Racing Commission licenses fall into four categories: Class A, Class B, Class C, and Class D.

• Class A Licenses -

Class A licenses are issued to the owners of a racetrack facility. When originally applying for a Class A license, the owners must submit an application which includes the following affidavits and disclosures: ownership and control, character information, improvements and equipment, development process, financial resources, financial plan, governmental actions, management, public service, impact of the facility, public support and opposition, effects on competition, assistance in preparation of application, and personal information and authorization for release. The license requires an annual fee of $253,000 payable on July 1 each year.

• Class B Licenses -

Class B licenses are issued to the racetrack operator(s). Initial license application guidelines and format for a Class B license are the same as for a Class A license, except that a disclosure of the development process and a disclosure of economic impact are used in place of the impact of the facility. Annual renewal of the Class B license occurs upon assignment of next years race days and payment of the license fee is due on July 1 each year. The cost for a Class B license is $500 for each day on which live racing is assigned, and $100 for each day on which full card simulcasting is assigned. Legislation passed in 1999 permits the operation of a card club by a Class B license holder after Racing Commission approval of a plan of operation.

First-time applicants for Class A and B licenses must, by law, pay for the actual costs of a background investigation conducted by the Division of Alcohol and Gambling Enforcement of the Department of Public Safety. License applications must be accompanied by a certified check or bank draft in the amount of $10,000. Actual costs exceeding $10,000 must be paid within ten days after receipt of a bill from the commission.

• Class C licenses -

The commission issues Class C, occupational licenses to all persons employed at licensed racetracks. This is done to insure the integrity of horse racing and card playing in Minnesota. Class C licenses are renewable on a yearly basis at the discretion of the commission and are subject to suspension or revocation upon misconduct and/or violation of racing and gaming laws and rules. Pursuant to state statute, no licenses will be issued to those persons with past or pending felony convictions.

Class C Occupational License Fees Are As Follows:

Bloodstock agent	$100.00
Concessionaire/vendor	$100.00
Concession/vendor employee	$15.00
Driver (harness)	$35.00
Exercise rider	$20.00
Farrier	$35.00
Farrier's assistant	$15.00
Gate crew	$15.00
Groom/hot-walker	$10.00
Horsepersons' bookkeeper	$25.00
Jockey	$35.00
Jockey agent	$35.00
Jockey, apprentice	$35.00
Owner, individual	$35.00
Owner, multiple, corporate, partnership, or stable	$35.00
Pari-mutuel clerk	$15.00
Pony rider	$15.00
Racing official	$35.00
Stable supervisor	$10.00
Trainer	$35.00
Trainer, assistant	$20.00
Valet	$10.00
Veterinarian	$100.00
Veterinary assistant	$35.00
Association employees, temporary full time or temporary part time	$15.00
Association staff, permanent full time	$35.00
Owner/trainer/driver	$25.00
All applicants, with the exception of an owner/driver/trainer who participate at a Class B or D licensed facility where the meet to be conducted is seven or fewer days	$10.00

Many of these Class C license categories carry certain requirements for licensure, i.e., prior experience, references, etc. Applicants for Class C licenses are advised to contact the commission licensing office (952) 496-7952.

• Class D licenses -

Class D licenses are issued to county agricultural societies or nonprofit corporations that conduct and manage horse racing on which pari-mutuel wagering is conducted during the county fairs. The Class D license fee is $50 for each racing day on which racing is actually conducted. Pursuant to Minnesota law, the director may require applicants for a Class D license to pay the costs of a background investigation conducted by the Alcohol and Gambling Enforcement Division of the Department of Public Safety.

Complaints

The commission handles complaints from the public regarding events and occurrences at licensed pari-mutuel racetracks and card clubs in Minnesota. The commission will investigate the merits of each complaint in a timely manner and report back to the complainant. Complaints should be made in writing and addressed to the executive director.

The Minnesota Breeders' Fund

The Minnesota Breeders' Fund, which was created pursuant to *Minnesota Statutes* 240.18, serves as an incentive to the horse racing and breeding industry in the State of Minnesota. According to *Minnesota Statutes* 240.15, the fund earns 1 percent of the amount wagered on each live racing day, according to *Minnesota Statutes* 240.13, Subd. 5(a) the fund earns 5.5 percent of the take-out on each day of full card simulating and according to *Minnesota Statutes* 240.135; the fund receives 10 percent of the amount set aside for purses from card club operations.

Four separate funds have been established; one each for thoroughbreds, quarter horses, Arabians and Standardbreds. Each fund provides incentive monies to breeders, owners, and/or stallion owners. To participate in the Minnesota Breeders' Fund program broodmares, stallions and foals must be registered with the Minnesota Racing Commission. For further details and registration forms you can contact the Breeders' Fund Administrator at (952) 496-7950.

Twenty percent of the available Breeders' Fund money is expended in the form of grants for equine research and related education at the University of Minnesota's School of Veterinary Medicine,

for public information and education projects, and to help fund the commission's substance abuse awareness and chemical dependency programs at licensed racetracks.

Equine Research Grants

Individuals or organizations interested in applying for Equine Research grant monies should contact the Racing Commission's executive director at (952) 496-7950. Proposals should include the objective of the project, justification of need, methods proposed, names and roles of persons who will provide the services, a detailed itemized budget, duration of the project, a contact individual should more information be required, and any other information which will assist the commission in evaluation of the proposal.

Racing Analytical Laboratory

The Minnesota Racing Commission contracts for its racing analytical laboratory services with Truesdail Laboratories in Tustin, California. Blood and urine sample from several horse in each race are tested throughout the live race meet are tested at this laboratory for the presence of prohibited drugs. The cost of this testing is borne by the racetrack at which the races are run. The Racing Analytical laboratory participates in the Quality Assurance Program of the Minnesota Racing Commission.

Publications Available

The following materials are available free of charge:

• Class A, B, & D license application guidelines and format are available by contacting the Racing Commission.

• Class C License applications available include Class C License Application, Appointment of Authorized Agent, Appointment of Jockey Agent, Multiple Owners Application, Vendor Application, Stable Name Registration and Individual Owners License application.

• Pertinent to Minnesota Breeders' Fund there are three registration forms that can be obtained from the Commission -- Registration of Foal, Broodmare Registration Application, and Stallion Registration Application.

• The Racing Commission's Annual Report for the preceding year is available after February 15.

The above applications and materials are available from the Racing Commission office or by calling (952) 496-7950.

RETIREMENT SYSTEMS

Public Employees Retirement Association (PERA)

60 Empire Drive, Suite 200, Saint Paul, MN 55103-2088
Phone: (651) 296-7460 Fax: (651) 296-8392 Nationwide toll-free: (800) 652-9026
Website: *www.mnpera.org*
Executive Director Mary Most Vanek (651) 296-8358

Minnesota Statutes, Chapter 353, 353A, 353B, 353D, 353E, 353F, 356, 356A, and 356B; ***Minnesota Rules***, Chapters 7950-7999

THE PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA) exists to provide retirement, disability, and survivor benefits to the State's local government employees. The agency's mission is to provide secure retirement to members of the retirement plans administered by the PERA by providing benefit and services that they will value and trust. The PERA provides no general services to the public-at-large. Participants of the PERA retirement plans can call or visit the office, or can contact PERA via its website, at any time to receive information about their accounts and to determine the type and amount of benefit to which they are entitled.

Citizen Participation and Appointment:

• Public Employees Retirement Association (PERA)

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Agency Organization and Structure

Management of the agency is vested in the executive director who, by statute, serves as the chief executive officer. The State Board of Investment is responsible for investing all of PERA's assets. Policy and appeal procedures are vested in PERA's 11-member board of trustees. The Office of the Attorney General serves as the agency's legal advisor, and the board's actuarial consultant is Mercer Human Resource Consulting.

PERA is governed by its board of trustees who direct and delegate to the executive director the daily management of the agency's activities. The board meets the second Thursday of each month in the Board Room of the Retirement Systems' Building at 60 Empire Drive. Any complaints or appeals may be brought to the attention of the board at one of those monthly meetings. Generally meetings begin at 9:30 a.m. PERA board meetings are governed by the state's open meeting law, and the dates and times are published each month in the *State Register.*

The executive director works with one assistant executive director and two division managers to ensure that the plans are administered in accordance with the governing statutes and all applicable policies and regulations. The division of work includes:

Account Information Management Division

(651) 297-3102, Cheryl Keating, manager. This division collects and records all personal and contribution data pertaining to all eligible plan participants. It also provides direction and assistance to participating local government entities to ensure that local government employees are properly enrolled in the appropriate plan and that contributions are withheld and promptly sent to PERA for investment. This division also has assumed responsibility for administering the agreement between the state and the federal government relating to Social Security coverage for Minnesota's public employees. Additional staff members within this division maintain the paper, microfilmed and electronically imaged files maintained on all current and past PERA participants.

Pension Services Division

(651) 297-9255, Allen Eldridge, manager. This division responds to all requests from participants regarding their PERA accounts, as well as general questions from any caller regarding PERA's retirement plans and administration. It also provides phone and in-person counseling to

members seeking more information regarding their benefits and the process of applying for those benefits. It is this division's responsibility to ensure that all payments are sent out each month to the close to 60,000 benefit recipients. The Customer Service Call Center is part of the division and all incoming calls to PERA's toll-free and general phone number come through this call center.

Finance and Information Services Divisions

(651) 297-3573, David DeJonge, assistant executive director. The Finance Division prepares the agency budgets and financial statements. The staff members in this division maintain the agency's general ledger, process all requests for purchases, make all payments and process the agency personnel's bi-weekly payroll.

The Information Services Division develops and maintains the specialized programs used to administer the collection of contributions, maintenance of participant records and payment of benefits. The division includes system analysts, architects, and developers as well as a team of network and data administrators to ensure that PERA's networks, including the website, are maintained and continuously improved.

Communication

The PERA provides retirement planning services in the form of one-on-one member counseling. These sessions are offered in the office at 60 Empire Drive and at 26 locations throughout the state. A service schedule is mailed twice each year indicating where counseling sessions will be held and encouraging members to sign up in advance. Also provided are educational seminars in the form of Preretirement Planning Workshops and Dollars and Sense Programs. These sessions are intended to provide information to members nearing retirement and those in their early years of participation respectively.

A newsletter is also sent to PERA members periodically, generally three times each year. One newsletter is dedicated to active participants, and the other is dedicated to the interest of those individuals already receiving monthly benefit payments from PERA.

PERA's website is a valuable resource for newsletters, schedules of individual counseling and educational programs, and other important information of interest to active members, participating local units of government and benefit recipients. Individuals will also find many of PERA's forms and publications explaining the membership requirements and benefits available through PERA. They can also contact PERA through the web site and can expect a response to their e-mail within one business day following receipt of the message.

Background

Established by the Minnesota Legislature in 1931, the PERA currently serves the employees of over 2,100 local governmental entities. Included are employees of all cities, counties and those of the school districts who are not licensed teachers. PERA is the largest provider of public employee retirement services in the state, currently serving approximately 150,000 employees and another 30,000 individuals who have left public employment, but for whom benefits are not yet payable. The PERA assumed responsibility for administration of the state's agreement with the federal government governing participation in Social Security in August 2002.

Membership in PERA is defined by statute to include any person meeting the minimum salary requirements who performs services for a governmental subdivision and whose salary is paid in whole, or in part, from taxes, fees, assessments, or other public revenue sources. The agency administers four defined benefit plans including the Basic, Coordinated, Police and Fire, and Local Government Correctional Service Plan. PERA also administers a defined contribution plan for local government elected officials, volunteer ambulance personnel, and physicians employed by local government hospitals who choose this type of benefit coverage. Former municipal police and fire relief association members who chose to have PERA take over the administration of their plans are now participants in the PERA Police and Fire Plan.

Plan Funding

PERA pays benefits to eligible members and their beneficiaries in the form of retirement, survivor and disability benefits, or lump sum payments. Benefits are financed from three sources:

- Employee contributions;
- Employer contributions; and
- Investment earnings.

Generally, 75 percent of the revenues to fund PERA benefits come from investment earnings.

Assets: As of June 30, 2002, total assets for all plans administered by PERA exceeded $12 billion.

Trends

- PERA's membership has grown at a rate of 4 percent on average over the last decade.
- Vested, deferred members – those who are no longer actively employed for local government entities, but to whom benefits will eventually be paid – are the fastest growing segment.
- The number of individuals receiving benefits from PERA has increased annually at a rate of 5 percent over the same period.
- The number of members served by each staff member of the PERA staff has increased from 2,531 members for each employee in 1998 to 2,726 members for each employee in 2002.
- PERA comes in at 13th lowest of 49 similar plans in the cost to administer the benefits and services with which it is charged.

Minnesota State Retirement System

60 Empire Drive, Suite 300, St. Paul, MN 55103
Phone: (651) 296-2761 Fax: (651) 297-5238
Website: *www.msrs.state.mn.us*
Executive Director David Bergstrom

Minnesota Statutes, Chapters 3A, 11A, 352, 352B-352D, 356 and 490; ***Minnesota Rules***, Chapters 7900-7999

THE MINNESOTA STATE RETIREMENT SYSTEM ADMINISTERS separate retirement programs for state employees, correctional employees, unclassified employees, legislators, elective officers, judges and state patrol employees. The system directs a deferred compensation plan available to all Minnesota public employees and officials.

The administration of the system is vested in the executive director, while policy and appeal procedures are vested in its 11-member board of directors. The attorney general is the system's legal advisor. An actuarial firm, William M. Mercer Inc., acts as consultant to the system.

Citizen Participation and Appointment:

• Minnesota State Retirement System

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Agency Organization and Structure

The system is structured hierarchically with the board of directors at the top and in descending order the executive director, two assistant directors, who oversee five divisions. The divisions are: accounting, deferred compensation, employee services, records, and systems.

Accounting prepares agency budgets, financial statements, and tax reports.

Deferred Compensation manages administrative and counseling processes for the deferred compensation plan and the unclassified plan. This division monitors the deferred compensation plan, service organizations and insurance companies.

Employee Services provides information to state employees and former employees about their rights and benefits and computes and counsels employees about individual accounts.

Records processes all incoming records including employee and annuitant deaths, maintains addresses including direct deposit, and records retention and disposal.

Systems develops and maintains all data processing and associated procedures for the retirement system.

Complaints

Complaints and appeals may be addressed to the board. They will be handled at the next regular board meeting. Board meetings are usually held the third Thursday of January, March, May, July, September and November. The dates may be changed by the board. Information regarding the date and time of meetings is available by calling or writing the retirement office.

Background

The retirement system was established in 1929 as the State Employees Retirement Association. Its purpose was and is to help state employees plan for their retirement by automatically withdrawing a portion of their salary, each pay period, and place that money in a fund designed to accumulate dollars they can use during their retirement.

Interesting facts from the past about the system's growth:

In 1932 the first benefits were paid to 102 annuitants who received an average benefit of $77.

Membership was voluntary for state employees until 1941 when it became mandatory.

1950 was the first year that interest was paid on refunds. Then, interest was computed at 2 percent, compounded annually. During this decade, significant employer contributions began to be paid into the various plans and Social Security coverage began.

The State Employees Retirement Association was re-named the Minnesota State Retirement System in 1966.

In the 1970s the unclassified, correctional, state patrol, judges, legislators, elective officers and the deferred compensation plans were designed and added to the Minnesota State Retirement System. The five high-year average salary designation and new formula were established in that decade.

In the 1980s, the military affairs and pilot plans were added. The Rule of 90 began, and the deferred compensation plan added service representatives. Substantial cost-of-living increases began.

During the 1990s, survivor coverage was improved and the post-retirement, cost-of-living adjustment was modified.

Plan Funding:

The system provides income for covered employees or their beneficiaries upon retirement, disability or death. Benefits are financed from three sources:

- employee contributions;
- employer contributions; and
- investment earnings.

Assets:

As of June 30, 2000, total assets for all plans were $12.3 billion.

Investment:

The deferred compensation plan invests a portion of the employee's salary each pay period. The employee does not pay income tax on the invested portion until it is received, usually after retirement, and then it is taxed as regular income. The plan is voluntary and self-supporting through a small administrative charge.

15-Year Growth:

The growth of total benefit payments went from $27 million in 1981 to $292 million in 2000. The number of recipients grew from 10,949 to 21,500 during the same period. The increase in benefit payments came from three sources: larger numbers of retirees, higher pension payments caused by salary growth, and the Minnesota State Retirement System's cost-of-living provision, which has raised the benefit level for all Minnesota State Retirement System retirees.

Benefits:

You may apply for retirement benefits if you are a state employee covered by the Minnesota State Retirement System. Retirement, disability, and deferred compensation benefits are paid monthly. For employees who wish to be reimbursed for their employee contributions upon termination of state employment, refunds are paid in about four weeks after the retirement office receives your refund application.

Employee Education:

The system provides publications and retirement presentations that explain its program and various plans. Also the system's covered employees receive an annual statement updating their accounts. Plan representatives participate in pre-retirement planning classes. Covered employees must apply for all benefits. To receive the appropriate application for particular services and benefits, call or write to the retirement system.

Awards:

In 1994, the Minnesota State Retirement System received the national Public Pension Coordinating Council's Public Pension Principles Achievement Award. The Minnesota State Retirement System was one of 31 pension organizations to receive the award from among more than 1,000 pension funds nationwide.

The award recognizes public pension systems that adhere to high professional standards in the areas of comprehensive benefit protection, financial security, disclosure of information to members and sound investment policy. The council's membership includes the National Association of State Retirement Administrators, the National Council on Public Employee Retirement Systems, the National Council on Teacher Retirement and the Government Finance Officers Association.

Estimates:

MSRS provides account estimates for its participants upon request. As of a particular date, an estimate informs the employee of his or her approximate high five-year monthly salary, the amount that has been earned in regard to a single-life annuity and a service-credit percentage. No fee is charged for an estimate.

Minnesota Teachers Retirement Association

60 Empire Drive, Suite 400, St. Paul, MN 55103-4000
Phone: (651) 296-2409 Fax: (651) 297-5999 Toll free: (800) 657-3669
Website: *www.tra.state.mn.us*
Executive Director Gary Austin

Minnesota Statutes, Chapter 354

ESTABLISHED IN 1915, THE MINNESOTA TEACHERS RETIREMENT ASSOCIATION (TRA) provides benefits to over 125,000 active, inactive, and retired public school teachers. Along with retirement and disability benefits offered to eligible members, TRA also offers survivor benefits upon the death of an eligible member. Retirement benefits are based on a member's highest average salary for any consecutive 60-months of allowable service, age, and years of formula service credit at termination of service. TRA members belong to either the Basic or Coordinated Plan. Coordinated members are covered by Social Security while Basic members are not. All new TRA members must participate in the Coordinated Plan.

TRA is governed by an eight-member Board of Trustees consisting of five elected representatives, one representative of the Minnesota School Boards Association, the Commissioner of Education, and the Commissioner of Finance. Four of the five elected positions represent active teachers and one is a retired representative position. Trustees meet approximately seven times per year. Although the State Board of Investment manages all TRA pension fund investments, the trustees must exercise their fiduciary decisions in the same careful manner that they would use in making their own retirement decisions. The trustees also appoint an Executive Director who is responsible for the administrative management of the association.

The members, chief, and deputy administrative officers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Background

The first statewide plan providing retirement benefits for Minnesota public school teachers was established in 1915. The 1915 Fund was liquidated during the great depression but retirees continued to be paid prorated benefits out of the State General Fund. The last retiree from the "1915 Fund" died in 1988.

A successor statewide teachers retirement fund was established in August 1931. Until 1969, TRA benefits were calculated under a money purchase plan, similar to today's 401(k)-type plans. However, there were no state contributions until teachers retired and purchased an annuity with their own savings. As annuity payments were made to retirees on a quarterly basis, the state would make matching annuity payments of an equal amount.

TRA membership was made mandatory in 1957, as a condition of employment in Minnesota's public schools outside the first class cities of St. Paul, Minneapolis, and Duluth. The state, as employer, began advance funding by matching teacher contributions. In 1969, a defined benefit program based on career average salary and years of service replaced the money purchase program.

The High Five Average Salary Program was passed into law in 1973, further enhancing the defined benefit program. Some teachers with service prior to July 1, 1969, retained eligibility for the money purchase provisions.

The Minnesota Post Retirement Investment Fund (Post Fund) was created in 1980. The *Rule of 85* early retirement window was established in 1984. During the 32-month eligibility window, 961 Basic members and 1,417 Coordinated members retired.

In 1989, the legislature passed the most comprehensive package of uniform benefit improvements in the entire history of Minnesota's public retirement funds. Legislation in 1993 included features such as the permanent *Rule of 90* and less stringent early retirement reduction factors. The legislature also passed an early retirement incentive window for the three statewide retirement systems and the three first class city retirement funds. As a result of this window, approximately 2,000 teachers chose early retirement.

In 1997, TRA benefit provisions were again significantly improved. Formula multipliers per year of service were raised, and the employee and employer contributions were lowered. Retirees in the Post Fund were provided a permanent increase in their base retirement benefit, in exchange for a lower inflation guarantee (2.5 percent) in the annual post-retirement adjustment formula.

In September 2001, TRA moved into the Retirement Systems of Minnesota building at 60 Empire Drive, approximately one-half mile north of the State Capitol in St. Paul. The new facility was a joint project of the three statewide public pension funds -- the Teachers Retirement Association (TRA), the Public Employees Retirement Association (PERA) and the Minnesota State Retirement System (MSRS).

In 2002, satellite offices were opened in St. Cloud and Mankato.

Membership

Almost 72,000 active Minnesota public school teachers are building their pension benefits by contributing to the Minnesota Teachers Retirement Association.

Teachers employed in Minnesota's public elementary and secondary schools, and certain educational institutions maintained by the state (except those teachers employed by the cities of Minneapolis, Duluth, and St. Paul and by the University of Minnesota system) are required to be TRA members. State university, community college, and technical college teachers first employed by the Minnesota State Colleges & Universities (MnSCU) may elect TRA coverage within 90 days of first employment.

More than $80 million in benefits are being paid out each month to over 35,000 retirees and beneficiaries. Revenue used to fund member pension benefits comes from three sources -- employee contributions, employer contributions, and investment earnings. Teachers contribute 5 percent of their eligible salary and employers contribute a matching 5 percent. The greatest source of revenue is expected from investment earnings, which have historically accounted for more than three-fourths of TRA's total revenue.

Basic Retirement Funds

The pension contributions of active TRA members are invested through the Basic Retirement Funds (Basic Funds) administered by the State Board of Investment (SBI). The Basic Funds invest the pension contributions of most Minnesota public employees, including TRA members, during their working years. Contribution rates are set so that contributions plus expected investment earnings will cover the projected cost of promised pension benefits. The Basic Funds decreased 8.2 percent in fiscal year 2002. Over the last five years, the Basic Funds have generated an annualized return of 5.0 percent. As of June 30, 2002, the market value of the total Basic Funds was about $16.7 billion. TRA's share of the fund was approximately 37.7 percent or $6.3 billion.

Post Retirement Fund

When a member retires, TRA transfers assets on behalf of the member to the Minnesota Post Retirement Investment Fund (Post Fund). These assets finance monthly annuity payments paid to retirees. On June 30, 2002, the Post Fund had a market value of almost $17 billion. TRA retirees' portion of this value was approximately $7.7 billion or 45.3 percent. Annual adjustments to benefits are calculated in accordance with state law. The adjustment formula consists of an inflation component plus an investment component based on any net investment gains smoothed over the previous five years. Since the 1980 inception of the Post Fund, annual benefit increases have compounded to a total increase of more than 336 percent.

Member Services

Questions about TRA services, benefits, and retirement planning can be answered during a confidential, personal interview with a TRA retirement counselor. During the interview, members may receive free estimates of retirement, disability, and death benefits.

Group workshops are offered on topics that are important in the years before it is time to retire. *Your TRA Benefits: The Teaching Years* is designed with mid-career teachers in mind and provides general information. *Preparing for Retirement* is tailored toward members who are planning to retire within the next two years.

Appointments can be scheduled for the St. Paul, St. Cloud and Mankato offices by calling 800-657-3669 and then pressing "1" to connect with the appointment desk.

Valuable information can also be obtained through the *TRIB*, the quarterly newsletter, and the TRA website, *TRA Online*, at *www.tra.state.mn.us*.

Services are offered free of charge to eligible TRA members. Customer service representatives are available to answer questions and process requests for literature by calling (651) 296-2409 or 800-657-3669. Hours at the St. Paul office are 7:30 a.m. to 4:30 p.m. Monday through Friday.

FROST (Functional Redesign of Strategic Technologies) Project

In February 2000, the TRA Board of Trustees approved a business reengineering initiative to redesign business workflow and technology within TRA. This project will assist in achieving multiple goals such as better customer service and higher staff productivity. June 2000 marked the kickoff of the FROST Project, with full implementation scheduled for late 2004.

Awards

TRA received the *Certificate of Achievement for Excellence in Financial Reporting* for its past four Comprehensive Annual Financial Reports. Government Finance Officers Association of the United States and Canada awards the certificate on a yearly basis to government units and public employee retirement systems whose comprehensive annual financial reports achieve the highest standards in government accounting and financial reporting.

Department of Revenue

Office Address: **600 North Robert Street, St. Paul, Minnesota**
Mailing Address: **Mail Station 5555, St. Paul, MN 55146-5555**
Website: *www.taxes.state.mn.us*
Commissioner Dan Salomone (651) 296-3403 Fax: (651) 556-3133, or (651) 556-3100

Public Information Phone Numbers:

- **Income Tax Questions: (651) 296-3781**
- **Income Tax Forms: (651) 296-4444**
- **Electronic Filing: (651) 296-2153**
- **Sales and Use Tax: (651) 296-6181**
- **Corporate Franchise Tax: (651) 297-7000**
- **Business Registration: (651) 282-5225**
- **Business Education: (651) 297-4213**
- **Partnerships, S Corporations, Estates & Fiduciaries: (651) 296-3475**
- **MinnesotaCare Tax: (651) 282-5533**
- **Withholding Tax: (651) 282-9999**
- **TTY: Call 711 for Minnesota Relay**

Minnesota Statutes, Chapters 270-299; ***Minnesota Rules***, Chapters 8000-8199

THE MINNESOTA DEPARTMENT OF REVENUE MANAGES the state's revenue system. The department administers 28 different taxes, collecting over $13 billion annually. Four-fifths of the annual collections are received via electronic funds transfer. Using 275 different tax forms, the department receives more than 3.6 million returns annually. It costs the department, on average, 77 cents to collect $100 in taxes.

The department collects taxes on income from Minnesota citizens and corporations, sales taxes on the value of goods and services sold in the state, taxes on medical transactions, and a variety of taxes on certain types of corporate activity and the sale or use of specific products. Revenue raised through these taxes provides funds for school aid, local government aid, property tax relief, social service programs, and the maintenance of the state-owned infrastructure including highways and other state programs and operations.

Mission

The department's mission is to make the revenue system work well for Minnesotans.

The department makes the revenue system work well for Minnesotans by:

- **Interpreting the law** and informing taxpayers of their obligations and rights;
- **Providing taxpayers with the forms** and instructions needed to meet their filing and paying obligations;
- **Responding** to taxpayer questions;
- **Processing returns and payments**, issuing refunds, and managing taxpayer accounts;
- **Auditing** to identify and resolve discrepancies, discourage tax evasion, and measure levels of compliance;
- **Enforcing the tax laws** for those who do not comply voluntarily; and
- **Identifying and recommending changes** to improve the revenue system's laws and operations.

Background

Minnesota's tax system predates statehood. In 1849, the first territorial assembly established a property tax levy to support schools -- nine years before Minnesota became a state in 1858.

Property taxes were the main source of revenue until the 1920s, when the growing number of automobiles in the state forced the legislature to find a way to pay for a state highway system. In 1920, the amendment to the state constitution that authorized a truck highway system also provided for a 2 percent registration tax on the purchase of motor vehicles. (Prior to the amendment the tax had been a flat $1.50 per vehicle.) Five years later, a 2-cent-per-gallon gas tax was established to meet the growing need for additional highway funds.

The next major change in the state's tax system came as the hardships of the Great Depression made property taxes harder to collect. Between 1929 and 1933, the number of property tax delinquencies in the state doubled. At the same time, citizens began looking to the state for services that local governments, charities, and other private resources were unable to provide. The need for more revenue to meet citizen demand, combined with the need for tax relief for property owners, led the legislature to establish the state income tax. Minnesota adopted individual and corporate income tax systems in 1933.

The shift toward income tax and away from property tax as the major source of state revenue continued in the 1950s and 1960s. In 1967, the state turned over the collection of property taxes to the counties. The department continued to assist local government officials in administering the property tax system, but the primary responsibility for the assessing property and collecting taxes was delegated to the counties.

In that same year, the state instituted the sales tax, in part to offset the loss in revenue it experienced by turning property taxes over to local governments. However, the department established a system for the uniform valuation and taxation of property and continued to provide property tax relief in the form of state aid to local governments.

Further reform in 2001 aimed at making the property tax a purely local tax. It provided for full state funding of the state-determined general education formula and reformed the property tax classification rates to ensure more fairness in taxation of different kinds of property. It also changed how some properties are taxed to promote more fairness and accountability.

Tax Types

Corporate and Sales Tax Division

(651) 556-6817, Larry Wilkie, director.

The Corporate and Sales Tax Division administers both the corporate franchise tax and the sales and use tax.

In Minnesota, there are approximately 236,000 registered businesses that collect and/or self-assess sales and use taxes. Sales and use taxes apply at the point of sale where goods or services are exchanged for payment, or when goods are brought into the state or taken from inventory for use. Sales and use taxes are second only to the individual income tax in the amount of revenue they generate for the state.

There are approximately 50,000 corporations that report and pay corporate franchise tax in Minnesota. About two-thirds derive all their income from transactions in Minnesota, and one-third derive only a portion of their income from activities in the state.

The Corporate and Sales Tax Division works out of the department's headquarters in St. Paul, with additional staff at three offices in the Twin Cities metro area and 10 regional service centers in Greater Minnesota. Since a significant amount of both sales and use taxes and corporate franchise tax is owed by companies located outside the state, the department has established offices in 10 major metropolitan areas around the country to assist those companies in complying with Minnesota's tax laws and expedite the payment of taxes due. The department also collects local taxes for a number of Minnesota cities and counties.

In addition to compliance activities, the division develops educational and informational materials and provides assistance for taxpayers. For sales and use tax information, call (651) 296-6181.

For corporate franchise tax information, call (651) 297-7000. Forms, fact sheets, and newsletters are also available on the website <*http://www.taxes.state.mn.us*>.

Individual Income Tax Division

(651) 556-6466, Jerry McClure, director.

The goal of the Individual Income Tax Division is to educate taxpayers about their rights and responsibilities and provide timely and accurate information to the more than 2.4 million annual filers of individual income taxes. The division ensures compliance with the income tax laws through comprehensive audit and non-filer discovery efforts.

For taxpayer assistance, call (651) 296-3781. Income tax forms and fact sheets are available on the website <*http://www.taxes.state.mn.us*>.

Petroleum Division

(651) 296-0889, Larry Trimble, director.

The Petroleum Division collects taxes on gasoline, special fuel for motor vehicle use, and aviation fuel. It also audits petroleum terminal reports, maintains files on licensed accounts, processes claims for refunds on fuel used off the highway, audits for tax law compliance, and participates in cooperative programs with other state agencies and the federal government, such as the "No Dyed Fuel on the Highway" campaign.

Revenue generated from this division is dedicated, in large part, to the highway trust fund. Remaining funds apply to airport maintenance projects, clean-up of leaking underground storage tanks, petroleum product inspection, and low-income household heating equipment upgrades.

Petroleum forms and fact sheets may be obtained by calling (651) 296-0889 or by visiting the website <*http://www.taxes.state.mn.us*>.

Property Tax Division

(651) 556-6104, Gordon Folkman, director.

In Minnesota, the property tax system is administered at the county level. Property taxes bring in approximately 96 percent of total local government revenue in the state, making it vital to the continued operation of locally administered government services. The Department of Revenue is responsible for overseeing the administration of the property tax system, ensuring fairness in assessment and the distribution of funds and educating local officials and the public on the functioning of the property tax system.

Property Tax Assessment Administration monitors the identification, classification and valuation of property; licenses assessors; provides education and information to assessors; reviews all sales for the annual sales ratio study; and tests assessment levels for accuracy and uniformity. This unit also directly assesses railroads, public utilities, and airflight property on a statewide basis as required by law.

Levies and Aids Administration Unit, Local Gov't manages the assessment and levy information collected by local governments. The area also conducts the annual assessment sales ratio to measure assessment levels; determines the basis for state aid payments to school districts; determines state aid payments to local governments under a variety of statutory formulas, verifies and issues state deeds for tax-forfeited property; and educates county officials on procedures for tax computation and collection. This unit also makes the state aid payments to local government taxing districts.

Special Taxes Division

(651) 556-4713, George Hoyum, director.

The Special Taxes Division administers taxes and fees generally imposed on specific industries or activities, including mining taxes and the excise taxes on cigarettes, tobacco, alcoholic beverages, and gambling products. The division collects taxes and fees on dry cleaning; the generation, transportation and disposal of hazardous and solid waste taxes; the mortgage registry and deed taxes; insurance taxes and the surcharge on insurance companies premiums.

The Special Taxes Division also oversees the annual independent audits and reviews required of organizations conducting lawful gambling. The division certifies the amounts available for state aids to fire

and police relief associations, and it calculates the apportionment of mining tax receipts to eligible school districts and local units of government.

The division also administers the MinnesotaCare tax which supports a health insurance program for qualifying Minnesotans.

Withholding Division

(651) 556-6444, Vicki Dickinson, director.

The Withholding Tax Division is the part of the income tax system that oversees the withholding of state income taxes from company payrolls. More than 180,000 registered employers collect income tax withholding from approximately 5 million employees. This tax collecting method is the most cost effective and brings in more revenue than any other tax in the state.

The division ensures compliance with the withholding tax laws through audits and non-filer discovery efforts, provides telephone assistance for employers, and develops educational and information material, including instructions, forms and fact sheets designed to help employers comply with withholding rules, taxpayer education, feedback and progressive enforcement functions in varying degrees at all locations.

For taxpayer assistance, call (651) 282-9999, or visit the website: <*http://www.taxes.state.mn.us*>.

Organization

Administrative Management Division

(651) 296-3454, Larry Collete, director.

The Administrative Management Division provides management services for the operations of the department including establishing contracts, fiscal services, business continuation planning, office solutions, forms distribution, building security, fixed assets management, and mail distribution.

Affirmative Action Office

(651) 556-6010, Wende O'Brien.

The Affirmative Action Office handles issues of EEOC, ADA, and the Affirmative Action Plan for the Department of Revenue. The office also works with the Valuing Diversity Steering Committee to strive to create a diverse work place in which the unique characteristics and contributions of the department's staff and customers are respected.

Appeals and Legal Services Division

(651) 296-1022, Terese Mitchell, director.

The Appeals and Legal Services Division provides legal and appeals services to the department. While much of the division's activity involves serving the internal needs of the department, it also works with the legislature and the governor's office to develop state policy and clarify tax issues. Legal services provided by the division include opinions and research on tax policy, testimony before legislative audiences, and the drafting of legislative language. It also handles administrative appeals of commissioner's orders, provides input into agency policy decisions, contributes resources to the attorney general's office for litigated cases, and offers alternative dispute resolution services.

Commissioner's Office

(651) 296-3403, Commissioner Dan Salomone.
(651) 296-3401, Deputy Commissioner Dennis Erno.
Assistant Commissioners: Ray Krause, John Mansun, Don Trimble and Carole Wald.

The Commissioner of Revenue is directly responsible to the governor for the supervision of Minnesota's revenue system. In addition, the commissioner provides information and advice on tax policy and operations to the governor and legislature, acts as the State Board of Equalization to review individual property tax appeals and to direct equalization efforts, and leads the department's strategic planning process. The commissioner is assisted in the strategic planning process by the executive team, which includes the deputy commissioner and the leaders of the department's business operations clusters.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Communications Division

(651) 556-6450, Rebecca Christenson, director.

The Communications Division oversees the design, production, and dissemination of all tax forms and publications. It works with all tax divisions to develop methods to serve their specific audiences. The division manages the department website and is the sole point of contact for media inquiries. For media inquiries, call (651) 556-NEWS or 556-6397.

Criminal Investigation Division

(651) 296-8011, Jeff Porupsky, director.

The Criminal Investigation Division investigates potential tax crimes and determines whether the facts warrant a referral to a prosecutor. Where the facts do not warrant criminal prosecution, the Criminal Investigation Division makes appropriate civil audit recommendations. To report a criminal violation of the tax laws, contact the tip line: (651) 297-5195 or 1-800-657-3500.

Financial Management Division

(651) 556-4059, Dan Ostdiek, director.

The Financial Management Division coordinates the department's biennial budget and annual spending plans; monitors annual budgets; prepares financial reports; oversees all budget accounting functions for the department's operating budget including payroll, purchasing and accounts payable; and ensures that adequate financial controls are in place to ensure the integrity of internal financial and operating systems. The division also develops agency performance measures, prepares tax revenue financial reports, and transfers funds to other agencies or funds.

Human Resources Management Division

(651) 296-3414, Kathy Zieminski, personnel manager.

The Human Resources Management Division works with the Department of Employee Relations to oversee the department's human resources function.

Approximately 75 percent of the full-time employees are housed in the department's headquarters in St. Paul, with the remainder working out of the 16 regional offices in greater Minnesota and the 10 out-of-state offices. Most of the full-time employees are covered by three bargaining units -- the American Federation of State, County and Municipal Employees (AFSCME), the Minnesota Association of Professional Employees (MAPE), and the Middle Management Association (MMA). The remaining department staff work under one of four negotiated plans.

The Department of Revenue is governed by Affirmative Action/ Equal Employment Opportunity guidelines.

For information on current job openings, call (651) 296-3414 or visit the website <*http://www.taxes.state.mn.us*>

Information Systems Division

(651) 556-6260, Jerry Hanson, director.

Information Systems manages the department's information infrastructure and is dedicated to providing appropriate and reliable revenue information to departmental staff. The division partners with public and private-sector organizations and tax system service organizations to design and implement information management systems that meet department and constituent needs.

All activities that involve the department's extensive computer network fall under the jurisdiction of the Information Systems Division.

Minnesota Collection Enterprise (MCE)

(651) 556-6366, Terri Hilger, director.

MCE collects all unpaid taxes, such as sales, withholding and income taxes, and collects other delinquent government debts. It finds delinquent debtors, collects their money, and maintains collection accounts. Staff contact debtors by mail, telephone, or in person, and may take progressively stronger measures like seizing real or personal property. The division also enforces filing requirements for sales and withholding taxes.

Tax Operations Division

(651) 556-4786, Steve Kraatz, director.

The Tax Operations Division manages the receiving, depositing, entry, and posting of all paper and electronic payments and filings for the Department of Revenue. The division also manages registration systems for business and individual taxpayers.

It performs up-front audits on tax filings, maintains taxpayer's demographic and financial account information, provides electronic filing assistance to software developers, administers the department's Revenue Recapture Program, and provides key measurement information to divisions throughout the department as well as to other state agencies.

Taxpayer Rights Advocate

(651) 556-6013, Wende O'Brien, taxpayer rights advocate.

The taxpayer rights advocate provides individual assistance to taxpayers unable to resolve their problems through normal channels. The advocate recommends changes in department processes, if needed, and assists with taxpayer education. To contact the taxpayer rights office, call (651) 296-0992 or fax to (651) 556-3101.

Tax Research Division

(651) 296-3425, Richard Gebhart, director.

The Tax Research Division promotes the development of sound tax policy through revenue forecasting; high-quality research; the objective, accurate and timely analysis and measurement of tax law impact; and the effective communication of results to the legislature, the Department of Revenue, and other stakeholders. The division also conducts studies that contribute to the understanding of tax issues and result in recommendations regarding reform and changes for Minnesota's tax system. The division provides taxpayers and policy makers with information on the operation of the Minnesota state and local revenue system as well as contributing to the Department of Revenue's internal measurement and compliance activities.

The division publishes information useful to legislators and the general public through a variety of publications, including *The Tax Incidence Study, The Tax Expenditure Study, The Tax Handbook* and the monthly *Minnesota Tax Revenue and Policy Review.* These publications are available at the Revenue Department. .

Center for Rural Policy and Development

600 South Fifth Street, Suite 211, St. Peter, MN 56082

Phone: (507) 934-7700 Fax: (507) 934-7704 Toll-free and MRS/TTY: (800) 627-3529

Website: *www.ruralmn.org* E-mail: *crpd@ruralmn.org*

President Jack M. Geller

1997 Laws of Minnesota, Chapter 200, Section 31

THE CENTER FOR RURAL POLICY AND DEVELOPMENT is a not-for-profit research organization dedicated to the study of the social, economic and cultural forces that impact rural Minnesota. The center was established by the Minnesota Legislature in 1997 to serve as a nonpartisan statewide resource for rural policy research. The center's mission is to provide state government and other policymakers an unbiased evaluation of issues from a rural perspective to benefit Minnesota.

Citizen Participation and Appointment:

• Center for Rural Policy and Development

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Each year the board of directors of the center prioritize rural policy issues as part of the development of the center's future research agenda. Issues that rise to the top of the agenda are identified for the formation of "Rural Policy Panels." These Rural Policy Panels are comprised of approximately 10 members who represent various public and private stakeholder interests concerned with the prioritized issue. Facilitated by a panel administrator, the panel conducts research on the issue and attempts to find consensus on potential state-level policy solutions to often complex issues.

In addition to the creation of Rural Policy Panels, the center solicits research project ideas from academic and non-academic researchers from throughout the state. These "investigator-initiated" projects are funded through a small grants program, where research support up to $10,000 is provided for funded projects. All projects must focus on rural Minnesota, and all grantees agree to publish their final report through the Center for Rural Policy and Development. Depending upon the timeliness of the topic, researchers may be asked to assist in the dissemination of their research through the submission of legislative testimony, public presentations, and other such forums.

The center's website, launched in March 1999, allows anyone to learn what's new at the center, read and download all of its newsletters and research reports, download grant applications for the center's Small Grants Program, and find links to over 80 governmental, agricultural and rural development sites. Individuals can register e-mail addresses at the center's website to ensure that when new reports and publications are published, an e-mail will be sent with information about the new publication or report.

Current Research Projects:

• Rural Policy Panel on Agroforestry;
• Latino Community Development in Rural Minnesota;
• Collaboration Between Rural Businesses and Local Health Care providers;
• Restorative Justice and Rural Communities;
• Community Adaptation to Refugee Resettlement;
• The Effects of School Funding on the Quality of Education in Rural Communities;
• Long Term Care Employees in Rural Minnesota Communities

Publications:

• *Community Aggregation in Greater Minnesota Under A Restructured Electric System;*

• *Estimating the Economic Impact of the Latino Workforce in South Central Minnesota;*

• *Atlas of Minnesota, Social and Economic Characteristics of the North Star State;*

• *Minnesota Rural Telecommunications Initiative;*

• *Making Difficult Times Worse: The Impact of Per Pupil Funding Formulas on Rural Minnesota Schools; and*

• *The Need is Now: Dealing with Minnesota's Teacher Shortages.*

Minnesota Safety Council, Inc.

474 Concordia Avenue, St. Paul, MN 55103

Phone: (651) 291-9150 Toll-free: (800) 444-9150 Fax: (651) 291-7584

Website: *www.mnsafetycouncil.org* E-mail: *msc@mnsafetycouncil.org*

President Carol A Bufton

Minnesota Statutes, Sections 43A.27; 144.055; 161.20; and 352.01

THE MINNESOTA SAFETY COUNCIL IS A SEMI-STATE AGENCY providing safety and health training services to state agencies and the citizens of Minnesota through a variety of programs. Its mission is to make Minnesota a safer place to live. It accomplishes this mission by providing programs, public education, consulting, and other resources to prevent or reduce personal and economic loss from unintentional injuries (accidents) and health hazards in Minnesota. The Safety Council is the only staffed organization in Minnesota working in all areas of injury prevention and occupational and environmental health hazard reduction. It sponsors community activities in workplace safety and childhood injury prevention. Communities interested in forming local safety organizations should contact the Minnesota Safety Council for assistance in organization and program development. The Minnesota Safety Council offers programs and services to all Minnesotans -- many are free, others involve a fee. Discounts on fee-for-service programs are extended to Minnesota Safety Council members.

In 2003, the Safety Council marked 75 years of service to the citizens of Minnesota. It was founded in 1928 in response to concerns about traffic injuries and deaths. The concept of a state safety organization was first proposed at the Minnesota Conference on Street and Highway Safety of 1926, convened by Governor Theodore Christianson. The proposals stated that the organization should be focused on traffic, workplace, and all areas of safety of interest to the public. After nearly two years of planning, the Minnesota Safety Council was formed on June 1, 1928 at a meeting in the Senate Chamber of the State Capitol. The meeting included representatives of safety groups, state departments, industry, and transportation providers.

Workplace Safety and Health Training

The Minnesota Safety Council develops and conducts training to assist employers (private industries, cities, counties, school districts, state and federal government units and other employers) and organized labor in complying with Occupational Safety and Health (OSHA) standards, Environmental Protection Agency (EPA) standards, Department of Transportation (DOT) regulations and other state and federal requirements including Employee Right-to-Know (hazard communication) and Minnesota AWAIR laws. Courses also provide basic and advanced skills in workplace health and safety to protect workers, customers, and clients. Training ranges from half-day workshops to full-week courses on topics such as accident investigation, hazardous materials handling, hazardous waste disposal, back injury prevention, ergonomics, forklift operation, effective safety committees, drug testing in the workplace, construction safety, loss control for small business, safe handling of asbestos and lead, controlling workers' compensation costs, violence in the workplace, and more.

Other training includes supervisor development, emergency first aid, audiometric technician training, and management briefings on occupational safety and health issues. Courses are aimed at all employees including line supervisors, personnel and benefits managers, occupational medicine professionals, industrial hygienists, professional safety staff, and other middle and top management. The Minnesota Safety Council also offers the Basic Workplace Safety Certificate in conjunction with Minnesota OSHA, and the Advanced Safety Certificate. The Basic Workplace Safety Certificate is designed for persons seeking the basics of administering an effective workplace safety and health program, and is awarded upon completion of three one-day courses in occupational safety, occupational health, and loss control. The Advanced Workplace Safety Certificate is earned by participants who complete three week-long training courses in basic occupational safety and health, safety training methods, and safety management techniques.

The Minnesota Safety Council also conducts courses at company facilities, designing specialized courses to meet individual needs of each client. Consultation for program and policy development, on-site inspections and more are also available. A fee is charged for these services and varies with services provided.

Support to Employers through Networks Statewide

The Safety Council provides regularly scheduled workplace safety training through networks of employers throughout the state. The networks are located in Duluth, Fergus Falls, Rochester, Mankato, Bemidji, and Fairmont. These groups host sessions for supervisors, line employees, and managers. Seminars and workshops are regularly scheduled in other locations throughout the state. Communities or companies interested in training opportunities in their locations should contact the Minnesota Safety Council.

Driver Training at Work and in the Community

The Minnesota Safety Council is the statewide coordinator for the National Defensive Driving Course (DDC), a classroom course for licensed drivers, teaching the principles of crash avoidance. The DDC course is available in an eight-hour, a four-hour (also available online), and a home study version. The Safety Council also has a special DDC course for drivers 55 years and older to assist them in qualifying for a three-year 10 percent discount on their auto insurance policy (as provided by *Minnesota Statutes*). The DDC for Professional Truck Drivers training course is aimed at drivers of large trucks. The Minnesota Safety Council offers online training for company drivers through FLI Learning Systems and has almost 20 additional short courses for training of drivers of specialized vehicles such as school buses, emergency vehicles, utility vans, and more. The Safety Council also provides tutorials to assist drivers in passing tests to obtain commercial vehicle driver licenses.

Drivers' education for novice drivers is a new offering from the Minnesota Safety Council. It presents a special emphasis on defensive driving attitudes and crash avoidance techniques.

The Safety Council operates court-referred traffic violator courses in the metropolitan area. The Driver Improvement Clinic and DWI Driving Clinic teach behavior modification in operating motor vehicles. Clients who are referred by courts in the seven-county metropolitan area may register for either clinic at the Minnesota Safety Council.

Costs for all of these driver services vary depending on the training. Contact the Minnesota Safety Council for specific information.

The Safety Council also coordinates the Minnesota Network of Employers for Traffic Safety (NETS) which provides consultation, print and online resources that support employers in promoting traffic safety to their employees. Some resources are available free of charge; others involve a cost.

Community Traffic Safety Programs

In addition to structured training programs, the Minnesota Safety Council has traffic safety programs in pedestrian/crosswalk, bicycle, railroad crossing, school safety patrol, and other traffic safety areas. Minnesota Safety Council staff coordinate regularly scheduled child car seat fit checks. They provide education, technical assistance, and materials to promote proper use of car seats. The Minnesota Safety Council also coordinates Minnesota Operation Lifesaver, a program funded by the railroads of Minnesota to reduce accidents, deaths, and injuries at railroad crossings. These programs provide information and materials free of charge.

Preventing Injuries to Children

The Minnesota Safety Council administers Minnesota SAFE KIDS, a program dedicated to reducing unintentional injury to children under 15 years of age. Unintentional injury is the number one health risk to children, causing more deaths and injuries than any other single cause. More than 140 private and public organizations are involved in the Minnesota SAFE KIDS Coalition. As part of the Minnesota SAFE KIDS program, the Minnesota Safety Council has helped establish local SAFE KIDS chapters in St. Paul, Anoka, Detroit Lakes, Duluth, and Hennepin County. The Minnesota Safety Council also conducts the Minnesota Youth Safety Conference, at which school patrol members from throughout the state are recognized for their achievements in safety.

The Safe-a-Rooni™ website <*http://www.safe-a-rooni.org*> for children provides interactive games and other activities that raise awareness of injury issues and safer choices.

Preventing Injuries to Older Adults

The Minnesota SeniorSafe program provides web-based information focused on preventing injuries among older adults <*http://www.mnsafetycouncil.org/SeniorSafe*>. Among the resources it provides is an interactive fall prevention checklist for each room of the home. People age 55 and older are the primary audience; their families and caregivers are a secondary audience. Issues addressed by this coalition include preventing falls, traffic injuries, poisonings, suicides, and scalds and burns.

Regional Safety and Health Conference

The Safety Council sponsors the Minnesota Safety and Health Conference each May. The conference is recognized as the largest, most effective regional safety gathering in the Midwest. It features sessions on workplace safety and health and regulatory compliance; trends in training, technical safety, health and environmental topics; day-long training sessions; management updates; and other topics. Regional regulatory compliance updates are held throughout the state. The council sponsors the Governor's Safety Awards Program to recognize excellence in injury prevention efforts by employers, communities and state departments. The Minnesota Safety Council also provides its Honor Deed Citation to people who have saved lives or prevented serious injury to others at personal risk to themselves. There is no charge to participate in any of the Minnesota Safety Council's awards programs. To participate, contact the Minnesota Safety Council.

Additional Resources

The Minnesota Safety Council operates a Video Library with more than 500 titles. Videos are available for use without charge to Minnesota Safety Council members. A $50 rental fee is charged to others.

The Minnesota Safety Council regularly supplies information on safety and health to newspapers, radios, and television stations in the state. In addition, the Minnesota Safety Council maintains a reference library and information service for its members and the general public. Staff members are available for consultation on specific safety and health issues. The safety council publishes a quarterly hard copy newsletter, the *Memo to Members*, for members, as well as bi-weekly electronic newsletters for members, (*Got a Minute* and *E-solutions*) which alternate with each other.

The Safety Council's website contains information about safety programs and resources, a fact sheet library and online course registration.

Volunteers enable the Minnesota Safety Council to offer excellent programs at minimal cost. Volunteers serve the safety council on its board of directors, as speakers, resource people, program development consultants, and technical advisors. People who wish to volunteer their services should write or call the Minnesota Safety Council.

The Safety Council sells resource manuals, technical publications, textbooks, posters, pamphlets, audio-visuals, packaged training programs, a family safety and health magazine, program guides, and other training materials on safety and health. Contact the Minnesota Safety Council to receive catalog and ordering information.

Department of Public Safety

North Central Life Tower, 444 Cedar Street, Suite 100, St. Paul, MN 55101
General Information: (651) 282-6565 TTY: (651) 282-6555 Fax: (651) 297-5728
Website: *www.dps.state.mn.us* E-mail: (Joe Blasko) = *Joe.Blasko@state.mn.us*
Commissioner Michael W. Campion (651) 296-6642
Deputy Commissioner Mary Ellison (651) 296-6556
Assistant Commissioner Tim Leslie (651) 215-1931

Minnesota Statutes, Chapters 168A-171; 299A-299N, 340-340A; ***Minnesota Rules***, Chapters 7400-7570

Mission Statement

THE MISSION OF THE DEPARTMENT OF PUBLIC SAFETY is to protect people and property in Minnesota through prevention, regulation, enforcement, information, and service.

The department is one of the most diverse in state government, with 11 divisions and several support services offices.

The commissioner, deputy and assistant commissioners, registrar of motor vehicles, and director of gambling enforcement must file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Background

The Department of Public Safety was established on July 1, 1970 as part of a larger state government reorganization designed to reduce the number of departments, increase efficiency, and provide better service to the people of Minnesota.

Citizen Participation and Appointment:

- **Battered Women's Advisory Council**
- **Crime Victims Reparations Board**
- **Emergency Response Commission**
- **Fire Protection Advisory Council**
- **Juvenile Justice Advisory Committee**
- **Sexual Assault Advisory Council**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commission through the open appointments process. Each month, a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Bureau of Criminal Apprehension

1430 Maryland Avenue E., St. Paul, MN 55106
General Information: (651) 642-0610
E-mail: *bca.info@state.mn.us*; **Website:** *www.dps.state.mn.us/bca/*
Linda Finney, superintendent

History

The **Bureau of Criminal Apprehension (BCA)** was created by the Legislature in 1927. The Division of Statistics, the forerunner of the Criminal Justice Information Systems Section, was added in 1935. In 1947, the BCA Laboratory became operational, making possible the chemical analysis and microscopic study of evidence. Today, its laboratories have earned a national and international reputation for excellence in forensic science.

The BCA was housed at 1246 University Avenue from 1962 through 2003. A second full-service facility opened in Bemidji in 2001 to serve law enforcement agencies in northern counties. Today, the BCA has approximately 300 employees located in 12 field offices throughout the state.

The Bureau of Criminal Apprehension (BCA) assists local law enforcement agencies with complex, multi-jurisdictional, and long-term, felony-level investigations. Using state-of-the-art investigative techniques and technology, BCA agents and analysts help make arrests related to violent crimes, drug trafficking, and other offenses.

The Criminal Justice Information Systems (CJIS) Section ensures that criminal justice agencies have immediate access to information about criminal histories, wanted and missing persons, stolen guns, orders for protection, predatory offenders, gang members, vehicles, and property. CJIS also provides links to more than 75,000 criminal justice agencies in the United States, Canada, and Mexico. The Criminal Justice Data Communications Network conducts background checks, provides training and auditing, collects mug shots and fingerprint cards, and compiles crime and enforcement data.

BCA Special Operations provides law enforcement with surveillance service, analysis of crime scene video, composite sketches of suspects, and age progression on missing children photos. The Special Investigations Unit assists with interstate and international investigations, often in collaboration with federal agencies.

The St. Paul Regional Office investigates murders, sexual assaults, and other violent crimes in the southern half of the state. This office oversees the Predatory Offender Registration Program, along with missing children and cold homicide case investigations. The Bemidji Regional Office provides the same services to the northern half of the state.

The BCA Training and Development Unit provides classes to local law enforcement officers on topics such as narcotics, special investigations, and Drug Abuse Resistance Education (D.A.R.E.). This unit also oversees the Minnesota Crime Alert Network, the AMBER Plan, Crime Watch, and the Missing Persons Clearinghouse.

The BCA Forensic Science Laboratory provides expert witness testimony, assistance in evidence recovery, and instruction on collection and presentation of physical evidence. Physical evidence from crime scenes can be examined at either BCA forensic lab. These labs specialize in drug and trace element identification, firearm and tool marks, latent fingerprints, questionable documents, toxicology and DNA testing. Lab personnel determine alcohol and drug levels in fluids and provide alcohol-testing, training. The St. Paul lab is accredited by the American Society of Crime Laboratory Directors, Lab Accreditation Board. The BCA Lab database of fingerprint records, DNA offender profiles, and firearm-related cases is linked to other state data bases and the FBI's Combined DNA Index System (CODIS), which includes offenders from all 50 states.

Alcohol and Gambling Enforcement Division

444 Cedar Street, Suite 133, St. Paul, MN 55101-5133
General Information: (651) 296-6979
TTY/TDD: (651) 282-6555 Fax: (651) 297-5259
Website: ***www.dps.state.mn.us/alcgamb/alcgamb.html***
Frank Ball, director. E-mail: ***Frank.Ball@state.mn.us***

History

The Alcohol and Gambling Enforcement Division (AGED) began as the Minnesota Gambling Enforcement Division, created by the Legislature to maintain integrity in legalized gambling in Minnesota. The stand-alone police agency began functioning August 1, 1989. Employing special agents, the division was responsible for criminal investigations to the Minnesota Lottery, pari-mutuel horse racing, lawful gambling and illegal gambling, and for providing training to local law enforcement agencies on how to conduct those investigations. AGED was created in 1997, when Gambling Enforcement and Liquor Control merged to form a single division.

The Alcohol and Gambling Enforcement Division (AGED) conducts background investigations and criminal investigations relating to lawful gambling, the Minnesota Lottery, pari-mutuel horseracing, and tribal reservation gambling. The division enforces and regulates State Indian Gambling Compacts and conducts background investigations on all persons and businesses licensed by the state for lawful gambling. Gambling Enforcement also issues licenses to manufacturers of gambling devices. Additionally, the division enforces laws pertaining to illegal gambling, such as sports bookmaking and other illegal gambling activities. Gambling Enforcement provides training to local law enforcement agencies on how to conduct gambling-related investigations as well.

Alcohol Enforcement

(651) 296-6430, Marlene Kjelsberg, supervisor. The Alcohol Enforcement section protects and serves the public through uniform interpretation and enforcement of the State Liquor Act. This section protects the health and safety of the state's youth by enforcing the law against sales to underage people. Alcohol Enforcement issues alcohol licenses and maintains violation records, making records available to related agencies and the public, and manages liquor licensing, education, enforcement, and regulatory programs. This section monitors alcohol distribution, defines and approves regulatory

practices, regulates advertising, assures purity of content of alcoholic beverages, and evaluates truthfulness as to alcohol content.

Technical and field assistance to businesses and investigative assistance to local units of government come from Alcohol Enforcement. This section may initiate enforcement actions, mediate, and resolve complaints on liquor violations, revoke or suspend licenses, or impose civil penalties against violators. Alcohol Enforcement conducts informal hearings on violators and provides forums for discussion and resolution of liquor issues as authorized by *Minnesota Statutes*, chapter 340A.

For information on policy matters, licensing, interpretation of liquor laws, applications, and permit forms, please contact the Alcohol and Gambling Enforcement Division by mail or telephone. License and permit application forms, and license certificate forms are available from AGED. For license forms such as 3.2 percent beer licenses, contact the city clerk or county auditor where the premises to be licensed is located. If the premises is outside city limits, contact the county auditor.

Types of Liquor Licenses, Permits and Fees:

(Call 651-296-6939 for forms and information for the following licenses.)

Manufacturer/Wholesaler Liquor License	$15,000.00
Wholesaler of Wine	$2,000.00
Brewers License	$2,500.00
Malt Beverage Importers License	$800.00
Malt Beverage Wholesaler	$600.00
Common Carrier License (first carrier)	$200.00
Additional Carriers Within Fleet (each carrier)	$20.00
Common Carrier Sunday License	$50.00
Additional Carriers for Sunday (each carrier)	$20.00
Wine and Distilled Spirits Importers	$420.00
Administrative Transfer Fee for all licenses	$10.00
Brand Label Registration	$30.00
Brand Label Renewal Registration (every 3 years)	$20.00
Distillery or Winery Representative Identification Card	$35.00
Minnesota Salesman's Identification Card	$20.00
Caterer's Permit	$200.00
Farm Winery	$50.00
Wine Manufacturer	$500.00
Broker's License	$600.00
Brew Pub	$500.00
Microbrewer	$150.00

Call (651) 215-6209 for information or applications forms for:

2 a.m. License	Fee varies according to sales
Retailers Identification Card	$20.00

Call (651) 296-6439 for information or applications forms for:

Ethyl Alcohol Permit	$20.00
Consumption and Display Permit	$150.00

Office of Justice Programs

445 Minnesota Street, Suite 2300, St. Paul, MN 55101
Phone: (651) 282-6256 or 1-888-622-8799
TTY: (651) 205-4827 Fax: (651) 205-4808
Reparations Fax: (651) 296-5787
Website: *www.ojp.state.mn.us* E-mail: *ojp@state.mn.us*
Mary Ellison, executive director

History

The Office of Justice Programs is a redesigned division of the Department of Public Safety, created by Governor Pawlenty in 2003. It includes the following programs:

Minnesota Center for Crime Victim Services (MCCVS), created in 1998, brought together programs formerly administered by the Department of Corrections, Department of Public Safety, and the Minnesota Supreme Court. Originally an independent agency, MCCVS was folded into DPS in November 1999.

Criminal, Juvenile Justice and Community Grants Unit (CJJCG), formerly known as Office of Drug Policy, was established in 1989 to develop and promote policies designed to reduce drug abuse. Shortly after being created, the office began to administer the federal and community grant program funds. In 1992, the office's purpose expanded to include violence prevention.

The **Office of Justice Programs (OJP)** provides leadership and resources to reduce crime in Minnesota, improve the criminal justice system, and assist crime victims. The Office of Justice Programs includes the Center for Crime Victim Services, the Criminal, Juvenile Justice, and Community Grants unit (formerly Office of Drug Policy and Violence Prevention), the Office of the Crime Victim Ombudsman, and the Statistical Analysis Center (formerly the Criminal Justice Statistics Center at Minnesota Planning).

Center for Crime Victim Services (MCCVS)

The **Grant Unit** distributes federal and state grants to local public and non-profit agencies to provide direct advocacy and shelter to crime victims. Staff acts as judicial district representatives, identifying unmet service needs and building the capacity of providers. The Grants Unit is also responsible for administering the abused children's programs previously with the Department of Education.

The **Training, Communications, and Special Projects Unit** of MCCVS provides training to victim advocates and criminal justice professionals throughout the state on victim's rights and issues, basic advocacy practices, capacity building, cultural awareness, and other topics. Staff assists victims in the post-conviction setting and oversees the VINE (Victim Information and Notification Everyday) project, an automated victim notification system.

The **Reparations Unit**, governed by the Minnesota Crime Victim's Reparations Board, provides financial assistance to victims who have been injured as the direct result of a crime. Victims may recover up to $50,000 for therapy costs, medical costs, expenses for funeral of a homicide victim, and other related costs. There is no fee for this service. To qualify for reparations, a person must be a victim of a crime, must report the crime to local law enforcement agencies within 30 days, and must cooperate completely with the law enforcement agency. No reparations for property damage or loss will be paid.

Criminal, Juvenile Justice and Community Grants Unit (CJJCG)

CJJCG serves as a catalyst for statewide approaches to preventing and reducing crime, violence, and drug abuse through identifying causes, recommending policies, and coordinating statewide and community strategies. Staff works to promote healthy communities by bringing together diverse groups, facilitating the exchange of ideas, and by providing funds to test promising initiatives. Staff also administers federal and state grants to state, local, and nonprofit agencies.

Grants administered include Auto Theft Prevention; Community/Youth Focused Crime Prevention; Byrne Memorial; Weed and Seed; Gang Strike Force; Juvenile Accountability Incentive Block Grant; National Forensic Science Improvement; Project Safe Neighborhoods; Local Law Enforcement Block Grant; Residential Substance Abuse Treatment; Juvenile Justice Title II & Title V; Watch Your Car; and Crime Identification Technology Act.

The Crime Victim Justice Unit (CVJ)

CVJ ensures compliance with the statutory rights of crime victims and promotes fair and proper treatment of crime victims in Minnesota. Staff assists crime victims and witnesses who believe their rights have been violated or who believe the criminal justice system has treated them unfairly, with the goal of ensuring fair treatment for all victims. Staff also provides referral information to crime victims.

Statistical Analysis Center Unit (SAC)

One of 52 centers throughout the United States, the District Columbia and Mariana Islands, SAC collects and analyzes data relating to crime and the justice system, provides accurate information and analysis on emerging and critical issues, and supports informed policy decisions through long-range planning.

Past and current research projects include four Minnesota crime victimization surveys, examinations of adult and juvenile offender characteristics, sentencing trends, correctional facility overcrowding, justice system expenditures, treatment programs, minorities in the juvenile justice system, juvenile court cases, criminal history records, multi-state data analysis, and various justice-related data sets.

Driver and Vehicle Services

445 Minnesota Street, St. Paul, MN 55101
General Information: (651) 296-6911
TTY/TDD: (651) 282-6555 Website: *www.mndriveinfo.org*
E-mail: *motor. vehicles@state.mn.us*
Patricia McCormack, director

History

Minnesota began issuing license plates in 1902 and driver's licenses in 1934. In 1970, the Motor Vehicle Division of the Secretary of State's Office became part of the newly formed Department Public Safety (DPS). Two years later, in 1972, the Driver's License Division of the Highway Department also joined DPS. In January of 1977, DPS consolidated the two agencies to form Driver and Vehicle Services.

Driver and Vehicle Services (DVS) is among the most visible front-line service agencies of state government. This division's primary functions are driver's license testing and issuance, driver safety compliance, vehicle title and registration, commercial vehicle registration, motor vehicle dealer licensing and inspection, bicycle registration, disability parking certificates and plates, and crash records.

Motor Vehicle title and registration services and driver's license services are available throughout the state at appointed driver's license agent and deputy registrar offices. To find the office nearest to you, visit the DVS website at *www.mndriveinfo.org* or call (651) 297-2005. Information is available 24 hours a day by touch-tone telephone.

Internet Services — www.mndriveinfo.org

Internet-based services include:

- Vehicle registration renewal;
- Report of vehicle sale;
- Driver's license status check;
- Purchase of critical habitat plates; and
- Registration tax information.

With a personal identification number (PIN), services include:

- Access to personal driving record;
- Certified copies of personal driving record;
- List of license reinstatement requirements;
- Change of address on driver's license; and
- Replacement of a missing driver's license, registration card, or cab card.

PINs are available at all deputy registrar offices or driver's license renewal centers. To find the office nearest to you, visit the DVS website at *www.mndriveinfo.org* or call (651) 297-2005. Information is available 24 hours a day by touch-tone telephone. Check *mndriveinfo.org* often for new services.

Driver Services

Driver's license knowledge (written) and skill (road) exams are available at sites throughout the state. An appointment is not required for the knowledge test. However, an appointment is recommended for a skill test. Contact the local clerk of court office for the examination location and times in that area or check the DVS website at *www.mndriveinfo.org*. The information is also available 24-hours a day by touch-tone telephone at (651) 297-2005.

Copies of the Minnesota Driver's Manual are available at no cost at any exam station, clerk of court office, the DVS website (*www.mndriveinfo.org*), or by calling DVS and asking to have a manual mailed.

Type of License and License Fee

Class A regular	$37.50
Class A, under age 21	$17.50
Class B, regular or under age 21	$29.50
Class C, regular or under age 21	$22.50
**School Bus processing fee-original and renewal applications	$4.00
Class D, regular or under age 21	$18.50
Provisional driver's license	$9.50
Class D provisional license upgrade to underage 21 DL - no violations on record ($3.50 credit)	$15.00
Duplicate Driver's License/Identification Card -All Classes	$8.00
Identification Cards	
Under age 65	$12.50
Age 65 and older	$9.50
Mentally or physically disabled	$ .50
Permits/Endorsements	
Class D instruction permit	$9.50
Class A, B, or C instruction permit	no fee
Endorsement examination fees	$2.50
Motorcycle instruction permit/endorsement fee	$21.00
Motorcycle endorsement renewal (2 wheel only)	$13.00
Standby or Temporary Custodian Designation	$3.50
Reinstatement fees	
Revoked licenses	$290.00
Alcohol/Drugs Other offenses	$30.00
Suspended License	$20.00
Motorized Bicycle Operator's Permit:	
Knowledge test and 30 day instruction permit	$6.00
Skill test and 1 year operator's permit	$6.00
Duplicate of 1 year operator's permit	$3.00
Renewal of 1 year permit to age 21	$9.00
Duplicate of renewal permit	$4.50
Renewal, age 21 or older	$15.00

*Available at driver exam stations only

**Fee does not include the cost of a new license

Identification Cards

Persons may apply for state picture identification cards wherever driver's license are renewed. Proof of identify is required. The card is mailed to the applicant.

Organ Donors for Transplants

Individuals may sign up to become an organ donor when applying for, renewing, or obtaining a duplicate driver's license or identification card. Drivers under age 18 may participate with their parents' consent. The words "organ donor" will appear on the driver's license or identification card. To remove the designation, the individual must complete another driver's license application.

Living Will Designation

A person who has a contract on file with their attorney or doctor, may indicate that they have a living will when applying for or renewing a driver's license or identification card, or when obtaining a duplicate. To change the designation, the individual must complete another application to indicate removal of the living will designation.

Driver Evaluation

DVS evaluates drivers whose driving privileges have been withdrawn, or whose records warrant possible license suspension, cancellation, revocation, or commercial driver disqualification. For information, a hearing, or an interview, contact DVS Driver Evaluation Unit at 445 Minnesota Street, Suite 170, St. Paul, MN 55101 or call (651) 296-2025. Hearings at the Town Square location are held in order of customer arrival during normal office hours, 8 a.m. to 4:30 p.m. Hearings at locations other than Town Square are by appointment only.

Crash Records and No-Fault Insurance

DVS verifies insurance information from all reported accidents. Failure to provide proof of insurance may result in the suspension of driving privileges and vehicle registration. A person involved in a crash that results in personal injury, death, or property damage totaling $1,000 or more must file an accident report with the division within 10 days of the accident. Accident reporting forms are available on the DVS website, from local law enforcement agencies, or by calling (651) 296-6911. A person involved in an accident may request a copy of the police officer's report by writing DVS at 445 Minnesota Street, Suite 181, St. Paul, MN 55101.

Vehicle Services

Motor Vehicle Title and Registration

Applications for a motor vehicle certificate of title and registration may be made at Deputy Registrar offices located throughout the state or by mail. Motor vehicle office locations and hours of operation are listed on the DVS website at *www.mndriveinfo.org* or by touchtone telephone at (651) 297-2005. Vehicle registration services are available on the DVS website. DVS also issues several specialty license plates. Get information about these license plates by calling DVS at (651) 297-3166, or visit *www.mndriveinfo.org*.

Bicycle Registration

Bicycles may be registered at deputy registrar locations and at bicycle dealers appointed as registrars. The license fee is $9 (plus a $1 service fee) and is valid for three years. A list of renewal offices is available on the DVS website at *www.mndriveinfo.org*

Dealers and Inspections

The Dealer and Inspector Unit licenses and regulates motor vehicle dealers. All licenses must be renewed annually. This unit also handles consumer complaints concerning licensed motor vehicle dealers. (Other consumer protection issues are handled by the Attorney General's Office.) This office confirms proper proof of ownership for salvaged and reconstructed vehicles. A list of inspection sites is available on the DVS website at *www.mndriveinfo.org* or by calling (651) 296-6911.

Prorate and Reciprocity Section

Minnesota Truck Center, 1110 Center Point Curve, Mendota Heights, MN 55118 (Highway 110 and Lexington Avenue)
Telephone: (651) 405-6161 Fax: (651) 405-6168

The Prorate and Reciprocity Section issues license plates, fuel licenses, International Fuel Tax Agreement (IFTA), and International Registration Plan (IRP) decals to Minnesota-based trucks and trailers operating interstate. Forms are available from the Mendota Heights location and at select deputy registrar offices throughout the state, as well as on the DVS website. Fees depend on the gross weight of the vehicle. This section also provides trip permits and temporary authorization for operation in Minnesota. Details are available on the DVS website at *www.mndriveinfo.org.*

Minnesota State Fire Marshal Division and Office of Pipeline Safety

444 Cedar Street, Suite 145, St. Paul, MN 55101
Telephone: (651) 215-0500
TTY/TDD: (651) 282-6555 Fax: (651) 215-0525
Website: *http://www.fire.state.mn.us*
Jerry Rosendahl, state fire marshal and director.

History

Minnesota's state fire marshal position was authorized by law in 1905; the appointee had two deputies, and reported directly to the governor. In 1913, the **State Fire Marshal Division** was created, and in 1970, it became part of the newly formed Department of Public Safety. Fire and arson investigation was the primary function. By 1995, fire marshal division responsibilities included safety inspections in a broad range of facilities, administration of state fire code, and licensure of sprinkler fitters and fireworks operators. Fire and arson investigation training and juvenile fire setter intervention programs were added to the division in 1997.

The **Office of Pipeline Safety (OPS)** was created by the Minnesota legislature in 1987 following a fatal pipeline explosion in Mounds View. In 1994, the OPS was combined with the State Fire Marshal Division.

The Minnesota State Fire Marshal Division exists to reduce the loss of lives and property through fire investigation, building inspection, plan review, and fire safety education.

Fire investigation activity includes helping local fire and police officials determine causes of fires, collecting samples to test for accelerant, providing arson expertise to help with prosecution, and training police and fire officials in fire scene investigation. Arson, a major cause of fire and related financial loss in Minnesota, is a high priority. The division conducts fire and life safety inspections in K-12 schools, hotels/motels/resorts, and health and daycare facilities.

Enforcement activity identifies state and federal violations, assures that effective corrections are made promptly, and provides fire prevention and evacuation training for facilities personnel. Fire code specialists field hundreds of calls each week from the public, the business community, architects, and construction companies. The Fire Marshal Division also regulates fire sprinkler protection to ensure that designers and installers of automatic fire protection systems are competent, and that they conduct plan reviews and field inspections.

Fire safety data collection helps identify fire risks, and fire safety education encourages behaviors that reduce the risk of fire. Minnesota Fire Incident Reporting System data on fire causes is used to develop public education programs. The Juvenile Fire Setter Program coordinates intervention and education for juveniles at risk. A component of this program is participation in the National Fire Protection Association's "Risk Watch" Program.

Fire protection system activities include licensure and certification of sprinkler contractors and certification of their managers and sprinkler fitters. The fire protection section reviews installation plans, issues work permits, and inspects installations performed under its jurisdiction.

The Fireworks Operator Certification Program certifies fireworks operators and authorizes indoor/outdoor public fireworks displays when a permit has been issued by local authorities (outdoor displays) or the State Fire Marshal Division (indoor displays, unless delegated to local authorities).

All deputy state fire marshals offer fire safety presentations to local groups. For information, or to request a speaker, contact the State Fire Marshal Division. There are no required forms or fees for this service.

Minnesota Office of Pipeline Safety

444 Cedar Street, Suite 147, St. Paul, MN 55101
Telephone: (651) 296-9636 Fax: (651) 296-9641
Website: ***http://www.dps.state.mn.us/pipeline/index.html***
Charles Kenow, administrator.

The mission of the Office of Pipeline Safety (OPS) is to protect lives and property through inspection of gas and hazardous-liquid pipelines, accident investigation, and public education. In 1991, the Federal Office of Pipeline Safety granted the Minnesota OPS interstate agent status, along with the responsibility of inspecting all pipelines that cross the Minnesota border. Minnesota is one of the few states with this level of inspection authority. In addition to pipeline activities, OPS cooperates with Gopher State One-Call to enforce the "Call Before You Dig" law, gathers pipeline mapping and technical information, and assists with emergency preparedness.

Minnesota State Patrol

444 Cedar Street, Suite 130, St. Paul, MN 55101-5130
Phone: (651) 228-6870 Fax: (651) 296-5937
Website: ***www.dps.state.mn.us/patrol/***
Colonel Anne Beers, chief (651) 296-5936

History

On July 1, 1929, the Minnesota Highway Patrol was formed as part of the Minnesota Highway Department. Nine officers were appointed to serve in the new agency, and the first training school was held at Chief Earle Brown's farm in 1930. In 1934, the colors of the patrol's uniform were changed to maroon and gold. The first radios were purchased in 1943. Motorcycles were taken out of service in 1949, and the agency purchased its first airplanes for traffic enforcement in 1959.

The Highway Patrol became a division of the newly formed Department of Public Safety in 1970. In 1974, the agency was reorganized and its name changed to the **Minnesota State Patrol.**

The Capitol Security Division was created in 1964 as a section within the Department of Administration Public Property Division. The division's main duties at that time consisted of fire watches, locking and unlocking buildings, and parking enforcement. It became the Capitol Security Division when it joined the Department of Public Safety in 1970.

Troopers and other personnel provide security, crime prevention, and emergency response for the Capitol complex. Capitol Security personnel help provide a safe environment for legislators, officials, and others who participate in the legislative process.

The complex, which encompasses 37 buildings and nearly three dozen parking lots, is a workplace to about 8,000 employees and receives about 300,000 visitors each year.

Dispatchers in the Capitol building monitor cameras and alarms throughout the complex. Security personnel also ensure the integrity of more than 15,000 photo identification and key cards.

The Executive Protection section of the State Patrol consists of specially trained troopers whose full-time assignments are to protect the governor, the first family, and the governor's residence.

The Minnesota State Patrol is responsible for protecting citizens and ensuring a safe environment on the state's roadways. The principle duties of uniformed state troopers include traffic enforcement, crash response, routine assistance to motorists, and providing backup support to other law enforcement agencies. The State Patrol supports these functions with more than a dozen specialized enforcement sections, including aviation, crash reconstruction, canine handling, drug-impairment evaluation, tactical response, and terrorism detection and deterrence.

Troopers provide emergency first aid and traffic control in motor vehicle crash situations and enforce laws related to safe and proper use of state trunk highways.

State Patrol District Offices

Brainerd 56401; **Phone:** (218) 828-2230
1991 Industrial Park Road South, Box 644

Detroit Lakes 56502; **Phone:** (218) 828-2230
1000 Highway 10 West

Duluth 55811; **Phone:** (218) 723-4888
1123 Mesaba Avenue

East Metro; **Phone:** (651) 779-5900
3489 Hadley Avenue North, Oakdale 55128

Mankato 56002-4187: **Phone:** (507) 389-1171
501 South Victory Drive, Box 4187

Marshall 56258; **Phone:** (507) 537-3664
1800 East College Drive, Box 344B

Rochester 55903; **Phone:** (507) 285-7406
Highway 52 North, Box 6177

St. Cloud 56302; **Phone:** (320) 255-2916
3725 12th Street North

Thief River Falls 56701; **Phone:** (218) 681-0942
423 Zeh Street West, Box J

Virginia 55792; **Phone:** (218) 749-7720
101 North Hoover Road, Suite 100

West Metro; **Phone:** (218) 749-7720
2005 N. Lilac Drive, Golden Valley, 55422

Division of Homeland Security and Emergency Management

444 Cedar Street, Suite 223, St. Paul, MN 55101-6223
Phone: (24-hour) (651) 649-5451 Fax: (651) 296-0459
Toll-Free (24-hour) 800-422-0798
Website: ***www.dps.state.mn.us/HomSec/HSEM.asp***
Al Bataglia, Director.

History

The Minnesota Department of Civil Defense was created in 1951, and became a division of the newly formed Department of Public Safety in 1970. By 1974, an expanding role in natural disaster and nuclear power plant issues resulted in a name change to Division of Emergency Services, which became the Division of Emergency Management in 1987. When Division of Emergency Management and the Office of Homeland Security merged in 2003, the **Division of Homeland Security and Emergency Management** (HSEM) was created.

The Division of Homeland Security and Emergency Management (HSEM) combines the functions of the former Division of Emergency Management and the former Office of Homeland Security. HSEM is responsible for coordinating statewide preparedness and response related to disasters, including acts of terrorism, and other emergencies with potential to threaten public safety. The consolidation provides a comprehensive approach to protecting Minnesota, while streamlining some critical processes.

Key division responsibilities include intelligence collection and information dissemination to local agencies, critical infrastructure protection planning and coordination, threat assessment, and cyber security.

HSEM maintains the Minnesota Duty Officer program, which provides a single point of contact for emergency notifications and requests for state or federal assistance. The duty officer handles calls pertaining to weather emergencies, hazardous materials incidents, nuclear power plant incidents, and missing or downed aircraft, along with requests for aid from the National Guard, Civil Air Patrol, State Hazardous Materials Emergency Response Team, and other entities.

This agency is also responsible for activation and operation of the State Emergency Operations Center, which brings together stakeholders from the public and private sectors to coordinate emergency response activities.

HSEM regional program coordinators help county and city officials develop emergency management programs. These coordinators also serve as liaisons between state and local governments.

Personnel in this division also oversee a comprehensive state hazard mitigation plan, and are responsible for planning and preparedness for incidents involving nuclear power plants, high-level radioactive waste transportation, weapons of mass destruction, and acts of terrorism. When disasters occur, HSEM staff request and distribute state and federal grants to help with recovery.

Office of Traffic Safety

444 Cedar Street, Suite 150, St. Paul, MN 55101
General Information: 651-297-4860
Website: *www.dps.state.mn.us/ots* Fax: (651) 297-4844
Kathryn Swanson, director
Katherine Burke Moore, deputy director

History

The **Office of Traffic Safety** began as the Office of Highway Safety planning and research in the Minnesota Highway Department in 1968. It moved to the newly formed Department of Public Safety in 1970 as part of the Commissioner's Office. It was still an ancillary service when its name was changed to the Office of Traffic Safety in 1974. In 1978, the Office of Traffic Safety became a separate division within the Department of Public Safety.

The mission of the Office of Traffic Safety (OTS) is to reduce the number of fatalities and serious injuries that occur in traffic crashes in Minnesota.

OTS identifies specific problems and at-risk populations, creates programs to address the problems, monitors progress toward traffic safety goals, and evaluates success. OTS also analyzes motor vehicle crashes and produces the annual *Crash Facts* publication.

Office of Traffic Safety programs support the work of many groups, including law enforcement agencies, city and county governments, educational institutions, health organizations, child passenger safety advocates, safety organizations, state agencies, employers, and the general public. Programs focus primarily on changing driver behavior through enforcement and public education.

Traffic Safety Programs

Safe & Sober

(651) 296-8512, Susie Palmer, coordinator. This program administers federal and state grants to local law enforcement agencies and the Minnesota State Patrol to increase seat belt use, decrease incidence of impaired driving, and enforce traffic laws.

Impaired Driving

(651) 296-6794, Jean Ryan, coordinator. This program manages projects including DWI and drug recognition training for law enforcement, attorneys, and judges. The program also provides equipment for law enforcement agencies and coordinates law enforcement efforts to enforce impaired driving laws.

Public Information and Pedestrian Safety Programs

(651) 284-0232, Maureen Janke, coordinator. This program produces public information and educational materials on traffic laws and safety issues. A pedestrian advisory group addresses pedestrian safety concerns.

Occupant Protection

(651) 296-3804, Tina Folch, coordinator. This program includes projects to increase seat belt use by collaborating with professionals in education, health, law enforcement, and local governments. The program conducts an annual survey to measure seat belt use.

Child Passenger Safety (CPS)

(651) 215-9093, Patti Klicka, coordinator. CPS develops activities and materials promoting correct use of child safety seats. Support, training, and certification are coordinated for more than 1,000 CPS advocates. Child safety restraints and booster seats are made available to agencies for distribution to low-income families.

Motorcycle Safety Program

(651) 282-6558, Bill Shaffer, coordinator. Rider safety courses are offered to decrease the number of motorcycle crashes and prevent impaired riding. Public information projects encourage safe riding and generate motorcycle awareness among vehicle drivers.

Safe Communities Program

(651) 284-4183, Virginia Lockman, coordinator. This program coordinates and supports community-based programs that address traffic safety problems through local partnerships and coalitions.

Youth/Alcohol Programs

(651) 215-9092, Sharon Johnson, coordinator. This program develops educational efforts aimed at preventing young and inexperienced drivers from driving impaired. The program works with state and federal agencies to reach law enforcement, criminal justice personnel, educators, health specialists, community groups, safety advocates, parents, and youth.

Traffic Records

(651) 296-9490, Marc Dronen, coordinator. This program supports the Traffic Records Coordinating Committee and works to improve traffic records systems (crash records, driver license databases, and criminal justice information systems) through cooperation with law enforcement, the judicial system, and the state departments of Health, Transportation, and Public Safety.

Crash Outcome Data Evaluation System and Roadway Safety

(651) 297-4515, Paul Schoen, coordinator. The Crash Outcome Data Evaluation System (CODES) compiles crash-related data in health, public safety, and local government data systems to provide more complete data for policy makers. Roadway Safety provides resources for programs that promote safe driver behavior through an improved roadway environment.

For more information, visit the Office of Traffic Safety website at *dps.state.mn.us/ots*.

The annual *Crash Facts* publication is posted at this site. Inquiries also may be directed to Traffic Safety researchers:

- Scott Hedger (651) 296-9492
- Alan Rodgers (651) 296-9489
- Jon Walseth (651) 297-4516
- Julian Draper (651) 296-3805

Office of Communications

(651) 296-6652, Kevin Smith, director, Fax (651) 215-1111. The Office of Communications provides Department of Public Safety information services and educational material to media and citizens. This office is a resource for information on all vital public safety issues. Production and distribution of printed information and other resource materials is coordinated through this office.

Office of Fiscal and Administrative Services

(651) 296-9484, Frank Ahrens, director. The Office of Fiscal and Administrative Services provides budgeting, general accounting, financial reporting, payroll coordination, accounts payable, purchasing, grant and contract management, and administrative support services.

Science Museum of Minnesota

120 West Kellogg Blvd., St. Paul, MN 55102

General information/Reservations (24 hours) (651) 221-9444 TTY/TDD: (651) 221-4585 Fax: (651) 221-4777

Website: *www.smm.org*

President Eric Jolly

Minnesota Statutes, Section 138.035

History

THE SCIENCE MUSEUM OF MINNESOTA (SMM) IS A PROVIDER OF EXHIBITS and education programs which involve over a million state and regional residents annually. It also acts as an archivist and science resource for a variety of state agencies. It is a private, nonprofit institution governed by a board of trustees, staffed by over 500 employees and over 1,600 volunteers. It ranks first among museums in the state for overall attendance and participation, number of donors and members, and students on field trips.

In September of 1906 Charles W. Ames, future president of West Publishing Company, and Dr. Arthur Sweeney, a St. Paul physician, arranged for a small group of men to meet for lunch to discuss the idea of holding a series of lectures in St. Paul on hygiene and sanitation.

This meeting led to the founding of the St. Paul Institute of Science and Letters. Incorporated on January 11, 1907, the institute was designed to benefit the people of St. Paul and was supported by contributions. In 1907, the institute presented eight free lectures at the People's Church with a total attendance of about 9,000. The following year courses on education and art were given to a total of 16,000 people. The institute was reorganized and reincorporated on April 29, 1908, as the St. Paul Institute of Arts and Sciences.

By 1935, the museum became known as "The Science Museum of the St. Paul Institute." In 1965 the name "The Science Museum" became official. In 1970, the words "of Minnesota" were added to the name, making the museum's full name "The Science Museum of Minnesota."

The museum has been housed in various locations. From 1907 to 1927, the St. Paul Institute was housed in the St. Paul Auditorium. From 1927 to 1964, the museum was located in the Merriam House, which stood a few hundred feet north of where the State Capitol now stands (it is no longer there). The museum moved once again in 1964 to the St. Paul-Ramsey Arts and Sciences Center. In 1978, the Science Museum built an expansion across the street, which contained the Omnitheater (the third one built in the world).

SMM's new facility was completed in 1999 on the banks of the Mississippi River. The new museum, twice as large as the former facility, offers visitors expanded exhibits, more access for teachers and school groups, various indoor and outdoor activities, a 3D multimedia laser show, and an exciting opportunity to experience films and presentations in a state-of-the-art Omnitheater with a convertible dome (first in the nation).

Program Background

The Science Museum of Minnesota was one of the first institutions in the world to incorporate science learning in a truly big way.

The William L. McKnight-3M Omnitheater features larger-than-life science adventure films on a 90-foot-diameter rotating dome screen. Viewers travel anywhere and everywhere in the universe - from the ring of a volcano to the inside of a flower petal.

In addition to the first convertible IMAX® theater in the United States, SMM was the tenth attraction in the world to offer a 3D Multimedia Laser Show. Visitors put on special 3D glasses and are transported to a world filled with vivid graphics and breathtaking three-dimensional animation.

The Dinosaurs and Fossils Gallery is one of the major highlights of the new museum. The new gallery combines the best features of the old building with amazing new dinosaur and fossil displays and interactive exhibits, giving visitors an unparalleled opportunity to experience the museum's world-class collections of prehistoric specimens.

Utilizing the best in programming and exhibit design, and custom-developed by the museum's own exhibit programming staff, the new Human Body Gallery is a highlight of the new SMM for visitors of all ages.

Another highlight of the new museum is the expanded Experiment Gallery which presents hands-on exhibits that invite visitors to learn through experimenting with phenomena and concepts in the physical sciences and mathematics.

The 7,000-square-foot Collections Gallery is one of the highlights of the new Science Museum. The new building's larger exhibit area makes it possible to showcase many artifacts that have previously been kept in storage, as well as to provide more context for favorite artifacts and icons.

The U.S. Bank Great Hall offers a variety of traveling exhibits, bringing amazing hands-on science opportunities to museum visitors on a seasonal schedule.

Throughout the premises, visitors can watch ongoing performances by the first and oldest museum theater program in the country and can experience science up close through demonstrations such as cryogenics and sky ledge lessons in gravity.

Learn by doing

The science museum proves that axiom again and again through its classes and programs across the state—in schools, community centers, and in the museum itself, through classes and youth employment opportunities. The museum brings science right into classrooms around the region with hands-on learning tools like trunks filled with artifacts, assemblies, and residencies, and teacher in-services.

Students at the Museum Magnet School, which the museum co-founded with the St. Paul School District, learn by creating actual exhibits themselves, incorporating a whole spectrum of topics—history, music, language, and science. It has become a national model for similar efforts in other cities.

Learning Technologies gives kids computer skills that combine fun with education. And beyond that, it links youth to real things through computers and on-line communications.

The museum is part of a nationwide Science Learning Network that links schools with science museums through the World Wide Web.

Museum classes, lectures, and trips explore a variety of topics, from rock climbing…carpentry…chess…Botswana,…and hundreds more topics. Programs for adults, children, and families constitute one of the largest continuing education programs in any museum in the country, including a rapidly expanding computer education center.

At the 600-acre preserve at Warner Nature Center, museum naturalists teach by doing, with tours, classes, fireside chats, and mini-exhibits exploring birds, bears, and much more.

Working scientists at the Science Museum discover the very new and the very old in intensive research in Minnesota and around the world.

At the St. Croix Watershed Research Station, visiting scientists conduct studies on aquatic systems along the St. Croix River, one of eight rivers under the national Wild and Scenic Rivers Act. Identification of a new species of dragonfly and ground-breaking research on lake evolution were only two of many activities at the station.

What might be the oldest known culture—predating the Egyptians and the Mayans—was the topic of inquiry by museum archaeologists visiting Turkey in 1994 and 1995. The ancient civilization surrounding Catalhöyük will be the subject of a museum-planned traveling exhibit in the years to come. The scope of research at the museum covers a wide spectrum: Crocodiles in North Dakota and the southeastern U.S., voles in northern Minnesota, and many more topics are unearthed by museum biologists, ecologists, geographers, anthropologists, and paleontologists.

In the museum itself, conservators prepare and maintain artifacts and data about them with state-of-the art tools, including on-line data bases that will make collections more accessible to visitors and on-line users anywhere.

Highlights -- Fiscal Year 2000

• 895,618 visitors to the museum;
• 160,032 students affected by school outreach;
• 16,200 visitors to the Warner Nature Center;
• 12,117 people at special events;
• Community resource, community support;
• A loyal membership of over 30,000 households, one of the largest among science museums in the nation;
• Over 61,000 hours of dedicated annual service by over 1,600 volunteers;
• Reduced-rate or complimentary admissions for 15,631 low-income children and adults annually; and
• Community advisory committees responding to initiatives as diverse as an exhibit on Mexican popular arts; youth, multiculturalism, and museums; alternative energy sources; the new museum on the river; and the American Indian community and the museum.

Computer education:

The Computer Education Center is one of the largest, most respected training facilities in Minnesota with 8 classrooms, a lecture hall, and 15 full-time staff members. Dedicated to providing the best computer training value to individuals, small businesses and large corporations, the Computer Education Center offers over 200 courses and over 2,000 classes each year.

Explore Store

SMM's Explore Store remains among the Twin Cities' most popular shopping experiences for the general public, youth, and science needs. Featured are: globes, CDs, audio-and videotapes, books, maps, telescopes, science games, t-shirts, and a broad assortment of gifts from many cultures.

Hours of Operation, Location, and Ticket Prices

Recorded information can be obtained by calling (651) 221-9444.

The museum's hours of operation are varied by season and can be found at *www.smm.org* or by calling (651) 221-9444. The museum is closed Thanksgiving Day and Christmas Day.

Museum ticket prices are: Exhibits only, $7 for adults, $5 for ages 4-12 and 65+; Omnitheater only, $7 for adults, $5 ages 4-12 and 65+; Exhibits plus 3D Laser show, $9 for adults, $7 ages 4-12 and 65+; Exhibits plus Omnitheater, $11 for adults, $8.00 ages 4-12 and 65+. Museum ticket prices are subject to change. Reservations and advance tickets can be obtained at (651) 221-9444 or *www.smm.org*. (Telecommunications Device for the Deaf (651) 221-4585.)

Key Departments and Phone Numbers:

Human Resources

(651) 221-2532. SMM is committed to the policy that all persons shall have equal access to employment without regard to race, creed, religion, sex, color, national origin, ancestry, age, sexual orientation, disability, marital status, or status with regard to public assistance.

Science Division

(651) 221-9424. Departments of anthropology (archaeology and ethnology), biology and environmental sciences, geography, geology, paleontology, and conservation.

Lee and Rose Warner Nature Center

(651) 433-2427. Marine-On-St. Croix, Minnesota. Programs by reservation only.

St. Croix Watershed Research Station

(651) 433-5953. Host since 1990 to the work of many research projects on the flora and fauna of the St. Croix watershed, several with global ramifications, all funded by agencies and institutions from across the Midwest.

Continuing Education

(651) 221-4511. Programs for youth and families, children, and adults, including classes, field trips, day camps, study tours, and youth computer education courses.

Computer Education for Adults

(651) 221-4722. Programs for adults taking classes as individuals or corporations.

Development Division

(651) 221-2515. Support for the museum through annual fund drive, special projects fundraising, sponsorships, grant applications, and capital campaigns. The division handles gifts of money, stock, and materials from individuals, corporations, and foundations. Departments coordinating relations with all branches of government can be accessed through this number.

Marketing and Communications Division

(651) 221-2547. Marketing, public relations, publications, print graphic production, and group sales. Deals with all comments, requests for annual reports and collateral materials, information and referral requests, and complaints.

School Reservations and Educational Resources

(651) 221-9444 or 1-800-221-9444. Fun, informal science learning goes beyond the museum's walls with renowned education programs: Computer Education Center, Learning Technologies, Classes and Travel for Kids and Adults, and Programs for Schools and Educators.

Membership Department

(651) 221-9409. Science Museum of Minnesota members receive a set of benefits designed to give insider, behind-the-scenes access to world-class exhibits, the fabulous Omnitheater, and tons of fascinating educational opportunities. Members receive unlimited access to exhibit halls, free admission to the Omnitheater, and discounts on classes, lectures, and trips for all ages. Membership also includes a monthly member newsletter full of up and coming Science Museum attractions, discounts in museum stores, and invitations to exclusive members-only events.

Office of the Secretary of State

State Office Building, Room 180, 100 Constitution Avenue, St. Paul, MN 55155-1299
General and Business Information (651) 296-2803 or 1-877-551-6765
Computer Services Helpline: (651) 297-4848 Administration: (651) 215-0682
Information Call Center: (651) 297-7067
Website: *www.sos.state.mn.us* E-mail: *secretary.state@state.mn.us*
Mary Kiffmeyer, Secretary of State

Minnesota Statutes, Chapters 5, 5A, 15, 200-211B, 300, 302A, 303, 308A, 317A, 319A, 322A, 322B, 323, 333, 336
Minnesota Rules, Chapters 3650; 8200-8299

THE SECRETARY OF STATE, A STATEWIDE ELECTED OFFICIAL, is the keeper of the great seal of the State of Minnesota and files and certifies the authenticity of a wide variety of official documents. These include: gubernatorial proclamations, appointments and executive orders, the enrolled acts of the Minnesota Legislature, rules, and some municipal documents. The secretary also maintains a computerized version of the original land survey notes from the 1800s and township plat maps. The original notes are archived by the Minnesota Historical Society, while current land survey notes and township plat maps are held at their respective county offices.

The secretary registers a variety of business organizations including corporations, assumed business names, banks, insurance companies, limited liability companies, limited liability partnerships, and limited partnerships. Other business-related filings include trade and service marks, auctioneer's licenses, legal newspaper registrations, among others. The secretary also accepts service of process on businesses under certain specific circumstances.

A statewide computerized network with county recorders is maintained so that the public may search Uniform Commercial Code records throughout the state from any filing office. Business information is also available for a fee at any county courthouse through this communications network.

The secretary of state is the chief election official in Minnesota and is responsible for administration of the Minnesota election law. In this capacity, the secretary of state operates the statewide voter registration system and prepares the official roster of voters for every election conducted in Minnesota. Other election activities include certifying voting systems, conducting administrative recounts, accepting filings by candidates for multi-county offices, and training of local election officials. The secretary of state is also the chair of the state canvassing board and certifies the results of state elections.

The secretary of state administers the open appointments process and publishes the *Minnesota Legislative Manual*, a compendium of federal, state and county government information, as well as the election law book, election judge training guides, official election results, and the *Minnesota Elected Officials* booklet.

The secretary of state and chief deputy are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Citizen Participation and Appointment:

• Electronic Real Estate Recording Task Force

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Information Call Center

(651) 296-2803 or 1-877-551-6767. A team of information specialists respond to public inquiries for general and business information.

On-line access to the Business and Uniform Commercial Code (UCC) databases became available on a 24-hour basis via the Internet effective July 1, 2001. Fees for on-line access include an annual subscription fee and a per-transaction charge for detailed information (there is no annual fee for government agencies). The annual fee covers training, five user log-on codes, and help desk assistance. Services provided at no charge include name availability, business status, legal styling, and access to UCC and Business records by file number.

Forms, fee information, directions, and other information is available at *www.sos.state.mn.us* or by calling (651) 296-2803 or 1-877-551-6767, or e-mail: *public.information@state.mn.us*.

Customer Service Division

(651) 296-2803 or 1-877-551-6767. Public walk-in service is located in Room 180 State Office Building, 100 Constitution Avenue, St. Paul, MN. Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday (excluding holidays).

• Services Provided

The Certification Section of the division provides copies of corporate and other business documents. Requests for copies of business documents cost $3.00 for the original filing or a specific amendment and $6.00 for the original filing and all amendments. Add an additional $5.00 for a certified copy.

Certificates of fact and status are also provided. These certificates are $5.00 each and include good standing, not in good standing, name change, merger, and no record certificates. A certificate requesting authentication of a notary public or public official may be requested. These types of certificates are for documents to be used internationally and are based on the country of intended use. The two types are apostille or certificate of office.

Copies and certificates are available by mailing written requests and including the appropriate fees. Customers may call to place an order at (651) 296-2803 or 1-877-551-6767. These orders may be paid for and picked up at the public counter in St. Paul. Orders for expedited service are accepted at the public counter and are subject to an expedited fee of $20.00.

Corporate filings and orders may be presented in person at the public counter and processed while the customer waits. This expedited service is available at the public counter for all filings, copy requests, and certificate requests for an additional expedited service charge of $20.00 per transaction. UCC filings and orders may also be presented in person; however there is no additional expedited service charge applied.

This section is responsible for the sale of database information. This includes distribution of Business and Uniform Commercial Code data on paper, labels, and electronic media.

Voter registration information is provided on paper, labels, and electronic media. Use of voter registration information is limited to elections, political activities, and law enforcement. The cost of any product order is limited to the actual cost of producing the product.

Uniform Commercial Code Division

(651) 296-2803 or 1-877-551-6767. The division files financing statements on certain commercial and consumer debts, effective financing statements on farm products in the Central Notification System (CNS), and notices of federal and state tax liens.

Interested parties may request information searches and copies of documents on UCC, CNS, and Tax Lien documents and may register to receive monthly lists for the Central Notification System.

Filing and searching services are also available in satellite offices located throughout the office. More information is available at *www.sos.state.mn.us*

Business Services Division

(651) 296-2803 or 1-877-551-6767. The Business Services Division registers businesses in Minnesota and is the public recorder for almost all businesses in the state. The division reviews and files applications for incorporation by all businesses, nonprofits, foreign corporations, cooperatives, limited partnerships, limited liability companies, limited liability partnerships, assumed names, trade or service marks, business trusts, banks, and insurance companies. Also reviewed and recorded are changes to any of these business records including amendments, mergers, annual registrations, and dissolutions. Various other miscellaneous records are filed such as credit unions, municipal power agencies, services of process, railroad records, and bonds.

Sample forms for many filings, directions and filing fees are available at *www.sos.state.mn.us* or by calling (651) 296-2803 (metro) or 1-877-551-6767 (toll free). All information on record is open to the general public.

• Business Filing Requirements

Each specific business registered has an applicable Minnesota Statute. The statutes list the requirements for filing, name availability standards, legal requirements, and filing fees. These statutes can be purchased from the Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155, (one block east of I-35E and one block north of University Avenue) (651) 297-3000 or 1-800-657-3757 or can be accessed at *www.leg.state.mn.us/leg/statutes.htm.*

The statutes applied to each filing type within the Business Services Division are listed below (*M.S.* stands for *Minnesota Statutes*):

- Uniform Commercial Code – *M.S.* 336.9;
- Central Notification System – *M.S.* 336A.9;
- Business Corporations – *M.S.* 302A;
- Nonprofit Corporations – *M.S.* 317A;
- Foreign Corporations – *M.S.* 303;
- Cooperatives – *M.S.* 308A;
- Limited Partnerships – *M.S.* 322A;
- Limited Liability Companies – *M.S.* 322B;
- Limited Liability Partnerships – *M.S.* 323;
- Assumed Names – *M.S.* 333;
- Trade or Service Marks – *M.S.* 333;
- Business Trusts – *M.S.* 318;
- Banks and Insurance Companies – *M.S.* 300; and
- Professional Corporations 319A and RUPA Partnership Filings – *M.S.* 323A.

• Name Availability

Upon receipt of a corporate document for filing the first step is to check the availability of the requested name. Minnesota Statutes requires a name to be "distinguishable upon the records of the Secretary of State." If a requested name is deemed non distinguishable, a different name will be required for consideration. The name standards document is available at *www.sos.state.mn.us/business/pdf/bus76.pdf.* The registration of a business name with the Office of the Secretary of State advises the public that a particular name is registered to individuals or a particular entity. Registration of a name does *not* grant rights to or interests in that name.

• Name Appeal Process

(651) 297-5163, staff attorney. The name appeal process governed by *Minnesota Statutes*, Section 5.22 is a procedure that permits a person doing business in this state to challenge the subsequent registration of a similar name with the Office of the Secretary of State. The required basis of the challenge is that the latter registration of a name will cause confusion, mistake, or deception among the public. Both sides may present information for a decision by the Secretary of State. The challenger must deposit $100.00 which is awarded to the successful party. The secretary's decision may be appealed to the district court. Forms and instructions are available at *www.sos.state.mn.us*.

Election Division

(651) 215-1440. The division carries out the secretary of state's election responsibilities, publishes the *Minnesota Legislative Manual* and other election publications, files official documents, and manages other administrative functions.

Eligibility to Vote and Registration

See *Minnesota Statutes*, chapter 201 and read below:

Eligibility

Anyone who meets the following requirements at the time of an election is **eligible to vote**. An individual must:

- be 18 years of age or older;
- be a citizen of the United States; and
- maintain a residence in Minnesota for 20 days immediately preceding the election. An eligible voter may vote only in the precinct in which the vote maintains a residence. (Cities, towns, and school boards may require eligible voters to maintain a residence for a period of 30 days prior to voting in an election in their respective precinct, town, or school district.)

The following individuals are **not eligible to vote**. Anyone:

- convicted of treason or any felony whose civil rights have not been restored;
- under a guardianship; or
- found by a court of law to be legally incompetent.

Anyone who votes, who knowingly is not eligible to vote, is guilty of a felony.

Registering

Anyone eligible to vote must be registered with the auditor in the county of residence in order to vote in any primary, special primary, general, school district, or special election held in their county. **Anyone may register to vote:**

- at any time before the 20th day preceding any election;
- on the day of the election as provided; or
- when submitting an absentee ballot, by enclosing a completed registration card as provided.

No one shall intentionally:

- Cause or attempt to cause the individual's name to registered in any precinct if the individual is not an eligible to vote;
- Cause or attempt to cause the individual's name to be registered for the purpose of voting in more than one precinct, or in any precinct in which the individual does not maintain residence;
- Misrepresent the individual's identity when attempting to register to vote; or
- Aid, abet, counsel, or procedure.

A violation of this law is a felony.

Candidate Filings

Candidates for election to state and federal offices who are voted on in more than one county must file with the Office of Secretary of State. Filing consists of submission of a notarized Affidavit of candi-

dacy; payment of a filling fee or submitting a petition in lieu of fee; and, for independent or minor party candidates, submission of a nominating petition. Filling must be performed during the designated filling period which, for state elections, typically falls during the first two weeks of July in even numbered years. Candidates may file in person or by mail. Complete filing information and forms are available from the Election Division.

Public Documents

Voter's guides and *Minnesota Elected Officials* are available free of charge. Maps of congressional, legislative, county commissioner, and school district boundaries are available for a fee. The division publishes the *Minnesota Campaign Manual* for candidates and provides campaign financial report forms for local elections. *Minnesota Election Laws* and *Minnesota Election Judge Guide, Minnesota County Auditor Election Guide,* and *Minnesota School Clerk Election Guide* (along with a wide variety of brochures and pamphlets concerning elections) are published on the Secretary of State's website and are distributed to local jurisdictions.

Precinct level election results are also posted on the Secretary of State's website: *www.sos.state.mn.us.*

Voting Systems Certification

The secretary of state certifies voting equipment so it may be offered for sale in the state of Minnesota. Equipment must meet the standards established in the Minnesota election law. All costs of testing and certification are borne by the vendor of the equipment; an initial payment of $5,000 is required when the vendor submits a request for certification.

Minnesota Legislative Manual

The *Minnesota Legislative Manual* and student edition are published each odd-numbered year. The manual describes and summarizes the major branches of the state government and the persons involved. The manual also contains information on local county and federal governments. The manual is distributed to the legislature, libraries, schools, public institutions, and the general public.

Session Laws

The Elections Division files each law and resolution enacted during a legislative session. These laws are available for public inspection. For a $5.00 fee, the division will certify copies of the laws that are obtained from Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155, (one block east of I-35E, and one block north of University Avenue) (651) 297-3000.

The division also files Certificates of Approval submitted by local governing bodies accepting "special laws" that affect their jurisdictions. Forms are available from the division.

Official Documents

The Secretary of State is the custodian for all official public documents, including oaths of office and appointments of state officials, executive orders, and proclamations of the governor, delegations of authority, and other state documents.

Open Appointments

(651) 297-5845. Open Appointments informs the public of openings for voluntary service positions on state agencies (boards, commissions, councils, committees, task forces) and provides a uniform application process as directed by *Minnesota Statutes* 15.0597. Application forms are available on request. Vacancies are published the first Monday of each month, and applications are routed to the governor or other appointing authorities for their consideration. Each November an "Annual Compilation of State Agencies" is published and lists all of the participating agencies, their current memberships, and all vacancies occurring the following January. The Annual Compilation is available upon request from the Secretary of State's office in print and at *www.sos.state.mn.us*.

Computer Services

(651) 215-1458, chief information officer. Computer Services handles all the information technology requirements of the Office of Secretary of State. Computer Services has two main functions -- System Development and System Support.

System Development provides programming support for all Secretary of State systems. System Development staff provide on-going maintenance and enhancements which will expand appropriate web access to OSS databases:

Voter Registration

- Election Reporting;
- Business Services;
- Uniform Commercial Code (UCC); and
- Central Notification System for Farm Product Liens.

System Support maintains the operation of OSS servers, applications and network. These services support 450 direct access customers, 87 county Auditor and Recorders, and OSS staff. This section produces polling place rosters and election night vote tallies. OSS has developed a substantial web-based infrastructure. System Support staff are responsible for assuring adequate security and performance. System Support also operates a help desk for direct access customers, counties, and OSS staff.

Fiscal and Support Services

(651) 296-7976, director. Fiscal and Support Services is responsible for tracking and documenting all incoming revenue for the Office of the Secretary of State. The division processes all disbursements for the Office of the Secretary of State and ensures compliance with applicable accounting principles, laws, rules, policies, and guidelines for use of fiscal resources.

Secretaries of State Since Statehood

For more detailed information, visit the Legislative Reference Library website: *www.leg.state.mn.us/lrl/mngov/Mngov.htm*

Name	P.O. address	Assumed Office
Francis Baasen	New Ulm	May 24, 1858
James H. Baker	Mankato	January 2, 1860
David Blakeley	St. Paul	November 17, 1862
Henry C. Rogers	St. Paul	January 8, 1868
Hans Mattson	Minneapolis	January 7, 1870
S. P. Jennison	Red Wing	January 5, 1872
John S. Irgens	Austin	January 7, 1876
Fred VonBaumbach	Alexandria	January 10, 1880
Hans Mattson	Minneapolis	January 4, 1887
Frederick P. Brown	Blue Earth	January 5, 1891
Albert Berg	Center City	January 7, 1895
Peter E. Hanson	Litchfield	January 7, 1901
Julius A. Schmahl	Redwood Falls	January 7, 1907
Mike Holm	Roseau	January 4, 1921
H. H. Chesterman	St. Paul	July 7, 1952
Mrs. Mike Holm	St. Paul	September 16, 1952
Joseph L. Donovan	Duluth	January 3, 1955
Arlen I. Erdahl	Blue Earth	January 4, 1971
Joan Anderson Growe	Minneapolis	January 6, 1975
Mary Kiffmeyer	Big Lake	January 4, 1999

Sentencing Guidelines Commission

Capitol Office Bldg. #220, 525 Park Street, St. Paul, MN 55155
Phone: (651) 296-0144 Fax: (651) 297-5757 TTY: 1-800-627-3529, ask for (651) 296-0144
Website: *www.msgc.state.mn.us* E-mail: *sentencing.guidelines@state.mn.us*
Director Barbara Tombs

Minnesota Statutes, Section 244.09; ***Minnesota Rules***, Parts 3000-3000.0600

THE MINNESOTA SENTENCING GUIDELINES COMMISSION IS an ongoing policy-making body created by the legislature in 1978. It developed and continues to maintain a model for rational and consistent sentencing standards to reduce disparity in sentencing practices throughout the state in terms of length of imprisonment as well as imprisonment versus probation and local incarceration, to increase proportionality in sanctions, and ensure more equitable and uniform sentencing for convicted felons.

Through its staff, the commission collects, prepares, analyzes, and distributes information on local and state sentencing practices and conducts ongoing research and policy evaluation. It also provides support in the implementation of the guidelines through training, consultation, and referral services.

Background

The commission was established to develop, maintain, and monitor guidelines for trial court judges to use in sentencing people convicted of felony offenses. The guidelines are effective for offenses occurring on or after May 1, 1980. Recommended sentences under the guidelines are based on the severity of the current offense of conviction and on a measure of the person's criminal record.

The judge may depart from the recommended guideline sentence if the circumstances of the case are substantial and compelling. However, the judge must state the reasons for departure and either the prosecution or the defense may appeal any sentence. Regardless of whether the judge follows the guidelines, the sentence is fixed. An offender who is sentenced to prison will serve a term of imprisonment equal to two-thirds of the total pronounced sentence. The remaining one-third will be served on supervised release. The actual period of incarceration may be increased (up to the total sentence) if the person violates disciplinary rules.

Citizen Participation and Appointment:

• Minnesota Sentencing Guidelines Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Goals

The guidelines promote the goals of uniformity, proportionality, truth and certainty in sentencing, the coordination of sentencing policy and correctional resources, and the overriding goal of ensuring public safety.

The guidelines promote uniformity in sentencing so that people convicted of similar types of crimes and have similar criminal records will receive similar sanctions. Proportionality is established by emphasizing a "just deserts" philosophy of sentencing whereby the most severe penalties are recommended for people convicted of serious violent offenses (even with no prior record), those who have repeat violent records, and those who have extensive nonviolent criminal records. Under Minnesota's guidelines system, there is truth and certainty in sentencing because sentences and terms of imprisonment are fixed and there is no parole board to grant early release from prison. The guidelines enable the legislature to coordinate sentencing policies with correctional resources so that the availability of prison space for violent offenders is better assured. The guidelines also promote the overriding goal of public safety. Under the guidelines, more violent offenders who pose the greatest danger to public safety are imprisoned. In many instances, they are imprisoned for a longer period of time than under the previous indeterminate system.

Commission Membership and Role

The commission is required to monitor and modify the guidelines and evaluate their effectiveness. In addition, the commission is required to conduct ongoing research, and make periodic recommendations to the legislature regarding improvements in sentencing, the criminal code, or other criminal justice procedures.

The commission modifies the sentencing guidelines annually to incorporate new offenses created by the legislature, to account for other legislative changes, and to make any language revisions necessary for clarification.

Meetings

The commission usually meets the third Thursday of each month, or as often as necessary. In addition, periodic public hearings are held to solicit public comments on proposed changes to the sentencing guidelines. All commission meetings are open to the public. Anyone wanting to be placed on the mailing list to receive notices of meetings may contact the commission offices.

Publications

The guidelines are generally modified August 1 of each year. The commission also publishes annual reports summarizing sentencing practices throughout the state. Copies of the *Sentencing Guidelines and Commentary* are available on the commission's website and from the Minnesota's Bookstore, 660 Olive Street, St. Paul, MN 55155 (one block east of I-35E, and one block north of University Avenue) (651) 297-3000 or 1-800-657-3757. Copies of other commission publications and reports are available on the commission's website or by contacting the commission offices.

Sibley House Association - Sibley House Historic Site

1357 Sibley Memorial Highway, Mendota, MN 55150
Phone: (651) 452-1596 Fax: (651) 405-6033
Website: www.mnhs.org
Site Manager Kevin Maijala

Minnesota Statutes, Section 43A.27

THE SITHE SIBLEY HOUSE ASSOCIATION (SHA) IS A NON-PROFIT incorporation of the Minnesota Society of the Daughters of the American Revolution dedicated to the preservation and interpretation of Minnesota's first public history site, the Sibley House, which it opened as a museum in 1910. Today known as Sibley House Historic Site, the six acre historic house museum complex preserves structures from Henry Sibley's American Fur Company post on its original site at Mendota, near the confluence of the Minnesota and Mississippi rivers. The Sibley house (1838) served as the state's first governor's residence when Henry Sibley governed from 1858 to 1860.

The Site welcomes reserved groups as well as casual visitors to its public programs from May to October. Professional guided historic house tours depart regularly from the site office at 1357 Sibley Memorial Hwy. For more information on hours and times, as well as special programs call the site at (651) 452-1596.

The public programs operated by Sibley House Association have been supported by the state of Minnesota since 1911 under *Minnesota Statutes*, Section 43A.27. During its six-month season, guided house tours, K-12 educational tours, special events and cultural programs are offered to a diverse public audience. Programming focuses on the various peoples and changes of Minnesota's immediate pre-territorial, territorial, and early statehood period. The historic houses also preserve and exhibit an important and wide ranging collection of historic objects assembled by the SHA. Rare historic and prehistoric archaeological resources remain intact underground on the site.

The SHA constituency has recognized that it cannot administer a site of this size and importance in perpetuity. On May 21, 1996, the SHA conveyed its real estate to the state of Minnesota and its object collection to its fiscal agent, the Minnesota Historical Society (MHS). On that date, the MHS entered into a management agreement with the SHA, and the eventual transfer of operations to MHS is under negotiation.

Board of Social Work

2829 University Avenue Southeast, Suite 340, Minneapolis, MN 55414-3239
Phone: (612) 617-2100, or toll free (888) 234-1320 Fax: (612) 617-2103
Phone: TTY: (651) 297-5353 (Twin Cities) (800) 627-3529 (Greater Minnesota)
Website: www.socialwork.state.mn.us E-mail: social.work@state.mn.us
Executive Director: Frank Merriman

Minnesota Statutes, sections 148B.01-148B.28; ***Minnesota Rules***, Chapter 8740

THE MINNESOTA BOARD OF SOCIAL WORK LICENSES AND regulates social work practice in Minnesota. The Board of Social Work's vision is to ensure to the citizens of Minnesota quality social work services by establishing and enforcing professional standards. The board fulfills this vision by initial licensing, renewal of licenses, and processing of complaints against licensed social workers. A license is required to practice social work in most settings. A license is not required to practice social work in a city, county, or state agency; in a federally recognized tribe; or in private nonprofit agencies whose primary service focus is to address ethnic minority populations and when the social worker is a member of the same ethnic minority population.

The board was created by the legislature in 1987, and the first licenses were issued in 1989. The board licenses social workers at four levels: licensed social worker (LSW), licensed graduate social worker (LGSW), licensed independent social worker (LISW), and licensed independent clinical social worker (LICSW). Currently, there are approximately 9,700 social workers licensed at these four levels combined.

Citizen Participation and Appointment:

• Minnesota Board of Social Work

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Licensure

Applicants for licensure must meet requirements established by the legislature. Applicants for licensure at the LSW level must have a baccalaureate degree from an accredited program of social work, as determined by the Council on Social Work Education. Applicants for licensure at the LGSW, LISW, or LICSW levels must have a masters degree from an accredited program of social work, also determined by the Council on Social Work Education or a doctoral degree in socialwork. All applicants must pass a national licensing examination, developed and administered by the Association of Social Work Boards. There are different supervision requirements for each licensure level. Please call the board office for an application for licensure and for further information about licensure requirements.

The licensure examination is now offered daily in the Twin Cities, Winona, St. Cloud, and Thief River Falls. Other testing sites are located throughout the nation and the results can be forwarded to the Board. Examination availability and examination sites are subject to change. A person enrolled in an accredited program of social work may take the examination six months prior to graduation if the person can verify the expected graduation date.

Licensed social workers are required to obtain 30 hours of acceptable continuing education every two years and meet any applicable supervision requirements as part of the renewal process. Renewal forms are automatically sent to licensees at their current mailing address at least 45 days prior to their expiration date. The board may refuse to grant or renew a license, or may suspend, revoke, or restrict a license, upon a finding of incompetence to engage in social work practice, practicing social work in a manner harmful or dangerous to a client or the public, unprofessional conduct, violation of the statutes or rules which the board is empowered to enforce, or violation of any other law related to the practice of social work.

Continuing education sponsors may submit their programs for board pre-approval. Please call the board for a sponsor application. The board charges a fee of $10 per hour submitted for consideration, plus a $20 flat fee for an application for pre-approval of a continuing education program, up to a maximum of $200 per program.

Complaints

Citizens with concerns about social work services received are encouraged to call the Board of Social Work to report their concerns. The board can send information about the disciplinary process, as well as complaint forms which are to be submitted to the board. Most information in a licensee's file is public information and may be obtained by a written request. Disciplinary action taken by the board against licensees is also public information. Verification of licensure and current standing by insurance or credentialing agencies, or persons seeking licensure in another jurisdiction may be obtained by written request and payment of a $15 fee.

Current Fees:

- Application for LSW and LGSW. . . . . $ 45.00
- Application for LISW and LICSW. . . . . $ 90.00
- Application by reciprocity . . . . . $ 150.00
- Criminal background check . . . . . $ 15.00
- Examination . . . . . $ 175.00
- Temporary license . . . . . $ 50.00
- Initial license/biennial renewal/inactive license:
  - for LSW . . . . . $ 115.20
  - for LGSW . . . . . $ 201.60
  - for LISW . . . . . $ 302.40
  - for LICSW . . . . . $ 331.20
- Late Renewal: Half of Applicable Renewal or Inactive License Fee
- Emeritus license . . . . . $ 43.20
- Non-hardship reinstatement:
  - LSW. . . . . $ 230.40
  - LGSW. . . . . $ 403.20
  - LISW. . . . . $ 604.80
  - LICSW . . . . . $ 662.40
- Hardship reinstatement:
  - LSW . . . . . $ 172.80
  - LGSW . . . . . $ 302.40
  - LISW . . . . . $ 453.60
  - LICSW . . . . . $ 496.80
- Duplicate license card . . . . . $ 10.00
- Duplicate license wall certificate . . . . . $ 30.00

Minnesota Amateur Sports Commission

Phone: 1700 – 105th Avenue N.E., Blaine, MN 55449
Phone: (763) 785-5630 Fax: (763) 785-5699
Website: *www.masc.state.mn.us*
Executive Director Paul D. Erickson

Minnesota Statutes, Chapter 240A

THE GOALS OF THE MINNESOTA AMATEUR SPORTS COMMISSION (MASC) are to generate economic development through amateur sport, create maximum opportunity for sport participation for all Minnesotans and establish Minnesota as a national model in the amateur and Olympic sports movement.

The MASC generates economic development by attracting major national and international events to Minnesota; developing Minnesota's own sports events, camps, and educational programs; and supporting Minnesota communities that have established their own local sports commissions or other sports promotion programs.

Some examples of the major amateur sports events that have been hosted by Minnesota in the past several years include the World Figure Skating Championship in Minneapolis (1998), World Tug-of-War Championships in Rochester (1998), and the Women's World Hockey Championship in Rochester, St. Cloud, and the Twin Cities (2001).

Some examples of the MASC-sponsored events that create significant economic impact for the state are the Schwan's USA Cup youth soccer tournament, USA International Hockey Cup, Great American Shoot-Out basketball tournament, and the All-American Girls Soccer Tournament.

Citizen Participation and Appointment

• Minnesota Amateur Sports Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The MASC has partnered with many Minnesota cities to enhance their sports programs and facilities. Over 100 Minnesota cities, counties, or school districts have received MASC grants for sports facilities or programs. Several cities, including Rochester, St. Cloud, Brooklyn Park, and Roseville have hosted MASC events.

The MASC also creates maximum sport opportunities by sponsoring annual Olympic-style sports competition, the Star of the North State Games. The agency also supports Minnesota's sport associations, and it actively creates programs to increase involvement in sport for special gender, race, age, and underprivileged groups.

The agency also constructs world-class training and competition facilities around the state. Some of the facilities funded by the MASC include the National Sports Center in Blaine, the Giants Ridge Nordic ski trail system in Biwabik, the National Volleyball Center in Rochester, the John Rose Minnesota Oval speedskating center in Roseville, and the National Hockey Center in St. Cloud.

MASC sponsored events, and events held at MASC funded facilities, annually generate over $50 million in out-of-state economic impact for the state.

Offices and Programs of the Amateur Sports Commission

Minnesota Amateur Sports Commission Foundation, (763) 785-5643.

National Sports Center Foundation, (763) 785-5600, *www.nsc-sports.org.*

Star of the North State Games, (763) 785-5678, *www.starofthenorthgames.org*.

Minnesota Amateur Sports Commission Foundation

(612) 785-5630. The Minnesota Amateur Sports Commission Foundation (MASC Foundation) is the charitable fund-raising arm of the MASC. Its mission is to support the development of maximum sport and physical fitness opportunities for all Minnesotans regardless of gender, age, race, ability, geography, or economic status. The MASC Foundation specifically addresses issues which provide meaningful sport and fitness opportunities for the economically disadvantaged, girls and women, inner city youth, senior citizens, persons with disabilities, and residents of Greater Minnesota.

Since its inception in 1989, the MASC Foundation has awarded nearly $50,000 in grants which solely benefit programs and projects serving the amateur sport, physical fitness, and health community.

The MASC Foundation takes in financial contributions through a number of sources, including an annual campaign, special events, and other grants.

National Sports Center Foundation

(763) 785-5600, *www.nscsports.org*

Star of the North State Games

(612) 785-5678; 1-800-756-STAR. The Star of the North State Games is Minnesota's premier amateur sports event, featuring both winter and summer multi-sport competitions open to all amateur athletes regardless of age or ability. The games promote health, physical fitness, and good sportsmanship in a friendly atmosphere of fun and open participation while fostering the development of Minnesota's grassroots amateur sport programs.

Star of the North State Games competitions have been hosted by 10 different communities and have averaged more than 10,000 participants annually since 1988. The games are funded entirely by participant entry fees, corporate sponsorship and private donations and receive help from state amateur sport governing bodies, host community organizing committees, and volunteers to provide the necessary support in making it successful.

Minnesota Tax Court

245 Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155
Phone: (651) 296-2806 Fax: (651) 297-8737; TTY/TDD: (800) 627-3529
Website: *www.taxcourt.state.mn.us* E-mail: *info@taxcourt.state.mn.us*
Chief Judge George W. Perez

Minnesota Statutes, Chapter 271; ***Minnesota Rules***, Parts 8610.0010-8610.0150

A FULL-TIME THREE JUDGE COURT WITH STATEWIDE jurisdiction, the Minnesota Tax Court is authorized to handle every kind of tax dispute or issue arising under Minnesota law, except special assessments. Taxpayers may appeal any final order of the Commissioner of Revenue assessing taxes or denying refunds of any kind of tax imposed by the State of Minnesota. Taxpayers may also appeal the valuation of any real or personal property or its classification by the local assessor, the local or the county boards of equalization or the commissioner of revenue under *Minnesota Statutes*, chapter 278. District courts may also transfer any property tax case filed with them to the tax court.

Citizen Participation and Appointment:

• Tax Court

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Appeals from orders of the Commissioner of Revenue may be filed in person or by mail at the Tax Court's office in St. Paul or with District Court personnel in the county where the taxpayer resides. Property tax petitions must be filed with the District Court where the property is located. Appeals and petitions may be filed in regular division or small claims division. In small claims division, the amount in controversy for orders of the commissioner cannot exceed $5,000. In the case of property tax petitions filed in small claims, the value of the property cannot exceed $300,000 (there is an exception for homestead property). A taxpayer is also required to first appear before their local and county boards of equalization. The filing fee in regular division is $235.00; in small claims division, $150.00. District courts charge an additional library fee. Decisions of the regular division are appealable to the Minnesota Supreme Court by either party. Small claims division decisions are final.

Motions, pre-trial conferences, and trials are held in district courthouses throughout the state. Procedures are similar to those of the district courts. The Tax Court judges travel extensively so that the taxpayer may appear before the court with minimum inconvenience and expense.

All decisions on orders of the commissioner of revenue and decisions involving property tax appeals, in the regular division, are available on the Tax Court's website and are published via **WestLaw, Lexis, Commerce Clearing House** and the **Minnesota Legal Register.** Copies of decisions are also available for a fee from Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Avenue), St. Paul, MN 55155, (651) 297-3000, or 1-800-657-3757.

For free forms and fact sheets, contact the Tax Court or a District Court office. These are available on the Tax Court's website. Booklets entitled "Presenting Property Tax Appeals to the Minnesota Tax Court" and "Presenting Appeals from Orders of the Commissioner of Revenue to the Minnesota Tax Court" are also available. These booklets explain what a taxpayer must do if he or she is representing himself or herself (pro se).

Board of Teaching

1500 Highway 36 West, Roseville, MN 55113
Phone: (651) 582-8861 Fax: (651) 582-8872 TDD: (651) 582-8201
Website: *http://education.state.mn.us/html/intro_board_teach.htm* E-mail: *george.maurer@state.mn.us*
Executive Director: George J. Maurer, Ed.D.

Minnesota Statutes, Chapter 122A; ***Minnesota Rules***, Chapters 8700, 8710 and 8750

THE BOARD OF TEACHING WAS ESTABLISHED BY THE LEGISLATURE in 1973 to develop and maintain standards of initial licensure and continuing occupational ability for licensed teachers. Its mission is to ensure that throughout their professional careers educators meet high standards which will enable them to provide the highest quality education for all learners in our diverse, multicultural society. The board has representation from the teaching profession, the public, and the institutions of higher education that have approved programs of teacher preparation. The board regularly meets the third Friday of every month.

The Board of Teaching establishes rules governing teacher education programs and approves teacher preparation institutions and programs. It provides leadership for improving teacher education and licensure. The board is presently involved in a redesign of the teacher preparation and licensure system.

The board promulgates rules for licensing and relicensing public school teachers and interns. All teachers employed by a public school district must hold a Minnesota teaching license. Minnesota licenses are based on the completion of an approved teacher education program at a college or university approved by the board to prepare teachers. The fee for the issuance or renewal of a license is $47. Applicants must complete the Pre-Professional Skills Tests/Praxis I before an entrance license is issued and also required Praxis II examinations in pedagogy and content. This exam is given five times a year at colleges and universities throughout the state. A computer version is available by appointment at five sites in Minnesota. A criminal background check will be required on all applicants for initial licensure. A money order or cashier's check payable to the Bureau of Criminal Apprehension for the fee for obtaining this background check must be submitted at the time of application.

If a teacher has never held a Minnesota teaching license, an original application must be completed. An original application will be sent to persons upon request. Renewal of a Minnesota teaching license can be accomplished by completing a renewal form available from a school district office or from the Personnel Licensing Team of the Department of Education. To be granted a two-year entrance license, an applicant must complete an approved teacher education program and pass the Pre-Professional Skills Tests/Praxis I. To be granted a five-year teaching license, a teacher must earn 125 clock hours of continuing education approved by a local continuing education/relicensure committee. All licenses expire on July 1 of the year of expiration. Applicants are encouraged to renew after January 1 of the year of expiration. Processing time is approximately 2-4 weeks. The processing time in the summer/fall months varies between 8-10 weeks.

The Board of Teaching also establishes a code of ethics to assure that teachers in the public schools maintain high standards of ethical conduct. A copy of the Code of Ethics for Minnesota teachers is available through the board office.

The board has the authority to suspend or revoke a license according to *Minnesota Statutes,* Section 122A.09 and the Code of Ethics for Minnesota Teachers. Complaints alleging or implying violation of a statute or a rule which the board is empowered to enforce may be filed with any member of the board or with its executive secretary. The board may also schedule disciplinary hearings and any member of the board or its executive secretary may institute a complaint. The designee of the attorney general providing legal services to the board assists in processing complaints and in the investigation and hearings relating to them.

Information regarding teacher licensure in Minnesota, the code of ethics, and the complaint process is available through the board office.

Citizen Participation and Appointment:

• Board of Teaching

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Minnesota Technology Inc.

111 Third Avenue South, Minneapolis, MN 55401
Phone: (612) 373-2900 Fax: (612) 373-2901 Toll-free: (800) 325-3073
Website: *www.minnesotatechology.org* E-mail: *tsvoboda@mntech.org*
President Dr. Wayne Pletcher

Minnesota Statutes, Chapter 116O

MINNESOTA TECHNOLOGY, INC. IS A NONPROFIT CORPORATION established to contribute to the growth of Minnesota's economy by assisting industry in developing, applying and commercializing technology. The corporation has six main offices throughout the state: Minneapolis, Rochester, Virginia, Moorhead, Redwood Falls, and St. Cloud.

Minnesota Technology, Inc (MTI) accomplishes its mission through three strategic directions:

1. **Diversification of the rural Minnesota economy towards advanced manufacturing and technology-based businesses.** Through 50 in-house professionals located statewide, MTI provides direct company assistance to small- and medium-sized advanced manufacturing and technology companies. MTI identifies customer needs through diagnostic assessments, develops successful strategies and applies effective solutions. The staff has expertise in advanced manufacturing, technology, engineering, environmental performance, and strategic business.

Most services are free to qualifying companies, although assessment tools are generally recouped at cost; companies are also charged for some MTI seminars.

2. **MTI supports the growth of the technology community** in Minnesota through events, *Minnesota Technology* magazine, a statewide *Technology Directory*, and a comprehensive website that includes information and services for companies. For magazine subscription information, log onto *www.minnesotatechnology.org*
3. MTI plays a pivotal role in helping to **provide leadership in public policy discussions concerning technology development in Minnesota.**

Minnesota Technology Inc is governed by a 15-member Board of Directors, whose membership is specified in statute. MTI also has 10 Advisory Councils around the state to provide on-going input on issues confronting manufacturing companies.

Agency Services at Work in Minnesota:

MTI was established by the state in 1991 as a technology-based economic development organization focused on advanced manufacturing companies. It was also one of seven original Manufacturing Extension Partnership (MEP) Centers funded by the federal Government through the U.S. Department of Commerce. The MEP is a national network of 70 service providers for manufacturing and technology companies. As an MEP center, MTI is annually awarded federal funds, and is able to utilize resources nationwide to benefit Minnesota companies.

The center targets numerous industries, including manufacturers of computers and electronics, scientific and medical instruments, industrial machinery, fabricated metals, plastic, and composite materials.

Initiatives:

In addition to helping companies apply, develop and commercialize technology, MTI also supports a number of initiatives designed to ensure a well rounded offering of services:

- **eBusiness Institute:** A collaboration between MTI and the UM-Crookston, these seminars are geared to senior level staff at small and medium-sized companies in greater Minnesota, focusing on how to incorporate Internet technologies into their business strategy.
- **Federal Technology Transfer:** Utilizing strength and knowledge at federal labs (including NASA), MTI is able to help companies find solutions to design and process issues.
- **University Collaborations:** MTI helps companies find a resource within the University of Minnesota that may be able to assist in design solutions for products and processes.
- **Tekne Awards,** a collaboration with the Minnesota High Tech Association, recognizes those technology companies, leaders and products that help make Minnesota a leading technology center.
- **Minnesota Technology Directory Online:** Minnesota's most comprehensive listing of technology-intensive companies in the state.

Citizen Participation and Appointment:

• Minnesota Technology, Inc.

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Impact

Since 1991, MTI has served more than 4,700 companies through seminars or one-on-one customized services. These services have generated an overall economic impact to the state of $665,951,025. This impact is reflected in the form of sales increase, sales retention, employee increase, employee retention, cost savings, cost avoidance, investments in plant/equipment, workforce practices and employee development, and information systems. Economic impact is measured through a third-party survey of clients served.

Locations:

- **Moorhead:** (218) 236-8584
  725 Center Avenue, Moorhead, MN 56560
- **Virginia:** (218) 741-4241
  820 North Ninth Street, 200 Olcott Plaza,Virginia, MN 55792
- **St. Cloud:** (320) 654-5201
  300 East St. Germain Street, Suite 200, St. Cloud, MN 56301

Redwood Falls: (507) 637-2010
1030 East Bridge Street, Redwood Falls, MN 56283

- **Rochester:** (507) 285-7184
  851 – 30th Avenue SE, Rochester, MN 55904
- **Twin Cities: (**612) 373-2900
  111 Third Avenue South, Minneapolis, MN 55401

Department of Transportation

Transportation Building, 395 John Ireland Boulevard, St. Paul, MN 55155

- **General Information: (651) 296-3000**
- **Map and Manual Sales: (651) 296-2216**
- **Adopt-A-Highway program: (651) 582-1718**
- **Rest areas: (651) 296-1648**
- **Media relations: (651) 297-7961**
- **Mn/DOT Library: (651) 296-2385**
- **Road Condition Information: 5-1-1 from any phone or visit www.511mn.org**

Website: *www.dot.state.mn.us* E-mail: *info@dot.state.mn.us*

Commissioner Carol Molnau, lieutenant governor

Minnesota Statutes, Chapters 11A, 13, 15A, 16B, 17, 84, 103A, 103C, 103E, 116, 116C, 117, 160-162, 165, 167, 169, 173, 174, 216C, 218, 219, 221, 222, 360, 457A and 505; ***Minnesota Rules***, Chapters 8800-8870.

THE MINNESOTA DEPARTMENT OF TRANSPORTATION (Mn/DOT) manages a statewide transportation system that includes aeronautics, highways, motor carriers, ports, public transit, and railroads. Mn/DOT is the principal agency for developing, implementing, administering, consolidating and coordinating state transportation policies, plans, and programs (*Minnesota Statutes*, Chapter 174).

The department, which has about 5,000 employees statewide, is divided into six divisions: Finance and Administration; Program Management; Engineering Services; Operations, Safety and Technology; State Aid for Local Transportation, and District Operations.

Mission

Mn/DOT's mission is to improve access to markets, jobs, goods and services and improve mobility by focusing on priority transportation improvements and investments that help Minnesotans travel safer, smarter and more efficiently.

Strategic directions

- ***Safeguard what exists***—Operate, maintain, and preserve Minnesota's existing transportation systems and infrastructure.
- ***Make the transportation network operate better***—Implement a balanced cost-effective statewide strategy to make transportation systems operate better.
- ***Make Mn/DOT work better***—Continuously improve service and efficiency in order to give citizens the best value for their tax dollars.

Aircraft Registration Unit

(651) 296-2353. This unit maintains aircraft registration files and tax records for all general aviation aircraft based in Minnesota; determines fees and collects aircraft registration taxes; ensures that mandatory provisions of the aircraft insurance act are met; ensures sales taxes are collected on aircraft sales; makes field verification of aircraft registration; and provides information regarding sales tax, insurance and registration requirements.

To register an aircraft, write to this unit or call (651) 296-2353. This unit will provide the necessary forms and the amount of the required fee, which is based on the manufacturer's list price and the year of the aircraft. New registrations take approximately two weeks to complete. Renewal registrations are sent out in May and are due July 1. Information about pilots' licenses, issued by the federal government, can be obtained by calling (612) 725-4211.

Public or Private-Use:

Airport	$ 15.00
Seaplane Base	$ 15.00
Heliport	$ 15.00

Commercial Aircraft

Operators	$ 30.00

Aircraft Dealer

Dealer (Only)	$ 10.00
Plate (each)	$ 15.00

Personal-Use Airport, Seaplane Base, Heliport:

No Fee (License necessary only if located within five miles of a public airport)

Motor Carrier Licensing Unit

This section registers and issues credentials annually to all for-hire carriers operating in and through Minnesota; processes applications for transportation operating authority, extensions and transfers of operating authority; maintains carrier insurance filings; reviews all orders of operating authority granted from the Interstate Commerce Commission and the Minnesota Transportation Regulation Board; prepares daily accounting fees received for application processing and vehicle identification identifiers, registers and credentials transporters of hazardous materials and hazardous waste, processes building mover application licenses.

Permits:

(651) 405-6000; toll free: 1-800-657-3959

Spring Road Restrictions:

(651) 406-4701; toll free: 1-800-723-6543, as well as, on the Internet at *http://mnroad.dot.state.mn.us*

Permit Costs:

Single Trip: . . . . . Fee is variable with minimum fee $ 15.00
Job Permit: . . . . . Fee is variable with minimum fee $36.00
Annual Overweight & Oversize: . . Fee varies from $ 200 to $ 800.00
Annual Oversize: . . . . . from $24 to $120.00
Annual Mobile Crane: . . . . . Fee varies from $ 120 to $ 800.00
Annual Self-contained Refuse Compactor Truck: . . . . . $ 85.00
Annual emergency: . . . . . Fee varies from $ 120 to $ 800.00
Annual Winter Weight Increase on Interstate: . . . . . $ 60.00
Annual Round Baled Hay, Straw, & Corn Stalks: . . . . . $ 24.00
Annual Implement of Husbandry: . . . . . $ 24.00

Documents available to the public

A variety of documents are available to the public. For map order forms, call Map and Manual Sales at (651) 296-2216 or stop by the Transportation Building, Room 110, 395 John Ireland Blvd., St. Paul, MN. Prices and mailing charges are subject to sales tax. Checks or money orders made payable to the Commissioner of Transportation must accompany all order forms. MasterCard and VISA are preferred.

- **Official State Highway Map** includes regional maps, historic sites, state parks and mileage chart. Download the information for free by clicking on *http://www.dot.state.mn.us/statemap/index.html*.
- **Bikeways Maps** grade the 6' wide shouldered roads for bicycling. Does not cover the Twin Cities metro area.
  - Statewide East, 2001
  - Statewide West, 2001
- **City Traffic Flow Maps** show average daily traffic counts for every street in the incorporated city limits. Cities with populations over 5,000 are on separate map sheets. A few cities cover more than one sheet, while cities with populations less than 5,000 are generally shown with several cities per sheet. 24" x 36".
- **County Maps** show road types, culture, and drainage. 18" x 28" and 36" x 56".
- **County Traffic Flow Maps** show the average daily traffic count, depicting road types, cultures and drainage. 24" x 36".
- **Metropolitan Area Map** shows major highways in the Twin Cities and surrounding areas. 30" x 34".
- **Municipal Maps** show cities with populations of more than 5,000 on separate map sheets. A few cities cover more than one sheet, while cities with populations less than 5,000 are generally shown with several cities per sheet. They show every street in the incorporated city limits only. 24" x 36".
- **Seven-County Metro Map** shows state highways and main roads. 30" x 36".
- **State Map (Large)** 40" x 43".
- **Street Series Maps** show every street in the seven-county metropolitan area on 57 separate sheets. 24" x 36".
- **Street Series Traffic Flow Maps** show the average daily traffic count on county roads, city roads and state roads. Shows every street in the seven- county metropolitan area on 57 sheets. 24" x 36".
- **Trunk Highway Traffic Flow Maps** show the average daily traffic and the commercial volume traffic.
  - Metropolitan Map, 24" x 36".
  - State Map, 30" x 34".

Engineering Manuals

Mn/DOT's manual system allows for procedural changes and additions to be disseminated in a timely manner to all manual holders. The department does not provide addenda and other supplemental information beyond the fiscal year purchased without the payment of an annual mailing list management fee of $5 per copy.

- **Bituminous.** Intended primarily for field inspectors' use; gives requirements governing quality and use of materials, points out fundamental principles involved in bituminous surfacing, and describes procedures for practical application. Includes information on bituminous mixtures, equipment and calibrations, and sampling and testing methods.

- **Bridge Aesthetics.** Intended to serve those involved with bridges and structures from the early stages of preliminary layouts through final design and construction. Serves as a training and reference tool for bridge designers, project managers, and consultants who are involved with bridge design.
- **Bridge Construction.** Guides project engineers and inspectors in the construction of bridges and promotes uniformity of interpretation of specifications and inspections. Includes information on preparation of foundation and backfill, pile driving, false work and forms, reinforcement, concrete bridge construction, steel construction, timber construction, surface preparation, and painting structural steel.
- **Bridge Design.** Establishes procedures and communicates information for bridge office staff.
- **Bridge Details Part I, II—Metric.** Contains standard detail drawings that are inserted in a set of bridge plans. Drawings are of bearing assemblies, expansion devices, railings, fencing, concrete beams, etc.
- **Bridge Maintenance.** Provides information on bridge maintenance practices and procedures in accord with Mn/DOT policies. Describes why, when and how to perform the work, and sincludes sections on preventative maintenance, substructure maintenance, superstructure maintenance, deck maintenance, and bridge maintenance painting.
- **Bridge Standard Plans—English and Metric.** Contains basic one-, two- and three-span bridge plans to be used by Mn/DOT, counties, municipalities, and cities.
- **Concrete—Dual.** Familiarizes engineering staff with fundamental principles and best practices of concrete construction; emphasizes test methods and inspection procedures for control of concrete production and placement. Includes materials and materials testing, properties and mix designations, mix design, batching and mixing placement operations, reports and work sheets, charts, and other data. *http://www.mrr.dot.state.mn.us/pavement/pavementeng.asp*
- **Contract Administration.** Establishes uniform policies and practices for construction and in interpretation of specifications and inspections. Includes information on project organization, supervision and administration, reports and records, construction details of work, and final documentation.
- **Drainage.** Communicates drainage design policies, procedures, instruction, and information to engineers and technicians to be applied in the solution of drainage problems. Includes tables and charts related to drainage design.
- **Geotechnical and Pavement.** Provides guidance to district soils engineers and serves as a reference for Mn/DOT and other staff involved in design, construction, and maintenance of highway earth works and pavements.
- **Grading and Base—Dual.** Gives field inspectors requirements governing quality and use of materials, describes fundamental principles involved in grading and base work, and describes procedures for practical application by staff. Includes test procedures, visual and manual inspection, formulas, and soil classification and identification.
- **Landscaping.** Intended for designers, project engineers, project inspectors, contract administration advisors, contractors, and material suppliers who work with landscape projects subject to Mn/DOT's Standard Specifications for Construction. This publication provides sequential, clear, objective, pictorial, and measurable criteria for nearly all decision-making relative to inspection and installation of landscaping. This publication is an integral component of all contract documents for Mn/DOT landscaping projects.
- **Laboratory Manual.** Contains test procedures and AASHTO/ASTM test references for commonly used laboratory tests on aggregates, soils, cement, concrete, bituminous, etc. Provides a laboratory technician with a reference to needed procedures to ensure uniformity and consistent results among all the department's laboratories. Private sector laboratories will have formal test procedures to follow. *http://www.mrr.dot.state.mn.us/materials/materials.asp*
- **Maintenance.** Provides maintenance staff with operating procedures for surface repairs, roadside maintenance, drainage and bridge maintenance, traffic control devices maintenance, and snow and ice control. Information guidelines are given on equipment maintenance, permits, agreements, contracts, and operations coding.
- **Minnesota Uniform Traffic Control Devices—Dual 2002.** Provides basic principles that govern the design and usage of traffic control devices. Presents traffic control device standards for all streets and highways open to public travel regardless of type or class or the governmental agency having jurisdiction. *http://www.dot.state.mn.us/trafficeng/*
- **Right of Way Manual.** Outlines the processes and procedures Mn/DOT uses when acquiring public right of way. *http://rocky.dot.state.mn.us/*
- **Road Design—English or Metric.** Establishes uniform design policies and procedures and communicates vital information for guidance to engineering staff in preparation of road plans. Includes detailed drawings of geometric features, section elements, special structures, safety features, and erosion controls. *http://www.dot.state.mn.us/tecsup/*
- **Standard Plans—English or Metric.** Contains standard plan sheets showing approved standard details of highway geometrics and construction features. Includes pavement layouts, acceleration and deceleration lanes, pavement joints, guardrail treatment at bridge approaches, retaining walls, etc.
- **Standard Plates—English or Metric.** Provides standard plates, approved by Mn/DOT staff and Federal Highway Administration for the various structures essential to highway design and construction. Includes standard drawings for use by manufacturing firms in supplying products of culverts, sewers, erosion controls, signals, lights, guardrails, fences, etc. Also, standard drawings for use by contractors in constructing pavement, curb and gutters, retaining walls, miscellaneous structures, and in installing traffic barriers, fences, signals, lights, etc. *http://www.dot.state.mn.us/tecsup/splate/index.html*
- **Standard Signs.** Communicates standards and specifications concerning standard dimensions, colors and other requirements of the various types of highway signs and signals. Included are details for the layout of the recently adopted symbol signs provided for in the "Manual on Uniform Traffic Control Devices for Streets and Highways." *http://www.dot.state.mn.us/trafficeng/*
- **State Aid.** Provides convenient reference for county and municipal engineers to the reports, documents, and procedures needed to conform to established policies.
- **State Aid Project Development.** Describes how to prepare project development reports for county and city federal aid projects.
- **Surveying and Mapping—Dual.** Sets forth instruction and guides to engineers and technicians to ensure establishment of uniform standards in location surveys, field notes, field layout, and staking throughout the state. Includes information on aerial survey, ground control, soils survey, bridge survey, monuments, railroads and utilities survey. *http://rocky.dot.state.mn.us/*
- **Surveys Manual.** Incorporates accepted practices developed in the Surveying Program and the Interactive Graphics/Automated Drafting System. *http://rocky.dot.state.mn.us/manual/SM/SM_Manual.pdf*
- **Technical.** Assists highway technicians in computing horizontal and vertical alignment, earthwork qualities, and other highway quantities. Included are mathematical guides, charts, tables, and methods used in the preparation of road plans.
- **Traffic Engineering—Dual.** Establishes uniform guidelines and procedures primarily for use by Mn/DOT staff. Complements, but does not duplicate, the MUTCD manual. *http://www.dot.state.mn.us/trafficeng/*

- **2000 Standard Specification for Construction—Dual.** *http://www.dot.state.mn.us/tecsup/spec/*
- **Field Manual 2001.** Free. For a copy of the book and an order form, see *http://www.dot.state.mn.us/trafficeng/;* click on Publication, Manuals and Specifications, Plans and Reports, then click on Manuals.
- **CADD Data Standards.** Available only on the Internet. *http://www.dot.state.mn.us/caes/cadd/*

Other documents available

- **Minnesota Commercial Truck and Passenger Regulations Handbook.** Details motor carrier, vehicle and driver requirements and resources for operating in Minnesota. It is available free of charge by clicking on *http://www.dot.state.mn.us/motorcarrier/mcr/IntroSection1-21.pdf.*

Background

The Minnesota Legislature began passing laws regarding township and county road and bridge matters since the early days of statehood in 1858. Although a constitutional amendment passed in 1898 allowed the state to participate directly in road development, the state did not begin building roads and bridges until after the State Highway Commission was created in 1905. State licensing of motor vehicles began in 1903, except where municipalities had already done so.

From 1871 to 1905 the state gradually created a Railroad and Warehouse Commission. Its powers expanded from limited inspection of railways to establishing rates for railroads, regulating warehouses and grain handling, investigating carrier management, determining reasonable rates, ordering railroad companies to maintain safety devices, and prosecuting cases before the U.S. Interstate Commerce Commission.

The period from 1911 to 1921 was very important to road building and highways. The Dunn Amendment of 1912 called for revising the road and bridge section of the constitution. Following the adoption of this amendment, an annual one-mill tax levy was passed and rural roads were divided into three classes for construction and maintenance purposes: state, county, and township roads. The legislature abolished the Highway Commission in 1917 and created a Department of Highways.

The Minnesota Aeronautics Commission, established on April 22, 1933, focused its efforts on two main goals -- to make aviation in Minnesota safe and to promote interest in aviation throughout the state. In 1943, the Aeronautics Commission became the Department of Aeronautics.

In 1956, the U.S. Congress enacted laws that set up funding for the National System of Interstate and Defense Highways. Also in 1956, the voters of Minnesota approved a constitutional amendment to provide for the orderly distribution of state road user funds: 62 percent state, 29 percent county, and 9 percent municipal.

In 1967, the legislature created the Department of Public Service and transferred the Railroad and Warehouse Commission to it. In 1969, the legislature established the Department of Public Safety and transferred the Highway Patrol and Driver License Bureau from the Highway Department to this new Department of Public Safety.

In 1976, the legislature created Mn/DOT to assume the activities of the former departments of Highways and Aeronautics, and the transportation-related sections of the State Planning Agency and the Public Service Department.

In 1988, the legislature approved increasing the state gas tax from 17 cents to 20 cents per gallon to fund highway and other transportation needs. And in 1991, the federal government passed landmark legislation, known as the Intermodal Surface Transportation Efficiency Act, to give states more latitude to meet transportation needs, increase public participation in decision-making, and focus additional concern on the environment, safety and planning.

With the completion of I-35 in downtown Duluth in 1992, the state marked the finish of the 42,500-mile interstate highway system that began in 1956.

In 2001, Minnesota initiated construction of the state's first light rail transit system, an 11.6-mile line from downtown Minneapolis to the Mall of America, which is expected to be in full service by 2004.

Office of the Commissioner

(651) 297-2930, Carol Molnau, commissioner of transportation and lieutenant governor of the State of Minnesota;
(651) 296-8532, Doug Differt, deputy commissioner/chief engineer;
(651) 297-3099, Bob McFarlin, assistant to the commissioner for transportation policy and public affairs.

The commissioner is chief administrator of the Department of Transportation and is assisted by the deputy commissioner/chief engineer and the assistant to the commissioner for transportation policy and public affairs. In 2003, Molnau became the state's first lieutenant governor to play two roles—lieutenant governor and commissioner of transportation. Under state law, the governor may appoint to a state office a person who already holds another state office if the duties of the offices do not conflict. The appointee receives only the salary of the first office held.

Office of Government Affairs

(651) 296-3002, Betsy Parker, director. This office serves as a liaison to the state legislature, U.S. Congress, and transportation interest groups in order to develop and secure passage of legislation that will improve Mn/DOT's operations and the services it provides. Office staff assist policy makers in making transportation-related decisions and in responding to constituent inquiries by providing individual briefings, assisting with bill drafting, providing testimony to legislative committees, and responding to inquiries. The office interacts with federal, regional, county and municipal government officials and transportation-related organizations and individuals.

Office of Communications

(651) 297-7961, Lucy Kender, director. This office represents Mn/DOT by anticipating and addressing the transportation information needs of Minnesotans and other customers. Communications specialists provide information on Mn/DOT programs, activities and accomplishments. The office provides strategic communications planning and implementation to meet the department's goals, and coordinates statewide communication activities and agency initiatives. Public affairs coordinators located in the eight district offices statewide address local public information needs.

Office of Audit

(651) 296-3254, Ron Gipp, director. This office conducts compliance and operational audits of all areas within Mn/DOT. It provides analysis, appraisals and recommendations concerning the activities reviewed, and ensures that costs paid under the provisions of contracts with vendors and individuals are supported by source documentation and are in compliance with applicable laws, rules and contracts so that the department is eligible for reimbursement. This office also conducts investigations concerning allegations of wrongdoing.

Finance and Administration Division

(651) 296-7942, Kevin Gray, director. This division provides administrative, financial, contracting, equal employment opportunity and affirmative action, human resources, and work force development direction and support for the agency. This division is the focal point for the agency's interactions with the state Departments of Administration and Employee Relations.

Affirmative Action Officer

(651) 296-1016, Lynn Geschwind. The affirmative action officer is responsible for providing departmentwide advice and coordination in the areas of equal employment opportunity, affirmative action, and workforce diversity. The affirmative action officer works closely with

Mn/DOT's Diversity Council and is a key resource for managers, supervisors, and human resource professionals.

Office of Business and Support Services

(651) 296-8628, Mike Garza, director. This office provides centralized business support services, including processing employee payroll and benefits; purchasing and accounting; designing, managing and repairing work spaces and building facilities; providing printing, graphics, photography and telecommunications services; distributing mail and supplies; and coordinating central office building security, emergency response, and disaster recovery efforts.

Office of Equal Employment Opportunity and Contract Management

(651) 215-0446, Joanne Wagner, director. This office administers the federal program for disadvantaged business enterprises for transportation construction projects; conducts reviews of equal employment contract compliance and affirmative action programs of firms working on federally funded projects; implements the mandated Title VI program overseeing all Mn/DOT operations to ensure that services and benefits are open, fair and inclusive without discrimination; and reviews and approves Mn/DOT contracts to ensure they meet legal and policy requirements.

Office of Finance

(651) 296-1363, Scott Peterson, director. This office supports Mn/DOT's accounting and reporting systems; develops tools for a cost management process that includes activity based budgeting, activity based costing and activity based management; prepares and manages Mn/DOT's budget; provides oversight on the department's financial operations; and manages asset inventory and purchases.

Office of Human Resource Operations

(651) 296-3648, Rich Peterson, director. This office advises and directs Mn/DOT management on human resource issues and handles employee classification, compensation, labor relations, and general HR operations.

Office of Workforce Development

(651) 296-3101, Cathy Walz, director. This office manages statewide recruitment and retention programs, employee training, and leadership development to help Mn/DOT remain competitive in the labor market and deliver programs and services to customers.

Program Management Division

(651) 296-1344, Randy Halvorson, director. This division provides leadership on statewide transportation investment and modal operations (including aeronautics, freight and commercial vehicle operations and transit).

Office of Aeronautics

(651) 296-8046, Ray Rought, director. This office administers state and federal funds for municipal airports; regulates, inspects and licenses aviation operations; enforces statutes and rules relating to aviation; registers aircraft and assists communities with aviation planning and air service issues. It also provides radio and visual navigational aids; electrical and lighting systems; collects and disseminates weather information for pilots; disseminates aviation safety and aviation education information; conducts programs to promote aviation and aviation safety; and furnishes air transportation service for state officials and employees performing state business.

Office of Freight and Commercial Vehicle Operations

(651) 406-4789, Cecil Selness, director. This office manages activities that affect multimodal freight movements and the use of private rail systems for passenger service in Minnesota. The office also administers and enforces safety and economic regulations that govern for-hire and private motor carriers operating in or through Minnesota. Activities the office administers include the Minnesota Rail Service Improvement Program, the Port Development Program, the Railroad-Highway Grade Crossing Safety Improvement Program, and the Minnesota Freight Advisory Committee.

Office of Investment Management

(651) 296-8478, Al Schenkelberg, director. This office conducts economic and engineering analyses of transportation investments and policies; identifies long-term economic and demographic trends affecting transportation, and leads studies to address transportation investment issues. The office prepares the Statewide Transportation Plan and provides guidance to metropolitan and regional planning organizations. It develops and manages the State Transportation Improvement Program and manages all federal aid highway funding in support of the STIP and the state road construction program. The office is also responsible for access management, land use planning, research and Mn/DOT's transportation library.

Office of Transit

(651) 296-7052, Donna Allan, director. This office helps people and communities meet their mobility needs by supporting safe, responsive, efficient and environmentally sound transit services. It helps communities design and implement transit services; manages transit investment grants; provides technical operating assistance to communities in Greater Minnesota, and conducts transit planning, evaluation, and research. The office promotes and supports transportation choices and transportation planning to include non-motorized alternatives to the automobile, such as bicycling and walking.

Engineering Services Division

(651) 296-3156, Dick Stehr, director. This division provides engineering guidance, standards, training, and other expertise to support Mn/DOT's eight transportation districts in delivering projects and managing roads.

Office of Bridges

(651) 747-2101, Dan Dorgan, director. This office provides leadership, guidance, technical services and products for the design, construction, and maintenance of Minnesota's transportation bridges and structures. Responsibilities include producing preliminary and final bridge plans for construction; performing fracture critical inspections of existing bridges; performing construction quality assurance for steel bridge fabrication, and providing hydraulic design services.

Office of Construction

(651) 205-4400, Mike Martilla, director. This office administers all phases of construction contracts; directs and coordinates project facilitation and monitoring; directs, coordinates and supports construction activity. The office also ensures that all legislative and contractor claims against Mn/DOT are resolved. It administers special programs such as technical certification, work zone safety, and labor compliance statewide and provides specialized training in these areas to all agencies and contractors. The office interacts with contractors, the U.S. Department of Transportation, and other state agencies.

Office of Environmental Services

(651) 284-3751, Dick Elasky, director. This office provides leadership on environmental policy; coordinates on environmental review and regulatory matters with the Department of Natural Resources, Pollution Control Agency, Corps of Engineers, and other agencies; advises the agency on draft legislation and the potential effect it may have on environmental matters, and provides technical assistance on cultural and environmental issues. The Commissioner of

Transportation is an *ex officio* member of the Minnesota Environmental Quality Board.

Innovative Construction Initiative

(651) 215-0445, Gary Thompson, director. This initiative's purpose is to develop ways to reduce the amount of time necessary to deliver Mn/DOT construction projects; oversee and improve the design-build process; investigate new contracting and construction techniques, and build partnerships with stakeholders so that the needs of the traveling public are met effectively, efficiently, and safely.

Office of Land Management

(651) 296-1132, Al Pint, director. This office provides services such as surveying, mapping, valuation, acquisition and disposition of property to ensure legal, timely and standardized land management processes. Specific products and services include: mapping; coordination of the global positioning system for transportation; land survey database; right-of-way and survey manuals; certification of real estate appraisals, right-of-way acquisition and relocation assistance; salvage or demolishing of structures, and preparation of Commissioner's Orders for and legal descriptions of all highway projects and turnbacks. The office manages technical and professional training in the areas of real estate, surveying and mapping, and provides real estate guidance to Mn/DOT's transportation districts and local units of government.

Office of Materials

(651) 779-5590, Keith Shannon, director. This office provides inspection and testing of materials used in the construction and maintenance of the state highway system; administers geological and geotechnical services; investigates methods and materials used in transportation facilities, concentrating on pavements; conducts research on the use of waste products such as tires and shingles; and provides technical expertise and leadership in pavement analysis, design and construction.

Office of Technical Support

(651) 296-0364, Mukhtar Thakur, director. This office develops and administers consultant contracts and provides technical assistance and guidance in the areas of computer aided engineering services, design standards, landscape architecture, site development, visualization, and management information systems. The office approves construction plans, prepares engineers' estimates for Mn/DOT projects and supplemental agreements, and prepares and administers cooperative construction agreements with cities and counties. It also provides special contract provisions for construction projects, sells plans to contractors, provides construction agreements with utility companies, and reviews utility permit applications.

Operations, Safety and Technology Division

(651) 296-1615, Marthand Nookala, director. This division provides leadership and expertise in Mn/DOT's use of technology to promote and enhance transportation safety operations while ensuring efficiency.

Office of Electronic Communications

(651) 296-7402, Andy Terry, director. This office provides specialized technical, engineering, and maintenance expertise for wireless communication systems operation; manages the communication systems used by state government agencies that support public safety services; and supports Mn/DOT's intelligent transportation system initiatives. Office staff, located in St. Paul and in 15 radio shops statewide, support the radio communication needs of highway maintenance, construction and inspection crews. The office works with other agencies, such as the Department of Public Safety, to coordinate initiatives such as the Transportation Operations and Communications Centers and the 800 MHz public safety radio system.

Office of Information Technology

(651) 297-5274, Mike Barnes, director. This office leads Mn/DOT's information technology efforts to support program delivery and facilitate the sharing of data, applications and technology to provide better information more quickly to Mn/DOT's customers. The office provides leadership for departmentwide information technology project planning, development, and management; supports the department's information technology infrastructure and network services; manages application development; develops policies and standards for information technology; and provides desktop support.

Office of Maintenance

(651) 297-3590, Mark Wikelius, director. This office manages capital improvement and maintenance programs for all of Mn/DOT's facilities; manages the department's fleet of equipment and vehicles, and manages snowplow fabrication. The office administers an equipment purchasing program; identifies potential conflicts between underground utilities and earth-moving construction plans; coordinates crews for painting stripes on highway pavement, and coordinates district-led research in maintenance areas such as equipment, snow removal, pavement preservation and vegetation control. The office delivers specialized training to road crews; administers statewide contracts for sand, salt, highway signs and road/weather prediction; plans and coordinates Mn/DOT's response to emergencies; manages the Adopt-A-Highway litter pick up program; manages a sign program for motorist services, and coordinates a statewide fuel management program.

Office of Transportation Data & Analysis

(651) 215-1854, Jonette Kreideweis, director. This office provides data on traffic and roadway characteristics to assist Mn/DOT, county, city and other partners in understanding current and future trends, and for planning and designing roadway improvements. Products and services include trunk highway, county and city traffic volume maps; traffic reports and information on vehicle weights and classifications; data files, maps and reports on roadway characteristics; historical data on highway construction projects, and related information to support pavement management, bridge management and traffic safety crash analysis efforts. The office provides best practices and assists district offices in traffic forecasting methods.

Office of Traffic, Security and Operations

(651) 284-3502, Bernie Arseneau, director. This office develops and implements programs, policies, and standards for the various traffic engineering agencies performing traffic-related functions statewide. Functions include the Regional Traffic Management Center, Traffic Operations and Communication Centers, work zone safety, pavement markings research and product selection, signing, lighting and signal policies, standards and specifications, traffic safety, and the intelligent transportation systems.

State Aid For Local Transportation Division

(651) 296-9872, Julie Skallman, director. This division administers the distribution of state-aid and federal-aid funds to eligible counties, cities and townships; authorizes grants for bridge construction on local road systems; provides technical assistance in the design, construction and maintenance of the state-aid and federal-aid road systems. The district state aid engineers and their staffs represent SALT in the districts. The district offices are an integral part of the state aid project delivery system as are a number of specialists who work for SALT on local projects, but who are located within other Mn/DOT divisions, including the offices of Bridges, Materials, Construction, Technical Support and Finance.

District Operations Division

(651) 296-8047, Bob Winter, director. This division is divided into eight transportation districts statewide and is responsible for

construction programming, planning, designing, constructing, and maintaining state highways. The division also plays a role in meeting the needs of other transportation modes (transit, rail rehabilitation, airports, and bikeways) in each district.

Each district has a transportation district engineer who represents the commissioner of transportation to the public and other agencies. District engineers lead the development of the transportation system in their region while coordinating those efforts with the other districts and Mn/DOT's central office in St. Paul.

Metro Transportation District

(651) 582-1360, Patrick Hughes, district engineer

1500 W. County Road B2, Roseville, 55113
Information (651) 582-1000

Oakdale Office

3485 Hadley Ave. North, Oakdale, 55109
Information (651) 779-5000

Golden Valley Office

2055 N. Lilac Drive, Golden Valley, 55422
Information (763) 797-3000

MN/DOT'S Metro District covers the seven-county metropolitan area of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington counties as well as Chisago County. It includes the two largest cities in the state, Minneapolis and St. Paul, and is crisscrossed and home to the confluence of the Minnesota and Mississippi Rivers. In that geographic land mass live more than 2.5 million people in 156 cities and 54 townships. Those residents travel more than 39.7 million vehicle miles per day in the metro area.

District profile

- 3,950 lane miles of state and interstate highways;
- 1,171 bridges;
- 8 airports;
- 320 interchanges; and
- 40,000 acres of right of way.

Transportation District 1 – Duluth/Virginia

(218) 723-4960 ext. 3003, Mike Robinson, district engineer

District 1A - Duluth

1123 Mesaba Ave. 55811
Information (218) 723-4801

District 1B - Virginia

101 N. Hoover Road 55792
Information (218) 749-7793

The Duluth/Virginia District supports the transportation network of northeastern Minnesota in Cook, Lake, St. Louis, Carlton, Pine, Aitkin, Itasca, and Koochiching counties. In addition to its highway system, the region also includes major facilities for rail, air and water transportation. Northeastern Minnesota is known for its iron ore and timber resources and continues to diversify its economic base in areas such as aviation, medical services, retail trade and tourism. The region, which comprises 19,353 square miles, has a population of 375,000.

District profile

- 1,909 miles of state and interstate highways;
- 509 bridges;
- 840 miles of rail line;
- 5 transit providers;
- 23 airports; and
- 4 ports.

Transportation District 2 - Bemidji/Crookston

(218) 755-3815, Wesley Gjovik, district engineer

District 2A - Bemidji

Box 490 56619
Information (218) 755-3800

District 2B - Crookston

1320 Sunflower Street 56716
Information (218) 281-6069

The Bemidji/Crookston District supports the transportation network of northwestern Minnesota. Its jurisdiction includes Kittson, Roseau, Lake of the Woods, Marshall, Beltrami, Polk, Pennington, Red Lake, Clearwater, Norman, and Hubbard counties as well as parts of Cass, Mahnomen, and Koochiching counties. The district headquarters is located in Bemidji; the maintenance headquarters is located in Crookston. The district operates a construction sub-office in Thief River Falls and 17 maintenance truck stations.

District profile

- 1,770 centerline miles of state highway (3,918 lane miles);
- 672 active miles of railway;
- 10 transit systems;
- 344 bridges; and
- 25 airports.

Transportation District 3 – Brainerd/St. Cloud

(320) 828-2463, Bob Busch, district engineer

District 3A - Brainerd

1991 Industrial Park, Baxter, MN 56401
Information (218) 828-2460

District 3B - St. Cloud

Box 370, 3725 12th Street North 56302
Information (320) 255-4181

The Brainers/St. Cloud District is headquartered in Baxter with a full-service office in St. Cloud. The district serves the rapidly growing region that reaches from the western Twin Cities suburbs to north-central Minnesota. It includes all or part of 13 counties: Aitkin, Benton, Cass, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Sherburne, Stearns, Todd, Wadena, and Wright. Major transportation corridors within District 3 include I-94, trunk highways 10, 23, 169 and 371, as well as major rail lines and airports. The district also supports several kinds of transit service including city-county dial-a-ride routes, scheduled route systems such as St. Cloud's Metro Transit. The district includes the site of the Minnesota Road Research Project on I-94 near Monticello and is the largest road research facility in the world. The district's employees work from the district headquarters at Baxter, the St. Cloud Maintenance Area headquarters, and 20 maintenance truck stations.

District profile

- 1,633 centerline miles (3,984 lane miles) of state highways and freeway;
- 382 miles of railway;
- 20 airports plus two private airports and three reserved for sea plane use;
- 11 public transit systems;
- Approximately 110 miles of paved trails; and
- District population of 550,000.

Transportation District 4 - Detroit Lakes/Morris

(218) 847-1552, Lee Berget, district engineer

District 4A – Detroit Lakes

P.O. Box 666, 1000 W. Highway 10 56502
Information (218) 847-1500

District 4B - Morris

P.O. Box 410, 610 Highway 9 South, 56267
Information (320) 589-7000

The Detroit Lakes/Morris District's staff provide transportation services to the west central Minnesota region. The region includes Becker, Big Stone, Clay, Douglas, Grant, Mahnomen, Otter Tail, Pope, Stevens, Swift, Traverse, and Wilkin counties. The region's steady economic growth from agriculture, tourism, manufacturing, and truck transportation requires strong support from the district's employees. The 12-county region includes more than 500 manufacturing firms and more than 400 trucking firms that depend on the highway system for safe and efficient movement of goods. District staff work from the headquarters offices in Detroit Lakes and Morris, the technical centers in located Detroit Lakes, Morris, Alexandria, Fergus Falls, and Moorhead and from 12 maintenance truck stations. District staff use tools such as market research and partnerships with shippers to determine and meet customer needs to support the region's mobility and economic vitality.

District profile

- 1,625 centerline miles (3,671 lane miles) of state and interstate highways;
- 327 bridges;
- 23 airports;
- 13 rest areas; and
- 12 transit systems.

Transportation District 6 – Rochester/Owatonna

(507) 285-7374, Nelrae Succio, district engineer

District 6A - Rochester

Box 6177, 2900 48th Street N.W. 55903-6177
Information (507) 285-7350

District 6B - Owatonna

Box 307, 1010 21st Ave. N.W. 55060
Information (507) 455-5800

The Rochester/Owatonna District serves the diverse transportation needs of 11 counties in the state's southeastern region. The region is part of the state's growth area "crescent" that reaches from St. Cloud through the Twin Cities metro area to Rochester. The district includes major sections of I-35 and I-90, a major airport and fixed-route transit system at Rochester, and ports on the Mississippi for shipping grain, fertilizer and other commodities. The district's employees work from the district headquarters at Rochester, the Owatonna Maintenance Area headquarters at Owatonna, a construction office in Winona as well as 19 maintenance truck stations. The district includes Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, and Winona counties.

District profile

- 1,436 centerline miles of state highways and freeways;
- 837 bridges;
- 13 airports;
- 17 transit systems; and
- 504 miles of rail line.

Transportation District 7 – Mankato/Windom

(507) 389-6869, Jim Swanson, district engineer

District 7A - Mankato

P.O. Box 4039 56001
Information (507) 389-6351

District 7B - Windom

Box 427, Co. Rd. 26 56101
Information (507) 831-1200

The Mankato/Windom District serves the transportation needs of the state's south central/southwestern corner that encompass the counties of Blue Earth, Brown, Cottonwood, Faribault, Jackson, LeSueur, Martin, Nicollet, Nobles, Rock, Sibley, Waseca, and Watonwan. District staff work with the region's cities and counties on highway maintenance and construction projects as well as transit, rail, and trail planning and coordination. The district supports cooperative innovations such as the Living Snow Fence Program, which enlists the services from Mn/DOT, county and regional agencies, and private landowners to plant windbreaks that help prevent severe drifting that often plagues the region's highways. Employees are located at the district headquarters at Mankato, the maintenance area office at Windom, and at 21 maintenance truck stations.

District profile

- 1,345 centerline miles of state and interstate highways;
- 465 bridges;
- 561 miles of rail line;
- 13 transit systems; and
- 14 airports.

Transportation District 8 – Willmar/Marshall/Hutchinson

(320) 231-5497, Dave Trooien, district engineer

Willmar

P.O. Box 768, 2505 Transportation Road 56201
Marshall Office Box 29, 220 S. 6th Street
Information (320) 231-5195

Marshall

Information (507) 537-6146

Hutchinson

Information (320) 234-2582

The Willmar/Marshall/Hutchinson District serves the diverse transportation needs in central and southwestern Minnesota. The district includes the counties of Chippewa, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Pipestone, Redwood, Renville, and Yellow Medicine. The district headquarters is located in Willmar and regional offices are located in Marshall and Hutchinson in order to improve effectiveness and service delivery. The district operates 15 maintenance truck stations.

District profile

- 1,452 centerline miles (2,894 lane miles) of state and federal highways;
- 356 bridges;
- 488 miles of rail line;
- 17 airports; and
- 12 transit systems.

Office of the State Treasurer

The Office of the State Treasurer no longer exists. In November 1998, Minnesota voters passed a constitutional amendment determining that, beginning in January 2003, the state treasurer will no longer be elected by the people. State statute required the State Treasurer to study the issue of transferring the powers, duties and responsibilities and to recommend to the legislature an appropriate agency or constitutional office to receive them. On January 15, 2000, after extensive study, the State Treasurer concluded that the people of Minnesota would be best served by transferring the duties of the office to the Office of the State Auditor. The state auditor is a statewide, independently elected official who will ensure continued separation and independence of function between cash management and accounting, and who will provide the important "checks and balances" within the state's financial system. This merging of the treasurer's duties with the auditor's duties is consistent with what has been occurring in many Minnesota counties.

State Treasurers Since Statehood:

For more detailed information, visit the Legislative Reference Library website: *www.leg.state.mn.us/lrl/mngov/Mngov.htm*

Name	P.O. address	Assumed office
George W. Armstrong	St. Paul	May 24, 1858
Charles Scheffer	St. Paul	January 1, 1860
Emil Munch	Pine City	January 10, 1868
William Seeger	St. Peter	January 5, 1872
Edwin W. Dyke	Faribault	February 7, 1873
William Pfaender	New Ulm	January 7, 1876
Charles Kittelson	St. Paul	January 10, 1880
Joseph Bobleter	New Ulm	January 5, 1887
August T. Koerner	Litchfield	January 7, 1895
Julius H. Block	St. Peter	January 7, 1901
Clarence C. Dinehart	Slayton	January 7, 1907
E. S. Pettijohn	St. Peter	June 8, 1910
Walter J. Smith	Eveleth	January 3, 1911
A. C. Gooding	Rochester	February 14, 1916
Henry Rines	Mora	January 2, 1917
Edward W. Stark	Center City	July 1, 1925
Julius A. Schmahl	St. Paul	January 4, 1927
C. A. Halverson	Revere	January 5, 1937
Julius A. Schmahl	Redwood Falls	January 2, 1939
Val Bjornson	Minneapolis	January 2, 1951
Arthur Hansen	Ulen	January 3, 1955
Val Bjornson	Minneapolis	January 7, 1957
Jim Lord	Chanhassen	January 6, 1975
Robert W. Mattson	Britt	January 3, 1983
Michael A. McGrath	Bloomington	January 7, 1987
Carol Johnson	Inver Grove Heights	January 4, 1999

University of Minnesota

100 Church St. S.E., 202 Morrill Hall, Minneapolis, MN 55455
Robert H. Bruininks, President, (612) 626-1616
Phone: Information: (612) 625-5000

Minnesota Statutes, Chapter 137

THE UNIVERSITY OF MINNESOTA, RANKED AMONG THE NATION'S TOP 10 public universities, reflects the commitment to education of a state that is only 20th in population. It is almost alone among universities in the United States in its combination of three characteristics: an international research university, a land-grant institution with a strong tradition of education and public service, and a metropolitan academic community.

The Twin Cities campus, the system's largest, is made up of 20 colleges and offers a full range of academic and professional degrees. A comprehensive campus in Duluth offers undergraduate and graduate programs. The Morris campus offers a four-year liberal arts program. Crookston offers associate and baccalaureate degrees in technical, career-oriented programs. Through the University of Minnesota Extension Service' 18 regional centers, the University is present throughout the state.

The University is the primary center in Minnesota, and parts of the surrounding region, for instruction and research in the health sciences, law, engineering, agriculture, and forestry. It offers all of the graduate programs in these fields.

Background

When the University was founded as a preparatory school in 1851, Minnesota had been a territory for just two years, and statehood was still seven years away. The school was built on not much more than the pioneers' faith in education. The University struggled financially in its early years and was forced to close during the Civil War. It reopened in 1867.

Two students received bachelor of arts degrees at the first commencement in June 1873. Since then, and as of June 2002, the University has granted more than 571,101 degrees. Students earn undergraduate and graduate degrees in more than 370 fields of study.

The Duluth campus joined the University in 1947, the Morris campus opened in 1960, and the Crookston campus in 1966. A campus in Waseca, which opened in 1971, was closed in 1992.

The University of Minnesota is now one of the largest universities in the United States. Enrollment in fall 2002 was 62,789 on all four campuses: 48,677 on the Twin Cities campus, 9,815 at Duluth, 1,910 at Morris, and 2,387 at Crookston.

University alumni include seven Nobel Prize winners, a former chief justice of the United States, two former vice presidents, the heads of Fortune 500 companies, medical pioneers, civil rights leaders, top journalists, and men and women who have achieved distinction in every field.

Alumni and their families and friends are always welcome at the University. Alumni are invited to continue their relationship with the University through the University of Minnesota Alumni Association and its collegiate societies.

Board of Regents

(612) 625-6300 Fax: (612) 624-3318
Website: *www.umn.edu/regents*

The Board of Regents is the primary governing body of the University. It appoints, evaluates, and advises the president; adopts the mission, policies, and plans for the University; exercises fiduciary responsibility for its resources and approves its budgets; promotes educational quality, and ensures institutional autonomy.

The 12 regents, who serve without compensation, are elected by the legislature for six-year terms. Eight regents are elected from each of the eight congressional districts, and four are elected at large. One of the at-large regents must be a university student at the time of election. The legislature has created an independent Regent Candidate Advisory Council to recruit and recommend candidates for legislative consideration. Vacancies occurring when the legislature is not in session are filled by the governor.

The university president is ex-officio president of the Board of Regents. At the annual meeting each odd numbered year a chair and vice chair are elected by the board from among its members; a secretary and a treasurer, who may not be board members, are also elected.

The board meets monthly (except for January and August) on the second Friday and the preceding Thursday. Dates of board meetings and meeting agendas are published on the regents website. Materials for consideration by the board may be submitted to the secretary of the board, 600 McNamara Alumni Center, 200 Oak St. S.E., Minneapolis, MN 55455-2020. Requests for personal appearances before the board must be submitted in writing to the secretary. At least once each year the Board of Regents holds an open forum for individuals to address the board on the university budget.

Regents

Honorable David R. Metzen, Congressional District 4, Chair
Honorable Anthony R. Baraga, Congressional District 8, Vice Chair
Honorable Clyde Allen, Congressional District 7
Honorable Peter Bell, Congressional District 5
Honorable Frank R. Berman, At Large
Honorable Dallas Bohnsack, Congressional District 2
Honorable John Frobenius, Congressional District 6
Honorable William E. Hogan II, Congressional District 3
Honorable Richard McNamara, At Large
Honorable Lakeesha K. Ransom, At Large
Honorable Maureen K. Reed, At Large
Honorable Patricia Simmons, Congressional District 1

Frequently Called Numbers

Due to space limitations of the *Guidebook*, descriptions of all the University's divisions cannot be printed. Following is a brief listing of frequently called numbers and places to get more information.

University of Minnesota, Twin Cities

Information

University Information: (612) 625-5000
Web site: *www.umn.edu*

General Services

Alumni Association, U of M, (612) 624-2323
Art Museum, Weisman, (612) 625-9494
Arts Ticket Office, (612) 624-2345
Bookstores, U of M, (612) 625-6000
Human Resources (employment), (612) 625-2000
Jobs Line, (612) 664-9660
Minnesota Daily, (612) 627-4080
Recreational Sports
- Minneapolis campus, (612) 625-6800
- St. Paul campus, (612) 625-8283

Sports Ticket Offices, (612) 624-8080
University Police, (612) 624-3550
University Relations, (612) 624-6868

Educational Services

Bell Museum of Natural History, (612) 624-7083
Continuing Education, (612) 624-5332
English as a Second Language Program
(Minnesota English Center), (612) 624-3331
Labor Education Service, (612) 624-5020
Learning Abroad Center, (612) 626-9000
Learning Technologies, University (612) 625-3001
Libraries, reference and information, (612) 624-0303
Library hours (recording), (612) 624-4552
Libraries, Reference
- Biomedical Library, (612) 626-3260
- Business and Government Information, (612) 624-5076
- Magrath Library, (612) 624-1212
- Science and Engineering Reference, (612) 624-0224
- Wilson Reference Services, (612) 626-2227

Minnesota Public Interest Research Group (MPIRG), (612) 627-4035
Veterans Certification, (612) 625-8076

Crisis Services

Crisis Counselor, (612) 625-8475
Sexual Violence Crisis Line (24 hours), (612) 626-9111

Student Services, All Campuses

Admissions

- Twin Cities, (612) 625-2008
- Duluth, (218) 726-7171
- Morris, (320) 589-6035
- Crookston, (218) 281-8569

Campus Switchboard, (Crookston) (218) 281-8020

Disability Services, (V/TTY): (612) 624-4037

Financial Aid

- Twin Cities, (612) 624-1111
- Duluth, (218) 726-8000
- Morris, (320) 589-6035
- Crookston, (218) 281-8563

Health Services

- Minneapolis, (612) 625-8400
- St. Paul, (612) 624-7700
- Duluth, (218) 726-8155
- Morris, (320) 589-6070
- Crookston, (218) 281-8512

Housing and Residential Life

- Twin Cities, (612) 624-2994
- Duluth, (218) 726-8178
- Morris, (320) 589-6475
- Crookston, (218) 281-8531

International Center, Minnesota, (612) 625-4421

International Student/Scholar Service,
(612) 626-7100

Student Activities Office, (612) 626-6919

University of Minnesota, Twin Cities Colleges

College of Agricultural, Food, and Environmental Sciences

(612) 624-3009 Website: *www.coafes.umn.edu*
E-mail: *CollegeOffice@agri.umn.edu*

A bachelor of science degree is offered in a wide range of subjects such as agricultural business, agriculture industries and marketing, food science and nutrition, scientific and technical communication, and environmental sciences. Graduate degrees are also offered.

College of Biological Sciences

(612) 624-2244 Website: *cbs.umn.edu*
E-mail: *cbsweb@biosci.cbs.umn.edu*

CBS offers majors in biology; biochemistry; ecology, evolution, and behavior; genetics, cell biology, and development; microbiology; neuroscience; and plant biology. Also offered is a professional master's program in biological sciences. Approximately 40 percent of the graduates pursue graduate degrees or training in the health sciences (e.g., medicine, dentistry, veterinary medicine, public health, osteopathic medicine). Of those employed full time, approximately 80 percent choose careers related to biology in both the public and private sectors, most often involving either laboratory or field work. Both undergraduate and graduate students are actively involved in independent research under faculty supervision. CBS faculty and students benefit from research opportunities provided through specialized facilities including the Molecular and Cellular Biology Building, the Cargill Building for Microbial and Plant Genomics, Biodale, the Biological Institute, Lake Itasca Biological Station and Laboratories, Cedar Creek Natural History Area, and the Jane Goodall Institute Center for Primate Studies.

Carlson School of Management

(612) 625-0027 Website: *www.csom.umn.edu.*

The school offers professional training for positions of responsibility in business. Specialized training at the undergraduate and graduate levels is offered in accounting, marketing, finance, risk management and insurance, actuarial science, international business, management information systems, supply chain management, general management, entrepreneurial studies, health care management, business taxation, and human resources and industrial relations. Noncredit programs related to management are offered through its Executive Development Center and Industrial Relations Center. Research and consultation in management fields are carried out through the Accounting Research Center, Center for Aging Services Management, Center for Brand Management, Center for Entrepreneurial Studies, Center for Financial Services Industry, Center for the Study of Healthcare Management, Human Resources Research Institute, Juran Center for Leadership in Quality, Management Information Systems Research Center, Minnesota Center for Risk and Insurance Research, and Strategic Management Research Center.

College of Continuing Education

(612) 624-4000 Website: *www.cce.umn.edu*

College of Continuing Education (CCE) Overview

Learning is a lifelong process that can boost individuals' careers and organizations' workforces or be used for pure enjoyment.

Through the U's College of Continuing Education (CCE), businesses can create customized education for their employees, while organizations can access professional education planning services and make use of a facility dedicated to meeting the needs of adult learners.

Minnesota's adults can choose from hundreds of educational opportunities: from self designed degrees, to weekend retreats, to professional certificates in business, health, science, and technology. There are evening and distance courses for those on the go and career transition services for those who want to map out their life goals.

College of Continuing Education Specifics

Transform Your Workforce (612) 625-3100

Website: *www.cce.umn.edu/cpe*

Employer and industry representatives partner with the U to create programs that keep the workforce competitive.

Customized Education: Immediately applicable, tailored education keeps businesses running smoothly. U of M experts offer turn-key solutions--from needs assessment through evaluation.

Professional Education Program Planning: Comprehensive development services for conferences, workshops, symposiums, short course, and seminars. Services range from program design and marketing to delivery and evaluation.

Continuing Education Facility: The newly renovated Earle Brown Continuing Education Center on the St. Paul campus can accommodate up to 440 people, has a/v support, networked computer labs, video conference capabilities, and food services.

Keep on Top of Your Profession (612) 625-3100

Professionals needing to stay abreast of current developments in their field or build their skills to move to the next level in their career can take advantage of courses and workshops.

Business Courses: Master subjects ranging from project management and negotiating to finance and coaching.

Human Resources: Become a certified employee benefits specialist prepare for the Professional in Human Resources (PHR or senior PHR) examination.

Technology: Study programming and web design.

Earn Academic Credit (612) 624-4000

Adults can take individual credit classes or complete certificate or degree programs to meet personal or professional goals.

Evening Credit Classes: The university's world-class faculty extend their "day" into the evening hours to reach adult and traditional students who find it easier to come to campus at night. *<onestop.umn.edu>*

Independent and Distance Learning: Learn without boundaries. Choose from more than 125 credit courses available by mail and over the Internet. Students can work at their own pace and take classes anytime, from anywhere in the world! *<www.cce.umn.edu/idl>*

Summer Term: Take part in one of the largest summer sessions in the nation. Use the summer term to make progress toward a degree or learn new career skills. *<www.cce.umn.edu/summer>*

Certificates: Take advantage of high quality education with less time and expense than a full-time degree program. Choose from more than 19 different accredited certificate programs. *<www.cce.umn.edu/certificates>*

Bachelor of Applied Science: Bring work experience to class and take away hands-on instruction and theory that can be used, on-the-job, right away. Pick from five high demand applied science programs. *<www.cce.umn.edu/bas>*

The Inter-College Program: Match unique academic interests and career goals by creating an undergraduate degree program using the university's rich and varied course offerings. ICP is a perfect option for self-directed students wanting a more flexible approach to university study. *<www.cce.umn.edu/icp>*

Program for Individualized Learning: Students can create an academically rigorous liberal arts undergraduate degree and work at your own pace. Integrate knowledge gained from university courses, work place settings, community contexts, and individual life experiences. *<www.cce.umn.edu/pil>*

Master of Liberal Studies: Define and design your own interdisciplinary masters program. Take advantage of a wide range of graduate-level curriculum with many courses offered evenings and Saturday mornings. *<www.cce.umn.edu/mls>*

Enrich Your Life (612) 625-5760

Adults can take up subjects for pure enjoyment. No grades or tests involved.

Compleat Scholar: Intriguing courses explore everything from art, photography, and the humanities to writing, the sciences, and landscaping. These short, noncredit courses are led by university and community experts and are mainly offered in the evenings and on weekends at Twin Cities campus and community locations. During special Compleat Scholar weekends, participants can combine a weekend away with an opportunity to study interesting topics with an expert. <*www.cce.umn.edu/scholars*>

ElderLearning Institute (ELI): This member-based program is a health club for the mind. For an annual fee of $195, participants can choose from over 100 courses and travel programs, locally, nationally, and internationally. Courses are held in churches, libraries, community centers, and senior residences throughout the Twin Cities area. Most courses meet once a week for 1.5 hours. <*www.cce.umn.edu/eli*>

Great Conversations: This series teams prominent members of the university's faculty with renowned experts from around the world to join Minnesotans in five evenings of lively discussions that grapple with pressing issues. <*www.cce.umn.edu/conversations*>

Split Rock Arts Program's Summer Workshops: Enjoy weeklong residential workshops in visual arts, creative writing, and creativity development taught by eminent artists and writers. Sessions are held each July and August. <*www.cce.umn.edu/splitrockarts*>

Split Rock Arts Program's Online Mentoring for Writers: Often writers, from beginners to professionals, struggle a bit with their words, not quite able to make their stories sparkle the way they envisioned. That is where mentors come in. Over a dozen professional writer-teachers from a variety of genres are the faculty in this new program. <*mentoring.cce.umn.edu*>

School of Dentistry

(612) 625-7678 Website: *www.dentistry.umn.edu*

The School of Dentistry is Minnesota's only dental school and the only dental school in the northern tier of states between Wisconsin and the Pacific Northwest. Its mission is to educate dental professionals; discover new knowledge, technology, and skills; and to apply those discoveries to the dental profession and the communities it serves. The Doctor of Dental Surgery (D.D.S.) program is a four-year degree that prepares graduates to practice general dentistry. Graduate and advanced education programs prepare dentists for careers in specialty practice, as well as advanced general dentistry, research, education, and administration. The Dental Hygiene Program is the only dental hygiene program in Minnesota that grants a baccalaureate degree and is affiliated with a school of dentistry.

The school operates patient care clinics where student dentists, student dental hygienists, and dental residents treat patients under faculty supervision. In Moos Tower on the Minneapolis campus, patients receive a full-range of services, including general restorative care, dental specialty services, dental implants, geriatric care, and hospital dentistry. Patients with special needs also visit clinics that treat cleft lips and palates, dental and facial anomalies, and temporomandibular joint/chronic facial pain. In northeastern Minnesota, the school operates the Hibbing Community College dental clinic, where student dentists provide diagnosis, treatment, periodontics, oral surgery, endodontics, and continuing care services to the public. Students and faculty also travel the state with portable equipment to treat patients who are unable to access dental care.

College of Education and Human Development

(612) 625-6806 *Fax:* (612) 626-7496
Website: *www.education.umn.edu/*

The college, with 126 faculty members and more than 3,300 students, is organized into six academic units and numerous research and service centers with an emphasis on collaborative approaches to critical issues in preschool through post-secondary education, lifelong learning, and human development. Consistently ranked as one of the most productive professional schools of education in the country—public or private—the college is a state, national, and international leader in teaching, research, and civic engagement. It is consistently ranked one of the top 10 public graduate programs of education in the nation by *U.S. News & World Report*.

The college's Department of Curriculum and Instruction prepares teachers and educational leaders for pre K-12 schools. The Department of Educational Policy and Administration offers graduate programs in educational administration, higher education, comparative and international development education, and evaluation studies. Programs in the Department of Educational Psychology include counseling and student personnel psychology, psychological foundations of education, school psychology, and special education. The Institute of Child Development provides an undergraduate program in child psychology and a world-renowned graduate program. The School of Kinesiology offers study opportunities in physical education, recreational activities, sport psychology and sociology, and movement science. Programs within the Department of Work, Community, and Family Education are organized into five areas -- agricultural education; business and industry education; work, community, and family education; human resource development; and adult education.

General College

(612) 625-6885 *Fax:* (612) 626-7848 Website: *www.gen.umn.edu*

General College (GC) is an access point to the University of Minnesota for high-potential students who express a strong interest in pursuing their educational goals at the university but may not meet the highly competitive admission standards of other freshman-admitting colleges. GC prepares students for successful transfer to degree-granting University colleges by delivering college-level academic content via its innovative curriculum and intensive student support services. GC offers a variety of support services that address the needs of students with diverse backgrounds and characteristics, including urban students, first-generation college students, student parents, students with disabilities, students of color, older students, and non-native speakers of English.

Graduate School

(612) 625-3014 Website: *www.grad.umn.edu*

Students with a U.S. bachelor's degree or a comparable foreign degree from a recognized college or university may work toward the advanced degrees of master of arts, master of science, doctor of philosophy, doctor of education, and doctor of musical arts. The Graduate School standard for admission is an undergraduate grade point average (GPA) of 3.00 (B). Many programs require a higher GPA. The Graduate School also offers specialist certificates in several education fields and professional master's degrees in such fields as engineering, social work, and fine arts. In addition, it offers a number of programs leading to a post-baccalaureate certificate.

College of Human Ecology

(612) 624-3430 Website: *www.che.umn.edu*

Research and learning in the College of Human Ecology is informed by questions and ideas that are relevant to people and society. Each academic unit in the college contributes to the study of the science and art of everyday life—what people eat, where they live, how they live together, what they wear, how they interact, how families and communities work together. Faculty and students in the college work with each other in a cycle of scholarship to define and understand the relationship between humans and their environments. Through this cycle, the teaching and learning in the classroom is applied in the community, and the college's work becomes even more informed by and applicable to the interactions of people in everyday life.

The college's undergraduate and graduate programs include coursework in graphic design, housing studies, social work, nutrition, food science, youth studies, interior design, clothing design, retail merchandising, marriage and family therapy, and family violence preven-

tion. Undergraduate and graduate programs in the college are offered by the Departments of Design, Housing, and Apparel; Family Social Science; Food Science and Nutrition; and the School of Social Work.

Humphrey Institute of Public Affairs

(612) 626-8910 Website: *www.hhh.umn.edu*
E-mail: *admissions@hhh.umn.edu*

The Humphrey Institute is the University's graduate school of public affairs. The school offers four degree programs:

- Master of Public Policy;
- Master of Urban and Regional Planning;
- Master of Science in Science, Technology, and Environmental Policy; and
- Mid-career Master of Public Affairs.

Programs permit a range of specializations or concentrations for developing professional competence in management, planning, and policy analysis. Courses enable students to gain the quantitative, ethical, and leadership skills needed to solve today's policy problems. More information, including scholarship and financial aid details, is available at *www.hhh.umn.edu/academics/*. For admissions information, contact admissions coordinator via e-mail, by phone (612) 626-7229, or by mail: 225 Humphrey Center, 301-19th Avenue S., Minneapolis, MN 55455.

Law School

(612) 625-1000 Website: *www.law.umn.edu*

The University of Minnesota Law School offers a three-year, full-time program that leads to the juris doctor (J.D.) degree and qualifies graduates for bar examinations and admission to the practice of law. The law school is nationally recognized for its integration of theory, doctrine, and ethics, based in part on its large clinical program and its five unique faculty-run research institutes: Human Rights Center, Institute on Race & Poverty, Kommerstad Center for Business Law and Entrepreneurship, Minnesota Center for Legal Studies, Consortium on Law and Values in Health, Environment & the Life Sciences (home to the Joint Degree Program in Law, Health and the Life Sciences). The law library is the eighth largest in the country. Faculty at the school rank in the top dozen nationally as some of the most productive and influential scholars in legal education. The law school also offers an LL.M. degree program to graduates of foreign law schools, providing foreign scholars and lawyers the opportunity to learn about the U.S. legal system in depth.

College of Liberal Arts

(612) 624-2535 Website: *www.cla.umn.edu/*

The university's largest division, the College of Liberal Arts provides a broad range of liberal arts opportunities for students in the social sciences, natural sciences, humanities, and fine arts. Students may earn bachelor of arts, bachelor of fine arts, bachelor of music, bachelor of science, and bachelor of individualized studies degrees, preparing them for entry into graduate and professional programs and a variety of careers. The college faculty is responsible for more than 30 graduate and undergraduate programs in the humanities, social sciences, and fine arts, many of which are nationally ranked.

Medical School

(612) 624-1122 Website: *www.med.umn.edu*

The school's four-year program leads to the doctor of medicine degree and provides basic preparation for specialization or other advanced postgraduate training. The school also offers programs in medical technology, physical therapy, occupational therapy, certified nurse anesthesiology, and radiologic technology. Departments sponsor graduate training programs and research training for physicians in specialized disciplines of clinical medical sciences and for advanced degree candidates in the basic health sciences. Physicians on the Medical School faculty serve as the medical staff for patients in the Fairview University Medical Center.

College of Natural Resources

(612) 624-1234 *Fax:* (612) 624-8701 Website: *www.cnr.umn.edu*
E-mail: *cnr-info@umn.edu*

The College of Natural Resources is the premiere college of its kind in the United States. It offers a comprehensive suite of undergraduate degrees in fisheries and wildlife, forest resources, natural resources and environmental studies, recreation resource management, urban forestry, and wood and paper science. Specializations are also available in areas such as forest products marketing, resource-based tourism, and residential building science and technology. The college also supports graduate programs (M.S. and Ph.D.) in conservation biology, natural resources science and management, water resources science, and wildlife conservation. The college includes the Bell Museum of Natural History and the Cloquet Forestry Center in northeast Minnesota. For more information, contact the college by telephone, e-mail, or by mail at 235 Skok Hall, 2003 Upper Buford Circle, St. Paul, MN 55108-6146.

School of Nursing

(612) 624-9600 Website: *www.nursing.umn.edu*

The University of Minnesota School of Nursing is the world's oldest continuing university-based school of nursing. A leader in nursing research, in 2001 it ranked 14th among 600 eligible nursing schools in grants from the National Institutes of Health. Approximately 200 undergraduate and 300 graduate students are enrolled in the School's B.S.N., M.S., and Ph.D. programs. It is the only school in Minnesota to award a nursing Ph.D., and it has the largest graduate program at the university.

As the state's nursing flagship, the school cultivates leadership, producing 55 percent of the faculty in Minnesota's public and private nursing schools, advanced practice nurses, and nurses who can assume leadership positions. There are 18 areas of graduate study, three research centers, a leadership center, and several centers of excellence; and faculty researchers who are recognized nationally and internationally in the fields of gerontology, adolescent, family and child health, American Indian health, and public health.

College of Pharmacy

(612) 624-1900 Website: *www.pharmacy.umn.edu/*

The four-year, entry-level doctor of pharmacy (Pharm.D.) program prepares pharmacists to identify, resolve, and prevent drug-related problems. These practitioners provide drug therapy and help manage diseases and conditions to improve the quality of a patient's life. Applicants must have at least two years of undergraduate education, including completion of required courses, before applying. Graduates of the Pharm.D. program are eligible for state licensure to practice pharmacy. The College of Pharmacy offers its professional program on the Twin Cities and Duluth campuses.

School of Public Health

(612) 624-6669 *Fax:* (612) 626-6931 Website: *www.sph.umn.edu*

The University of Minnesota School of Public Health, one of the top public health schools in the country, offers graduate degree programs in a number of areas, including environmental health, community health education, maternal and child health, public health administration, public health nutrition, epidemiology, health services administration, biostatistics, and health services research and policy. The school offers an Executive Program in Public Health to health and human services professionals with advanced degrees and a host of dual degree programs, including Veterinary Public Health, Public Health Medicine, and Health Journalism. The Center for Public Health Education and Outreach offers courses for graduate or continuing education credit in a variety of public health specialty areas. Location: 420 Delaware St. SE, Minneapolis, MN 55455.

Institute of Technology

(612) 624-2006 Website: *www.it.umn.edu*

E-mail: ***info@it.umn.edu***

The Institute of Technology—the University of Minnesota's college of engineering, physical sciences, and mathematics—comprises 13 academic departments and more than two dozen research centers. The college offers 18 undergraduate degree programs and nearly 60 graduate degree programs. Renowned worldwide, these programs consistently appear among the top 20 in national rankings by *U.S. News and World Report*, the *Princeton Review*, and the National Research Council. Location: 105 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455

College of Veterinary Medicine

(612) 624-4747 Website: ***www.cvm.umn.edu.***

The mission of the College of Veterinary Medicine at the University of Minnesota is to improve the health and well-being of animals and people by educating current and future veterinarians and biomedical scientists, discovering and disseminating of new knowledge and skills, and providing innovative veterinary services.

University of Minnesota, Crookston (UMC)

Crookston, MN 56716 (218) 281-6510
Website: ***www.crk.umn.edu*** **E-mail:** ***info@mail.crk.umn.edu***

The University of Minnesota, Crookston, is on the northern edge of Crookston, in the Red River Valley. The picturesque campus consists of 29 buildings on 237 acres of land, with about 2,500 full- and part-time students. An applied, polytechnic four-year college, it offers a positive, personal community; an interactive learning environment; state-of-the-art communication technology (all full-time students are issued personal laptop computers); bachelor and associate degree programs; and outreach programming.

University of Minnesota, Duluth (UMD)

Duluth, MN 55812 (218) 726-8000 Website: ***www.d.umn.edu***

The University of Minnesota Duluth, became part of the University in 1947. UMD offers:

• four-year baccalaureate degree programs in accounting and business administration, engineering (some areas), fine arts, liberal arts and sciences, applied arts and sciences, and elementary, middle, and secondary school teaching;

• masters degree programs in applied and computational mathematics, art (emphasis in graphic design), biology, business administration, chemistry, communication sciences and disorders, computer science, counseling psychology (emphases in community counseling, college counseling, and school counseling), education, electrical and computer engineering, engineering management, English (emphasis in literary studies, English studies, and publishing and printing), environmental health and safety, geological sciences, liberal studies, music, physics, social work, and special education;

• a two-year basic sciences medical school program leading toward the M.D. degree through transfer to the University of Minnesota Medical School or another medical school;

• cooperative master's and Ph.D. programs with the Twin Cities campus in biochemistry, molecular biology, and biophysics; microbiology, immunology, and cancer biology; pharmacology; and cellular and integrative physiology;

• a four-year doctor of pharmacy (Pharm.D.) program on the Duluth campus offered through the College of Pharmacy, Twin Cities campus; and

• all-University graduate programs (masters and Ph.D.) in toxicology and water resources science.

University of Minnesota, Morris (UMM)

Morris, MN 56267 (320) 589-2211 Website: ***www.mrs.umn.edu***

The University of Minnesota, Morris, located about 150 miles northwest of the Twin Cities, is a four-year residential liberal arts college with about 2,000 students. Noted for its rigorous academic curriculum, UMM has been identified as a "public ivy" in such national magazines as *U.S. News & World Report*, *Changing Times*, and *Money.* Through its four divisions—humanities, science and mathematics, social science, and education—UMM offers 30 majors in 37 disciplines and seven pre-professional programs.

University of Minnesota, Rochester (UMR)

Rochester, MN 55904 (507) 280-2838 or 1-800-947-0117
Website: ***www.r.umn.edu/***

The University of Minnesota is expanding its three-fold mission in Rochester:

• Teaching and learning;
• Research and discovery; and
• Outreach and service.

This commitment will result in expanded programming and responding to the specific needs of the greater Rochester area. The university provides leadership and coordination of upper division undergraduate and post-baccalaureate programs in Rochester. The university has been providing quality higher education opportunities in Rochester since 1966.

UMR is located on the University Center Rochester campus at the intersection of U.S. Highway 14 East and 30th Avenue (East Circle Drive) in Rochester, Minnesota.

In Rochester, the University of Minnesota offers doctoral, master's, and baccalaureate programs, in addition to several certificate and licensure programs. Credit courses that fulfill degree requirements, provide professional updating, and respond to personal interests are offered as well. Several programs are offered in partnership with Rochester Community and Technical College and Winona State University.

UMR also offers noncredit courses for continuing and professional development.

University Programs and Services

The following is an alphabetical list of some of the programs, services, and clinics provided by, or affiliated with, the University of Minnesota. It is not a comprehensive list. Unless otherwise noted, they are on the Twin Cities campus.

Advanced Studies in Child Welfare, Center for

(612) 624-4231 Website: ***ssw.che.umn.edu/cascw/***
E-mail: ***cascw@che.umn.edu***

Established with grants from the Bush Foundation and Title IV-E funds through the Minnesota Department of Human Services, the center brings together the University of Minnesota and county and state social services in a public-private partnership dedicated to improving the lives of high-risk families and children. The center is part of the University of Minnesota, Twin Cities, School of Social Work, founded in 1917 and fully accredited by the Council on Social Work Education. It offers scholarships, outreach and research as part of its program activities. The school offers M.S.W. and Ph.D. degrees. For further information, contact the center at 205 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108.

Animal Biotechnology (AB) Center

(612) 624-9752 Website: ***http://abcenter.coafes.umn.edu/***

The AB Center helps develop new molecular technologies associated with animal production and animal health identifying and modulating genes affecting growth, development, reproductive performance, efficiency of feed conversion, lactation, and disease resistance. The center also provides a unique integrated research and training approach for implementing new techniques for outreach-oriented programs (such as the Avian Health Center, the Swine Center, the Dairy Initiatives, and the Aquaculture Program). For more information, contact F. Abel Ponce de Leon, Director, AB Center, 305 Haecker Hall, 1364 Eckles Avenue, St. Paul, MN 55108.

AnswerLine, Univ. of Minn. Extension Service

***Toll free:* (800) 854-1678**

AnswerLine home economists help people with family living questions via the toll-free number, from 9 a.m. - 12 p.m. and 1 p.m. - 4 p.m., Monday through Friday. AnswerLine staff answer questions about safely cooking, canning, and freezing foods; cleaning, and other household issues. AnswerLine provides research-based information through the University of Minnesota Extension Service and Iowa State University Extension Service with support from the USDA, the state of Minnesota, county governments, and grants.

Archives, University

(612) 624-0562
Website: *http://special.lib.umn.edu/uarch/*
E-mail: *uar@tc.umn.edu*

University Archives serves as a research information center for questions about the university, its faculty, staff, students, and publications, past and present. The archives contain more than 80,000 volumes of printed material and 15,000 linear feet of manuscripts, as well as 60,000 pictures and a large audiovisual collection. Hours are 8:30 a.m. - 4:30 p.m. Monday through Friday. There are no fees for service but you must pay for the costs of photocopies and reproductions. Mailing address: University Archives, 218 Andersen Library, 222 - 21st Ave. S., Minneapolis, MN 55455.

Art Museum, Frederick R. Weisman

(612) 625-9494 Website: *www.weisman.umn.edu*

The Weisman Art Museum is a teaching museum that links the educational mission of the university and the cultural life of Minnesota. Housed since 1993 in architect Frank Gehry's sculptural stainless steel and brick building, the museum's 17,000-piece collection is especially rich in twentieth-century American art and European, American, Asian, and American-Indian ceramic pieces from ancient to modern. Major loan exhibitions organized by the museum travel to other institutions throughout the country.

The museum is open to the public 10:00 a.m. - 5:00 p.m. Tuesday, Wednesday, Friday; 10:00 a.m. - 8:00 p.m. Thursday; 11:00 a.m. - 5:00 p.m. Saturday and Sunday; closed Mondays. Admission free. The museum and its attached parking garage are located at 333 E. River Road, Minneapolis and are handicapped accessible.

Taking a multidisciplinary approach to the visual arts, the Weisman presents temporary exhibitions, lectures, discussions, concerts, performances, and special events. Permission to study the permanent collection or to examine individual works of art can be arranged by contacting the museum registrar. Guided tours are available free of charge, but reservations are required.

Artist Lecture Series, Art Department

Tweed Museum of Art, Duluth
(218) 726-8225 E-mail: *art@d.umn.edu*

The Artist Lecture Series brings visual artists working with varied media and ideas to the UMD campus each academic year to speak about their work. Some artists appear in conjunction with scheduled exhibitions in the Tweed Museum of Art. Lectures are at various times of the day and on Tuesday evenings. Most are open without charge to the public. The museum is fully accessible to the handicapped. For a schedule of events, contact the Art Department, UMD, 317 Humanities, 1049 University Drive, Duluth, MN 55812.

Athletics, Department of Intercollegiate

(612) 624-4497. Varsity sports include men's baseball, men's and women's basketball, men's and women's cross country, men's football, men's and women's golf, men's and women's gymnastics, men's and women's ice hockey, women's rowing, women's soccer, women's softball, men's and women's swimming, men's and women's tennis, men's and women's track and field, women's volleyball, and men's wrestling. Ticket information for sports where admission is charged is available at Mariucci Arena, 4 Oak St. S.E., or by calling (612) 624-8080. For schedules or information call (612) 625-4090, or write to Bierman Field Athletic Building, 516 - 15th Avenue S.E., Minneapolis, MN 55455.

Bell Museum of Natural History

(612) 624-7083 *Fax:* (612) 626-7704
Website: *www.bellmuseum.org* E-mail: *bellmuse@umn.edu*

Minnesota's natural history museum connects visitors with the natural world through interactive exhibits, educational programs, a children's Touch and See Room, and renowned habitat dioramas depicting Minnesota's wild places. Bell Museum scientists conduct important environmental research around the world. For 130 years, the museum has been a responsible steward of the state's natural heritage, building and maintaining scientific collections used by researchers worldwide. Bell Museum exhibits and programs provide a public gateway to natural science research at the University of Minnesota. Museum hours: 9 a.m. - 5 p.m., Tuesday through Friday; 10 a.m. - 5 p.m. Saturday; noon - 5 p.m. Sunday. Guided tours are available. Admission: adults $3; youth (3-16), students, and seniors $2. Free admission Sundays. Free for Bell Museum members, University students, staff, and faculty, and children under 3. To schedule a tour, call (612) 624-9050, e-mail, or write to the Bell Museum at 10 Church Street S.E., Minneapolis, MN 55455-0104.

Biodale

Website: *www.cbs.umn.edu/biodale/*

Biodale, CBS's one-stop shopping center for biology research support services, is stocked with $40 million worth of equipment for genomics, proteomics, bioinformatics, high through-put screening, scientific imaging, protein production, and microbe fermentation. Biodale provides equipment and trained staff to faculty and industry clients for a reasonable hourly fee. Biodale provides research support services for approximately 70 business clients each year. These include 3M, Cargill, Cargill Dow, Medtronic, General Mills, R&D Systems, Surmodics, Diasorin, Dorsey & Whitney, the Mayo Clinic, Aspen Labs, the Minnesota Science Museum, and the Minnesota Zoo, as well as many start-up biotech companies.

BioMedical Information Service, Bio-Medical Library

(612) 626-3730 *Toll free:* (800) 477-6689 *Fax:* (612) 626-3824 or toll free 800-343-8636
Website: *www.biomed.lib.umn.edu/bis* E-mail: *bis@umn.edu*

The Biomedical Information Service (BIS) is a fee-based service providing information research, online searching, document delivery, and related services to organizations and individuals not affiliated with the University of Minnesota. BIS provides rapid access to medical and health science information using the vast resources of the University's Bio-Medical Library. Services include:

- Photocopies of articles and chapters from health sciences journals and books;
- Research on health science-related topics;
- Articles can be copied and delivered via e-mail, fax, mail, FedEx, or courier; and
- Five levels of service include: 1-hour rush, 3-hour rush, same-day rush, next-day rush, and standard (average turn-around time is 15 business days).

Charges vary, depending on the method of delivery and level of service selected. For more information, call, e-mail, or visit the BIS website. Mailing address: 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455.

Bio-Medical Library

(612) 626-5653 Website: *www.biomed.lib.umn.edu*
E-mail: *medref@umn.edu*

Bio-Medical Library serves the medical sciences, nursing, public health, pharmaceutical sciences, allied health, dentistry, and basic life sciences. The collections include 5,000 current periodical titles,

450,000 bound volumes, a rare book collection, and an audiovisual and computer software collection. Reference assistance and copy facilities are available. The library is open to the public. Regular hours are 7 a.m.– 11:00 p.m., Monday through Thursday; 7 a.m.– 6 p.m. Friday; 8 a.m.– 6 p.m. Saturday; and 12 p.m.–11 p.m. Sunday. Summer and holiday hours vary. For more information contact Bio-Medical Library, 450B Diehl Hall, 505 Essex Street S.E., Minneapolis, MN 55455.

See also Biomedical Information Service, a fee-based service of the Bio-Medical Library, providing information research, online searching, document delivery, and related services to organizations and individuals not affiliated with the University of Minnesota.

Biotechnology Institute

(612) 624-6774 Website: ***cbs.umn.edu/bti/***

The Biotechnology Institute provides support for companies engaged in scale-up and development efforts to further the growth of the biotechnology business base in Minnesota. Since FY 2001/02, BTI has conducted more than 100 projects for 18 different companies, of which 13 are located in Minnesota. This is in addition to support to University of Minnesota faculty and to other universities nationwide.

Business and Economic Research (BBER), Bureau of

(218) 726-7244 ***Fax:*** **(218) 726-6555**
Website: ***www.d.umn.edu/sbe/departments/bber/index.phy***
E-mail: ***jjacobs1@d.umn.edu***

The Bureau of Business and Economic Research (BBER), established in 1961, undertakes research to identify business needs and economic opportunities in the region and publishes selected economic data for Duluth and northeastern Minnesota. The bureau provides research services on request to a number of organizations, agencies, and businesses through direct consulting activity. The bureau staff responds to requests for economic information or specific research related to economic development initiatives by members of the public and private sectors. Bureau services are available at UMD Labovitz School of Business and Economics, Bureau of Business and Economic Research, 1049 University Drive, Duluth, MN 55812.

Career Education Center (Region I), Crookston

(218) 281-8585 ***Fax:*** **(218) 281-8584**
Website: ***www.crk.umn.edu/people/services/CAREER/***
E-mail: ***cavalier@mail.crk.umn.edu***

University of Minnesota, Crookston career services are available to clients who are referred for career-related information, assistance with preparing resumes, job application forms, interest and skills inventories (preference tests), and help with job interviewing techniques. Career services fees may be charged for various inventories. The career center is open from 8 a.m. - 4:30 p.m., weekdays. For more information, contact Career Services Office; 270 Owen Hall, Room 206; 2900 University Avenue; University of Minnesota, Crookston; Crookston, MN 56716.

Cargill Building for Microbial and Plant Genomics

Center for Microbial and Plant Genomics
Website: ***www.cmpg.umn.edu***

The $20 million Cargill Building for Microbial and Plant Genomics, which opened in spring 2003, provides a hub for genomics researchers in the College of Biological Sciences, the College of Agriculture, Food, and Environmental Sciences, the Academic Health Center, and the Institute of Technology. Faculty conduct basic research in functional genomics of microbes and crop plants that may reveal innovative ways to make crops more disease- and drought-resistant, clean up the environment, and improve human health. The building is the first in the planned Biotechnology Precinct, which will provide space for research on biocatalysis, bioenergy, biomaterials, and biosensors.

Cartography Laboratory

Lab: **(612) 625-0892** ***Office:*** **612-625-6080**
Fax: **612-624-1044 Website:** ***www.geog.umn.edu***

The laboratory, in the Department of Geography, provides custom cartographic and geographic information system (GIS) services. Cartographic services include the design and production of maps, diagrams, and statistical graphs. GIS services include database design, database construction, data transformations, and a variety of custom spatial analyses. The lab houses a variety of computers (UNIX, PC, and Macintosh) and specialized large-format peripherals (scanners, printers, plotters). For more information regarding services, fees, or cost estimates, contact the lab at 414 Social Sciences Building, 267 - 19th Avenue S., Minneapolis, MN 55455.

Cedar Creek Natural History Area

(763) 434-5131 Website: ***www.lter.umn.edu***

Located only 30 miles north of the St. Paul campus, this unique, world-renowned nature preserve serves as a site for federally funded long-term experiments in ecology.

Center for Small Towns, Morris

(320) 589-6451 Website: ***www.centerforsmalltowns.org***
E-mail: ***cst@mrs.umn.edu***

The Center for Small Towns is a community outreach program housed at the University of Minnesota, Morris. The center serves as a point-of-entry to resources throughout the University of Minnesota. Small towns, local units of government, P-12 schools, nonprofit organizations, and other University units utilize the center's resources when working on rural issues or making contributions to rural society.

Major components of the center provide assistance in data analysis and research, community planning and program evaluation, student involvement and internships, and information technology. The center also offers an ongoing conversation series and an annual symposium on small towns. Both celebrate, discuss, and analyze current issues or significant aspects of small towns and rural living.

Characterization Facility

(612) 626-7594 Website: ***www.charfac.umn.edu***
E-mail: ***charfac@umn.edu***

The IT Characterization Facility is the largest instrumentation facility for materials research at the University of Minnesota. The facility contains state-of-the-art instrumentation for characterization of organic and inorganic materials, including bulk, surface, interfacial, and thin-film properties. Instruments are accessible to students, research staff, faculty, and industrial personnel working to solve materials and interfacial problems. Staff professionals keep abreast of new developments in the field, recommend research strategies, and give on-site seminars to introduce the facility's capabilities. Experts are available to train and assist users. Location: 12 Shepherd Laboratories, 100 Union Street S.E., Minneapolis, MN 55455.

The Charles Babbage Institute of Computer History

(612) 624-5050 Website: ***www.cbi.umn.edu/***
E-mail: ***cbi@tc.umn.edu***

The Charles Babbage Institute (CBI) is an archives and research center dedicated to promoting the study of the history of computing and its impact on society. CBI provides fellowship support, preserves relevant documentation, and conducts original historical inquiry. Location: 211 Andersen Library, 222 21st Avenue S., Minneapolis, MN 55455.

Chemical Engineering, Department of, Duluth

(218) 726-7126 E-mail: ***che@d.umn.edu***

The department conducts research on industrial problems in areas such as fluid flow, heat transfer, petroleum production, separations, surface and colloid sciences, bio-separation of heavy metal contami-

nants, and hazardous waste processing. Contact the department to receive current information on cost, funding arrangements, and areas of research.

Child Care Center, University

(612) 627-4104 ***Fax:*** **(612) 627-4101 E-mail:** ***bergx017@umn.edu***

The center is a full-day, year-round, comprehensive child care program for children ages three months to five years. It serves children of university students, faculty, and staff. A sliding-fee scale is based on family income and age of the child. Fees for full-time, five-days-a-week care range from $160 to $260 per week. Fees usually are increased annually. The center has a long waiting list and offers only a few part-time enrollment schedules. The center is accredited by the National Academy of Early Childhood Programs and is licensed by the State of Minnesota Department of Human Services. It is also a program administered through the College of Education and Human Development and is considered an observation, research, and teacher training facility for students, faculty, and the community. Applications and information can be obtained from the center at 1600 Rollins Avenue S.E., Minneapolis, MN 55455.

Child Care Resource and Referral Service (CareQuest)

(612) 625-3531 E-mail: ***rios@umn.edu***

This service, administered through the University of Minnesota Work/Life Initiative helps University families find the type of child care that best meets their needs and preferences throughout the seven-county metro area. Parent counselors at the county service agencies answer questions and mail current information. Listings include licensed family child care homes, centers, nursery schools, drop-in or sick child care services, and school-age programs, and camp programs. Eligible University families earning less than $45,000 per year may use the service free of charge. Over that income, families must pay $25, which is half the referral cost. For brochures describing this service in greater detail, call the University Child Care Center, (612) 627-4014.

Children's Center, Crookston

(218) 281-8285. The Children's Center is a child development laboratory serving the University and community as a comprehensive early childhood education program. It provides services for infants, toddlers, preschoolers, and school-age children. Educational, nutritional, and parent-involvement services are provided. Referrals from social service agencies in northwestern counties are accepted on a space-available basis. Parents and guardians are invited to visit the center to register children for the program and to have a personal conference with the director. Center hours, 7:30 a.m.-5:30 p.m. Monday through Friday. Services are maintained throughout most holiday periods, but not on nationally recognized legal holidays. For information or admission forms, contact the center at the Early Childhood Development Center, Robertson Hall, University of Minnesota, Crookston, Crookston, MN 56716.

CHIP (Center for Health Interdisciplinary Participation)

(612) 625-7100 ***Fax:*** **(612) 626-6025**
Website: ***www.chip.umn.edu***

The Center for Health Interdisciplinary Programs (CHIP) serves students in the Academic Health Center's schools of Dentistry, Dental Hygiene, Medical Technology, Medicine, Mortuary Science, Nursing, Occupational Therapy, Pharmacy, Physical Therapy, Public Health, and Veterinary Medicine. CHIP also maintains ties with Health Care Administration students from the Carlson School of Management.

The mission of CHIP is to enable Academic Health Center students to form an interdisciplinary community that will foster continued teamwork in their future as health professionals. CHIP offers services, programs, and leadership and service opportunities designed to compliment and enhance the experience of AHC students. For more information, contact CHIP Student Center, 1-425 Moos Tower, 515 Delaware Street S.E., Minneapolis, MN 55455.

CitySongs

(612) 626-1241 Website: ***www.citysongs.org/***
E-mail: ***Citysongs@citysongs.org***

CitySongs was founded in 1992 as a youth and community development project in music. The mission is to promote long-term strength and achievement among young people in inner-city neighborhoods, and to encourage these young people to serve the community with high-quality, inspirational vocal performance. CitySongs has three major goals -- healthy youth development and prevention, musical excellence, and community service and community impact. CitySongs functions as an after-school choir, open to all interested youth, grades 3-8, free of charge. Participants come from diverse backgrounds such as African American, mixed race, Caucasian American, Latino American, Asian American, and American Indian. These young people come primarily from "neighborhoods in transition" and are characterized by such risk factors as single-parent family, parental unemployment, parental job instability, residential instability, ADHD; major illness or disability in a single parent, etc. For information, contact the program at 90 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108-6160.

Cleft Palate and Craniofacial Clinics

(612) 625-5945 ***Fax:*** **(612) 626-2900**
Website: ***www.dentistry.umn.edu (key words: patients/treatment options);*** **E-mail:** ***molle001@umn.edu***

The clinics provide interdisciplinary diagnostic and treatment planning services for persons with cleft lips or palates and other craniofacial anomalies. Direct surgical, dental, speech, and hearing treatment is coordinated and facilitated through resources in the patient's local community or the various university clinics. A fee is charged for this service, but no one is denied services because of inability to pay. For information, contact the clinic at 6-296 Moos Tower, 515 Delaware Street S.E., Minneapolis, MN 55455.

Cloquet Forestry Center

(218) 879-0850 x116 ***Fax:*** **(218) 879-0855**
Website: ***www.cnr.umn.edu/cfc*** **E-mail:** ***rstine@umn.edu***

The center is the University of Minnesota's primary research and education forest, comprising nearly 3,400 contiguous acres. Established in 1910, the center has a long history of serving the research, teaching, and continuing education needs of the natural resources community. Researchers pursue interests in forestry, wildlife, hydrology, ecology, pathology, remote sensing, and other related fields. Weather, vegetation, stream, watershed, and forest growth information are all collected on a continuing basis. Outreach efforts are focused on agroforestry, forestland ecology and management, and enhancing the profitability and productivity of forest based enterprises. The center houses the Sustainable Forests Education Cooperative, a forum for inter-institutional and cross-disciplinary education. For information, contact the center at 175 University Road, Cloquet, MN 55720-9594.

Community-University Health Care Center, Variety Children's Clinic

(612) 638-0700. The clinic provides comprehensive primary health care to families. Medical, nursing, dental, nutrition, community outreach, social, psychological, and mental health services are provided for children and adults. Families interested in the program should contact the clinic to make an appointment.

Application for services must be made in person. For information, contact the clinic at 2001 Bloomington Avenue S., Minneapolis, MN 55404.

Computing Services, Morris

(320) 589-6390 Website: ***www.mrs.umn.edu/cs/***

The center provides computer services for nonprofit organizations in west central Minnesota. A fee schedule is provided upon request. Location: 10 Behmler Hall; University of Minnesota, Morris; Morris, MN 56267.

Concerts and Lectures, Department of

(612) 625-6600 ***Ticket Office*** **(612) 624-2345**
Fax: **(612) 626-1750 Website:** ***www.northrop.umn.edu***

Northrop Auditorium is Minnesota's home for landmark performances. With a schedule of ballet and contemporary dance, the Northrop Dance Season is recognized as one of the most active and inventive dance lineups in the country. The Northrop Jazz Season features first rate jazz artists, with performances at the Ted Mann Concert Hall on the University's West Bank. Summer at Northrop is a festival of free, outdoor musical and entertainment events, running from June through August each year. For information about events and tickets, contact the University Arts Ticket Office, 105 Northrop Auditorium, 84 Church Street S.E., Minneapolis, MN 55455

Conferences and Events at the U of M campus

Website: ***www.umn.edu/urelate/events/eventplanner.html***

The Event Planner website can help one plan an event on the University of Minnesota-Twin Cities campus. The site provides information about appropriate venues, conference services, campus catering, and more.

For more information, contact University Relations, 3 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455 or call 612-624-6868.

Dairy Foods Research Center, Minnesota-South Dakota

(612) 624-7786 or (612) 624-1764
Website: ***fscn.che.umn.edu/dairycenter/mndak.html***

The center, one of six such centers in the United States, is a partnership among the University of Minnesota, South Dakota State University, Dairy Management, Inc., and regional organizations. Its purpose is to increase the viability and ensure the future competitiveness of the U.S. dairy industry, as well as to develop expertise in dairy foods research. Research priorities are flavor development and functionality in cheese, improving the performance of cheese starter cultures through genetics, adding value to milk-based products with priobiotics and nutraceuticals, improving shelf life of flavored milks, reducing undesirable taste attributes of milk, improving functionality and controlling flavor attributes of milk fractionation components, and developing methods for effective and profitable uses of whey. Most research is conducted in the Department of Food Science and Nutrition at the University of Minnesota and in the Department of Dairy Science at South Dakota State University. Dairy processing facilities and well-equipped dairy product research facilities are located at both universities. Pilot plant facilities are available for use by non-university organizations. For information, contact the director's office at 225 Food Science and Nutrition, 1334 Eckles Avenue, St. Paul, MN 55108.

Dental Clinics, School of Dentistry

(612) 625-2495 Website: ***www.dentistry.umn.edu***

Patient services, including diagnosis, treatment, and continuing care, are available to the public. Services are provided by student dentists and hygienists, dental residents, and School of Dentistry faculty. For a patient brochure, contact the clinic at 8-434 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

Design Center for American Urban Landscape

(612) 625-9000 ***Fax:*** **(612) 626-0600**
Website: ***www.designcenter.umn.edu***
E-mail: ***dcaul@umn.edu***

The Design Center for American Urban Landscape, investigates how design can be used to make the metropolitan landscape more livable and sustainable. It fulfills this mission through educational activities, prototype projects, technical assistance, and design research at the local and national levels. Recent projects have examined issues of urban redevelopment, suburban redesign, collaborative planning, urban place making, and metropolitan coordination, in cooperation with communities, public agencies, students, and the private sector. For information, contact the center at University of Minnesota, Suite 1 Ralph Rapson Hall, 89 Church Street S.E., Minneapolis, MN 55455-0109.

Digital Technology Center

(612) 624-9510 Website: ***www.dtc.umn.edu***
E-mail: ***info@dtc.umn.edu***

The University of Minnesota's Digital Technology Center (DTC) is a hub of innovation and excellence in the digital technologies serving the industrial, educational, and public needs of Minnesota and the nation. The DTC integrates research, education, and outreach in digital design, computer graphics and visualization, telecommunications, intelligent data storage and retrieval systems, multimedia, data mining, scientific computation, and other digital technologies. Location: 499 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455.

Economic Development, Duluth Center for

(218) 726-7298 ***Toll free:*** **(888) 387-4594** ***Fax:*** **(218) 726-6338**
Website: ***www.umdced.com;*** **E-mail:** ***ced@d.umn.edu***

The UMD Center for Economic Development provides assistance with business plans, market research, and access to capital and provides business and computer training for entrepreneurs and small businesses throughout northeastern Minnesota. It is a joint program of the Labovitz School of Business and Economics, UMD College of Science and Engineering, and UMD Natural Resources Research Institute.

Employer Education Service

(612) 624-5525 or **(800) 333-3378** ***Fax:*** **(612) 626-7747**

Employer Education Services (EES) offers noncredit seminars and workshops that include human resource, general business, and professional development subjects for working adults in private, public, and nonprofit organizations. The service is a University of Minnesota community outreach program of the Industrial Relations Center at the Carlson School of Management. EES's seminars and workshops are designed for professionals who seek the training they need to successfully do their jobs now and in the future. Programs are from one to three days in length and are available for public registration and on-site contracts. For information, contact the office at 3-300 Carlson School of Management, 321-19th Avenue S., Minneapolis, MN 55455.

English Center, Minnesota

(612) 624-1503. The center provides non-credit courses in English as a second language. These courses emphasize English for academic purposes but are flexible enough for people who want to improve their language skills for business or personal needs. A high school diploma or equivalent is required. Fees range from $550 to $2,575 depending on the number of class hours per week. Contact the Minnesota English Center, 315 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, MN 55455.

Epilepsy Research and Education Program

(612) 625-2145 ***Fax:*** **(612) 624-6695**

The program is a multidisciplinary initiative focused on research and education related to the generation, dissemination, and application of knowledge directed towards the causes, epidemiology, management, and treatment of epilepsy and related seizure disorders.

Research includes anti-epileptic drug clinical pharmacology, epidemiology, economics, and treatment outcomes with a particular emphasis on vulnerable populations such as children and the elderly.

Educational activities are designed to provide health care professionals and students with state-of-the-art information to improve the care of those with epilepsy.

For more information contact the office at 7-101 Weaver-Densford Hall, College of Pharmacy, University of Minnesota, 308 Harvard Street S.E., Minneapolis, MN 55455.

Executive Development Center

(612) 624-2545. The center offers educational services to managers and executives of profit and nonprofit organizations. The four-week Minnesota Executive Program, designed for senior executives with corporate or major division strategic responsibilities, focuses on corporate strategy in the areas of finance, operations, marketing, and organizational design. The three-week Minnesota Management Institute is designed for senior operating level managers who must translate organizational strategy into bottom-line results and focuses on operating management programs in the areas of marketing finance, management control, operations, information systems, human resource development, and business-government relations. The weeklong Minnesota Management Academy, designed for newer managers or professionals with technical backgrounds who are assuming management roles, focuses on general management principles, finance, communications/interpersonal skills, and information systems. The 21st Century Program, an exclusive development and networking opportunity for select executives in the region, focuses on a specific theme each year. The center also offers three-day, topic-specific programs on 30 business topics throughout the year (*e.g.* Finance for Non-Financial Managers, Strategic Pricing, Strategic Marketing, Strategic Branding, Analyzing and Improving Operations), and it customizes educational programs for companies, nonprofits, and government agencies around the world. For information or program brochures, contact 2-250E Carlson School of Management, 321 19th Avenue S., Minneapolis, MN 55455.

Extension Service, University of Minnesota

(612) 624-1222 ***toll free:*** **(800) 876-8636** ***Fax:*** **(612) 625-6227**
Website: ***www.extension.umn.edu***

Since 1909, Extension has been in Minnesota communities, working with individuals, organizations, and agencies to put the University's research and resources to work. Around the state, Extension staff and faculty develop and teach classes and workshops, work one-on-one with people of all ages, facilitate community meetings, and respond to crisis like floods and tornadoes. Extension's five programmatic areas of focus are agriculture, food, and environment; community vitality; family development; natural resources and environment; and youth development. Besides programs such as 4-H Youth Development, Master Gardeners, Agriculture Extension and Nutrition Education Programs, Extension also offers programs on water quality, leadership training, e-commerce, effective parenting, and more.

See the following listings by name: AnswerLine, Fisheries and Wildlife Extension, Forest Resources Extension Programs and Information Service, INFO-U (a free 24-hour information service provided by the University of Minnesota Extension Service), Wood Products and Paper Science Extension, and Yard and Garden Line**.**

For more information about specifics programs and topics, or to access publications, see the Extension website or write to University of Minnesota Extension Service, 240 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108. Publications can be ordered directly from the distribution center at 405 Coffey Hall, 1420 Eckles Avenue, St. Paul, MN 55108 (800-876-8636).

Fisheries, Wildlife, and Conservation Biology, Department of

(612) 624-3600 ***Fax:*** **(612) 625-5299 Website:** ***www.fw.umn.edu***

The department includes research, extension, and outreach statewide. A unit of the University of Minnesota College of Natural Resources, it is the primary state provider of research in support of the protection, management, and use of Minnesota's fish, wildlife, and related resources. Research is conducted as part of the departmental role in the University based Minnesota Agricultural Experiment Station. The department is also the only unit in the state to offer bachelor's degree programs in fisheries, wildlife, and conservation biology; the only unit to offer masters and Ph.D. degree programs in fisheries and wildlife conservation; and is a leader in M.S. and Ph.D. programs in conservation biology and water resource science. Extension programming is central to fulfilling the departmental role and is conducted with support from and in collaboration with the University of Minnesota Extension Service. Outreach to citizens, youth, and professionals is provided in the areas of K-12 teacher education, and a master naturalist program. Teaching and research encompass stream ecology, wildlife population dynamics, water quality, limnology, exotic species management, large mammal ecology and management, fish physiology, ichthyology, waterfowl and wetlands ecology, urban wildlife management, forest and riparian bird ecology, data analysis, and human dimensions of fisheries and wildlife. The department also hosts the Minnesota Cooperative Fish and Wildlife Research Unit. For more information, see the department's website or write to 200 Hodson Hall, 1980 Folwell Avenue N., St. Paul, MN 55108-6112.

Fisheries and Wildlife Extension

(612) 624-3600 ***Fax:*** **(612) 625-5299**
Website: ***www.fw.umn.edu/Extension/extension.html***

Fisheries and Wildlife Extension provides information, advice, conferences, and seminars about biodiversity, K-12 teacher development, wetlands, waterfowl management, fishery management, aquaculture, wildlife habitat design and management, and natural resource ethics. Services are delivered by extension specialists and graduate students who are part of the University of Minnesota Extension Service and the Department of Fisheries and Wildlife. No fees are charged, except for conferences, special programs, and some literature. Mailing address: 200 Hodson Hall, 1980 Folwell Avenue, St. Paul, MN 55108-6124.

Food Sensory Testing Service

(612) 625-3712. Staff members of the food science and nutrition department provide high-quality and reliable sensory and flavor research services at a reasonable fee. The services include test design, test implementation, data analysis, and report preparation. A service fee is charged based on the actual costs of supplies, labor, facility use, and payment to panelists. For information, contact the coordinator at 162 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.

Forest Resources, Department of

(612) 624-3400 ***Fax:*** **(612) 625-5212**
Website: ***www.cnr.umn.edu/FR***
E-mail: ***forest.resources@umn.edu***

The department's programs encompass teaching, research, extension, and outreach statewide. A unit within the University of Minnesota College of Natural Resources, the department is the primary state provider of research in support of the protection, management, and use of Minnesota's forest and related resources. Interests addressed include forest management for wood and fiber, a variety of non-woody products, water resources, wildlife habitat, recreation and tourism, and aesthetics. Several of these interest areas extend to a wide range of landscapes, from urban to rural and from forest to non-forest. Research is conducted as part of the departmental role in the University based Minnesota Agricultural Experiment Station. The department offers bachelor's, master's, and Ph.D. degree programs in forestry, urban and community forestry, recreation resources management and tourism, and related areas. Advanced education is offered through the graduate program in Natural Resource Science and Management. Extension programming is provided through Forest Resources Extension. Teaching and research encompass forest biology, ecology, silviculture, genetics, forest health and protection, economics, policy, forest and watershed management, water quality, recreation resources management and tourism, remote sensing and geographic information systems, resource analysis and modeling, and urban forestry. The department also administers or houses the Environmental Resources Spatial Analysis Center, Center for Integrated Agricultural and Natural Resources

Management, Center for Environment and Natural Resources Policy, Center for Hardwood Ecology, Tourism Center, Cooperative Ecosystems Studies Unit, Minnesota Tree Improvement Cooperative, and the Aspen/Larch Genetics Cooperative. The department has faculty based in St. Paul, at the Cloquet Forestry Center, and at the North Central Research and Outreach Center in Grand Rapids. For more information, see the department's website or write to 115 Green Hall, 1530 Cleveland Avenue N., St. Paul, MN 55108-6112.

Forest Resources Extension Programs and Information Service

(612) 624-3020 ***Fax:*** **(612) 625-5212**
Website: ***www.cnr.umn.edu/FR/extension/***
E-mail: ***treeinfo@umn.edu***

Forest Resources Extension, provided by the University of Minnesota Extension Service and Department of Forest Resources, offers educational materials, training, and associated events for forest landowners, urban landowners, loggers, natural resource professionals, youth, and the general public. This service provides information on managing forests for wood and fiber, a variety of non-woody products, water resources, wildlife habitat, recreation and tourism, and aesthetics, while protecting and/or enhancing soils, water quality, and biodiversity. Subjects covered include timber management, marketing, harvesting, watershed management, wildlife habitat, forest road and recreational trail design, agroforestry, specialty crops including Christmas trees and maple syrup, urban forestry, tree health care, forestry investments, and taxation. Conferences, workshops, field tours, publications, and videos are available.

Geographic Information Sciences Laboratory, Duluth

(218) 726-7438. The laboratory serves as both an educational resource for the UMD campus and surrounding Duluth community, and as a research facility for cartographic and GIS needs. The lab maintains a wide variety of GIS and image analysis software. The lab provides services in map design, web design, compilation and computer production as well as in GIS database creation, spatial analysis, and map output. The lab is also capable of producing scientific graphs, diagrams, and illustrations. The lab encourages projects designed to employ students and provide internship experiences. For more information contact Department of Geography, 328 CINA Hall, University of Minnesota Duluth, Minnesota, 55812.

Geological Survey, Minnesota (MGS)

(612) 627-4780 Website: ***www.geo.umn.edu/mgs***

The survey investigates the geology of Minnesota and publishes reports and maps on its findings. General questions from the public on the geology and underground waters of Minnesota are welcomed and should be directed to the outreach coordinator. Staff experts are available to identify rocks, minerals, and fossils found in the state, to conduct programs in primary and secondary schools, and to answer more technical inquiries on geological and hydrogeological topics. MGS geological research applies to the identification and development of mineral and ground-water resources, environmental issues, and land-use planning. MGS reports and maps, as well as U.S. Geological Survey topographic maps and hydrologic atlases for Minnesota, may be inspected and purchased at the St. Paul office, 2642 University Avenue W., St. Paul, MN 55114-1057. Write or call for a free price list. MGS also maintains computerized databases of water-well and test-boring information as a service for the public. For more information about database contents and accessibility, call (612) 627-4784.

Geology Department, Duluth

(218) 726-7238 Website: ***www.d.umn.edu/geology/***
E-mail: ***geol@d.umn.edu***

The department answers questions about rocks, minerals, fossils, maps, and problems related to geology. In many cases, staff members can provide answers to problems in identifying earth materials and can refer the public to other appropriate information sources. No fees are charged for most services, but the department is unable to undertake major research projects for the public without special funding and arrangements. Time required for identifications may vary from a few minutes to several weeks. Individuals requesting identification of material should bring or mail a sample to 229 Heller Hall, University of Minnesota Duluth, Duluth, MN 55812.

Glensheen Historic Estate, Duluth

(218) 726-8910 E-mail: ***glen@d.umn.edu***

Glensheen, home of the late Chester A. and Clara B. Congdon, is an outstanding example of neo-Jacobean architecture. The 39-room manor house, which is located on the shore of Lake Superior, still contains the original custom-designed furnishings. The home features art glass, beautifully carved woodwork, and decorative art objects. The grounds, including the formal gardens and the carriage house, are also open to the public. Tours of the home and grounds and a special tour of the third floor and attic are available. An admission fee is charged. Glensheen may also be rented for meetings, dinners, and other special events. Glensheen is located at 3300 London Road, Duluth, MN. The hours are May through September: open daily 9:30 a.m. - 4:00 p.m.; October through April: open Fridays, Saturdays, and Sundays, 11:00 a.m. - 2:00 p.m. Living History Tours are offered Memorial Day through Labor Day. Call for additional information and tour times.

The Goldstein: A Museum of Design

(612) 624-7434 or **(612) 624-9700.**

The Goldstein is a design museum unique within a university setting. Its collections include more than 17,500 objects: 12,000 historical and contemporary costumes and costume accessories; 3,500 textiles; and 2,000 decorative arts and other visual documentation of the history of design. The contemporary costume collection is one of the most notable in the upper midwest. The Goldstein presents an annual program of four temporary exhibitions per year, featuring the permanent collections, traveling exhibitions, and student and faculty work.

The Friends of the Goldstein Gallery is a publicly supported group with annual membership dues. Hours are 10:00 a.m.–4:00 p.m. Monday, Tuesday, Wednesday, and Friday; 10:00 a.m.–8:00 p.m. Thursday; and 1:30–4:30 p.m., Saturday and Sunday. For current exhibition and membership information, contact the Goldstein at 250 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.

Hibbing Community College Dental Clinic

(218) 263-2916 ***Toll free:*** **(888) 749-8108**

Patient services including diagnosis, treatment, periodontics, oral surgery, endodontics, and continuing care are available to the public. Student dentists and dental residents treat patients under supervision by School of Dentistry faculty. For more information, contact the clinic.

Historical Center, Northeast Minnesota, Duluth

(218) 726-8526 E-mail: ***pmaus@d.umn.edu***

The center collects and makes available to the public archival materials relating to the area of Carlton, Cook, Lake, and St. Louis counties. The center is jointly maintained by the University of Minnesota, Duluth, and the St. Louis County Historical Society. The center has approximately 4,300 linear feet of manuscripts, 2,000 books, rare serials, thousands of photographs, maps, and architectural drawings. These materials include the archives and library of the St. Louis County Historical Society. All items must be used within the center. Hours are 8 a.m. - Noon and 1:15 p.m. - 4:30 p.m. Monday through Friday. The center is open to the public without charge. Users may order photocopies and duplicate photographs at various charges. For information contact the center at 202 Library Annex, 416 Library Drive, University of Minnesota-Duluth, Duluth, MN 55812.

Hospital and Clinics

SEE: Medical Center, Fairview-University; University of Minnesota Physicians.

Hubert H. Humphrey Institute of Public Affairs

(612) 626-8910 Website: *www.hhh.umn.edu*

In addition to its teaching role as the university's graduate school of public affairs, which prepares individuals for public service, the institute also conducts research and outreach work and offers public lectures and professional development programs.

The Humphrey Institute acts as an international hub for public policy research, much of which is conducted by faculty, fellows, and staff in research centers. In addition, the Humphrey Institute is committed to sharing its resources with the larger community through outreach efforts, lectures, and professional development opportunities. Current programs include:

• **Center for Democracy and Citizenship** develops and deepens a practical theory for renewing public life and democracy based on a view of democracy as "the unfinished work of the people" and shaped by partnerships with diverse cultural groups and institutions. Center projects include the Public Achievement and the Jane Addams School for Democracy, a community learning project for recent immigrants to St. Paul, Minnesota. (612) 625-0142.

• **Center for Labor Policy** studies the relationship between such institutions as labor organizations, government, and business, and informs the policy discussion. (612) 625-2089.

• **Center for Nations in Transition** helps to build human capacity through policy research, training, and technology transfer that guides countries moving toward sustainable, democratic, and market-oriented societies. (612) 625-3073.

• **Center for School Change** works with educators, parents, and communities to help create more effective public schools. (612) 626-1834.

• **Center for Science, Technology, and Public Policy** fosters understanding of the role of science and technology in society, particularly relationships to economic growth, health, the environment, education, and national security. It also examines the effects of science and technology on society and on the political and economic relationships among nations. (612) 625-0368.

• **Center on Women and Public Policy** uses gender analysis to challenge fundamental assumptions about politics, law, and economics on issues ranging from human rights to judicial selection and independence. (612) 625-3409.

• **Distinguished Carlson Lecture Series** hosts lectures by world-renowned leaders. (612) 625-5309.

• **Humphrey Forum** is a permanent exhibit of Hubert H. Humphrey's political career, which serves as a resource to elementary and high school students and teachers. (612) 624-5799.

• **Humphrey Institute Policy Forum** trains emerging leaders and conducts public conferences that foster debate on national and international issues through exchange among leading thinkers, policy makers, and scholars. To encourage their public affairs involvement and prepare a new generation of leaders, the forum annually selects 20 to 30 emerging leaders from a variety of fields as fellows who participate in monthly seminars, lectures, and programs. (612)-625-8330.

• **Martin Olav Sabo Lecture Series** is a forum for distinguished individuals to address the challenges of public service for our states and nation. The series honors the public service career of Congressman Martin Olav Sabo from Minnesota's Fifth Congressional District. (612) 625-7357.

• **Mondale Lectures on Public Service** series examines events and issues of the past half-century. Former Vice President Mondale offers personal insight into what leaders face as they grapple with challenges in America's public life. (612) 625-5309.

• **Orville and Jane Freeman Center for International Economic Policy** identifies the major challenges of an increasingly interdependent global economy, mobilizes resources to analyze the nature of those challenges, and crafts effective public responses. (612) 626-0564.

• **Roy Wilkins Center for Human Relations and Social Justice** promotes debate and dialogue designed to alter the course of deteriorating race relations and widening inequality. The center undertakes the requisite research to guide and empower policymakers and community leaders in promoting solutions to the problems of racism and racial and ethnic inequality in the United States. (612) 625-9821.

• **State and Local Policy Program** shapes public policy to benefit people and communities by increasing awareness of policy issues; producing and integrating new information, ideas, and approaches; and enhancing and applying public policy that addresses community needs. The program also offers workshops and seminars throughout the year. (612) 626-0347.

Humanities Fine Arts Center Gallery, Morris

(320) 589-2211 ext. 6250

The two-level gallery at Morris regularly features exhibits by leading artists. There is no admission charge. Information on gallery hours and scheduled exhibits is available at 104 Humanities Building, University of Minnesota-Morris, Morris, MN 56267, or from University Relations, 306 Behmler Hall, (320) 589-6050.

Immigration History Research Center (IHRC)

(612) 625-4800 *Fax:* (612) 626-0018
Website: *www.umn.edu/ihrc* E-mail: *ihrc@umn.edu*

This research center specializes in the histories of 24 immigrant groups in North America, originally from eastern, central, southern Europe, and the Near East. Its basic objective is to create better understanding and appreciation of the role ethnicity and immigration play in shaping the culture of this country. The center maintains a library and archives containing 50,000 volumes of published material, 5,500 linear feet of manuscript materials, and some 5,000 reels of microfilm, mainly of ethnic newspapers. Materials do not circulate; they are used in the center's reading room. The IHRC sponsors conferences, seminars, and exhibits; conducts archival surveys; and publishes bibliographies, conference proceedings, studies based on research in its holdings, and guides to its collections. *IHRC News*, an online newsletter published monthly, reports on research projects, new acquisitions, and activities of the center and the Friends of the IHRC. Speakers are available to organizations concerned with preserving America's ethnic heritage. Hours are 8:30 a.m. - 4:30 p.m. weekdays. Open for research purposes, the IHRC charges no fees, except for duplication, special research services, and publication of photographs. For information, contact the center at Elmer L. Andersen Library, Suite 311, 222 - 21st Avenue South, Minneapolis MN 55455.

Industrial Partnership for Research in Interfacial and Materials Engineering (IPRIME)

(612) 626-9509 Website: *www.iprime.umn.edu;*
E-mail: *iprime@umn.edu*

This research center is a collaboration between the University of Minnesota and over 30 industrial member companies. Current programs include materials research with polymers, organic semiconductors, coating processes, surfactants, engineered biological tissues, and magnetics. Several of these programs also receive funding from the National Science Foundation (NSF) through the University's Materials Research Science and Engineering Center (MRSEC). IPrime organizes technology transfer through various mechanisms including an annual meeting in May, workshops, an Industrial Fellows program, a website, and facilitation of other interactions between faculty and researchers in member companies. Members also have access to the instrumentation and staff in the Institute of Technology's Characterization Facility at

special member rates. Membership information is available on the IPrime website and by e-mail. Location: 151 Amundson Hall, 421 Washington Avenue S.E., Minneapolis, MN 55455.

Industrial Relations Reference Room

(612) 624-7011. The reference room maintains an extensive collection of materials in industrial relations, including collective bargaining, human resource management, organization theory, industrial psychology, industrial sociology, and labor history. Reference assistance is available in 280 Humphrey Center, 301 19th Avenue S. Minneapolis, MN 55455.

Info-U

(612) 624-2200 *Toll free:* **(800) 525-U of M (8636)**
Website: ***www.extension.umn.edu/info-u***

INFO-U is a free, 24-hour information service provided by the University of Minnesota Extension Service. The 650 pre-recorded messages and online documents include research-based information on parenting, food safety and nutrition, home maintenance, pest control, family finances, septic systems, water and environmental quality, and yard and garden subjects**.** By entering the 3-digit number that corresponds with each topic, listeners hear a 2 to 3 minute message. Callers can enter "100" or call an Extension office to receive a brochure of topics. Several messages are also available in Spanish, Somali, and Hmong.

Information Services

(612) 625-5000. University Information Services can help find people, departments, or services on the Twin Cities campus. Information is also available about bookstores, libraries, extension services, cafeterias, art galleries, auditorium and sport facilities, clinics, and labs. Callers may use this service 7:30 a.m.– 8 p.m. Monday through Thursday; 7:30 – 6 p.m. Friday; 7:30 a.m. – 8 p.m. Saturday; and noon – 8 p.m. Sunday.

Insect and Plant Information, DIAL U

SEE: Yard and Garden Clinic.

International Programs, Office of (OIP)

(612) 624-5580 Website: ***www.international.umn.edu***

The office is the University's central coordinating unit for international activities, including assistance for faculty, services for international students and scholars, study abroad, funding opportunities, and exchanges. In addition to the executive director's office, OIP consists of the China Center, Center for Advanced Research on Language Acquisition (CARLA), Learning Abroad Center, and International Student & Scholar Services. The office publishes the e-mail monthly *International Campus Update* and maintains a directory of U of M international resources on its website. OIP is located on the West Bank in 645 Heller Hall, 271 19th Avenue S., Minneapolis, MN 55455.

IT Center for Educational Programs, (ITCEP)

(612) 625-2861; Web site: ***www.math.umn.edu/itcep***
E-mail: ***itcep@math.umn.edu***

ITCEP develops and administers educational programs in mathematics and its related science and engineering applications for precollege, undergraduate and graduate students, and K-12 preservice/ inservice teachers. The center contributes to research, assessment, and educational scholarships, and it also collaborates with University, local, and national policy groups who work in these areas. Location: 4 Vincent Hall, 206 Church Street S.E., Minneapolis, MN 55455.

Itasca Biological Station and Laboratories

Admin Ofc: **(612) 624-6743 Website:** ***www.cbs.umn.edu/itasca***

This research and teaching facility is located at the headwaters of the Mississippi, where three of the United States great biomes converge. Many square miles of forests, lakes, fields, and wetlands provide opportunities for studies of flora, fauna, and ecosystems.

Jane Goodall Center for Primate Studies

612-624-6714 Website: ***www.discoverchimpanzees.org***

This branch of the Jane Goodall Institute houses all 40 years' worth of Goodall's records from Tanzania's Gombe National Park. A primary goal is to digitize the data to make it available on the Internet. Staff also conduct scientific studies addressing questions about social behavior of chimpanzees.

Julia M. Davis Speech-Language-Hearing Center

Department of Communication Disorders (612) 624-3322
Shevlin Hall, 164 Pillsbury Drive S.E., Minneapolis

This clinic offers hearing, speech, and language services for children, adolescents, and adults with communication disorders. Hearing services include testing, dispensing hearing aids, FM systems and customized ear plugs, and aural rehabilitation classes. Speech-language services include evaluations and therapy for clients with speech, language, voice, stuttering, and cognitive communication problems. The center charges modest out-of-pocket fees, due at the time of service. No insurance is accepted, but a sliding scale is available. For more information and appointments: (612) 624-3322 or *glaze002@umn.edu*.

Katharine J. Densford International Center for Nursing Leadership

(612) 625-1187 ***Fax:*** **(612) 624-0908**

The center for nursing leadership was established in 1997 as part of the School of Nursing. It is an action hub for tackling the issues that challenge nursing and patient care. Through forums, invitational conferences, fellowships, the Clinical Scholars Program, workshops, and other initiatives, the Densford Center assists nurses in becoming strong leaders and good partners. Location: 4-185WD Weaver-Densford Hall, 308 Harvard Street S.E., Minneapolis, MN 55455-0342.

Laboratory School

(612) 624-5593 or **(612) 624-7009; E-mail:** ***beckx002@umn.edu***

The school is a half-day program for children ages two to five years. Its primary functions are to demonstrate good preschool practice, to train teachers of young children, and to serve as an active center of child study and research. One of the primary educational goals is to convey to the children the value, challenge, and excitement of learning. Information, costs, and application forms may be obtained by contacting Peggy Beck, The Shirley G. Moore Laboratory School, 51 E. River Road, Minneapolis, MN 55455.

Landscape Arboretum, Minnesota

(952) 443-1400. The Arboretum features over 1,000 acres of rolling hills with 32 display gardens, extensive plant collections on Three-Mile Drive, and natural areas from prairies to woodlands and wetlands. Enjoy 12.5 miles of garden pathways and hiking trails, and 8.5 miles of groomed cross country ski areas. Picnic facilities are available on a first-come-first-serve basis. The historic Snyder Building houses a gift shop, tea room, small conservatory, and library. A fireplace room, auditorium, and classrooms are available for rental; on-site catering is available. The Andersen Horticultural Library contains more than 12,000 non-circulating collection of books and periodicals on botany, horticulture, and gardening. The arboretum conducts horticultural research and develops cold-hardy plants; offers innovative science and nature programs for children; provides gardening workshops, seminars, and lectures to adults; and serves as a place of enjoyment and inspiration. The grounds are open from 8 a.m. to dusk 363 days a year, except for Thanksgiving and Christmas. Guided walking garden tours and tram tours of Three-Mile Drive are available May through October. Arboretum admission is $7 for adults; ages 18 and under are free. Admission for groups of 10 or more

arriving in a single vehicle is $5 per person. There is no charge for members. The Minnesota Landscape Arboretum is located at 3675 Arboretum Blvd., Box 39, Chaska, MN 55318.

Large Lakes Observatory

(218) 726-7639 ***Fax:*** **(218) 726-6979**
Website: ***www.d.umn.edu/llo/*** **E-mail:** ***tcj@d.umn.edu***

The Large Lakes Observatory is part of the University of Minnesota's program of research and education on lakes, rivers, and wetlands. Located on the Duluth campus, the observatory focuses on the physics, chemistry, and geology of large lakes of the world, including Lake Superior. Students may participate in the observatory's training and research cruises worldwide. Funding for all research activities is generated by competitive grants from government agencies and industry. Offices are located at 109 Research Lab Building, 2205 E. Fifth Street, Duluth, MN 55812.

Libraries of the University of Minnesota

University of Minnesota Crookston (UMC) Library

(218) 281-8399 Fax: (218) 281-8080
Website: ***www.crk.umn.edu/library***
E-mail: ***willi099@umn.edu***

The UMC library has approximately 30,000 volumes and subscribes to approximately 700 periodicals (print) specializing in agriculture, business, and hospitality. The UMC library is also a depository for Minnesota state documents. Thousands of other titles of books and periodicals are available electronically. Services available to the public include multimedia, computers, Internet access, laser printers, digital scanners, copy machine, microfilm and microfiche reader/printer, and fax machine. While school is in session, hours are: 8:00 a.m. - 10:00 p.m. Monday through Thursday; 8:00 a.m. - 4:30 p.m. Friday; 12:00 p.m. - 5:00 p.m. Saturday; 5:00 p.m. - 9:00 p.m. Sunday. The library is located north of and adjacent to the Kiehle Building, University of Minnesota, Crookston, MN 56716-5001.

University of Minnesota Duluth (UMD) Library

(218) 726-8102 Website: ***www.d.umn.edu/lib***

The UMD Library opened its new building the beginning of fall semester 2000. The 167,570 square-foot library and annex complex includes four reading rooms (two overlook Lake Superior), two full-service computer labs, two electronic classrooms, an interactive television classroom, 22 group study rooms, and three study rooms equipped with adaptive technology to assist patrons with disabilities. The library provides the information resources required for the learning, teaching, and research missions of the university. The collection includes digital resources as well as traditional print and media materials. It contains over 700,000 items, with access to approximately 15,000 journals (in paper and electronic formats). The library also houses the Northeastern Minnesota Historical Center and its collections.

University of Minnesota, Morris (UMM)

Rodney A. Briggs Library

(320) 589-6226. The Rodney A. Briggs Library and its staff provide a full range of information and research services to support UMM academic programs and to assist community residents. Its print collection includes more than 200,000 volumes and over 700 journal subscriptions. The website at <http://www.mrs.umn.edu/library> provides a gateway to the vast array of electronic resources managed and made available by the library. The staff provides reference assistance in person, or by phone and e-mail connections. Briggs Library is also a partial federal government publications depository, providing access to census and other statistical and government information. The library's interlibrary loan service provides assistance in obtaining materials not available locally for students, faculty, and staff.

University of Minnesota, Twin Cities

(612) 624-4520. The Twin Cities campus libraries contain more than 6 million cataloged volumes. In addition to books and periodicals, the libraries have substantial holdings of government documents, manuscripts, archives, maps, phonograph records, audiovisual tapes, and other materials. Minnesota residents not formally associated with the University have access to the library collection either through inter-library loan via their local libraries or on-site use of the libraries. Hours vary according to academic sessions. See <www.lib.umn.edu/about/hours.phtml>. For tape-recorded message giving hours for the main libraries, call 612-624-4552.

• Humanities and Social Sciences Collections The main humanities and social sciences collections are in Wilson Library on the west bank of the Twin Cities campus and include American studies, anthropology, art, business, education, film, geography, history, language, library science, literature, philosophy, psychology, political science, religion, sociology, and women's studies. The collections in design, family social science, rural sociology, textiles, and vocational education are in the St. Paul Magrath Library. Related humanities and social sciences subject collections include Ames Library of South Asia, Architecture Library, East Asian Library, Government Publications Library, Journalism Library, Map Library, Mathematics Library, and Music Library.

• Science Collections The main Science and Engineering Library collection, which includes chemistry, engineering, geology, and physics, is located in Walter Library on the east bank of the Twin Cities campus**.** The health sciences collections, including allied health, dentistry, medicine, mortuary science, nursing, pharmacy, and public health, are in the Bio-Medical Library in Diehl Hall. The agricultural and biological sciences collections are in the Magrath Library on the St. Paul campus. Related science subject collections on the St. Paul campus include Entomology, Fisheries, and Wildlife Library, Forestry Library, Plant Pathology Library, and Veterinary Medical Library.

• Archives and Special Collections A variety of archives and special collections are part of the University Libraries. They include the Charles Babbage Institute Collection, Children's Literature Research Collections, Manuscripts Division, Social Welfare History Archives, Special Collections and Rare Books Division, University Archives, and YMCA Archives (all located in the Elmer L. Andersen Library), Wangensteen History of Medicine and Biology Library (in Diehl Hall), and Andersen Horticultural Library (located at the Minnesota Landscape Arboretum in Chaska).

• Law Library The Law Library is located on the west bank of the Twin Cities campus. For information on library access policies, phone (612) 625-4300.

• LUMINA® Digital library gateway to the libraries' catalog, services, and collections <*http://www.lib.umn.edu*>. Most of the libraries' collections are listed in the LUMINA online catalog.

Licensing Trademarks of the University of Minnesota

612-626-1585 or 626-2086 ***Fax:*** **612-625-9870**

To obtain a license to use University of Minnesota trademarks on products, contact Robert L. Hicks, assistant director for Technology and Athletic Properties, Room 252, 600 15th Avenue S.E., 1901 Fourth Street S.E., Minneapolis, MN 55414

Marshall Performing Arts Center, Duluth

218-726-8562 218-726-6377 218-726-8564
Box Office: **218-726-8561** ***Fax:*** **218-726-6798**
E-mail: ***mpac@d.umn.edu***

During the academic months, a five-show season is presented by the UMD Department of Theatre in the Marshall Performing Arts Center. Season tickets are offered at a reduced rate for the UMD Theatre season. In addition to the department productions, theatrical touring groups are brought in to enhance the season offerings. In the summer months, the center is often the home of the Minnesota Repertory Theatre. The facility is also available to both on-campus and outside agencies to rent for presentations. For rental of the Marshall Performing Arts Center, call 218-726-8774.

MAST International

(612) 625-1287. The Minnesota Agricultural Student Trainee (MAST) program provides practical and academic experiences in U.S.-production agriculture and horticultural placements. A typical program provides eight months practical training on a farm, ranch, or horticultural placement; three months of study at the College of Agricultural, Food, and Environmental Sciences; and a potential for nine additional months of practical training. MAST International currently works with students from approximately 30 counties around the world. Approximately 175 first-year students participate each year. The program goal is to provide a cross-cultural and agricultural exchange. For more information, contact MAST International, 240 VoTech, 1954 Buford, St. Paul, MN 55108.

Materials Research Science and Engineering Center, NSF (MRSEC)

(612) 626-0798 Website: *www.mrsec.umn.edu*
E-mail: *mrsec@mrsec.umn.edu*

MRSEC fosters a creative, interdisciplinary approach to materials research, bringing together faculty and students from various disciplines to address the meticulous control of composition, structure, and properties in advanced materials. The center has strong links to corporate entities through a broad-based industrial partners program. Its research programs are integrated with a significant education and outreach effort involving four-year and tribal college faculty and students. Location: 489 Amundson Hall, 421 Washington Avenue S.E., Minneapolis, MN 55455.

Mathematics and Its Applications, NSF Institute for (IMA)

(612) 624-6066 Website: *www.ima.umn.edu*
E-mail: *ima-staff@ima.umn.edu*

IMA works to close the gap between mathematical theory and its applications. The institute identifies problems and areas of mathematical research needed in other sciences and encourages the participation of mathematicians in solving these problems. The institute sponsors an annual program devoted to a specific topic, workshops, and industrial problems seminars. Location: 400 Lind Hall, 207 Church Street S.E., Minneapolis, MN 55455-0436.

Measurement Services, Office of

(612) 626-0006. The office provides expert, proven assistance in areas of testing, evaluation, survey research, and scanning of Optical Mark Read (OMR) forms for university and non-university constituencies in Minnesota. Services range from question construction, design, and layout to the development, scoring, and mailing of scannable or web-based forms. Support is also provided in statistical analyses and in communications of results. For information, call the number above or direct inquires to 879 29th Avenue S.E., Rm. 103, Minneapolis, MN 55414.

Medical Center, Fairview-University

612-273-3000, University campus 612-672-6000, Riverside campus
Website: *www.fairview.org/fumc*

The 1997 merger of the University of Minnesota Hospital and Clinics and Fairview Health Services created a full-service, two-campus facility now known as Fairview-University Medical Center. This partnership offers complete and coordinated care for every kind of medical situation, from the most delicate surgeries and complex medical procedures to the daily arrival of newborn babies. Locations: Harvard St. at East River Road, Minneapolis, MN 55455 and 2450 Riverside Avenue, Minneapolis, MN 55454.

Microtechnology Laboratory (MTL)

(612) 624-8005 Website: *www.mtl.umn.edu/mtlpage*
E-mail: *mtl@ece.umn.edu*

The laboratory supports education, research, and industrial collaboration in microelectronics and other related research involving microfabrication. Major areas include the microectromechanical systems (MEMS) program, high-speed compound semiconductor devices, nanoelectronics, optoelectronics, silicon integrated circuits and devices, particle technology, electroceramic thin films, superconductive devices, and information storage technology. Location: 1-165 EE/CSci, 200 Union Street S.E., Minneapolis, MN 55455.

Midwest Universities Radon Consortium (MURC)

(612) 624-8747 *Fax:* (612) 625-3113
Website: *www.che.umn.edu/dha/murc/*

MURC is one of four national radon training centers supported by the U.S. Environmental Protection Agency. The purpose of MURC is to provide training in radon, indoor air quality, examination services, building research, and technology transfer to contractors, home builders and inspectors, public officials, real estate agents and appraisers, school administrators, facilities managers, and the general public. MURC offers extensive training in radon measurement and mitigation, and coordinates examinations that enable measurement operators and mitigation contractors to be listed with the U.S. EPA. MURC also offers courses (approved by the U.S. EPA) in indoor air quality, radon-resistant construction, radon reduction in schools, building air quality, and radon measurement in schools. For information, write to MURC, 240 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.

Minnesota Agricultural Education Leadership Council (MAELC)

(612) 624-2221. Information may be obtained by contacting the U of M Division of Agricultural Education, 320 Vocational and Technical Education Building, 1954 Buford Ave., St. Paul, MN 55108.

Minnesota Center Against Violence and Abuse

612-624-0721 *Toll free:* 800-636-2282
Website: *www.mincava.umn.edu/*

The Minnesota Center Against Violence and Abuse (MINCAVA), at the School of Social Work, is home to several innovative programs and Internet sites addressing violence and abuse:

The Link Research Project, internationally recognized research on the link between child maltreatment and woman battering <*http://www.mincava.umn.edu/link/*>.

MINCAVA Electronic Clearinghouse, one of the most comprehensive, widely-used Internet resources about violence. <*http://www.mincava.umn.edu/*>

Violence Against Women, Online Resources, a website devoted to providing law, criminal justice, advocacy, and social service professional with up-to-date information on interventions to stop violence against women <*http://www.vaw.umn.edu/*>.

For information, write to the center at 170 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108-6160.

Minnesota Institute for Sustainable Agriculture (MISA)

(612) 625-7773. MISA's purpose is to bring together the interests of the agricultural community in a cooperative effort to develop and promote sustainable agriculture. It is a joint venture of the University's College of Agricultural, Food, and Environmental Sciences, and the Sustainers' Coalition, a group of individuals and organizations.

Location: Department of Agronomy and Plant Genetics, 411 Borlaug Hall, 1991 Upper Buford Circle, St. Paul, MN 55108.

Minnesota International Center

(612) 625-4421 Website: *www.micglobe.org*
E-mail: *mic@globe.mic.umn.edu*

The Minnesota International Center is a nonprofit, non-partisan, membership organization. MIC's mission is to inspire community understanding of global issues and cultures in an ever-changing world. Programs include public forums on international topics, matching international speakers with Minnesota schools, community programs such as discussion groups and hosting international visitors, and programming for international professionals visiting through the U.S. State Department.

Molecular and Cellular Biology Building

Biochemistry, Molecular Biology, and Biophysics, (612) 624-7470
Website: *www.cbs.umn.edu/bmbb/*
Genetics, Cell Biology, and Development: (612) 624-3110
Web site: *www.gcd.med.umn.edu/*

The $88 million Molecular and Cellular Biology Building in Minneapolis—with four floors of open laboratories, two floors of classrooms and instructional labs, and one floor of research resources—creates a community for learning and research where faculty and students work in close proximity and cross-fertilization among disciplines is encouraged. Most faculty from the Department of Biochemistry, Molecular Biology, and Biophysics and the Department of Genetics, Cell Biology, and Development, and some faculty from the affiliated Department of Neuroscience, are now located in this building, which opened in fall 2002.

Multicultural and Academic Affairs, Office of the Associate Vice President

(612) 624-0594 *Fax:* (612) 626-0397
Website: *www.oma.umn.edu*
432 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455

- **African American Learning Resource Center** (612) 625-1363
- **American Indian Learning Resource Center** (612) 624-2555
- **Asian/Pacific American Learning Resource Center** (612) 624-2317
- **Chicano/Latino Learning Resource Center** (612) 625-6013
- **Disability Services** (612) 626-1333
- **Gay, Lesbian, Bisexual, Transgender Programs Office** (612) 625-0537
- **Minnesota Women's Center** (612) 625-9837
- **Multicultural Center for Academic Excellence** (612) 624-6386
- **Office for University Women** (612) 625-2385

Music Department, Duluth campus

(218) 726-8208 Website: *www.d.umn.edu/music/*
E-mail: *mu@d.umn.edu*

The music department presents faculty, student, and guest concerts and recitals throughout the school year. All events are open to the public. For information or to be placed on a mailing list for scheduled events, contact 231 Humanities Building, University of Minnesota-Duluth, Duluth, MN 55812.

Music, School of

(612) 62-MUSIC Website: *www.music.umn.edu*

The School of Music presents over 300 concerts, recitals, and master classes each year in the intimate Lloyd Ultan Recital Hall and the world-class Ted Mann Concert Hall. University ensemble concerts—including the Symphony Orchestra, the Marching Band, three choruses, jazz combos, and the U Opera Theatre—are open to the public and usually free. The School of Music also hosts concerts by world-class musicians and performing ensembles like the St. Paul Chamber Orchestra, Herbie Hancock, Yo Yo Ma, and many others. A complete events calendar is available on the School's website or by calling (612) 624-1069. For more information, contact 200 Ferguson Hall, 2106 4th Street South, Minneapolis, MN 55455.

Natural Resources Research Institute (NRRI) University of Minnesota Duluth

(218) 720-4294 Fax: (218) 720-4219 Website: *www.nrri.umn.edu*

NRRI's mission is to foster the economic development of Minnesota's natural resources in an environmentally sound manner. The Institute's Center for Applied Research and Technology Development recently opened a new state-of-the-art rapid prototyping center for use by area businesses. It can manufacture parts and prototypes for any imaginable application very efficiently, keeping northern Minnesota businesses on the cutting edge. NRRI also assists natural resource-based industries (wood products, minerals, peat, and forestry) with research and development assistance.

Natural Resources Research Institute (NRRI) Business Group

(218) 726-7298 *Fax:* (218) 726-6338
Website: *www.umdced.com* E-mail: *ced@umdced.com*

NRRI Business Group provides business assistance in commercial innovations from the Natural Resources Research Institute. It also assists with business plans and financial packages, and does financial packaging for natural resource-based businesses. Based upon a review of 123 projects with businesses over a five-year period, the NRRI Business Group helped these companies retain or create over 1,000 jobs.

Nature Center, William R. Bagley, Duluth

(218) 726-6533. The W.R. Bagley Nature Area is a 55-acre forest on the northwest corner of the UMD campus. This beautiful forested area supports a mature hardwood forest, native vegetation, and a wide variety of wildlife. It is a focal point for natural history, and recreation activities for both campus and community members. The site offers wood-chip hiking trails, groomed cross-country ski trails, a pond, and a lookout on Lake Superior. Public access is available throughout the year. For specific assistance, call (218) 726-8743.

Nursery Schools

(SEE: Laboratory School)

Planetarium, Marshall W. Alworth, Duluth

(218) 726-7129. The planetarium offers public programs. Special showings may be arranged by contacting the planetarium administrator at 1049 University Drive, University of Minnesota Duluth, Duluth, MN 55812.

Plant Pathology

(612) 625-8200. The department performs plant parasitic nematode soil or tissue analysis, Phytophthora Race Identification, ELISA testing, seed quality testing, quantitative soil assays, and routine disease diagnoses. The fee is $15 per sample for nematode analysis; $20 per sample for routine diagnoses; and $25 per sample for ELISA testing, seed-quality testing, and soil assays. For information or instructions about collecting and submitting samples suitable for analysis, contact your county extension office or the Plant Disease Clinic at (612) 625-1275. The clinic is located at 105 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108. Write to Department of Plant Pathology, 495 Borlaug Hall, 1991 Buford Circle, St. Paul, MN 55108.

Poisonous Plant and Mushroom Identification Service

(612) 625-8200. The service will identify plants and mushrooms as poisonous for the public, hospitals, poison control centers,

veterinarians, police, or others. There are no forms or fees. Identification of poisonous yard and house plants can be made during the week or on weekends. Individuals wishing assistance in identification of poisonous plants should contact James Groth of Plant Pathology. Identification of mushrooms as edible or poisonous will be made in emergency situations. Located at 210 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108.

Police Department, University of Minnesota

***Non-emergency* (612) 624-COPS (2677) Emergency 9-1-1**
Free Escort Service (612) 624-WALK (9255)
Website: *www.umn.edu/umpolice*

The University Police Department is a professional police department, dedicated to protecting the people and property of the University of Minnesota community. The department provides proactive patrol and crime prevention as well as investigative, law enforcement, and emergency services. Officers interact in a variety of problem-solving modes to ensure a safe campus environment for those who work, learn, and visit on campus. Services include canine patrol, bicycle patrol, motorcycle patrol, student security monitors, and a community investigator division. An additional service offered to area law enforcement and non-law enforcement groups is rental time at the University of Minnesota Police Department Outdoor Firing Range in Rosemount, MN. The University of Minnesota police department works closely with federal, state, and local police agencies. More information concerning the services provided by the University of Minnesota Police Department, including rental information for the range, can be found at *<http://www.umn.edu/umpolice>*.

Raptor Center

(612) 624-4745 *Fax:* (612) 624-8740
Website: *www.raptor.cvm.umn.edu*

Since its founding in 1972, the Gabbert Raptor Center has rehabilitated more than 7,000 birds of prey, including eagles, hawks, falcons, and owls. Raptors come from nearly every state—although most are from Minnesota and the surrounding upper midwest—to be rehabilitated and returned to the wild. The center is also an educational institution, teaching more than 84,000 school children and adults annually about the environment and raptors' role within it. A part of the Small Animal Clinical Sciences Department in the College of Veterinary Medicine, the center conducts a number of research projects in areas as diverse as lead poisoning and respiratory disease. An internship program is available to veterinarians, biologists, and environmental education students. For more information about tours or programs, call 612-624-8744. Offices are located at 1920 Fitch Avenue, St. Paul, MN 55108.

Red River Valley Natural History Area, Crookston

(218) 281-8131 E-mail: *bhaase@mail.crk.umn.edu*

The 85-acre site is located in the flat lake bed of glacial Lake Agassiz west of the Crookston campus. It was established in 1971 by the Northwest Agricultural Experiment Station and the University of Minnesota, Crookston (UMC) as a living museum and teaching laboratory for students. Group tours are given periodically to the public. The area includes nature trails, a nature center, and demonstrations of ecological land management.

Regional Sustainable Development Partnerships Program

(612) 625-8759. The program is a cooperative venture between the University Minnesota and citizen leaders to advance the economic, social, and ecological well being of Minnesota communities. Within a network of regional partnerships around the state, each partnership has a board of directors made up of local citizens and representatives of the University. The board creates a vision for advancing the understanding and application of regional sustainable development, in the areas of agriculture, natural resources, and tourism. The boards cultivate and support community-based research, education, and outreach that can be implemented in partnership with the university and that enhance regional sustainability. A partnership that creates a learning experience for the university while providing practical resources for the community or region is the ideal outcome. For more information, contact the statewide coordinating office at 411 Borlaug, 1991 Buford Circle, St. Paul, MN 55108.

Research and Outreach Centers

(612) 625-4211. The system offers research information to the public about agriculture, forestry, fisheries, wildlife, natural resources, rural home and community life, home economics, human nutrition, and rural development. Information about processing, preserving, distributing, marketing, and selling foods and fibers is also available. Major research in agriculture includes production of field crops; vegetables, fruits, ornamental plants, flowers; livestock including poultry and turkeys; soils, plant, and animal disease control; insect and weed control; irrigation; farm machinery and equipment; farm structures; tillage; soil and water conservation; farm management; and marketing.

Research and Outreach Centers:

- Grand Rapids-North Central, MN 55744, (218) 281-8602
- Lamberton-Southwest, MN 56152, (218) 327-4490
- Morris-West Central, MN 56267, (507) 752-7372
- Rosemount, 1605-160th St. W., MN 55068, (320) 589-1711
- St. Paul, 220 Coffey Hall, 1420 Eckles Avenue, MN 55108, (612) 423-2455
- Waseca-Southern, MN 56093, 507-835-3620, (612) 625-4211

Restorative Justice and Peacekeeping, Center for

(612) 624-4923 *Fax:* (612) 624-3744 or **625-8224**
Website: *ssw.che.umn.edu/rjp* E-mail: *rjp@che.umn.edu*

The center, in the School of Social Work, provides technical assistance, training, and research statewide, nationally, and internationally in support of restorative justice practices. The center offers spring, summer, and fall training seminars through the National Restorative Justice Training Institute in addition to regional workshops and trainings throughout greater Minnesota. The center also provides support for system change through its co-sponsorship of the Balanced and Restorative Justice Project. Other services include introductory victim-offender mediation training, advanced victim-sensitive mediation training, courses on mediation and conflict resolution, international research on restorative justice and mediation, and a resource center. For information, contact the center at 105 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108-6160.

Retired and Senior Volunteer Program (RSVP), Crookston

(218) 281-8288 E-mail: *dpatenau@mail.crk.umn.edu*

Serving Polk, Norman, Red Lake, Pennington, Marshall, Kittson, and Roseau counties, the program provides volunteer opportunities for retired persons. Volunteer positions are matched to the interests, competencies, and physical capabilities of senior citizens who wish to offer their time, experience, and skills that address community needs. Volunteers may be assigned to positions with nonprofit organizations. Any person 55 years of age or older may become a member of the program. There are no eligibility requirements. Organizations such as schools, courts, libraries, museums, hospitals, nursing homes, day-care centers, religious institutions, and programs for shut-ins may request services. Benefits include accident insurance, out-of-pocket expenses, and transportation. To volunteer or for more information, contact RSVP, Sahlstrom Conference Center 104, University of Minnesota, Crookston, Crookston, MN 56716.

Rural Sociology and Community Analysis, Center for

(612) 625-4779. The center's mission is to focus attention on effective responses to issues and problems affecting rural social development,

thereby contributing to the quality of life in rural Minnesota. Objectives include generating interest and mobilizing university resources relevant to rural social development, developing research and disseminating knowledge concerning social problems afflicting the state's rural areas, facilitating linkages between research and Minnesota Extension faculty, and serving as a resource center. For information, contact the center at 230 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108.

Sea Grant College Program, Minnesota

(218) 726-8106 Website: ***www.seagrant.umn.edu***
E-mail: ***seagr@d.umn.edu***

The program provides information on issues related to Lake Superior and Minnesota's inland waters, including fisheries management, exotic species, shore-line erosion, water quality, sustainable development, tourism, biotechnology, and aquaculture. Information is available from staff members and researchers or through the program's publications. A publications list is available at no charge. A quarterly newsletter, *The Seiche*, is available free from Minnesota Sea Grant, 2305 E. Fifth Street, Duluth, MN 55812.

The Silha Center for the Study of Media Ethics and Law

(612) 625-3421. The Silha Center for the Study of Media Ethics and Law is a research center located within the School of Journalism and Mass Communication at the University of Minnesota. Its primary mission is to conduct research on, and promote understanding of, legal and ethical issues affecting the mass media. The center also sponsors an annual lecture series; hosts forums, conferences, and symposia; produces a newsletter and other publications; and provides information about media law and ethics to the public. It also supports graduate students in their research through the Silha fellowship program.

Small Business Development Center (SBDC); Duluth

(218) 726-7298 ***Fax:*** **(218) 726-6338**
Website: ***www.umdced.com*** **E-mail:** ***ced@d.umn.edu***

Through its offices in Duluth, Grand Rapids, Hermantown, Hibbing, International Falls, Ely, and Virginia, the SBDC provides management counseling, education, and training for persons starting and owning a business in northeast Minnesota. The SDBC regional network meets with more than 1,000 clients annually and provides about 13,000 hours of counseling. Funding for the network comes from the Small Business Administration, state of Minnesota, and local match.

Social Welfare History Archives

(612) 624-4377 ***Fax:*** **(612) 625-5525**
E-mail: ***d-klaa@tc.umn.edu***

The archives collects unpublished source materials documenting the history of social services and social reform in 20th-century America. Its holdings include the records of national voluntary sector welfare associations and Twin Cities social work agencies as well as personal papers of individual leaders in the social service field.

Among the social services and concerns represented are recreation, settlement houses, child welfare, aging, race relations, community planning, services to migrants and immigrants, public health, vocational rehabilitation, and voluntarism. The archives also houses an extensive collection of pamphlets, reports, and newsletters in the welfare field. Although the archives primarily serves historians and other academic researchers, it welcomes inquiries from anyone with a serious interest in the history of social policies and programs. The collections must be used on the premises. Photoduplicating services are available, and staff will respond to telephone and written inquiries. Hours are 8:30 a.m. - 4:30 p.m. Monday through Friday. For information, contact the archives at 320 Andersen Library, 222 21st Avenue S., Minneapolis, MN 55455.

Soil Research Analytical Laboratory

(612) 625-8209 Website: ***www.soils.umn.edu***

This is the designated laboratory for the Minnesota Cooperative Soil Survey. A wide variety of physical, chemical, and mineralogical analyses are performed on soil materials. A fee is charged. For information, contact 439 Burlaug Hall, 1991 Upper Buford Circle., St. Paul, MN 55108.

Soil Survey Library

(612) 625-6703. The library maintains soil survey maps and reports as published for counties in Minnesota. Reports of counties from other states are on file as well as official descriptions of many soils of the United States. For information, contact the Department of Soil Science, 1991 Upper Buford Circle, St. Paul, MN 55108.

Soil Testing Laboratory

(612) 625-3101

The laboratory offers soil fertility testing and recommendations for farms, lawns, gardens, nurseries, and florists. A soil lead test is also available. A fee is charged for these services. Sample information forms and sample containers are provided free upon request. For information, contact the Soil Testing Laboratory, University of Minnesota, 1903 Hendon Ave., St. Paul, MN 55108.

Speech, Language, and Hearing Clinic, Duluth

(218) 726-8199 Website: ***www.d.umn.edu/csd/clinic/rfp.htm***

The clinic is open to the public by appointment on a space-available basis during regular working hours. It provides diagnostic, rehabilitative, and educational services to people with speech, language, or hearing problems. A low-cost clinic access fee is charged, with financial assistance available. Appointments may be made by calling or writing the clinic at 5 Montague Hall, University of Minnesota, Duluth, Duluth, MN 55812.

Starwatch, Minnesota

(612) 625-2001
Website: ***www.astro.umn.edu/Outreach/Starwatch***

The Minnesota Starwatch information line - (612) 624-2001 - offers three- to five-minute recordings describing the night sky in the Midwest. Updated once a month, the audio newsletter gives details on subjects of current interest and occasionally describes unusual sky phenomena such as black holes, pulsars, and meteor showers. Archived transcripts are available online. Location: 356 Tate Laboratory of Physics, 116 Church Street S.E., Minneapolis, MN 55455.

Statistical Center

(612) 625-7030. The Statistical Center provides consulting on experimental design, sample survey design, data analysis, and interpretation of analysis results. The center is open to the public as university workloads allow, generally on a fee-for-service basis. For information, contact 352 Classroom Office Building, 1994 Buford Ave., St. Paul, MN 55108.

Supercomputing Institute for Digital Simulation and Advanced Computation

(612) 625-1818 Website: ***www.msi.umn.edu***

The Supercomputing Institute provides supercomputing resource allocations to faculty members at the University of Minnesota and other accredited institutions of higher education in Minnesota for their work and that of their students. At this printing, allocations are provided on IBM SP, IBM Regatta, and SGI Altix 3000 supercomputers and a Linux Cluster supercomputer. Supercomputing resource allocations are awarded on the basis of competitive review. For more information about the Supercomputing Institute or access to the Institute's resources, please check the Institute's website or contact the research program's administrator at (612) 624-1356.

Survey Research, Minnesota Center for (MCSR) Center for Urban and Regional Affairs

(612) 627-4282 ***Fax:*** **(612) 627-4288**
Website: ***www.cura.umn.edu/programs/mcsr.html***

The research center, in the Center for Urban and Regional Affairs, conducts public policy research and analysis as well as demographic and academic research via telephone, mail surveys, and personal interviews. It annually conducts two omnibus surveys (the Twin Cities Area Survey and the Minnesota State Survey), providing data for associations, government departments and agencies, and private industry. It performs custom surveys for the university and community organizations and provides program analysis for government agencies. There is a fee for services. For information, contact the center at 2331 University Avenue S.E., Suite 141, Minneapolis, MN 55414-3067.

Technological Leadership, Center for Development of (CDTL)

(612) 624-5747 Website: ***www.cdtl.umn.edu***
E-mail: ***general@cdtl.umn.edu***

The center offers education and training programs and innovative outreach efforts to help Minnesota businesses bridge the gap between business and engineering. CDTL offers graduate degree programs, corporate programs, and innovative outreach efforts. 1300 South 2nd Street, Suite 110, Minneapolis, MN 55454.

Test Scoring Service

SEE Measurement Services, Office of

Testing Program, Minnesota Statewide (MSTP)

(612) 626-1803. Since its establishment in 1928, the program has provided a solid offering of educational assessment tools, scanning and reporting services, and training opportunities. The program also provides assistance to school leaders in interpreting assessment results when making policy decisions for their schools and districts. Any Minnesota elementary, middle, or secondary school or college may use the services of MSTP. Serving more than 4,000 Minnesota public, private, charter, and home schools, the program furnishes educational test materials and scoring services, reports test results, and assists with research studies. Fees are charged for testing services on the basis of the number of students tested and the type of test. For information, contact the program at 879 29th Avenue S.E., Room 103, Minneapolis, MN 55414.

Theatre, University

Administration: **(612) 625-4001**
Rarig Center Tickets: **(612) 624-2345**
Showboat Tickets: **(651) 227-1100**

University Theatre offers a wide variety of live performances throughout the year. During the academic months, a mixture of standard plays, musicals, and new works are presented in Rarig Center, a four-theater complex. Season tickets are offered at a reduced rate for the Mainstage season; individual tickets are priced from $8 to $12. Summertime brings the annual production onboard the Minnesota Centennial Showboat in downtown St. Paul. The University Theatre presents comedies, mysteries, and melodramas aboard its turn-of-this-century riverboat, from mid-June to late August. Tickets range from $15 to $20. For information on all productions, contact University Theatre, 120 Rarig Center, 330 21st Avenue S., Minneapolis, MN 55455.

TMJ and Orofacial Pain Clinic

(612) 626-0140 E-mail: ***tmjgrad@umn.edu***

The clinic provides comprehensive evaluation and individualized treatment utilizing an interdisciplinary approach help to alleviate or manage pain and improve a patient's quality of life. Patients include those with persistent symptoms of facial pain, jaw pain, headaches, earaches, tooth/dental pain, tongue/mouth pain, neck pain, tinnitus, jaw locking/clicking, and difficulty in function of the face and jaw. Orofacial disorders treated include temporomandibular joint (TMJ) disorders, masticatory (chewing) and cervical muscle pain disorders, trigeminal nerve pain, headache disorders, burning mouth syndrome, orofacial sleep disorders (e.g., sleep apnea, bruxism), and orofacial movement disorders (e.g., spasms, tics).

Tourism Center

(612) 624-4947 Fax: (612) 624-4264
Website: ***www.tourism.umn.edu***
E-mail: ***tourism@extension.umn.edu***

The Tourism Center conducts tourism research and provides education and outreach programs for the tourism industry, community groups, and students. The center is also closely affiliated with the University's undergraduate and graduate academic program in resource-based tourism, in the Department of Forest Resources. The College of Natural Resources and University of Minnesota Extension Service coordinate center activities such as working with the Minnesota Office of Tourism to develop a research agenda focused on customer behavior, community development, and the economics and financing aspects of tourism. The center's outreach programs include "At Your Service," a customer service training program; agricultural tourism development; certified festival management; and business retention and expansion. The center relies on a network of extension educators throughout Minnesota to deliver its programs. For more information, contact the Tourism Center by telephone or e-mail, or write to 120 BioAgEng Bldg., 1390 Eckles Avenue, St. Paul, MN 55108-6005.

Tours at the University of Minnesota

(612) 624-6868. General tours of the Twin Cities campus in Minneapolis and St. Paul may be scheduled through University Relations. Prospective student tours are arranged through the Office of Admissions, (612) 625-0000.

For group tours of the Bell Museum of Natural History; Goldstein Museum; Humphrey Forum and Museum (see Hubert H. Humphrey Institute of Public Affairs); Nash Gallery, Raptor Center, the University of Minnesota Landscape Arboretum, or Weisman Art Museum, call their offices directly; see their entries in this section. For more information, contact University Relations, 3 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455, or call (612) 624-6868.

Transportation Studies, Center for

(612) 626-1077 ***Fax:*** **(612) 625-6381**
Website: ***www.umn.edu/cts*** **E-mail:** ***cts@umn.edu***

Each year, CTS coordinates the funding of more than 50 transportation-related research projects such as bridge design, pavement maintenance and rehabilitation, and economic analyses. CTS collaborates with University faculty to develop new courses, curricula, and degree programs, including a new graduate-level certificate program in transportation studies. The center's transportation outreach initiatives take many forms from library services and a website to its annual conferences and publications. For more information, contact 200 Transportation and Safety Building, 511 Washington Avenue S.E., Minneapolis, MN 55455-0375.

Travel Immunization Center

Appointment Scheduling: **(612) 625-3222**

The University's Boynton Health Service is an officially designated travel-immunization center, authorized to administer vaccines (including yellow fever) and to validate International Certificates of Vaccination for travel. The center is open to the public for travel consultations on a fee-for-service basis. Consultations should be scheduled by appointment 8 to 10 weeks before travel departure. Location: Boynton Health Service, 410 Church St. S.E., Minneapolis, MN 55455.

Tweed Museum of Art, Duluth

(218) 726-8222 Website: ***www.d.umn.edu/tma***

E-mail: ***tma@d.umn.edu***

The museum is located in Ordean Court in the center of the Duluth campus. It offers a wide variety of exhibits drawn from its extensive permanent collections, faculty and student work, and traveling shows. Museum hours are 9 a.m.–8 p.m. Tuesdays; 9 a.m.–4:30 p.m. Wednesdays through Fridays; and 1–5 p.m. Saturday and Sunday. Suggested donation is $2. The museum is fully accessible to people with disabilities. For more information, contact the museum at Tweed Museum of Art, University of Minnesota Duluth, 1201 Ordean Court, Duluth, MN, 55812.

UNITE Instructional Television

(612) 624-2332 or **(877) 668-6483**
Website: ***www.unite.umn.edu*** **E-mail:** ***unite@cs.umn.edu***

Serving engineering and science professionals through distance education, UNITE (University-Industry Television for Education) offers University courses at the students' work sites, using state-of-the-art educational technology. UNITE offers a complete set of courses for students who want to earn a master's degree in selected engineering fields. UNITE also offers selected science and engineering courses over the Internet using streaming video technology. Location: 114 Lind Hall, 207 Church Street S.E., Minneapolis, MN 55455.

University News and Information

(612) 624-5551. For the latest news about the University of Minnesota, to subscribe to University publications, or to find experts on a variety of topics, contact the News and Public Information office, 3 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455, or call (612) 624-5551. To find University news and public information on the website <www.unews.umn.edu>.

University of Minnesota Physicians

(612) 672-7422 ***Toll free:*** **1-888-256-9787**
TTY: **(612) 672-7271 Website:** ***www.umphysicians.umn.edu***

With more than 480 physicians in 44 medical specialties and subspecialties, plus 750 support personnel, UMPhysicians with its many clinics and community outreach locations is a dynamic care system with a world-renowned reputation for research and education.

University Press

Web site: ***www.upress.umn.edu***

The Press publishes books on Minnesota and the Upper Midwest, Scandinavia and Scandinavian America, and groundbreaking work in social and cultural thought, critical theory, race and ethnic studies, urbanism, feminist criticism, and media studies. The Test Division of the Press publishes highly-regarded personality assessment instruments, including the MMPI-2 and MMPI-A. Books may be ordered directly by telephone from (773) 568-1550**.** Publication proposals or catalog requests should be directed to the press at 111 Third Avenue S., Suite 290, Minneapolis, MN 55401, or ump@umn.edu.

University Relations, Crookston

(218)-281-8435 ***Fax:*** **(218) 281-8440**
E-mail: ***asvec@umn.edu***

University Relations serves the public by providing publications, speakers, contacts, and general information about UMC, its academic programs, and its related research and outreach projects to the public and news media. Usually no fees are charged for these services. For more information, contact the department at 2900 University Avenue, University of Minnesota-Crookston; Crookston, MN 56716.

University Relations, Duluth

(217) 726-7110 Website: ***www.d.umn.edu/unirel***
E-mail: ***vcur@d.umn.edu***

The office provides news and information to the public and the media about the University of Minnesota Duluth (UMD). The office also provides an "Experts List" of UMD faculty and staff who are willing to share information in their areas of expertise. Contact the department at 315 Darland Administration Building, University of Minnesota Duluth, Duluth, MN 55812. To arrange for a guided tour of the campus, contact the Admissions Office, (218) 726-7171, 23 Solon Campus Center, University of Minnesota Duluth, Duluth, MN, 55812.

University Relations, Morris

(320) 589-6050. The Office of University Relations serves as the information and public relations unit of the University of Minnesota, Morris. For more information, visit the website, <*www.mrs.umn.edu/alumni/universityRelations/index.html*> or contact the office, 11 Education Building, University of Minnesota-Morris, Morris, MN 56267.

University Relations, Twin Cities campus

(612) 624-6868 ***Fax:*** **(612) 624-6369**
Website: ***www.umn.edu/urelations***

University Relations serves the public by providing assistance and information about the university to the news media, to legislators, and to constituents and visitors. The office comprises five main units—Government and Community Relations, News and Public Information, Communication Services, Marketing, and Information Services.

The office's address is 3 Morrill Hall, 100 Church Street S.E., University of Minnesota, Twin Cities, Minneapolis, MN 55455.

Urban and Regional Affairs, Center for (CURA)

(612) 625-1551 Website: ***www.umn.edu/cura***
E-mail: ***cura@tc.umn.edu***

CURA is an all-University applied research and technology center that connects faculty and students with community organizations and public institutions working on significant public policy issues in Minnesota. Projects focus on a broad range of topics and issues related to urbanization and community development, including housing, energy, the environment, economic development, employment, neighborhoods and communities, land use, population change, poverty, human services, disadvantaged and underrepresented populations, education, and government. CURA publishes reports and a quarterly journal, the *CURA Reporter*. Proposals or requests for publications should be directed to CURA, 330 HHH Center, 301 19th Avenue S., Minneapolis, MN 55455.

Veterinary Clinical Investigation Center

(612) 624-2752 ***Fax:*** **(612) 624-3007**
Website: ***www.umn.edu/vcic/*** **E-mail:** ***vcic@umn.edu***

The center is located in the Office of Veterinary Research and Graduate Programs in the College of Veterinary Medicine. The center provides a single entry-point for coordination of investigational studies. The college has been involved in contract research for over 20 years. The center collaborates with other programs at the university to provide expert resources and board certified staff in state-of-the-art facilities in all specialties of veterinary medicine. Location: 426 VTH, 1365 Gortner Avenue, St. Paul, MN, 55108.

Veterinary Diagnostic Laboratory

(612) 625-8787 Website: ***www.mvdl.umn.edu***

The laboratory, in the College of Veterinary Medicine, is the official lab of the Minnesota Board of Animal Health. Staff members provide a full range of diagnostic services to livestock and poultry producers, veterinarians, and owners of companion animals. The laboratory is accredited by the American Association of Veterinary Laboratory Diagnosticians. For a submission guide and fee schedule, see the website or contact the laboratory at 244 Veterinary Diagnostic Lab, 1333 Gortner Avenue, St. Paul, MN 55108.

Veterinary Medical Center

Small animal: **(612) 625-1919** ***Large animal:*** **(612) 625-6700**
Website: ***www.cvm.umn.edu/vth***

The Veterinary Medical Center, in the College of Veterinary Medicine, is one of the most advanced veterinary care facilities in the country. Faculty, staff, and students are dedicated to providing the best possible medical care to animals as well as the best possible attention to owner needs. The Veterinary Medical Center staff are thoroughly trained in modern veterinary practice and the most technologically advanced diagnostic and treatment equipment. The hospital provides care for both large and small animals, inpatient and outpatient, 24 hours a day, 7 days a week. The VMC is a training ground and referral center for veterinarians. The staff also provides on-site veterinary care to beef, dairy, equine, and swineherds.

Veterinary Outreach Programs

(612) 624-3434 ***Toll free:*** **(800) 380-8636** ***Fax:*** **(612) 625-5655**
Website: ***www.cvm.umn.edu/outreach*** **E-mail:** ***vop@tc.umn.edu***

The programs provide continuing education for the veterinary community, industry, and academic scientists, producers, and companion animal owners**.** For information, contact 440 Veterinary Teaching Hospital, 1365 Gortner Avenue, St. Paul, MN 55108.

Water Resources Center (WRC)

(612) 624-9282 ***Fax:*** **(612) 625-1263**
Website: ***wrc.coafes.umn.edu*** **E-mail:** ***juerg001@tc.umn.edu***

The center conducts research, education, and outreach activities related to Minnesota's water resources. It is one of 54 similar centers located at land-grant research universities in the 50 states and several trust territories. The center houses and coordinates water quality research, education, outreach, and extension programs. The center also administers a federal grant program under the Water Resources Research Act and provides small grants to faculty at the University of Minnesota and other state colleges and universities to conduct research. The center publishes reports of research projects and a quarterly newsletter, provides public information bulletins and brochures at no charge, and organizes a biennial state water conference, as well as periodic seminars, symposia, and specialty conferences. The center also administers an interdisciplinary graduate degree program (M.S. and Ph.D.) in water resources science. For information or to request publications, 173 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.

West Central Minnesota Historical Research Center, Morris

(320) 589-6172. The center operates under the auspices of the University of Minnesota, Morris. Its objectives are the location and preservation of historic and contemporary records and the stimulation of interest in local and regional history. Among the center's holdings are a number of valuable manuscript and oral history collections, including papers and taped interviews with state legislators, business persons, farmers, attorneys, and others whose lives have shaped or are shaping the region's history. For information, contact the center at the Rodney A. Briggs Library, University of Minnesota-Morris, Morris, MN 56267.

Wood and Paper Science, Department of

(612) 625-5200 ***Fax:*** **(612) 625-6286**
Website: ***www.cnr.umn.edu/WPS***

The department is one of three departments in the College of Natural Resources. The department is one of only 12 programs in the United States accredited by the Society of Wood Science and Technology. It supports four academic programs for undergraduates: forest products marketing, production management, residential building science and technology, and paper science and engineering. A variety of research projects are underway within the department, including lignin and paper chemistry, pulping and bleaching, process modeling, alternative fibers evaluation, environmental life cycle analysis, environmental marketing, e-commerce, wood protection, building performance, and engineered wood products design and performance evaluation. The department also serves the forest products industry with high quality continuing education and technology transfer programs. For more information, contact the department at 203 Kaufert Laboratory, 2004 Folwell Avenue, St. Paul, MN 55108.

Wood Products and Paper Science Extension

(612) 624-7712 ***Fax:*** **(612) 625-6286**
Website: ***www.cnr.umn.edu/WPS/exten/index.html***

Wood Products and Paper Science Extension is provided by the University of Minnesota Extension Service and the Department of Wood and Paper Science. Extension specialists offer courses, publications, and advice about the properties and uses of wood. Information is available about wood product manufacturing and finishing, the marketing of wood products, building products and building science, lumber drying, paper science, and related topics. No fees are charged except for special courses or programs. For more information, contact 203 Kaufert Lab, 2004 Folwell Avenue, St. Paul, MN 55108-6107.

Yard & Garden Line, Insect and Plant Information Service

(612) 624-4771 **Website:** ***www.extension.umn.edu***

The Yard & Garden Line program supplies diagnostic information and recommendations on a variety of home landscape issues such as insects, disease, landscape, turf, and gardening. Extension specialists and technicians with several areas of related expertise staff the program, which primarily uses Web-based technology.

Youth Development, Center for 4-H

University of Minnesota Extension Service (612) 624-2166
Toll free: **(800) 444-4238** ***Fax:*** **(612) 624-6905**
Website: ***www.fourh.umn.edu***

The center is located at the McNamara Alumni Center on the east bank of the Twin Cities campus. Its mission is to act as a state and national resource, catalyst, and advocate for

- Quality youth development programs;
- Professionals and volunteers working with youth;
- Purposeful state, regional community involvement in youth development; and
- New research and evaluation on youth development.

The center's overarching goal is to make a measurable difference in the quality, availability, and impact of out-of-school time opportunities for Minnesota's children and youth. It does this through developing and delivering the 4-H program statewide and helping adults become more intentional about community youth development as leaders, volunteers, parents, and citizens.

The center is home to the Minnesota 4-H Program, the Minnesota 4-H Foundation, and the Minnesota 4-H Program Leader. More than 160,000 youth in Minnesota participate in 4-H youth development programs. The Minnesota 4-H Program offers more than 450 curricula for use in 4-H Clubs, 4-H Adventures, and 4-H After-school programs as well as other out-of-school programs and selected school enrichment efforts.

The center sponsors public forums, issues publications, runs statewide youth events and special programs, and offers continuing education and staff development opportunities for personnel and volunteers in youth-serving agencies and institutions. In these roles, the center is the home of the Minnesota Youth Work Institute, the Youth Development Leadership Master's Degree Program, Youth Leadership for Vital Communities Initiative, and the Twin Cities Youth Worker Coalition.

The center also conducts research and evaluation studies on youth development and offers consultation and technical assistance to communities through its statewide network of faculty and staff in regional Extension centers and county satellite offices. For information, contact the center at McNamara Alumni Center, 200 Oak Street S.E., Suite 270B, Minneapolis, MN 55455.

Public Utilities Commission

121 7th Place East, Suite 350, St. Paul, MN 55101-2147
Consumer Assistance: (651) 296-0406 or (800) 657-3782
General Information: (651) 296-7124 Fax: (651) 297-7073 TDD/TTY (for hearing impaired): (651)297-1200
Website: *www.puc.state.mn.us*
Executive Secretary Burl W. Haar

Minnesota Statutes, Chapters 216, 216A, 216B, 216C and 237; ***Minnesota Rules***, Chapters 7810-7855

THE MINNESOTA PUBLIC UTILITIES COMMISSION IS A LEGISLATIVE and quasi-judicial regulatory agency. The commission regulates the prices (rates) and services of telephone, natural gas, and electric utilities. The commission determines all electric and telephone service areas in Minnesota.

Background

Rate regulation in Minnesota began with the appointment of a rail-road commissioner in 1871, and the establishment of a Railroad and Warehouse Commission in 1895. Minnesota telephone companies have been regulated since 1915. In 1975 Minnesota became the 48th state to regulate the rates of natural gas and electric utilities.

The commission requires fair and reasonable rates and adequate service from investor-owned natural gas and electric utilities and all telephone companies in Minnesota. The commission's authority over municipal electric and natural gas utilities applies only to rates or services of customers outside the city. The commission's rate-making authority applies to electric cooperatives only when the members of a cooperative elect to become rate-regulated. However, the commission can resolve complaints made against electric cooperatives with respect to service standards and practices. Natural gas utilities operating under franchise with a city and serving fewer than 650 customers within that city may receive an exemption from commission regulation.

Large energy facilities are required to receive a certificate of need from the commission before construction can begin. Large energy facilities include power plants, high-voltage transmission lines, pipelines for gas and liquid energy products, liquefied natural gas storage facilities, underground natural gas storage, facilities designed to convert any material into combustible fuel, nuclear fuel processing facilities, and nuclear waste storage or disposal facilities.

Calendar of Hearings

The commission publishes a *Weekly Calendar* of hearings and decisions. Persons interested in subscribing should call (651) 297-2061. The subscription fee for the *Weekly Calendar* is $96 annually ($8.00 monthly). The commission typically meets Tuesday mornings to consider telecommunications matters and Thursday mornings to consider energy matters. Meetings are at the commission's offices and are public. Commission hearing rooms are accessible. Arrangements for other reasonable accommodations (i.e. sign language or large print materials) can be made by calling (651) 297-4596 (voice), (651) 297-1200 (TDD/TTY), or (800) 657-3782 at least one week in advance of the meeting.

The commission's records are open to public inspection. Photocopies of commission records are available through the Department of Commerce at a charge of 25 cents per page.

Citizen Participation and Appointment:

• Public Utilities Commission

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Consumer Affairs Office

121 7th Place East, Suite 350, St. Paul, MN 55101-2147
Consumer Assistance/Information (651) 296-0406
Toll Free (800) 657-3782 TDD/TTY (651) 297-1200

The commission's Consumer Affairs Office helps customers resolve disputes with natural gas, electric, and telephone utilities. Consumers receive assistance with unresolved billing and service disputes, utility rates, tariffs, and company policies. The Consumer Affairs Office responds to inquires regarding pending commission matters, utility service requirements, and Minnesota rules and statutes.

Complaints

The office provides dispute resolution assistance to consumers filing complaints against telephone, natural gas, and electric utilities under the commission's jurisdiction. Consumers may obtain complaint forms by calling the Consumer Affairs Office at the above listed numbers, e-mailing their complaint to *caostaff@puc.state.mn.us* or writing to the Consumer Affairs Office at the address noted above. The complaint process generally takes a week to 10 days to investigate and to provide investigation results to the customer. Customers do not need a lawyer to file a complaint and there are no fees to submit a complaint.

Help

• Cold Weather Rule The office administers Minnesota's Cold Weather Rule program. This program allows low-income customers (i.e., 185 percent of Federal Poverty Income Guidelines) to apply for protection from having their heat source shut off in the heating season (October 15 - April 15). Applications for this protection are available from the utility company. A "Cold Weather Rule" brochure, describing protections under the rule, is available from the commission.

• Link-Up Minnesota The office administers the Link-Up Minnesota program. This program allows low-income customers (i.e., 150 percent of Federal Poverty Income Guidelines) to apply for a reduction in the installation costs of establishing new telephone service. Applications are available from all local telephone companies. A "Link-Up Minnesota" brochure, describing the program, is available.

• Federal Lifeline Plan The program provides a $5.25 monthly telephone credit for income eligible customers. This program is independent of the State TAP program and Link Up Minnesota. It is funded and administered by the Federal government. Interested customers will need to contact their local telephone companies to obtain an application to self-qualify. Applications are not available anywhere else. Eligible customers must participate in one or more of the following programs to qualify:

- Medicaid;
- Food Stamps;
- Supplemental Security Income (Social Security);
- Federal public housing assistance; and
- Low-income Home Energy Assistance Program.

Department of Veterans Affairs

Veterans Service Building, 2nd Floor - Room 206-C, 20 West 12th Street, St. Paul, MN 55155-2006
Phone: (651) 296-2562 Fax: (651) 296-3954
Website: *www.mdva.state.mn.us*
Commissioner Jeffrey L. Olson Deputy Commissioner Michael F. Pugliese

Minnesota Statutes, Chapters 196, 197, 198; ***Minnesota Rules***, Chapter 9050

THE DEPARTMENT OF VETERANS AFFAIRS ASSISTS Minnesota's 460,000 veterans and their dependents to obtain the benefits and services provided by the United States Department of Veterans Affairs, formerly called the Veterans Administration.

PLEASE NOTE: No fee is charged for any service provided by the Department of Veterans Affairs, except as specifically noted. The primary source of contact for all veterans benefits and services is the County Veterans Service Office. County Veterans Service Officers are located in each of Minnesota's counties and can be contacted through the Government Section of your local telephone book.

The commissioner, deputy and assistant commissioners are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Veterans Benefits Division

(651) 296-7342, Dennis Forsberg, director.
(651) 297-4141, Paula Plum, supervisor.

This division administers a variety of benefit programs and services available to veterans or their dependents. Disabled veterans and their dependents are eligible for temporary financial assistance with such needs as food, shelter and emergency medical treatment. **Eligibility Criteria:** The veteran applicant must be temporarily disabled to the extent that normal employment is not possible. In addition, the applicant must meet income and asset guidelines and must be a resident. **Primary Point of Contact:** County Veterans Service Officer.

War Orphans Education Program

This program serves children of Minnesota veterans who died while on active duty military service or as the result of injuries or disease incurred while on active duty military service. Children are eligible for "tuition free status" at any state college level institution except the University of Minnesota. In addition, an annual grant of $750 is available for school related expenses. **Eligibility Criteria:** The deceased veteran parent must have been a resident at the time of entry into active duty military service and the dependent child must have been a resident for two years immediately prior to application. **Primary Point of Contact:** County Veterans Service Officer.

Veterans Educational Assistance Program

This program provides a one-time tuition assistance grant of $750 to Minnesota veterans who have exhausted, through use, all federal educational benefits for which they were eligible during the 10-year eligibility period. **Eligibility Criteria:** Resident, proof of veteran status and written verification by the United States Department of Veterans Affairs that the applicant has exhausted, through use, all federal educational benefits to which the applicant had been entitled. A veteran who has less than 10 years of eligibility for educational assistance under federal law because of the December 31, 1989 limiting date and who has lost more than four months of that eligibility is entitled to the benefits provided by the Veterans Educational Assistance program. **Primary Source of Contact:** County Veterans Service Officer.

Military Records

The Benefits Division also maintains copies of only those veterans military discharge records which have been received in conjunction with applications for various benefits. Records of all veterans are not available through this office. To obtain a copy of a military discharge record contact: County Veterans Service Officer.

Environmental Hazards Information

(612) 970-5662

Veterans or dependents of veterans with questions or concerns regarding the "Agent Orange" issue should contact this division of the department for assistance.

Veterans Preference in Employment/Dismissal

(651) 284-3408, Clint Bucher.

Veterans with questions regarding either hiring or dismissal in the public sector should contact this division of the department for assistance.

Claims Division

St. Paul, MN location: (612) 970-5662, Clark Dyrud, supervisor. Fargo/Moorhead location: (701) 451-4640, Roger Bengtson, supervisor.

The claims division represents veterans and their dependents who seek benefits from the United States Department of Veterans Affairs involving compensation, pension, insurance or educational benefits and other veterans benefits. **Eligibility Criteria:** Veteran or dependent of a veteran. Membership in a veterans organization IS NOT REQUIRED for assistance from this division.

Administrative Services/Financial Management

(651) 297-2123 Kathy Schwartz, administrative management director.

The division is responsible for the financial management, personnel and information systems of the department. The financial management division coordinates the annual and biennial budgets, monitors monthly expenditures and purchases, and coordinates inventory control. The personnel unit is responsible for recruitment, hiring, and staff development. Information systems coordinates all department computer operations.

Guardianship Division

(651) 296-7342, Dennis Forsberg, director,
(651) 297-4141, Paula Plum, supervisor.

The commissioner of veterans affairs serves as fiscal guardian/representative of the estates of incompetent veterans through appointment by various probate courts in Minnesota, as well as by the United States Department of Veterans Affairs or other government agencies. The guardianship section makes application for all benefits on behalf of the incompetent veteran and manages the veteran's estate to ensure that funds are utilized to provide food, shelter, medical treatments and personal needs.

A fee of up to five percent of the monthly balance in a guardianship account may be charged for these services. Charges are levied only on those accounts with resources sufficient to ensure that the fee charged does not create a financial hardship on the individual.

Minnesota State Veterans Cemetery

(320) 616-2527, David Swantek, cemetery administrator.

Located north of Little Falls, near Camp Ripley, the Minnesota State Veterans Cemetery is a service of the Department of Veterans Affairs. Eligibility criteria for burial are the same as those for Fort Snelling National Cemetery, including members of the National Guard and Reserve forces.

Additional Sources of Information:

- **United States Department of Veterans Affairs**
  810 Vermont Avenue N.W., Washington, D.C. 20420
  (202) 273-4900

- **United States Department of Veterans Affairs, Regional Office and Insurance Center,**
  Bishop Henry Whipple Federal Building,
  Fort Snelling, St. Paul, MN 55111
  (612) 970-5200, Vincent Crawford, director

- **United States Department of Veterans Affairs Medical Center**
  One Veterans Drive, Minneapolis, MN 55417
  (612) 725-2000, Steven P. Kleinglass, director

- **United States Department of Veterans Affairs Medical Center**
  St. Cloud, MN 56303
  (320) 252-1670, Barry I. Bahl, director

- **Fort Snelling National Cemetery**
  7601 34th Avenue South, Minneapolis, MN 55450
  (612) 726-1127, Robert McCollum, director

- **United States Department of Veterans Affairs Regional Centers:**

  - **Twin Ports Outpatient Clinic**, (715) 392-9711
    3520 Tower Avenue, Superior, WI 54880

  - **USDVA Medical Center**, (701) 232-3241
    2101 Elm Street, Fargo, ND 58102

  - **USDVA Regional Office**, (701) 237-2637
    2101 Elm Street, Fargo, ND 58102

  - **USDVA Medical Center**, (605) 336-3230
    2501 West 22nd Street, Sioux Falls, SD 57117

  - **USDVA Regional Office**, (605) 336-3230
    2501 West 22nd Street, Sioux Falls, SD 57117

  - **USDVA Medical Center**, (608) 372-3971
    500 East Veterans Street, Tomah, WI 54660

United States Department of Veterans Affairs Vet Centers:

Vet Centers are operated by the United States Department of Veterans Affairs Medical Centers to offer professional counseling and referral services to veterans and their dependents.

- **St. Paul Vet Center,** (651) 644-4022
  2480 University Avenue, St. Paul, MN 55114

- **Duluth Vet Center,** (218) 722-8654
  405 East Superior Street, Duluth, MN 55902

- **Fargo Vet Center,** (701) 451-4601
  3310 Fiechtner Drive, Suite 100 Fargo, ND 58103

- **Sioux Falls Vet Center**, (605) 330-4552
  601 South Cliff Avenue, Sioux Falls, SD 57104

Veterans Service Organizations

Each of these organizations represents veterans and their dependents who seek benefits from the United States Department of Veterans Affairs involving compensation, pension, insurance or educational benefits, and other veterans benefits.

American Legion
Lyle Foltz, Adjutant (651) 291-1800
Room 300A, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Disabled American Veterans (DAV)
Dean Ascheman, Adjutant (651) 291-1212
Room 207, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Military Order of the Purple Heart (MOPH)
Pat Murphy, Adjutant (651) 227-4456
Room 208, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Vietnam Veterans of America (VVA)
Sharon Kivioja, Office Manager (651) 224-6345
Room 121, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Veterans of Foreign Wars (VFW)
James Hesselgrave, Quartermaster (651) 291-1757
Room B-1, Veterans Service Building
20 West 12th Street, St. Paul, MN 55155

Minnesota Veterans Homes Board

Veterans Service Building, Room 122, 20 West 12th St., St. Paul MN 55155
Phone: (651) 296-2073 Fax: (651) 296-6177 Toll free: 1-877-682-6273 TTY: (651) 297-5353
Website: *www.mvh.state.mn.us*
Executive Director Stephen Musser

Minnesota Statutes, Chapter 198; ***Minnesota Rules***, Chapter 9050

DURING THE 1988 LEGISLATIVE SESSION, THE BOARD OF DIRECTORS WAS created for the sole purpose of governing the state veterans homes. The board of directors is appointed by the governor. Membership consists of a chair, three public members, and five members who are members of congressionally chartered veterans organizations or their auxiliaries. The board determines policy and

adopts, amends, and repeals rules for the governance of the state veterans homes.

Citizen Participation and Appointment:

• Minnesota Veterans Home Board of Directors

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Mission:

It is the mission of the Minnesota Veterans Homes Board to oversee and guarantee high quality health care for veterans and their spouses in its care.

Admission Criteria:

- Honorably discharged veterans;
- 181 consecutive days of active duty;
- Minnesota resident (or service credited to Minnesota);
- Spouses of eligible veterans over 55 years of age in the state; and
- All applicants must demonstrate medical need.

Programs:

- Skilled care;
- Dementia/Alzheimers program;
- Physical/Occupational/Speech/Recreational therapies;
- Dental;
- Podiatry;
- Optometry exams;
- Domiciliary (board and care);
- Hospice;
- Mental health;
- Drug and alcohol treatment; and
- Transitional housing.

Cost of care is based upon assets and income available to the individual to a maximum of the full cost of providing care. The Minnesota Veterans Homes do not discriminate on the basis of race, color, creed, religion, marital status, national origin, public assistance status, sex, sexual orientation, disability, or age.

Minnesota Veterans Home - Minneapolis

5101 Minnehaha Ave., Minneapolis, MN 55417
(612) 721-0600; toll free: 1-877-838-6757. Domiciliary (board and care), skilled care including specialized care for those with dementia related illnesses are provided for veterans and their spouses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Hastings

1200 East 18th Street, Hastings, MN 55033
(651) 438-8500; toll free 1-877-838-3803. This facility provides a therapeutic living environment for veterans who require addictive disorder and domiciliary (board and care) health care. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Silver Bay

45 Banks Blvd., Silver Bay, MN 55614
(218) 226-6300; toll free 1-877-729-8387. This home provides skilled nursing care, including specialized care for those with dementia related illnesses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Luverne

1300 North Kniss Ave., Luverne, MN 56156
(507) 283-1100; toll free 1-877-588-8387. This home provides skilled nursing care, including specialized care for those with dementia related illnesses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Minnesota Veterans Home - Fergus Falls

1821 North Park Street, Fergus Falls, MN 56537
(218) 736-0400; toll free 1-877-838-4633. This 85-bed skilled nursing care home offers a state of the art facility for veterans and their spouses. Residents receive specialized and individualized care through a team approach. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Board of Veterinary Medicine

2829 University Ave. SE, University Park Plaza, Suite 540, Minneapolis, MN 55414-3250
Phone: (612) 617-2170 Fax: (612) 617-2172
Website: *www.vetmed.state.mn.us* E-mail: *vet.med@state.mn.us*
Executive Director: John King, DVM

Minnesota Statutes, Chapter 156; ***Minnesota Rules***, Chapter 9100-9199

THE BOARD OF VETERINARY MEDICINE IS THE LICENSING agency for veterinarians in the state of Minnesota. The mission of the board is to protect the public health by the regulation of the practice of veterinary medicine in Minnesota. The board establishes educational and examination requirements for individuals to become and remain licensed as a veterinarian, sets standards of professional practice and conduct, investigates complaints and initiates corrective or disciplinary action against licensees who fail to maintain professional standards. The board also registers and annually renews veterinary professional corporations.

Background

The board was established by the Legislature in 1893 to examine and license qualified individuals to practice veterinary medicine. Today, the board licenses over 2,800 veterinarians. The board issues about 110 new licenses to veterinarians each year. The majority of new licenses issued are to recent veterinary school graduates.

Citizen Participation and Appointment:

• Minnesota Board of Veterinary Medicine

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

The initial fee for a veterinary license is $200. Licenses are valid for a two-year period; the current two-year renewal fee is $200. An inactive license, for veterinarians wishing to maintain licensure in Minnesota but who are not actively practicing within the state, is available at one-half the fee of an active license. License application forms and instructions are available at the agency website.

The board receives about 60 complaints per year alleging violations of the statutes and rules that govern the practice of veterinary medicine. All complaints are investigated by the board and/or the Attorney General's Office. When warranted, the board takes disciplinary action against the licensee, ranging from a reprimand to revocation of licensure. All complaints must be submitted in writing; complaint forms are available on the board's website or by calling the board office.

Additional information about the board, along with license applications, continuing education requirements for veterinarians, and board disciplinary action may be obtained at the Board of Veterinary Medicine website: <*http://www.vetmed.state.mn.us*>.

Board of Water and Soil Resources

One West Water Street, Suite 200, St. Paul, MN 55107
Phone: (651) 296-3767 Fax: (651) 297-5615 TTY: 800-627-3529
Website: *http://www.bwsr.state.mn.us* E-mail: *info@bwsr.state.mn.us*
Executive Director Ron Harnack

Minnesota Statutes, Chapter 103; ***Minnesota Rules***, Chapters 8400, 8410, 8420, and 9300

THE MISSION OF THE MINNESOTA BOARD OF WATER AND SOIL RESOURCES (BWSR) is to assist local governments and others to manage and conserve irreplaceable water and soil resources under their stewardship, with an emphasis on private lands. BWSR accomplishes this mission by providing financial, technical, and administrative assistance.

Background

The earliest incarnation of the Minnesota Board of Water and Soil Resources was the 1937 establishment of the state Soil Conservation Committee (SCC), which was given the duty of helping organize soil and water conservation districts throughout the state and providing them with promotional, financial, and administrative assistance. In the 1950s, the SCC became part of the University of Minnesota Soils Department, where it stayed until it was transferred to the Department of Natural Resources in 1971. In 1967, its name had been changed to the Soil and Water Conservation Commission; it was changed again in 1975 to the Soil and Water Conservation Board. In 1982, it was transferred to the Department of Agriculture.

In 1987, the Legislature combined the Soil and Water Conservation Board with two other organizations with local government and natural resource ties, the Water Resources Board and the Southern Minnesota Rivers Basin Council, to form the Minnesota Board of Water and Soil Resources (BWSR). The Water Resources Board had been established in 1955 and primarily had jurisdiction over the establishment of watershed districts, which are special purpose local units of government that manage water within the drainage basin of lakes or river systems. The Southern Minnesota Rivers Basin Council had been established as a commission in 1971 to prepare an overall plan for the southern Minnesota rivers basin. The commission was changed to a board in 1975 and to a council in 1983.

Citizen Participation and Appointment:

• Board of Water and Soil Resources

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Legislation establishing BWSR outlined its responsibilities to a variety of local governments. The board has 17 members: three representing soil and water conservation districts; three representing watershed management organizations or watershed districts; three representing counties; and three citizen members. Five representatives come from various state agencies. Those agencies include the University of Minnesota Extension, the Minnesota Department of Natural Resources, the Minnesota Department of Agriculture, the Minnesota Department of Health, and the Minnesota Pollution Control Agency.

BWSR has a central office and a metro regional office in St. Paul. The majority of its staff is located in field offices in Bemidji, Brainerd, Fergus Falls, Duluth, Rochester, New Ulm, and Marshall.

Northern Region:

• Bemidji - (218) 755-4235; **Fax:** (218) 755-4201
3217 Bemidji Avenue N., Bemidji, MN 56601

• Brainerd - (218) 828-2383; **Fax:** (218) 828-6036
217 S. 7th Street, Suite 202, Brainerd, MN 56401

• Duluth - (218) 723-4752; **Fax:** (218) 723-4794
394 S. Lake Ave., Room 403, Duluth, MN 55802

• Fergus Falls - (218) 736-5445; **Fax:** (218) 736-7215
413 W. Stanton Avenue, Fergus Falls, MN 56537

Southern Region:

• Marshall - (507) 537-6060; **Fax:** (507) 537-6368
Box 267, 1400 E. Lyon Street, Marshall, MN 56258

• New Ulm - (507) 359-6074; **Fax:** (507) 359-6018
261 Highway 15 S., New Ulm, MN 56073

• Rochester - (507) 285-7458; **Fax:** (507) 280-2875
40 - 16th Street SE, Suite A, Rochester, MN 55904

Metro Region:

• St. Paul - (651) 282-9969; **Fax:** (651) 297-5615
One West Water Street, Suite 250, St. Paul, MN 55107

Agency Services at Work:

BWSR provides funding, technical, and administrative assistance to local units of government through a number of programs, including:

Conservation Easements

(651) 297-1894. Kevin Lines, section administrator. Includes the Reinvest in Minnesota (RIM) Reserve Program, the Permanent Wetlands Preserves (PWP) Program, the Conservation Reserve Enhancement Program (CREP), the Lakeshore Easement Program, and the Flood Storage Easements Pilot Program. A brief description of each of the programs follows:

Reinvest in Minnesota (RIM) Reserve Program:

This program pays landowners to retire marginal lands from agricultural production through the purchase of permanent easements. Drained wetlands for restoration are also eligible for the program. The program began in 1986 and has been extremely popular, with demand far exceeding available dollars. The program, administered locally by SWCDs, aims to improve water quality and fish and wildlife habitat.

Permanent Wetland Preserves (PWP) Program:

The PWP Program encourages landowners to preserve existing wetlands that are at a high risk of being drained by allowing those areas to be enrolled in a permanent easement. It functions similarly to the RIM Reserve Program, with landowners being paid a percentage of the assessed value of their land when they place the land in an easement.

Conservation Reserve Enhancement Program

Conservation Reserve Enhancement Program (CREP) combines two popular land set-aside programs—the state's Reinvest in Minnesota (RIM) Reserve Program and the federal Conservation Reserve Program (CRP)—to place land in the Minnesota River watershed under a 15-year CRP contract followed by a perpetual or long-term RIM Reserve easement. The goal of the program is to enroll 100,000 acres or about 1 percent of the total Minnesota River watershed. The program was started in response to a 10-year strategy to make the Minnesota River swimmable and fishable.

Landowners are paid to voluntarily remove land from agricultural production in the Minnesota River watershed and manage it under a conservation plan. BWSR administers the program on a state level. Soil and water conservation districts (SWCDs) in the 37-county Minnesota River Valley administer the program locally.

Lakeshore Easement Program:

This program aims to acquire conservation easements on sensitive shoreline and riparian areas on lakes. Easements are designed to protect shoreline with a predominance of native vegetation from conversion to other more intensive uses. Long-term benefits for a given lake include reduced water quality impacts, improved aesthetic values, protection of native species, improved fish and wildlife habitat, and shoreline erosion control. This program differs from the RIM Reserve Program in three primary ways. It is targeted at lakeshore, a cropping history is not required, and the easement is held by a local unit of government, not the State of Minnesota.

Flood Storage Easements Pilot Program:

The intent of the Flood Storage Easements Pilot Program is to investigate the feasibility of promoting flood storage on agricultural lands using easements that allow haying, grazing, or other activities. The program was authorized in 1998 through the state capital budget appropriation for the Reinvest in Minnesota (RIM) Reserve Program and the Permanent Wetland Preserves (PWP) Program. The program provides for the construction of dikes and other structures necessary to maintain floodwater storage in easement areas. It also authorizes BWSR to acquire easements directly or provide grants to local government units (LGUs) for their acquisition of easements.

Erosion Control and Water Quality Cost-Share Program

(651) 297-7361. Wayne Zellmer, grants coordinator. This program, also known as the Cost-Share Program, provides funding to SWCDs to share with private landowners a portion of the cost of installing erosion control, sediment reduction, and water quality improvement practices, including conservation tillage, stormwater control systems, field windbreaks, grass waterways, and other means.

Feedlot Water Quality Management Program

(651) 297-7361. Wayne Zellmer, grants coordinator. This program protects water quality by improving animal waste treatment systems on feedlots. Approved during the 1998 legislative session, this grant program provides funds for existing small feedlots (less than 500 animal units) that have an existing pollution problem.

Natural Resources Block Grant Program

This program provides funding to counties to assist them in the implementation of a variety of resource programs, including: the Local Water Resources Protection and Management Program (which includes the Metropolitan Water Management Program, the Comprehensive Local Water Planning Program, and the Metropolitan Groundwater Management Program), the Shoreland Management Program, the County Feedlot Program, and the Wetland Conservation Act. A brief section on each of those programs follows:

Local Water Resources Protection and Management Program:

(651) 297-7965. Marybeth Block, water planning coordinator. Includes the Comprehensive Local Water Planning Program (for the 80 counties outside of the Twin Cities metropolitan area), the Metropolitan Water Management Program (for the watershed management organizations within the seven-county metropolitan area), and the Metropolitan Groundwater Management Program (for the seven-county metropolitan area). The program provides funding for the adoption and implementation of surface water and groundwater plans. BWSR provides oversight and guidance to the development of the water management plans and also has approval authority for the plans and later revisions.

Wetland Conservation Act:

(651) 297-3432. John Jaschke, land and water section administrator. The Wetland Conservation Act, aimed at achieving no net loss of wetlands in the state, requires that anyone wishing to drain or fill a non-exempt wetland must first consider and document any reasonable alternatives; if none are found, the lost wetland area must be replaced. The act is carried out (with partial state funding) locally by cities, towns, counties, watershed management organizations, and soil and water conservation districts. The act includes a number of options for landowners to receive compensation for protecting wetlands. Conservation officers from the Department of Natural Resources enforce the act. Administrative appeals of local government decisions are adjudicated by the Board of Water and Soil Resources.

Shoreland Management Program:

This program is administered by the Department of Natural Resources (DNR), which passes the money through to BWSR. The money is then included in the block grant. The intent of this program is to encourage development of shorelands in such a way that water quality is enhanced and scenic resources are preserved.

County Feedlot Program:

This program is administered by the Minnesota Pollution Control Agency (PCA), which passes the money through to the BWSR. The money is then included in the block grant to assist delegated counties with the administration of the state's feedlot permit program.

Non-point Engineering Assistance (NPEA) Program

(651) 297-2907. Al Kean, chief engineer. This program was established in 1994 in conjunction with the Agricultural Best Management Practices and Clean Water Partnership Loan Programs, which receive funding from the State Revolving Fund. Eleven joint powers groups of SWCDs were created statewide to hire professional engineer and technician teams that provide technical assistance through member SWCDs and in cooperation with the Natural Resources Conservation Service and other local, state, and federal agencies. BWSR provides policy, training, administrative, and technical consultation to the joint powers boards and their staff.

State Soils Office

(612) 624-3427. Greg Larson, state soils specialist. The State Soils Office, established August 2000, is a joint venture between BWSR and the University of Minnesota Department of Soil, Water, and Climate. Through collaboration and association with university personnel, the office intends to increase the emphasis on "soil" in the BWSR moniker. Current projects include the update of outmoded county soil surveys and technical soils support to BWSR staff and local units of government. Future activities include enhancing the use of digital soils information and developing training modules on soils-related topics.

Area II Program

(507) 537-6369; Fax: (507) 537-6368. This program aims to reduce flooding problems in the Minnesota River basin in southwestern Minnesota and provide water quality, wildlife, and recreational benefits. Area II consists of Brown, Cottonwood, Lac qui Parle, Lincoln, Lyon, Murray, Pipestone, Redwood, and Yellow Medicine counties. A joint powers board with commissioners from each of the counties administers the program. BWSR provides program oversight of Area II in the areas of annual and long-range planning, grant administration, and technical support. BWSR administers an annual allocation to the program from the State of Minnesota.

Quasi-judicial functions

The board has several quasi-judicial responsibilities, most of which take place through its Dispute Resolution Committee. The Dispute Resolution Committee *(Minnesota Statutes,* Section 103B.101 Subd. 10) consists of two of the board's three citizen members, one county commissioner, one SWCD supervisor, and one watershed representative.

The committee resolves disputes over interpretation of state water policy *(Minnesota Statutes* 103A.301 to *Minnesota Statutes* 103A.341); resolving appeals of local watershed district projects and rules *(Minnesota Statutes* 103D.535 and *Minnesota Statutes* 103D.537); hearing appeals of local government decisions regarding replacement plans under the Wetland Conservation Act *(Minnesota Statutes* 103G.2242 Subd. 9); resolving disputes over interpretation of comprehensive local water plans *(Minnesota Statutes* 103B.345); and resolving inter-county disputes over financing of watershed management organization capital improvements *(Minnesota Statutes* 103B.231 Subd. 9).

BWSR also makes the final decision on petitions for the establishment or termination of watershed districts.

Education and Outreach

BWSR publishes *Board of Water and Soil Resources Update,* an internal newsletter, published monthly, which highlights the activities of the agency.

The board has a number of fairly general publications, slide shows, and videos on various natural resource topics. These are generally available to local units of government or members of the public at no cost.

BWSR also publishes a variety of handbooks that are generally technical in nature or are aimed at specific local units of government.

Workers' Compensation Court of Appeals

25 Rev. Dr. Martin Luther King, Jr. Blvd., 405 MN Judicial Center, St. Paul, MN 55155

Phone: (651) 296-6526 Fax: (651) 297-2520 TTY (Minnesota Relay Service): 1-800-627-3529

Website: *www.workerscomp.state.mn.us*

Chief Judge Thomas L. Johnson (651) 296-2253
Judge Miriam P. Rykken (651) 296-2454
Judge David A. Stofferahn (651) 297-1594
Judge William R. Pederson (651) 297-2519
Judge Debra A. Wilson (651) 297-2518

Minnesota Statutes, Chapters 175A and 176; ***Minnesota Rules***, Parts 9800.0100-9800.1800

THE WORKERS' COMPENSATION COURT OF APPEALS WAS ESTABLISHED by the legislature as the exclusive statewide authority to decide all questions of law and fact in workers' compensation appeals within the court's jurisdiction as provided in *Minnesota Statutes* Chapters 175A and 176. Appeals from decisions of this court are directly appealable to the Minnesota Supreme Court.

Mission:

To deliver services as expeditiously as possible while maintaining the integrity of the decision-making function; to produce high quality and consistent decisions on a timely basis in order to provide the quick and efficient delivery of indemnity and medical benefits to qualified injured workers at a reasonable cost to employers; provide economic stability for injured workers and their families in financial crises due to work-related illnesses and injuries; provide for timely cure and treatment of work-related illnesses and injuries; help provide a competitive business climate for Minnesota employers; and provide direction and motivation for employers to create safe and healthy work environments for employees.

The Workers' Compensation Court of Appeals consists of five judges appointed by the governor and confirmed by the state senate. The court performs an appellate function reviewing decisions of the Workers' Compensation Division of the Department of Labor and Industry and the Office of Administrative Hearings. The judges review the evidentiary record created by the initial decision-making body; preside over oral arguments; conduct necessary legal research; decide the issues; and issue appropriate written orders, decisions and memoranda.

Written opinions are issued to inform the court's clientele of the basis of the decisions and to create a body of law pertaining to workers' compensation issues. Some of the court's opinions are published in

the *Workers' Compensation Decisions*, which may be purchased at the administration department's Minnesota's Bookstore, 660 Olive Street (one block east of I-35E and one block north of University Avenue), St. Paul, MN 55155, (651) 297-3000. Decisions beginning with January 1999 can be found on the court's website.

Primary clients served by the court are injured workers, employers, insurance companies, attorneys, and medical and rehabilitation providers.

Citizen Participation and Appointment:

• Workers' Compensation Court of Appeals

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

All questions concerning court matters may be made directly to the court.

Agency Services at Work in Minnesota

Originally, the Workers' Compensation Court of Appeals was known as the Industrial Commission, which was formed in 1921. The legislature further defined the Commission's powers in 1953 to include the power to set aside an award "for cause," grant a new hearing, determine the matter on the merits, and make its own findings of fact and conclusions of law. Later, in 1967, the legislature created a separate division within the Department of Labor and Industry to deal exclusively with workers' compensation issues. This new Workers' Compensation Commission replaced the Industrial Commission, although the powers did not change. In 1976, the Workers' Compensation Court of Appeals was created as a separate appellate tribunal for workers' compensation issues. The Workers' Compensation Court of Appeals was finally designated as a separate agency in 1981 in the executive branch and separate from the Department of Labor and Industry.

Minnesota Zoological Garden

13000 Zoo Boulevard, Apple Valley, MN 55124
Zoo Information Line: (952) 431-9500 or 1-800-366-7811 Administrative Offices: (952) 431-9200
TTY Minnesota Relay Service: (952) 297-5353 or 1-800-627-3529
Website: *www.mnzoo.org*
Director/CEO Lee Ehmke Deputy Director Connie Braziel

Minnesota Statutes, Chapter 85A; ***Minnesota Rules***, Chapters 9900-9999

THE MINNESOTA ZOO'S MISSION TO STRENGTHEN THE BOND between people and the living earth. It is internationally renowned for its conservation efforts and is one of Minnesota's top attractions, drawing more than one million visitors annually. The zoo is located just one-half hour from either downtown St. Paul or Minneapolis and minutes south of the Mall of America. Exhibits are changing all the time, and every season offers visitors new zoo experiences. Recent new exhibits include Meerkats of the Kalahari and the Wells Fargo Family Farm which were made possible in part by private donations and fund-raising efforts.

The Minnesota Zoo Board meets four times per year in meetings that are open to the public. A notice of each meeting, including agenda items, is posted in the zoo admissions area one week prior to the meeting.

The zoo is a 500-acre facility offering over 2,300 animals in natural exhibits that mimic their natural habitat. The zoo's collection includes 84 animals that represent 15 species on the endangered species list. The zoological gardens include more than 2,000 plants – native species, tropical species, natural prairie grasslands and the oldest oak grove stand in the state – for visitors to enjoy. The zoo's exhibits are organized according to geographical location. Guests may visit four trails, as well as the Wells Fargo Family Farm. The trails – Tropics, Minnesota, Northern and Discovery – feature animals from around the world in year-round exhibits (see listings below for a description of each trail). In addition, the following activities have more special features waiting for discovery at the Minnesota Zoo.

• The Monorail is a narrated monorail train that glides just above the treeline of the Northern Trail exhibits. The train offers a bird's-eye view of the animal exhibits and the densely wooded zoo grounds. The tour, narrated by a naturalist guide, is 1-1/4 mile long and operated year-round in climate-controlled comfort.

• Northwest Airlines World of Birds Show. See an eagle or owl close up, hear the rush of wings as a red-tailed hawk swoops into the zoo amphitheater, and listen to an engaging parrot named Alexander. Come meet all the members of the World of Birds Show and find out why the Minnesota Zoo is "For the Birds"!

• Dolphin Shows. Come see daily indoor shows featuring the zoo's Atlantic bottlenose dolphins in Discovery Bay, a 47,000 square-foot marine education center. Discovery Bay also houses a large shark exhibit, a shark and ray touch pool, a tide pool, classrooms, and space for after-hours events.

Admission and Hours

The zoo is open year-round, seven days a week, every day except Thanksgiving Day and December 25. Zoo hours are 9 a.m.- 6 p.m. every day, Memorial Day weekend through Labor Day weekend; 9 a.m.- 4 p.m. Monday through Friday and 9 a.m.- 6 p.m. Saturday and Sunday in September and May; and 9 a.m.- 4 p.m. October 1 through April 30. Hours and prices are subject to change.

Admission rates are*:

Adults (ages 13 to 64): $12.00
Youth (ages three to 12): $7.00
Seniors (age 65+): $8.25
Children two and younger: . . . . . Free
Parking: $5/car
Skytrail Rates: . . . . . $3 for ages three and older, and free for children two and younger.
Group Rates: . . . . .Block purchases of 25 or more tickets qualify for a 20 percent discount.

Group reservations are needed at least 14 days in advance. For more information, contact the Group Sales Department, (952) 431-9200.

*** Prices are subject to change.**

Citizen Participation and Appointment:

• Minnesota Zoological Board

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us.*

Biological Programs Division

(952) 431-9275, Jim Streater, director. The division consists of all animal-related activities including animal care and exhibition. The biological programs director oversees the selection and acquisition of all animals on display at the zoo as well as the staff charged with their care.

Tropics Trail

(952) 431-9391 Beth Jo Schoberl, Zoologist
(952) 431-9321 Jim Pichner, Zoologist (birds)

The zoo's Tropics Trail is a lush indoor oasis of tropical plants and animals from Asia, housing more than 1,250 animals and 15,000 plants. Multi-level pathways allow visitors to see animals in the treetops, on the ground and underwater, to observe nocturnal activities in artificial moonlight, and to walk among brightly colored birds in a large, free-flight aviary. The exhibit is housed in a one-and-a-half acre building, tall enough for the 50-foot trees that grow inside. The climate-controlled, sky-lit greenhouse is home to the coral reef/shark exhibit, bats, white-cheeked gibbons, Amur and clouded leopards, Asian tapirs, lesser pink flamingos, Greater Indian hornbill, Komodo dragon, sun bears, and many other fascinating species.

The zoo's collection of birds includes everything from the crested wood partridge and Bali mynahs on the Tropics Trail to geese and trumpeter swans on the Northern Trail. Birds can be enjoyed on nearly every trail as well as the natural areas of the zoo grounds, which are home to a wide range of birds, including bluebirds and many other beautiful songbirds, as well as raptors and waterfowl.

Discovery Bay

(952) 431-9274 Diane Fusco, Zoologist (dolphins)
(952) 431-9289 Alan Maguire, Zoologist (aquariums)

Discovery Bay treats guests to the popular dolphins and aquariums containing a variety of interesting sea creatures. Visitors can view the dolphins from above and below, any day of the year. Training shows that emphasize dolphins' unique characteristics and behavior take place throughout the day. Marine vistas of sea creatures such as starfish, anemones, crabs, and colorful fish from around the world also can be enjoyed year round.

Minnesota Trail

(952) 431-9328 Chris Kline, Zoologist. The Minnesota Trail is an indoor/outdoor exhibit of animal species native to Minnesota. Indoors, visitors can view nocturnal animals under simulated moonlight. Windows and television cameras allow visitors to glimpse into the animals' private dens and lodges. Outdoors visitors will find a weather-protected walkway leading through Minnesota's lake and forest habitats where beavers, pumas, otters, lynx, and others can look back from their outdoor environments.

Northern Trail

(952) 431-9372 Brad Geizler, Zoologist. The Northern Trail is an outdoor exhibit that offers a pleasant one-mile walk to visit animals of the northern hemisphere regions of the world, including Amur tigers, Chinese takin, Mexican wolves, caribou, musk oxen, Bactrian camels, Asiatic wild horses, pronghorn antelope, and other species of winter-hardy animals. These animals range in their natural Northern Hemisphere habitats from grassland to northern forest to the Arctic tundra. During winter, hardy visitors who enjoy brisk conditions can walk the trail and watch animals in the snow. For the comfort of all visitors, the heated monorail train is open with regularly scheduled tours.

Wells Fargo Family Farm

(952) 431-9579 Tony Fisher, Farm Supervisor. The farm at the Minnesota Zoo features many interactive play-learning structures. These structures demonstrate grain management in grain elevators, nurtured animal care on a farm setting and how cows "manufacture" milk. Some of the special features of the Wells Fargo Family Farm include milking demonstrations, a wagon drawn by horses or a tractor, and many breeds of rare and endangered livestock.

Animal Health

(952) 431-9362 Kris Petrini, DVM. This division is responsible for quarantining and assessing the health of new acquisitions at the zoo, treating and monitoring the thousands of animals in the collection and procuring baseline data on all the species represented at the zoo. The animal health staff work with an international group of veterinary interns, providing training for professionals from throughout the world.

Horticulture

(952) 431-9322 Rebecca Montalbano. The thousands of plants found indoors and on the 500 acres outdoors are maintained and enhanced by the horticulture staff. The zoo's staff works year round to enhance the animals' exhibits with a variety of flora. The Minnesota Zoo also is a receiving center for orchids illegally brought into the country and confiscated by U.S. Fish and Wildlife Service.

Conservation Division

(952) 431-9267 Ronald Tilson, Ph.D., director. The division is responsible for all of the conservation activities at the zoo – both on-site and in-situ programs throughout the world. The zoo participates in 10 Species Survival Plans (SSP). SSPs are cooperative programs of many zoos throughout the nation designed to help ensure the survival of selected species. The zoo's staff also conducts research on the captive animals to better understand their biology. This research is used in the captive management of the animals and also is often applied to wild populations and their management. In 1990 the zoo foundation undertook the first of its kind in-situ conservation program, Adopt-A-Park in Ujung Kulon National Park, Indonesia. The program helps preserve the remaining habitat for the Javan rhino. Fewer than 60 Javan rhinos remain.

Development Division

(952) 431-9389 Jon Cieslak, director. This department handles the membership, animal and exhibit sponsorship programs, and all fundraising activities of the zoo, including the capital campaign.

Education Division

(952) 431-9222 Lars Erdahl, director. Interpretive programs available through the education department include a variety of educational experiences: Zoolab, a "hands-on" lab, where children and adults can experience a close encounter with exotic animals; Zoomobile, a program where naturalists do on-site programs as well as travel throughout the state with a variety of exotic creatures offering audience an entertaining and educational look at animals, and daily animal demonstrations in the zoo theater.

The Education Department also provides on-site programs for students of all ages and abilities, connecting people with the zoo's animal and plant collections. School groups, kindergarten through grade six, are admitted free. Continuing education classes are available to members and the general public for a fee. The Minnesota Zoo is the state center for conservation and environmental education. Visitors and students learn in a variety of ways, such as school groups visiting the zoo,

zoo camps, special events days for students, dolphin sleepovers, Family Zoo Adventure classes, narrated monorail tours and more. Call the Education Department at (952) 431-9234 for further information.

The **School of Environmental Studies (SES)** at the Minnesota Zoo opened in fall 1995. This optional high school for juniors and seniors, located in the Rosemount-Apple Valley-Eagan School District, was the first of its kind in the nation. SES focuses on comprehensive, hands-on curriculum with emphasis on biology, zoology, and environmental studies. The school was made possible through the cooperative efforts of the zoo, the school district, and the city of Apple Valley, which financed the bonds for the construction of the school. Classes utilize the zoo's staff, resources, and exhibits as enrichment opportunities not available in a traditional high school setting.

Operations Division

(952) 431-9303 Connie Braziel, deputy general director. This division consists of public relations and marketing, membership, human resources, health and safety, guest services, the physical operations of the zoo (maintenance functions for the grounds, buildings and equipment) and business operations including finance offices, purchasing, and warehouse operations.

Exhibits Shop

(952) 431-9279 Tom Holloway. The exhibit shop creates much of the scenery and backdrops for exhibits in addition to creating actual structures within the exhibits and works with other zoo staff to create complete exhibits such as Komodo dragons, fishing cats, dinosaurs, and sun bears.

Finance

(952) 431-9244 Jim Reinholdz, CFO. The finance office oversees all expenditures and receipts of the zoo. Additionally, the staff helps all departments prepare budgets and issues monthly budget update reports. Other departments in this area include government affairs, information services, retail operations, human resources, and purchasing.

Guest Services

(952) 431-9207 Lucinda McCandless, manager. This department coordinates all guest service and visitor amenities for more than one million visitors a year, including locating lost children, giving directions, and planning birthday parties at the zoo. The zoo's Volunteer Corps is also in this area.

Human Resources

(952) 431-9212 Teri Weitz. This area is accountable for all staff support functions including personnel, volunteer services, and first aid. The personnel area assists supervisors and managers in securing qualified individuals to fill positions ranging from zookeeping to general maintenance to office work. The department also manages personnel records and provides assistance in the areas of labor relations, training, affirmative action, and classification.

Membership and Animal Sponsorships

(952) 431-9339 Eunice Heimann, membership.
(952) 431-9216 Jan Huwe, Sponsor an Animal.

The membership benefits for the 27,000+ families and individuals that support the zoo include admission, merchandise discounts in the Zoo Store, a zoo newsletter, special member events and lectures, and free or discounted admission to more than 100 zoos across the nation. The animal sponsorship programs enable families, individuals, and businesses to contribute to the general support of the zoo.

Operations

(952) 431-9381 Kim Thomas. Operations is responsible for the physical operations of the zoo including maintenance functions for the grounds, buildings and equipment.

Physical Plant

(952) 431-9247 Gene Barthel. This department is responsible for construction projects and maintenance of buildings and systems.

Volunteer Services

(952) 431-9202 Sheri White-Commers. The personal touch at the zoo is made possible through a volunteer corps. The highly trained volunteers give animal demonstrations, act as tour guides, and provide visitors with information about the plant and animal life exhibited at the Minnesota Zoo, as well as assist staff with a variety of specific program needs. More than 800 volunteers donate as much as 90,000 hours of service to the Minnesota Zoo every year.

Minnesota State Legislature

• Minnesota House of Representatives

(651) 296-2146 or 1-800-657-3550
198 State Office Building
St. Paul, MN 55155
Website: *www.leg.state.mn.us*

• Minnesota Senate

(651) 296-0504 and -2887 or 1-888-234-1112
231 State Capitol
St. Paul, MN 55155
Website: *www.leg.state.mn.us*

Constitution of the State of Minnesota, Article IV

THE RESPONSIBILITY FOR ENACTING LAWS IN MINNESOTA rests primarily with the state Legislature. The Minnesota Constitution (article IV, section 1) establishes the legislative branch as one of the three coordinate branches of state government. Like all other states except Nebraska, the legislature is bicameral, composed of the House of Representatives and Senate. The two legislative bodies work concurrently to determine general policy for the state.

Background

The first State Legislature convened Dec. 2, 1857, nearly six months before Minnesota became a state on May 11, 1858. An Act of Congress authorized the people of the Minnesota Territory "to form for themselves a constitution and state government by the name of the state of Minnesota. . . ." This created an unusual situation. The legislature was passing laws that, according to the state constitution, needed to be signed by the state governor. The first state governor, Henry Sibley, was elected on Oct. 13, 1857, but the governor wasn't allowed to take office until after Minnesota became a state. Lawmakers decided to recognize the territorial governor, Samuel Medary, as the person who should sign the laws. Republicans protested, since the state constitution did not recognize the territorial governor. Since the Republicans were in the minority, their pleas were not acknowledged. The first legislative session adjourned March 25, 1858. Gov. Sibley took office on May 24, 1858, and the Legislature returned for a second session on June 2, for the first time in the state of Minnesota.

Besides passing laws, the legislature also proposes amendments to the state constitution for approval by state voters, elects regents to the University of Minnesota, confirms certain gubernatorial appointments (Senate), and has other oversight and review functions. By a two-thirds vote of both the House and the Senate, the legislature may override a gubernatorial veto. The legislature also may punish or expel members and may impeach or remove from office members of the executive and judicial branches.

Leadership

The House is led by the speaker of the House, a position widely accepted as the second most powerful in Minnesota state government behind the governor. The speaker is elected by a majority of members at the beginning of each legislative session. The speaker of the House appoints committee chairs, vice chairs, and names members of both parties to committees. The speaker also presides over sessions of the House, refers introduced legislation to standing committees, and appoints conference committee members.

The president of the Senate is similarly chosen by a majority of senators. The president presides over the Senate and shares with the speaker of the House the position of chair of the Legislative Coordinating Commission. In addition to presiding over floor sessions, the President of the Senate also makes the initial decision about referring bills to the appropriate committee for hearing. The Senate Rules and Administration Committee's Subcommittee on Committees names committee members and chairs of all Senate committees.

Committees

The committee system is a vital component of the legislative machinery. The volume of legislation pending before a single session is too great to permit all legislators to work closely with all proposals. It is at the committee level that the public may testify for or against a bill. Both proponents and opponents of proposed legislation are heard before committees make their recommendation to the full Legislature. The fate of any legislative proposal may be decided by a committee. After study, hearings, research and deliberation, a bill may be amended, recommended for passage, re-referred to another committee, tabled, or defeated.

The number of committees in each house and the number of members serving on each committee varies from session to session as state concerns and problems dictate. Besides the standing committees which operate during each session, some committees continue to study specific problems during the legislative interim between sessions to report findings to the next legislative session. Each legislative body has a rules committee which directs the operating procedures of the respective bodies.

Committees meet regularly during each session at the State Capitol. Committees may hold meetings in local communities to facilitate citizen participation. Interested citizens may contact the House and Senate information offices to determine what committees are meeting on any particular day.

The most favorable action a committee can take on a bill is to send it to the floor of a legislative body with a recommendation that the bill be passed. Many bills must win the approval of two or more committees before referral to the full House or Senate. A committee report is subject to approval by the full House or Senate. A report recommending passage of a bill from a committee is normally accepted by the legislative body.

The number of bills introduced each session makes it impossible for committees to consider all proposals. Many subcommittees are established to study controversial or complicated bills and to study a subject on which several bills have been introduced. Subcommittees report their findings to the full committee.

Committee Meetings

Committees still consider bills several weeks after the session starts. Visitors wanting to attend a committee meeting may call the committee hotlines for prerecorded messages with the meeting times and agendas for each day: House, (651) 296-9283; Senate, (651) 296-8088. Printed agendas for the week also appear in each issue of the *Session Weekly* and the *Senate Briefly.*

Committee meetings are open to the public. When a public hearing is scheduled, the committee may listen to comments from the audience (when time permits) in addition to the scheduled speakers. Committees have different policies on hearing testimony depending upon their size and workload. Some committees hear general testimony at the subcommittee level, while others allow general testimony during meetings of the full committee. Informational handouts that committee members receive during meetings or hearings are considered public information and are available to the audience on a first-come, first-served basis.

Major proposals on issues such as graduation standards or groundwater legislation often have several public hearings so committee members may listen to all arguments for and against a bill. Each committee has a chair, vice chair, administrator, and legislative assis-

tant. A list of committees and members is available in the House Public Information Office in Room 175 of the State Office Building or the Senate Information Office in Room 231 of the State Capitol.

Groups and individuals wishing to testify before a committee should call the appropriate committee's legislative assistant well in advance of the meeting and ask to be placed on the agenda. Committees prefer requests one week in advance but will accept later notification when unexpected issues appear on the committee schedule. A brochure containing tips on testifying at legislative committee hearings is available from the House Public Information Office.

Membership and Apportionment

The Minnesota Legislature is composed of 201 members -- 134 representatives and 67 senators. To be elected to either chamber of the legislature, a person must be a qualified voter, 21 years old, a resident of Minnesota for one year, and a resident of the legislative district for six months immediately preceding the election. Representatives serve two-year terms; senators serve four-year terms. The only exception is that senators serve a two-year term to begin each decade when redistricting occurs and the boundaries of legislative districts are shifted to account for changes in the state's population.

The Legislature is divided into 67 legislative districts, with about 65,300 people in each district. Voters elect one senator from each of those districts. Each Senate district is divided into two sections. Voters elect one House member, or representative, from each section, making a total of 134 representatives. These districts, which are made up of about 32,650 people each, are identified with an "A" or a "B" following the district number.

State representatives and state senators are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Legislative Sessions

The legislature convenes in regular session each odd-numbered year on the first Tuesday after the first Monday in January. The legislature can meet in regular session in both years of the biennium for a total of 120 legislative days. A legislative day is any day when either the House or Senate meet in full session. Days on which only committees meet are not considered official legislative days. The legislature cannot meet after the first Monday following the third Saturday in May of any year.

The first year of the biennium is often called the "long year," and lasts from January to mid-May. The second year is called the "short year," and typically runs from February through the end of April. The primary goal of the first year is to pass a state budget for the biennium.

Bills introduced during the first year of the biennium may be considered during the second year.

The legislature may be called into special session at any time by the governor. The governor, who is the only official who may call for a special session, cannot limit the length or scope of the special session.

The Legislative Process

The process of how a bill becomes a law in Minnesota is briefly outlined below.

• Idea A bill is an idea for a new law or an idea to change an old law. Anyone can suggest an idea for a bill — an individual, consumer group, professional association, government agency, or the governor. Most often, however, ideas come from legislators, the only ones who can begin to move an idea through the process.

• Legal Form The Office of the Revisor of Statutes and staff from other legislative offices work with legislators in putting the idea for a new law into proper legal form. The revisor's office is responsible for assuring that the proposal's form complies with the rules of both bodies before the bill can be introduced into the Minnesota House of Representatives and the Minnesota Senate.

• Authors Each bill must have a legislator to sponsor and introduce it in the Legislature. That legislator is the chief author whose name appears on the bill along with the bill's file number to identify it as it moves through the legislative process. There may be up to 34 co-authors from the House and four from the Senate. Their names also appear on the bill.

• Introduction The chief House author of the bill introduces it in the House; the chief Senate author introduces it in the Senate. Identical bills introduced in each body are called companion bills. The bill introduction is called the first reading. The presiding officer of the House then refers it to an appropriate House committee for discussion; the same thing happens in the Senate.

• Committee The bill is discussed in one or more committees depending upon the subject matter. After discussion, committee members recommend action — approval or disapproval — to the full House and full Senate. The House committee then sends a report to the House about its action on the bill; the Senate committee does likewise in the Senate.

• Floor After the full House, or Senate, accepts the committee report, the bill has its second reading and is placed on the House agenda called the General Register or Senate agenda called General Orders. (A committee can recommend that non-controversial bills bypass the General Register or General Orders and go onto the Consent Calendar, where bills usually pass without debate.) After this point, House and Senate procedures differ slightly.

• General Register In the House, the General Register serves as a parking lot where bills await action by the full body. Bills chosen to appear on the Calendar for the Day or the Fiscal Calendar are drawn from the General Register. In the Senate, a different procedure is used. Bills are listed on the General Orders agenda. Senate members, acting as the "committee of the whole," have a chance to debate the issue and offer amendments on the bill. Afterwards, they vote to recommend passage of the bill, progress (delay action), or further committee action. And sometimes they recommend that a bill not pass. From here, the bill is placed on the calendar.

• Calendar for the Day In the House, the Calendar for the Day is a list of bills the House Rules and Legislative Administration Committee has designated for the full House to vote on. Members can vote to amend the bill, and after amendments are dispensed with, the bill is given its *third reading* before the vote of the full body is taken. The House also has a Fiscal Calendar, on which the chair of the House Ways and Means Committee or House Taxes Committee can call up for consideration any tax or finance bill that has had a second reading. The bills are debated, amended, and passed in one day. In the Senate, bills approved by the "committee of the whole" are placed on the calendar. At this point, the bill has its *third reading*, after which time the bill cannot be amended unless the entire body agrees to it. Toward the end of the session, the Senate Committee on Rules and Administration designates bills from the General Orders calendar to receive priority consideration. These Special Orders bills are debated, amended, and passed in one day. A bill needs 68 votes to pass the House and 34 votes to pass the Senate. If the House and Senate each pass the same version of the bill, it goes to the governor for a signature.

• Conference If the House and Senate versions of the bill are different, they go to a conference committee. In the House, the speaker of the House appoints three or five representatives, and in the Senate, the Subcommittee on Committees of the Committee on Rules and Administration selects the same number of senators to form the committee. The committee meets to work out differences in the two bills and to reach a compromise.

• Floor The conference committee's compromise bill then goes back to the House and the Senate for another vote. If both bodies pass the bill in this form, it is sent to the governor for his or her approval or disapproval. (If one or both bodies reject the report, it goes back to the conference committee for further consideration.)

• Governor Once the governor has the bill, he or she may: sign it, and the bill becomes law; veto it within three days; or allow it to become law by not signing it. During session, the House and Senate can override a governor's veto. This requires a two-thirds vote in the House (90 votes) and Senate (45 votes). The governor also may "line-item veto" parts of a money bill, or "pocket veto" a bill passed during the last three days of the session by not signing it within 14 days after final adjournment.

Information on the Internet

Since 1994, anyone with access to the Internet has had access to legislative information. In January 1996, the Legislature debuted on the Internet, which provides a user-friendly format that anyone, regardless of computer prowess, can navigate.

Begin your quest by directing your web browser to the Legislature's website (*http://www.leg.state.mn.us*).

The site offers access to a variety of pages, including the House, Senate, bill tracking, Minnesota Statutes and Session Laws, Minnesota Rules, schedules and joint legislative departments and commissions.

Both the House and Senate pages provide access to bill tracking functions, and easy-to-understand bill summaries can be found on the web. Citizens may search for a bill by number or by using key words likely to be found in the bill's title. Other searches include chief author, other authors, statutory citation, or revisor's number.

Bills from previous sessions are also available for search.

If interested in a current list of bills being heard by a particular committee, select the committees link and click on the committee choice and then choose the "legislation" option.

Schedules of bills to be heard on the floor are also available, as are committee schedules, television schedules, house journals, and a staff directory of the House and Senate.

For information on the legislature's website, take advantage of a new searching capability.

Direct the browser to *http://search.state.mn.us/leg/* and enter the topic. A high-powered search engine will bring up links to relevant information.

All of the information on the site can be read, sent to a printer, or saved as files on a computer for future reference. The site is also compatible with browsers used by the visually impaired.

Questions or comments regarding the House website may be sent via e-mail to the webmaster at: *webmaster@house.leg.state.mn.u*s.

Visiting the Capitol

Visiting the Minnesota State Capitol complex can be a rewarding and educational experience for everyone. There are buildings to explore and tours to take almost any time. And when the Legislature is in session during the first part of every year, there are floor sessions to observe, committee meetings to attend, and legislators to meet.

Location

The Capitol complex is north of I-94, just minutes from downtown St. Paul. It is accessible from the east and west on I-94, and from the north and south on I-35E.

I-94 eastbound: Exit at Marion Street. Turn left. Go to Aurora Avenue and turn right. Go one block, cross Rice Street, and enter Parking Lot D.

I-94 westbound: Exit at Marion Street. Turn right. Go to Aurora Avenue and turn right. Go one block, cross Rice Street, and enter Parking Lot D.

I-35E northbound: Exit at Kellogg Boulevard. Turn left. Go to John Ireland Boulevard and turn right. Metered parking spaces line both sides of the boulevard.

I-35E southbound: Exit at University Avenue. Turn right. Go to Rice Street and turn left. Go one block and turn left to enter Parking Lot D.

Parking

Public metered parking is available in Lot Q, north of the Capitol at Cedar Street and Sherburne Avenue; Lot D, next to the State Office Building off Rice Street on Aurora Avenue; Lot F, directly behind the Transportation Building; Lot K, across from the Armory on Cedar Street (enter from 12th Street); and on the orange level of the Centennial Office Building Ramp at Cedar Street and Constitution Avenue. All-day metered parking is available in Lot Q. Capitol Security personnel will issue tickets for expired meters.

All-day parking permits may be purchased for $3.50 from Plant Management on the lower level of the Administration Building. Cash or checks are accepted and correct change is appreciated. For more information, call (651) 297-3993.

Outdoor handicapped parking is available in Lots N and O, which are on either corner of the north side of the Capitol, and in Lot F.

Indoor handicapped parking is available on the lower level of the State Office Building Ramp (use the call box at the ramp entrance to gain entry); on the blue level of the Centennial Office Building Ramp; and on the entry level of the Administration Building Ramp (two stalls).

There are two handicapped entrances to the Capitol. One is on the northeast side of the building, just off Lot O; the other is a drop-off entrance under the south main steps at the front of the building.

Since parking is limited during legislative sessions, busing may be easier. Freeway express bus service is available. Bus number 94B takes you to the Capitol and the State Office Building. Call the Transit Information Center at (651) 349-7000 for schedule and route information.

Capitol Tours

Tours of the Capitol are offered through the Capitol Historic Site Program of the Minnesota Historical Society.

Tour guides lead the 45-minute tours on the hour Mondays through Fridays between 9 a.m. and 5 p.m. (last tour leaves at 4 p.m.); Saturdays between 10 a.m. and 4 p.m. (last tour leaves at 3 p.m.); and Sundays between 1 p.m. and 4 p.m. (last tour leaves at 3 p.m.). The tours are free of charge and begin at the Capitol's information desk at the end of the corridor to the right of the main entrance. Brochures in about 20 foreign languages also are available there.

Tour participants may request customized tours that emphasize either the building or state government.

Historical society officials ask that groups of 10 or more call at least two weeks in advance to reserve a tour time.

The society offers "Voice of the People: Your Role in Minnesota Government," a half-day session for students in grades 9-12.

Also, special tour events are scheduled monthly throughout the year. Some of these events entail admission fees; others are free. A special events guide is available upon request.

For more information about the tours or to reserve a time, call the Capitol Historic Site Program at (651) 296-2881.

Legislative Sessions

Members of the House of Representatives and the Senate debate bills when the Legislature is in session.

At the beginning of a legislative session, the pace of floor sessions is generally slow as new bills are assigned to committees and non-controversial items are discussed. At about the session's midpoint, however, the legislative pace quickens.

The House usually meets at 3:00 p.m. Mondays and Thursdays, and the Senate meets at 11:30 a.m. Mondays and at 9:30 a.m. Thursdays during the first few weeks. House floor sessions are scheduled for the afternoon because committees meet in the morning and early afternoon. As the session nears the end, however, both bodies may meet several times a day, often into the night.

All House and Senate floor sessions are open to the public. Visitors interested in observing these sessions may call the House Chief Clerk's Office, (651) 296-2314, or Senate Information, (651) 296-0504, with questions. Spectators may sit in the galleries of either chamber.

Dining

Most buildings in the Capitol complex have their own cafeterias. The small State Office Building cafeteria is usually open only when the legislature is in session, but the newly remodeled Capitol cafeteria and the Transportation Building cafeterias are open year-round.

Also, there are many restaurants within walking distance. On Rice Street, there is a restaurant located inside the Kelly Inn, the Lagoon Vietnamese Restaurant, White Castle, and El Bravo Mexican Restaurant. On University Avenue, there is McDonald's, Burger King, Mai Village, and other restaurants. There also are dozens of restaurants only minutes away in downtown St. Paul. Bus rides downtown cost 25 cents. Bus stops are located on Constitution Avenue.

Frequently Called Numbers:

- **Governor**, 130 Capitol, (651) 296-3391
- **Lt. Governor**, 130 Capitol, (651) 296-3391
- **Attorney General**, 102 Capitol, (651) 296-6196
- **Secretary of State**, 180 State Office Bldg., (651) 296-2803
  - **Election Division**, Secretary of State's Office, 180 State Office Bldg., (651) 215-1440
  - **Open Appointments**, Secretary of State's Office, 180 State Office Bldg., (651) 297-5845
- **State Auditor**, 525 Park Street, (651) 296-2551
- **State Treasurer**, 4th Floor Centennial Bldg., (651) 296-7091
- **Emergencies** (651) 296-2100
- **Capitol Historic Tours**, B59 Capitol, (651) 296-2881
- **Capitol Information Desk**, 1st Floor, Capitol, (651) 296-3962 or -2739
- **Capitol Security**, B5 Capitol, (651) 296-6741
- **House Meeting Room Scheduler**, 467A State Office Bldg., (651) 296-5408
- **Legislative Reference Library**, 645 State Office Bldg., (651) 296-3398
- **Revisor of Statutes**, 700 State Office Bldg., (651) 296-2868
- **Senate Meeting Room Scheduler**, G-1 State Capitol, (651) 296-0866
- **House Public Information**, 175 State Office Bldg., (651) 296-2146
- **Senate Information**, 231 Capitol, (651) 296-0504

Offices of the House of Representatives

Members of the House serve two-year terms. For more information about the Minnesota House, contact the House Public Information Office at (651) 296-2146.

Office of the Chief Clerk

House Desk (651) 296-2314, Albin Mathiowetz, chief clerk. The House Desk is responsible under the Minnesota Constitution, statutes and rules of the House for preparing and administering the order of business for the House and keeping and publishing the legal record of House action. These charges are fulfilled by the preparation of the daily calendars of bills, supervision of engrossment of amendments, printing and enrolling of bills, sending and receiving of communications with the Senate, and publication of the daily and permanent House Journal. The House Desk also assists members with the preparation of motions and advises them on parliamentary procedures and questions. The personnel and resources of the House Desk are available only to House members and legislative staff, but material created by it is available at the Chief Clerk's Office.

The Chief Clerk of the House, and House researchers and attorneys are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Chief Clerk's Office

(651) 296-2314, Donald O. Crosby, front office supervisor. The Chief Clerk's Office distributes to the public, state agencies and members of the House daily journals (record of legislative actions), floor calendars (agendas of bills to be considered by the full House), copies of bills and other legislative information. The office also answers questions about the activities, operations, and schedules of the House. There is no charge for printed materials and they may be picked up at the office or will be mailed at no charge upon request. The office is in Room 211, State Capitol.

House Index

(651) 296-6646. David Surdez, supervisor. House Index provides information concerning the status of bills before the legislature. Records are maintained on bills by their House and Senate file number (H.F. and S.F.) subject matter, author, committee and statutory section affected. This information is available by telephone or on computer terminals which may be operated by the public at the Index Office. This service is available free of charge during normal office hours on a daily basis and the office remains open while the House is in floor session. The office is in Room 211, State Capitol.

House Research

(651) 296-6753. Thomas M. Todd, director. The Minnesota House of Representatives established the Research Department in 1967 as a nonpartisan legislative research and legal services office serving the entire membership of the House and its committees. The department assists all House members and committees in collecting and analyzing information and in developing, amending, and evaluating legislation.

The staff of legislative analysts provides a variety of legal, quantitative, and policy research services. These services include assisting committees, committee chairs, and individual members with legislative work; providing legal assistance by drafting bills and amendments, preparing legal opinions, and analyzing and summarizing enacted legislation; collecting and disseminating information pertinent to legislation; and developing and maintaining computer capabilities in order to assist legislators and committees in quantitative and statistical research.

The department provides its services to the members and staff of the House of Representatives, not directly to the public. However, department analysts prepare between 40 to 60 publications per year for distribution to House members and staff, and these publications are available to the public on request. There is no charge. Multiple copies should be picked up in person to avoid postage costs. Publications can be made available in alternative form upon request. Tel: (651) 296-6753 (voice); (651) 296-9896 or 1-800-657-3550 (TTY); (651) 296-9887 (fax). The department is in Room 600, State Office Building.

House researchers and attorneys are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

House Public Information Office

Voice: (651) 296-2146 or 1-800-657-3550; TTY: (651) 296-9896, LeClair G. Lambert, director. The nonpartisan House Public Information Office fills two important roles. It is a contact point to help members of the public connect to the legislature, and it is a producer of numerous publications, including a free weekly newsmagazine.

The House Public Information Office's front desk staff answers hundreds of telephone and face-to-face inquiries each week. Staff members frequently help citizens discover who their legislators are, find out when and where legislative meetings are scheduled, and keep

track of important issues. Information office staff members also organize other special projects, including the House of Representatives State Fair booth.

The award-winning *Session Weekly* is the office's most ambitious and popular product. The non-partisan magazine is produced by a professional editorial staff and provides in-depth coverage of committee and floor action. The House Public Information Office also produces and distributes weekly and daily committee schedules; committee rosters and lists of members and staff; full legislative directories (Red and Green Books); *Minnesota State Government*, an eight-piece series that explains the state's symbols, governmental structure, and lawmaking process; an annual review of the legislative session called *New Laws;* and a coloring book for children. The newest publication released by the office is called *Capitol Steps* and is designed to explain the legislative process to readers age 11 and older.

These publications are available to the public upon request. Multiple copies should be picked up in person to avoid postage costs. The office is located in Room 175 of the State Office Building. Most of the information available in printed form also can be found on the House website at ***http://www.house.leg.state.mn.us***.

House Television Services

(651) 297-1338. Barry LaGrave, director. The Minnesota House of Representatives established the House Television Department in 1994 as a non-partisan office to provide the public with televised coverage of legislative proceedings.

Using remotely controlled cameras in the House Chamber and in select committee rooms, the department produces gavel-to-gavel coverage of floor sessions and some committee hearings.

House Television Services also operates an interactive television service which is connected to more than 80 sites around the state, allowing citizens from Greater Minnesota to participate in committee hearings without having to travel to St. Paul.

Legislative broadcasts can be seen in the Minneapolis/St. Paul metro area on KTCA-Channel 17, and statewide through local cable systems.

House Television Services is located in Room 216C State Capitol.

House Service Offices

- **Administrative Services**, 198 State Office Bldg., (651) 296-6648
- **Chief Clerk's Office** (copies of bills), 211 Capitol, (651) 296-2314
- **Duplicating**, 35 State Office Bldg., (651) 296-8611
- **Fiscal Services**, 198 State Office Bldg., (651) 296-6648
- **High School Page/Intern Program**, 45A State Office Bldg., (651) 296-7452
- **Hotline** (committee schedules), (651) 296-9283
- **Index** (bill status), 211 Capitol, (651) 296-6646
- **Personnel Services**, 198 State Office Bldg., (651) 296-6648
- **Photography**, 77 State Office Bldg., (651) 296-9284
- **Post Office**, 50 State Office Bldg., (651) 296-9462
- **Public Information Office**, 175 State Office Bldg., (651) 296-2146
- **Purchasing/Phones**, 198 State Office Bldg., (651) 296-6648
- **Research Department**, 600 State Office Bldg., (651) 296-6753
- **Room Scheduling**, 467A State Office Bldg., (651) 296-5408
- **Sergeant at Arms**, 45 State Office Bldg., (651) 296-4860
- **Supply**, 35 State Office Bldg., (651) 296-2305
- **TTY/TDD:** (Text telephone for the deaf and hard of hearing), 175 State Office Bldg., (651) 296-9896 or 1-800-657-3550
- **Television Services**, 216C Capitol, (651) 297-1338

Offices of the Senate

Members of the Senate serve four-year terms, except when elections are held in years ending in 0, in which case the term is for two years. For more information about the Minnesota Senate, contact the Senate Information Office at (651) 296-0504.

Secretary of the Senate's Office

(651) 296-2344, Patrick E. Flahaven, Secretary of the Senate. The Secretary of the Senate is the chief administrative officer of the Senate. In addition to other duties, the Secretary of the Senate directs the Senate's public information functions, including Senate Media Services, the Senate Information Office, and the Senate Publications Office. The Secretary of the Senate's Office, or Senate Office, is located in Room 231 of the Capitol and functions as a central clearinghouse for all information about Senate activities. Staff members distribute copies of bills, calendars, journals and agendas to the public, distribute daily schedules and provide literature about the Senate. There is no charge for any of the printed materials. Members of the public may also call a voice mail number, (651) 296-2343, to request copies of bills.

The Secretary of the Senate, Senate Counsel attorneys, and Senate Research researchers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

Senate Information Office

(651) 296-0504 and 296-2887, Scott Magnuson, director. The Senate Information Office, located in the Secretary of the Senate's Office, 231 Capitol, provides information about Senate activities and, in particular, information about bill status, authorship, file numbers, companion bill numbers, and journal page numbers for Senate floor action. Staff members also help individuals determine who represents them in the legislature, provide guidance and referral to other sources for persons engaged in legislative research and answer general questions about the Senate. Computer terminals are available for members of the public to use to determine bill status, Senate File (S.F.) numbers and bill authorship. Information requests may be made in person or by calling or writing the Information Office. Services are free of charge.

Senate Media Services

(651) 296-0264, Steve Senyk, director. Senate Media Services, a non-partisan office of the Senate, produces a variety of informative television programs to help people about state government and the many issues facing Minnesota. Viewers throughout Minnesota can watch coverage of the legislature on TPT-Channel 17 in the metropolitan area and Greater Minnesota Cable stations. Viewers also can watch **Capitol Report**, a weekly program featuring state legislators and their views on pending legislation. Viewers should check local listings for the programs.

A variety of educational material also is available through Media Service on a check-out/return basis. The Senate Media Services Office is located in Room B-44, Capitol. Call (651) 296-0264 to order the following videotapes and interactive CD:

- **The Process** a 7-minute video explaining the legislative process.
- **Rules, Laws and the Process** a 7-minute video about the process for 3rd to 5th graders.
- **Citizen Lobbyist** a 12-minute video designed to help citizens become involved in the lobbying process.
- **Discover the Minnesota State Capitol** a 5-minute introductory video tour of Minnesota's prominent historical structure.
- **A Building for All** an interactive CD tour of the State Capitol, including views of areas often off limits to the public.

Senate Publications Office

(651) 296-0259, Karen L. Clark, director. The Senate Publications Office publishes *Briefly*, a weekly summary of Senate committee and floor action, along with the next week's committee schedule. The office also publishes *Perspectives*, a magazine-format newsletter about the Senate, which provides feature articles about Senators and various issues before the legislature. A daily schedule of committee hearings, *Today in the Senate*, is also produced by the Publications Office for distribution within the Capitol Complex. In addition, the office publishes lists of committee memberships, brochures and pamphlets dealing with the Senate. The Senate Publications Office also provides a Senate hotline for committee information. The Senate Hotline is a recording of the daily committee schedule and may be called 24 hours a day, all year long. The Hotline number is (651) 296-8088. Publications are provided free of charge to interested persons. To be placed on the mailing list for Senate publications, call (651) 296-0504, or simply drop a card with your name and address to the Senate Publications Office, Room G-22 (ground floor) State Capitol, St. Paul, MN 55155. The Publications Office does not accept lists of names for inclusion on the mailing lists, but does encourage individuals to call or write to be placed on the list to receive Senate publications.

Senate Counsel and Research

(651) 296-4791, JoAnne Zoff Sellner, director. The Office of Senate Counsel and Research, located in Room G-17 of the Capitol, is a nonpartisan organization that provides legal and research services to the Senate.

Senate Counsel attorneys, and Senate Research researchers are required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The staff includes attorneys, legislative analysts, and support personnel. Each professional staff member is assigned to one or more Senate committees. Staff services are available to all members of the Senate for matters of public business. The office supports the Senate in four general ways:

1. As a team, the counsel and analyst assigned to each committee work to support the work of the committee. They attend committee meetings, present information, answer senators' questions, draft legislation, and conduct research requested by committee members.

2. Members of the staff provide services to individual senators upon request. All staff maintain a confidential relationship with senators; a project requested by one senator is discussed with others only if the requesting senator approves.

3. During the interim, staff work with Senators to anticipate, define, and study emerging issues. Staff members may focus on policy questions broader than those relating to specific bills and conduct original research in areas of importance to the Senate.

4. Staff members serve as general experts for the Senate in assigned subject areas.

Senate Service Offices

- **Secretary of the Senate,** 231 Capitol, (651) 296-2344
- **Senate Information,** 231 Capitol, (651) 296-0504 or -2887
- **TTY/TDD**: (651) 296-0250
- **Intern Coordinator,** 231 Capitol, (651) 296-7198
- **Copies of bills**, (voice mail) (651) 296-2343
- **Senate Media Services,** B-44 Capitol, (651) 296-0264
- **Senate Photographer,** B-44 Capitol, (651) 296-5097
- **Senate Publications**, 95 SOB, (651) 296-0259
- **Committee Hotline,** (651) 296-8088
- **Human Resources,** 231 Capitol, (651) 296-9321
- **Mail Room**, B-43 Capitol, (651) 296-5720
- **Sergeant at Arms**, G-1 Capitol, (651) 296-7159 or -1119
- **Senate Information Systems**, G-3 Capitol, (651) 297-5397
- **Senate Counsel & Research,** G-17 Capitol, (651) 296-4791
- **Majority Caucus Research,** G-13 Capitol, (651) 296-4949
- **Senate Minority Offices**, 155 SOB, (651) 296-4907
- **Minority Caucus Research**, 155 SOB, (651) 296-4847

Legislative Reference Library

(651) 296-3398, Robbie LaFleur, director. Address: 645 State Office Building, 100 Constitution Ave., St. Paul, MN 55155-1050. The Legislative Reference Library, established in 1969, is a non-partisan information service whose primary clientele are legislators and legislative staff. The library's collection focuses on public policy in all subjects of interest to the legislature.

Minnesota state documents are an integral part of the collection. *Minnesota Statutes* Section 3.302 mandates that the Legislative Reference Library receive all documents that are published by the state and are considered to be of interest or value to the library. Included in the definition of "document" are reports of state agencies, departments, task forces, boards and other agencies supported by state funds, as well as publications prepared by private consultants, individuals or organizations under contract with the state. House and Senate rules require the Legislative Library to maintain and make available for public use the verbatim tape recordings of Senate and House floor and committee debate and the accompanying minutes and logs.

While the primary mission of the Legislative Reference Library is to serve members and staff of the Minnesota Legislature, others are welcome to make use of its unique collections. Assistance to government agencies, other libraries, and members of the public will be provided as time permits. Materials do not circulate to the public but selected items may be available through interlibrary loan. Pay copiers are available in the library.

The Internet site of the Legislative Library provides additional public access to library and legislative information including:

- The library's catalog, PALS;
- Information on special collections including newspaper clipping files;
- The legislative history process and how to access audio tapes of Senate and House committee and floor debates;
- Historical data on the Minnesota Legislature;
- Background information on ongoing legislative issues; and
- Identifying and accessing state documents using the state document depository system.

Library Information:

- **Main Library:** 8 a.m. - 5 p.m. Monday-Friday (Extended hours during legislative sessions)
- **Legislative History Tape Room:** 9 a.m. - 4 p.m. Monday-Friday
  - Information: (651) 296-3398
  - Reference Desk: (651) 296-8338
  - Legislative History Tapes: (651) 296-0767
  - Fax: (651) 296-9731
  - Internet Site: *http://www.leg.state.mn.us/lrl/lrl.htm*
  - Email: *refdesk@library.leg.state.mn.us*

Minnesota State Document Depository System

The Legislative Reference Library plays a lead role in ensuring the operation of the Minnesota State Document Depository System. Currently, there are 36 Minnesota libraries which receive microfiche copies of most documents issued by the executive, judicial and legislative branches of Minnesota State Government. These libraries include three public libraries, 18 community and technical colleges, six state universities, five University of Minnesota campus libraries, and four state agency libraries.

State Document Depository Libraries:

Public Libraries:

- Duluth Public Library (218) 723-3802

- Minneapolis Public Library (612) 630-6120
- St. Paul Public Library (651) 266-7000

Community & Technical Colleges

- Anoka-Ramsey Community College (Coon Rapids Campus) (763) 422-3378
- Anoka-Ramsey Community College (Cambridge Campus) (763) 689-7012
- Central Lakes College (Brainerd) (218) 855-8179
- Century College (White Bear Lake) (651) 779-3262
- Fergus Falls Community College (218) 739-7531
- Hibbing Community College (218) 262-6747
- Inver Hills Community College (Inver Grove Heights) (651) 450-8623
- Itasca Community College (Grand Rapids) (218) 327-4472
- Mesabi Range Community & Technical College (Virginia) (218) 749-7764
- Minneapolis Community & Technical College (612) 341-7219
- Minnesota West Community & Technical College (Worthington) (507) 372-3458
- Normandale Community College (Bloomington) (952) 832-6379
- Northland Community & Technical College (Thief River Falls) (218) 681-0756
- Rainy River Community College (International Falls) (218) 285-7722
- Ridgewater College (Willmar) (320) 231-5135
- Riverland Community College (Austin) (507) 433-0533
- Rochester Community & Technical College (507) 285-7233
- Vermilion Community College (Ely) (218) 365-7205

State Universities

- Bemidji State University (218) 755-3342
- Minnesota State University-Mankato (507) 389-5154
- Minnesota State University Moorhead (218) 236-2349
- Southwest State University (507) 537-6231
- St. Cloud State University (320) 255-2086
- Winona State University (507) 457-5148

State University of Minnesota Libraries

- University of Minnesota - Crookston (218) 281-8399
- University of Minnesota - Duluth (218) 726-7829
- University of Minnesota - Minneapolis (612) 624-5073
- University of Minnesota - Morris (320) 589-6226
- University of Minnesota - St. Paul (651) 624-1212

Minnesota State Agency Libraries

- Historical Society (651) 296-2143
- Legislative Reference Library (651) 296-8338
- Office of Library Development and Services (651) 296-2821
- State Law Library (651) 297-7661

Office of the Legislative Auditor

(651) 296-4708, James R. Nobles, legislative auditor. Room 140 Centennial Building, 658 Cedar Street, St. Paul, MN 55155. **Website:** *http://www.auditor.leg.state.mn.us;* **Email:** *auditor@state.mn.us*

The Office of the Legislative Auditor (OLA) is the auditor of Minnesota state government (the State Auditor audits local governments). OLA's mission is to strengthen accountability and legislative oversight in state government and promote good management and financial integrity in the use of public resources.

The legislative auditor is appointed to a six-year term by the Legislative Audit Commission. The legislative auditor is required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

OLA's **Financial Audit Division** conducts audits of financial activities in the executive and judicial branches of state government, as well as three metropolitan agencies and several "semi-state" organizations. The division conducts an annual audit of the state's financial statements, prepared by the Department of Finance. The results of this audit are used by organizations that determine the state's credit rating, and it supplies a comprehensive financial review to the legislature and the public. The division supplements this audit -- called the Statewide Audit -- with approximately 50 audits every year that focus on departments, agencies, boards, and commissions. These audits look in greater detail at these organizations' financial operations, including their compliance with finance-related legal requirements.

The division also investigates specific allegations of improper use of state resources. State officials are required to report evidence of financial misconduct to the legislative auditor. If impropriety is found, it is reported to the Attorney General and the appropriate county attorney for possible legal action.

OLA's **Program Evaluation Division** conducts evaluations at the direction of the Legislative Audit Commission. Evaluations examine the degree to which state funded programs are operating efficiently and meeting their objectives. Typically, evaluations point out problems and make recommendations for improvement. Evaluations may focus on management problems, compliance issues, or policy options for the future. Evaluation reports also often contain a significant amount of descriptive information about the program or organization that is being evaluated.

OLA's reports are available at its website. On a limited basis, printed copies of reports are available.

Office of the Revisor of Statutes

(651) 296-2868; Fax (651) 296-0569
Michele Timmons, revisor of statutes
Website: ***www.revisor.leg.state.mn.us***
E-mail: ***revisor@revisor.leg.state.mn.us***

The Revisor of Statutes is the official publisher of *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*. The revisor compiles, edits, and indexes these publications, making them available in both printed and electronic form.

Revisor attorneys draft and review bills, amendments, and resolutions for the legislature, state agencies and departments, constitutional offices, and the governor. The office also prepares other legislative documents including bills, amendments, resolutions, committee reports, engrossments (updated versions of bills incorporating the latest amendments), bills to correct errors in the law, and reports on problems in the law as noted in court opinions. When legislation passes both houses of the legislature, the revisor prepares enrollments of the bills and presents them to the governor for signature.

In addition, revisor attorneys provide administrative rule drafting services to all state agencies.

The revisor provides computer services to the House of Representatives and the Senate, allowing public Internet access to most official legislative documents. The revisor also maintains a searchable Internet site at the address listed above, with access to statutes and administrative rules, as well as current and past session laws.

The revisor of statutes is required to file statements of economic interest with the Campaign Finance and Public Disclosure Board.

The office is located at 700 State Office Building, 100 Constitution Avenue, St. Paul, MN 55155-1297.

Legislative Coordinating Commission (LCC)

(651) 296-9002, Greg Hubinger, director.
Website: ***www.commissions.leg.state.mn.us/lcc/lcc.htm***
Minnesota Statutes, section 3.303.

The commission coordinates certain joint activities of the Senate and the House of Representatives, has jurisdiction over all joint legislative employees, and adopts plans pertaining to sick leave and annual leave which apply to all permanent employees of the legislature and of

legislative commissions. It determines the medical, dental and hospital benefits for all employees and legislators. The International Affairs Coordinator serves as the main point of contact in scheduling meetings and arranging itineraries for visiting international and state delegations to the legislature.

The membership consists of the majority leader of the Senate, the president of the Senate, two senators appointed by the majority leader, the minority leader of the Senate, and one senator appointed by the minority leader; and the majority leader of the House, the speaker of the House, two representatives appointed by the speaker, the minority leader of the House and one representative appointed by the minority leader. The president of the Senate and the speaker of the House alternate annually as chair of the commission. The commission is in Room 85, State Office Building, St. Paul, MN 55155.

Review of Administrative Rules

Minnesota Statutes, sections 3.841-3.846. The commission promotes adequate and proper rules by agencies and an understanding upon the part of the public respecting them. The jurisdiction of the commission includes all rules. The commission also has jurisdiction of rules filed with the secretary of state. The commission may also periodically review statutory exemptions to rulemaking.

The commission investigates complaints about administrative rules as they are brought to the commission by legislators or members of the public.

In investigating rule complaints, the commission commonly holds public hearings and may recommend that an agency take a particular course of action, such as holding a public rulemaking hearing to address commission recommendations about a rule. The commission often refers issues to legislative policy committees for further attention.

If the commission considers a rule to be beyond the procedural or substantive authority delegated to the agency, it may object to all or part of a rule. An objection shifts the burden of proof, in any proceeding for judicial review or for enforcement of a rule, from the complainant to the agency to establish that the rule objected to is valid.

Another duty of the commission is to offer an agency advice and comment on the need and reasonableness of a rule. An agency must seek this advice if it chooses not to follow the recommendations of the chief administrative law judge to correct the defects in a proposed rule in a manner suggested by the administrative law judge.

Complaints about state administrative agency rules may be made to a commission member, other legislator, or the executive director.

Geographic Information Systems (GIS) Oversight Office/Subcommittees

(651) 296-0098. Lee Meilleur, director. GIS is also under the administration of the LCC, and is in Room 85, State Office Building, St. Paul, MN 55155. A major focus of GIS is on legislative redistricting. The office maintains a map library of spatial information that can be integrated with many sources of information to produce maps and reports.

Joint House Senate Subcommittee on Claims

Also under the administration of the (LCC) is the Joint House/Senate Subcommittee on Claims, the legislative body created to hear and decide whether or not to pay claims against the state by various persons who cannot proceed against the state under the state tort claims act (*Minnesota Statutes*, section 3.732).

Subcommittee on Employee Relations - Legislative Coordinating Commission

(651) 296-2963, Greg Hubinger, director. The Subcommittee on Employee Relations assists the legislature by monitoring the collective bargaining process between the state and its employees. The subcommittee must provide interim approval before collective bargaining agreements and arbitration awards can be implemented. The subcommittee also reviews and approves compensation plans for unrepresented employees, and salary increases for heads of state agencies. The subcommittee monitors and reviews public employment issues at both the state and local levels, and makes recommendations for changes in law to the legislature. The subcommittee has 10 members: five members of the Senate, appointed by the Subcommittee on Committees of the Committee on Rules and Administration, two of whom must be members of the minority; and five members of the House, three appointed by the speaker, and two appointed by the minority leader (*Minnesota Statutes*, section 3.855). The subcommittee's office is in Room 85, State Office Building, St. Paul, MN 55155.

Legislative Commission on Planning and Fiscal Policy

(651) 296-2963

Minnesota Statutes, section 3.885.

The commission was created in 1987 to provide the legislature with a more in-depth analysis of projected state revenue, state expenditures, and state tax expenditures. The commission is composed of 18 members of the House and Senate who are appointed by the Legislative Coordinating Commission.

Compensation Council

(651) 296-2963. The council evaluates and makes recommendations on compensation levels and procedures for periodically reviewing and adjusting compensation levels for positions listed in *Minnesota Statutes* 15A.081, subd. 1, 7, 7b, and 15a.082, subd. 1. This includes agency heads, certain metropolitan officials, heads of higher education systems, constitutional officers, legislators, Supreme Court justices, Court of Appeals judges, and trial court judges. The council is to consult with outside compensation specialists and the council's report must include comparisons with other comparable positions in the public and private sectors and consider the non-monetary rewards of public service. The council consists of 16 members including two members of the House of Representatives appointed by the Speaker of the House of Representatives; two members of the Senate appointed by the Majority Leader of the Senate; one member of the House of Representatives appointed by the Minority Leader of the House of Representatives; one member of the Senate appointed by the Minority Leader of the Senate; two non-judges appointed by the Chief Justice of the Supreme Court; and one member from each congressional district appointed by the Governor, of whom no more than four may belong to the same political party. Appointments are made in the fall of the even-numbered year. The council dissolves upon submitting its report to the legislature by May 1 in each odd-numbered year. The council meets in odd numbered years. See new meeting schedule when reactivated.

Citizen Participation and Appointment:

- **Workers' Compensation Court of Appeals**
- **Citizens' Advisory Committee - Environment and Natural Resources Trust Funds**
- **Compensation Council**
- **Board of Trustees of the Minnesota State Colleges and Universities Candidate Advisory Council**
- **Great Lakes Commission**
- **Legislative Commission on Minnesota-Ontario Matters**
- **Mississippi River Parkway Commission**
- **Regent Candidate Advisory Council**

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commissions through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us*. An applica-

tion form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Regent Candidate Advisory Council

(651) 296-9002
Website: ***www.commissions.leg.state.mn.us/rcac/rcac.htm***
Minnesota Statutes, section 137.0245.

The citizen council was established by the legislature to assist the legislature in determining criteria for, and identifying and recruiting candidates for the University of Minnesota Board of Regents.

The council consists of 24 members. No more than two-thirds from the same political party; geographical representation considered. Twelve members shall be appointed by the subcommittee on committees of the committee on rules and administration of the senate. Twelve members shall be appointed by the speaker of the House of Representatives. No more than one-third of the members appointed by each appointing authority may be current or former legislators.

Meetings are generally held at the State Office Building, St. Paul. The council is staffed by the Legislative Coordinating Commission, which is in Room 85, State Office Building, St. Paul, MN 55155.

Board of Trustees of the Minnesota State Colleges and Universities Candidate Advisory Council

(651) 296-9002
Website: ***www.commissions.leg.state.mn.us/tcac/tcac.htm***
Minnesota Statutes, section 136F.03.

The citizen council was established by the legislature to determine the criteria for and identify and recruit qualified candidates to recommend to the governor for appointment on the Board of Trustees of the Minnesota State Colleges and Universities (MNSCU). The board consists of 24 members, no more than one-third may be current or former legislators; no more than two-thirds may be from the same political party; geographical representation must be considered. Council meetings are mostly held in the even-numbered years at the Capitol Complex. There is no expiration date.

Electric Energy Task Force

(651) 296-9002
www.commissions.leg.state.mn.us/leetf/leetf.htm
Minnesota Statutes, section 216C.051.

The task force, created by the 1994 Legislature and expanded in 1997, studies future electric energy sources and costs, makes recommendations for legislation for an environmentally and economically sustainable and advantageous electric energy supply, and reviews issues relating to electric industry restructuring and deregulation. The task force consists of 20 members: 10 members of the House, including the chairs of the environment and natural resources and regulated industries and energy committees, and eight members to be appointed by the speaker of the house, four of whom must be from the minority caucus; and 10 members of the Senate including the chairs of the environment and natural resources and jobs, energy, and community development committees, and eight members to be appointed by the Subcommittee on Committees of the Committee on Rules and Administration, four of whom must be from the minority caucus.

Legislative Commission on Minnesota Resources

(651) 296-2406, John R. Velin, director,
Website: ***www.lcmr.leg.mn***
Minnesota Statutes, section 116P.05.

The purpose of the Legislative Commission on Minnesota Resources (LCMR) is to evaluate the condition of the state's natural resources and to make recommendations to the legislature on how to preserve and enhance them. Every two years, the LCMR seeks public input and recommends funding for programs financed by the Minnesota environment and natural resources trust fund, federal oil overcharges, and Great Lakes Protection Account. The 20-member commission is composed of the chairs of the House and Senate committees on environment and natural resources policy and finance or their designees; the chairs of the House ways and means and Senate finance committees of their designees; seven Senate members appointed by the Subcommittee on Committees; and seven House members appointed by the speaker. The commission is in Room 65, State Office Building, St. Paul, MN 55155.

Legislative Commission on Pensions and Retirement

(651) 296-2750, Lawrence A. Martin, executive director.
Website: ***www.lcpr.leg.mn***
Minnesota Statutes, section 3.85.

The commission studies the pension plans and retirement coverage, including social security, covering non-federal governmental employees in Minnesota and coordinates the development of policy relating to those topics. Reports and recommendations regarding Minnesota public pension plans and retirement coverage are made to the legislature. Proposed pension legislation is analyzed for actuarial soundness and adherence to sound pension policy.

Annual actuarial valuation studies for the various pension plans are prepared by an independent consulting actuary retained by the commission and are reviewed by this commission. Selection of the 10-member commission is made by the Senate Committee on Rules and Administration which chooses five Senate members, and by the speaker of the House who selects five House members. Members serve two-year terms. The commission provides limited informational services to the public and to other units of government. The commission meets weekly during the legislative sessions and monthly during legislative interims. The commission office is in Room 55, State Office Building, St. Paul, MN 55155.

Legislative Commission on the Economic Status of Women

(651) 296-8590 or 1-800-657-3949
Website: ***www.commissions.leg.state.mn.us/lcesw***
Minnesota Statutes, section 3.9222.

The commission advises the legislature and provides basic information and statistics on women in Minnesota. The commission gathers information on population characteristics, educational attainment and enrollments, marital and parental status, household characteristics, labor force status and employment characteristics, and basic information on women's legal and economic rights. The commission provides information through newsletters, reports, brochures and other publications, and provides resource and referral information on a variety of subjects relating to the economic status of women. The commission also holds public hearings. The commission consists of five members of the House of Representatives appointed by the speaker and five members of the Senate appointed by the subcommittee on committees of the committee on rules and administration. The commission's office is in Room 85, State Office Building, St. Paul, MN 55155.

Minnesota Judicial Branch

Minnesota Court System

- **Supreme Court**
- **Court of Appeals**
- **District Courts**

Court Information Office (651) 296-6043

Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr Blvd,
St. Paul, MN 55155
Website: ***www.courts.state.mn.us***

Constitution of the State of Minnesota, Article VI

ARTICLE VI OF THE MINNESOTA CONSTITUTION establishes the Judicial Branch, which upholds the state and U.S. Constitutions. The Judicial Branch interprets the laws and cases that are brought before it to ensure that they do not violate the Constitution.

In Minnesota there are three levels of courts: the District Court, the Court of Appeals, and the Supreme Court. The courts' jurisdiction, or the types of cases each court can hear, set the levels apart from each other.

District Court

The District Court in Minnesota is the trial court of general jurisdiction and gets its name from the 10 judicial districts that divide the state. Each judicial district comprises one or multiple counties.

The District Court hears all civil, criminal, family, juvenile, traffic, and ordinance violations matters. Conciliation, or small claims court, is also located within the district courts.

Individuals dissatisfied with a District Court decision can appeal their cases to the Court of Appeals as a matter of right.

Voters of the respective judicial districts elect District Court judges for six-year terms. Judicial candidates file for a specific judgeship and judges are nominated and elected without party designation. The Governor fills judicial vacancies with assistance from a judicial Merit Selection Commission.

District Administration

Eleven or more judges work in each judicial district. Every two years, judges of each district elect a chief judge and an assistant chief judge who have the administrative responsibility of coordinating the business of that district's courts. Chief judges and assistant chief judges attend meetings with the chief justice of the Supreme Court, who supervises and coordinates the work of the state courts system. The chief justice can also assign judges from one district to serve in another district, depending on the district's needs.

Each district also has a district administrator who is responsible for managerial functions such as developing budgets, handling personnel matters, overseeing case processing, and planning and implementing judicial policies.

Conciliation Court

Conciliation Court, a division of the District Court in each county, hears civil cases involving amounts up to $7,500. In 2002, 73,620 cases were filed in conciliation courts across Minnesota.

Conciliation Court is unique because no attorneys are needed, and in many counties, attorneys are not permitted to represent persons in Conciliation Court. The processes and hearings are usually informal and less structured, making it easier for people to present their own cases.

Before filing a Conciliation Court suit, people should attempt to settle the problem outside of court. Negotiating can save time and money. If a matter cannot be resolved, the next step is to file the claim. Claim forms and further information about how to file them is available at local courthouses or on-line at *www.courts.state.mn.us*

The following information will help you fill out a claim:

1) the exact name of the other party;
2) the other party's address;
3) a short statement about the problem;
4) the dates, times, and locations involved in the problem situation; and
5) the amount of damages caused.

Court administrators can assist people in filling out Conciliation Court claims.

Completed claims are generally mailed to the person(s) being sued, and a court hearing is set, usually within four to six weeks. The person who has been sued has the opportunity to bring a counterclaim, or sue the original party for any damages that the original party caused. To do so, complete and file a form with the court at least five days before the scheduled hearing. Appropriate forms are available on the Internet (*www.courts.state.mn.us*).

The hearing is the most important part of the case. While Conciliation Court judges do not demand strict adherence to the rules of court in evidence, each side must be prepared to prove its claims. There is no substitute for preparation for a hearing.

To prepare for court, one should determine the essential facts and gather evidence to prove them. First, write down what happened and what damages occurred. This information should be consolidated into a few short statements. Next, collect items that can be shown in court to prove these statements. For example, are there documents, such as, receipts, leases, bills, contracts or letters? Are there photographs or actual items that can be taken to court? Are there witnesses - either people who observed the incident or who knew the circumstances before and after? Can you show the costs of damages with an estimate for repairs or a cancelled check?

Once in court, the person filing the claim will speak first. The person being sued will then have an opportunity to present his or her point of view. In court, a person should be calm, organized, and assertive, but never argumentative with the judge or the other party. One should also speak clearly and to the point.

Conciliation Court decisions are usually mailed to the parties several days after a hearing. Someone who loses in Conciliation Court can appeal within 20 days of the decision if he or she is dissatisfied with the court's decision. Preparing an appeal is more difficult than filing the initial claim, and often an attorney is needed at this stage. If appealed, the case proceeds as if there had been no decision in Conciliation Court. Once filed in District Court, the case is treated as a civil case and is heard by a judge or referee.

Court of Appeals

The Court of Appeals has jurisdiction over all appeals from district courts except Conciliation Court cases, first degree murder convictions and all appeals from the Tax Court and Workers'

Compensation Court of Appeals. The Court of Appeals also hears appeals from the commissioner of economic security and other administrative agencies.

The Court has 16 judges who hear cases in three-judge panels in the Minnesota Judicial Center in St. Paul, as well as in locations across the state. The membership of these panels rotates each quarter of the year.

A case goes to the Court of Appeals because one of the parties involved in a case was dissatisfied with the decision of the lower court. There must be some legal basis for the appeal, such as that a judge erred in interpreting the law, that the law violates the Constitution, or that proper procedures were not followed.

Cases at the Court of Appeals proceed differently than those at the District Court. For example, there are no witnesses, no juries, no evidence and no trials at the Court of Appeals. If an oral argument is requested and granted, the attorneys must argue their sides of the case in court. Some cases are decided on a non-oral basis by review of the attorneys' written briefs.

Oral arguments are generally heard Monday through Thursday year-round in Courtrooms 100 and 200 of the Minnesota Judicial Center or at locations in Greater Minnesota. The arguments are open to the public and seating is available on a first-come, first-served basis. Visit the court system website at *www.courts.state.mn.us* for the court's hearing calendar.

State statutes require the Court of Appeals to issue its decisions within 90 days after oral argument or the date case briefs are filed, whichever happens last. Parties dissatisfied with the court's decision may petition to Minnesota Supreme Court to review the case.

Court of Appeals judges are elected to six-year terms. Eight of the 16 judges are elected by individual congressional districts, while the remaining judges serve at-large. Vacancies are filled by governor's appointment.

Supreme Court

The Minnesota Supreme Court is the highest court and the court of last resort in Minnesota. The court hears appeals of cases from the Court of Appeals, the Minnesota Tax Court, and the Workers' Compensation Court of Appeals. The court also reviews legislative election cases and all first-degree murder convictions. In addition, Supreme Court justices administer the court system statewide and regulate the practice of law.

In hearing appeals the Supreme Court acts as the legal system safety valve to ensure that justice is administered fairly and legally across Minnesota. It is this court's obligation to ensure that the Constitution is upheld in cases brought before it. Orders issued by the Supreme Court touch the lives of most citizens in the state. For example, recent court decisions have involved the distribution of election ballots, law enforcement's ability to search boats and fish houses, and the use of DNA as evidence in solving cases. Such Supreme Court decisions serve as models for all future cases in the state and must be followed under a rule of precedent.

Seven justices serve on the Supreme Court. All seven justices consider each case that is appealed to the court and decide whether it merits review. If three justices agree to review a case, it is scheduled for oral arguments and the parties involved are required to file their written arguments or "briefs."

Similar to the Court of Appeals, Supreme Court cases involve no witnesses, juries, evidence, nor trials. Once the court reviews the briefs and hears oral arguments, the justices conference the case and assign one justice to draft the opinion. The opinion explains the legal basis for the court's decision in writing and is revised by the other justices. Justices can agree and sign the majority opinion, agree by writing a concurring opinion, or disagree by writing a dissenting opinion. Once the opinion is finished, it is published on the Internet at *www.courts.state.mn.us* and later bound in books for law libraries. The opinion-writing process generally takes 3-5 months.

Minnesota Supreme Court opinions can be appealed to the U.S. Supreme Court, but only if a matter of the U.S. Constitution is involved. Each year, less than six Minnesota cases reach that stage.

The Supreme Court has one continuous court term but only hears arguments from September to May or June. Generally, cases are heard during the morning of the first two weeks of each month. The court hears oral arguments in the State Capitol Courtroom and in Courtroom 300 of the Minnesota Judicial Center. The arguments are open to the public. Seating is available on a first-come basis and reservations are not taken. During the summer, the court conducts hearings that do not require oral argument. The court's oral argument calendar can be found at *www.courts.state.mn.us.*

The court has a commissioner's office, which is responsible for the preparation of "special term" matters (extraordinary and emergency appeals and matters usually not heard in open court) and most cases processed without an oral hearing.

Under the law, candidates seeking election to the Supreme Court must specify for which justice's office they are filing. Justices are elected to six-year terms on a non-partisan ballot. Vacancies are filled by governor's appointment.

Office of the State Court Administrator

Sue K. Dosal, State Court Administrator (651) 296-2474
135 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

Minnesota's chief justice and six associate justices are also charged with other duties. The Supreme Court supervises and coordinates the work of the state's courts. Under their auspices comes a host of judiciary functions, from overseeing the processing of cases and making rules for the courts, to admitting applicants to the practice of law and disciplining attorneys and judges.

The state court administrator is appointed by the Supreme Court and manages the administration of the state's courts. The administrator oversees management of budget, facilities, legislative issues, caseflow, personnel, continuing education, operations research, information technology, communications, and strategic planning.

Each judicial district has a district administrator who works with the state court administrator to improve management and planning of the courts.

Finance

Bruce Briser, Director (651) 297-7667
110 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

This division provides budget, accounting, and payroll services to the Supreme Court, Court of Appeals, district courts, court offices, and boards.

Human Resources

Diana Williams, Director (651) 248-3863
G27 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

The division provides personnel support to the Supreme Court, Court of Appeals, district courts, court offices, and boards.

Education and Organization Development Division

Alanna K. Moravetz, Director (651) 297-7590
120 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

The Education and Organization Development (EOD) Division provides education, training, and professional development opportunities for all court employees and judges in the state court system. EOD provides training and certification exams for court interpreters and administers the Alternative Dispute Resolution Program.

Court Information Office

Wendy Burt, Director (651) 297-5532
135 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

The Court Information Office provides consumer-related, general information about the structure and operations of the District Courts, Court of Appeals, and the Supreme Court. The office addresses the information needs of print and broadcast journalists, accepts speaking requests on behalf of judges and justices, conducts community outreach and education programs, and provides information to the public via the state court system website.

In addition, the office publishes a variety of public information materials, including consumer guides to the state court system, annual reports of state court activities, overviews of the state's three levels of courts, and other electronic and print materials that can be found at *www.courts.state.mn.us.*

Information Technology Division

Dale W. Good, Director (651) 297-7593
145 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

The division works to improve the accuracy, efficiency, accessibility, security, and standardization of electronic court record keeping, and the collection of timely and accurate information on court system operations. The division operates the Trial Court Information System (TCIS), which provides a comprehensive, on-line case management system of the trial and appellate courts of the state. Currently, the Information Technology Division is overseeing the implementation of the web-based Minnesota Court Information System (MNCIS), which is replacing TCIS in the trial courts. In early 2003, the division implemented a new web-based Minnesota Appellate Courts System (MACS) case management system replacing TCIS for those courts.

The division operates several other statewide systems: the Order for Protection System (OFP), an online repository of domestic abuse restraining orders; the Minnesota Judicial Analytical Database (MNJAD), a warehouse of court data; and Minnesota Court Web Services, a web-accessible file containing all statewide criminal case data.

Court Services Division

Kay Pedretti, Director (651) 297-7587
105 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

The Court Services Division provides information, technical assistance, and project support for courts statewide. Division responsibilities include:

- Coordination, research, report writing, and other staff support activity for most of the major standing and ad hoc committees and task forces of the Supreme Court and the state Court Administrators Office;
- Project implementation assistance for courts statewide (e.g., project planning, program/project evaluation, and grant writing and/or distribution);
- Court operations technical assistance to trial courts in such areas as caseflow, jury management, and court security;
- Research services for courts statewide on issues of law and administration;
- Representing the judicial system on advisory committees;
- Analytical research and statistical data support services;
- Development and maintenance of reference materials and manuals; and
- Oversight and direct support of the Expedited Child Support System.

Judicial Advisory Service

Stephen Forestell, Director (651) 297-7582, FAX: (651) 282-3916
140 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155

The office provides centralized legal and policy research services to district court judges. The staff conducts specific research for judges and prepares written memorandums for use in their opinions. No services are provided to the public.

Minnesota State Law Library

Barbara Golden, State Law Librarian (651) 296-2775
G25 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155
Website: *http://www.lawlibrary.state.mn.us*

***Minnesota Statutes**, Section 480.09*

The Minnesota State Law Library is the oldest continuing library in the state and one of Minnesota's oldest institutions. In fact, the library and the Territory of Minnesota were created by the same act of Congress on March 3, 1849.

The State Law Library provides legal research resources to the Judicial Branch, government agencies, the legal profession, and the public. A division of the Supreme Court, the library has an estimated 267,000 volumes and more than 200,000 microfiche. Its collection includes briefs and lower court transcripts submitted to Minnesota's appellate courts; law reports and statutory materials from all 50 states; federal statutes, regulations and reports; administrative reports; encyclopedias; legal tests and periodicals; loose-leaf services; and formbooks. The library is also a depository of Minnesota documents (on microfiche) and a selective depository of federal documents. As such, it contains recent federal House and Senate bills, hearings, and documents, as well as other government publications related to law.

Reference assistance is available during library hours, and photocopy machines are available for patron use. Many of the library's materials circulate to attorneys, government employees, state court personnel, and the public (a $25 check deposit is required). For more information about the circulation of materials, call (651) 296-2775.

Law Library programs and services are designed to assist researchers and those in need of legal materials:

The library's website: *http://www.lawlibrary.state.mn.us/* provides access to an extensive amount of legal materials available through the Internet. Among other things, the library maintains the electronic archive of Minnesota appellate court decisions, the *Minnesota Legal Periodical Index*, links to Minnesota city and county ordinances on the web, and a database of legal issues found in Minnesota appellate court briefs, e-reference is also available (mail to: *askmarvin@courts.state.mn.us)*.

Computer Resources available through the public computers include access to Lexis, the Shepard's and KeyCite citators, and *Index to Legal Periodicals and Books.* A librarian is available to perform Westlaw searches on a cost-recovery basis. Contact the CALR service at (651) 297-7651 for more information.

The Shared Government Documents Program, whereby the State Law Library, as a federal depository, selects items for use at other state agency libraries. The library also makes its collection of appellate court briefs available to other law libraries through a cooperative project in which the briefs are prepared and distributed in microfiche format. Contact the Head of Technical Services at (651) 297-2090 for more information.

Loquitur, the Library's newsletter, includes information concerning the library, a bibliography of new materials, and a column by the State Law Librarian. *Loquitur* and other publications of the library are available through our website.

Assistance to County Law Libraries in Minnesota (*Minnesota Statutes 134A.16*). The library provides county law libraries with personnel training, cataloging, on-site consultations, and other services on a cost recovery basis. The library promotes equal access to legal resources for all Minnesota citizens in cooperation with all types of libraries. For further information, contact the Head of Public Services at (651) 297-2087.

Legal Reference Services to Adult Correctional Facilities. This service is provided to eight correctional facilities in Minnesota under a contract with the Department of Corrections. For further information, contact the Head of Public Services (651) 297-2087.

Lawyers Professional Responsibility Board; Office of Lawyers Professional Responsibility

Kenneth L. Jorgensen, Office of Lawyers Professional Responsibility Director (651) 296-3952, or 1-800-657-3601;
FAX: (651) 297-5801
1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 551102
Website: ***www.courts.state.mn.us/lprb***

The Office of Lawyers Professional Responsibility was established by the Minnesota Supreme Court to investigate complaints of unethical conduct against Minnesota lawyers. Most complaints are investigated initially by district bar association ethics committees, composed of both lawyers and non-lawyers. When the committees have completed their investigations, they forward their findings to the director who reviews them and makes the final disposition of all complaints. The director can dismiss the complaint or impose private discipline.

If the director determines that public disciplinary action is appropriate, the case is first submitted to a Lawyers Professional Responsibility Board panel, which may direct the filing of a petition in the Supreme Court seeking public discipline. It is the responsibility of the director's office to prosecute petitions seeking discipline.

The board and Director's Office were established by the Supreme Court in 1971 and are funded by attorney registration fees. The board consists of 13 lawyer members, nine non-lawyer members, and a chairperson. Members may serve two three-year terms. The director of the Office of Lawyers Professional Responsibility is appointed by the Supreme Court and serves at its pleasure. A staff of attorneys and additional personnel assist the director.

Contact the office to file a complaint, request a brochure, or to receive further information.

The Client Security Board

Kenneth L. Jorgensen, Director (651) 296-3952, or 1-800-567-3601
FAX: (651) 297-5801
1500 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102
www.courts.state.mn.us/csb/csb.html

The Minnesota Supreme Court established the Client Security Board in 1987 to reimburse clients who suffer a loss of money or other property because of the dishonest conduct of their attorney.

The Client Security Board consists of five lawyer members and two non-lawyer members. All board members serve without compensation as a public service. Members may serve two three-year terms.

The director of the board is appointed by the Supreme Court and serves at its pleasure. The Office of Lawyers Professional Responsibility provides staff services for the Client Security Board.

Contact the board to request a claim form or for more information.

Board on Judicial Standards

David Paull, Executive Secretary (651) 296-3999,
FAX: (651) 688-1865
2025 Centre Pointe Blvd., Suite 420, Mendota Heights, MN 55120
TTY: Use the State Relay Service,
(651) 297-5353 or 1-800-657-3529
Website: ***www.bjs.state.mn.us***

The Board on Judicial Standards is an independent state agency that investigates allegations of ethical misconduct by Minnesota judges, referees and child support magistrates. The board may isuse private warnings, public reprimands, or it can recommend judicial discipline to the Supreme Court, including censure, suspension, retirement, or removal of judges.

It was established in 1971 (*Minnesota Statutes* 490.15 and 490.16.). The Minnesota Supreme Court created the board's rules.

Any person can file a complaint with the board concerning possible judicial misconduct. Complaints should be submitted in writing and should describe the judge's misconduct. Letters of complaint should include the judge's name, relevant dates, and the names of witnesses, and it should be mailed to the board's office.

All complaints are carefully reviewed by the boards' legal staff and given to each board member for his or her consideration. Complaints are handled as promptly as circumstances permit. The board may dismiss a complaint, conduct a staff inquiry, or order a public hearing. A public hearing may result in a recommendation of discipline to the Supreme Court.

The board does not have the authority to direct a judge to take legal action or to review a cause for judicial error, mistake, or other legal grounds. A judge's ruling or exercise of discretion are not a basis for board action, Instead, Minnesota appellate courts review such matters.

Board membership includes one Court of Appeals judge, three District Court judges, two attorneys with 10 years of experience practicing in Minnesota, and four public members. Senate confirmation is not required for the judicial members. No member may serve more than two full four-year terms or the equivalent. Monthly meetings and occasional special meetings are held in the metropolitan area. The governor appoints board members according to *Minnesota Statutes* 490.15. Contact the board for more information about becoming a member.

Board of Public Defense

(612) 349-2565, Richard Scherman, Chief Administrator
331 Second Avenue South, Suite 900, Minneapolis, MN 55401
Website: ***www.pubdef.state.mn.us***

The Board of Public Defense is a state agency that supervises the public defender system in Minnesota. By statute, the board is a part of the Judicial Branch of government, but it is not subject to the administrative control of the Supreme Court.

The board approves and recommends a budget to the legislature, as well as establishes procedures for distribution of state funding for the board, the Office of the State Public Defender, judicial district public defenders, and public defense corporations. The board also approves standards for these offices and appoints the State Public Defender and all Chief Public Defenders in the state's judicial districts.

Citizen Participation and Open Appointment:

• State Board of Public Defense

Contact the Minnesota Secretary of State's Office to be considered for an appointment to a position on a state council, board or commission through the open appointments process. Each month a listing of vacancies appears on its website: *www.sos.state.mn.us.* An application form also is available on the site. For more information, call the Secretary of State's Office at (651) 297-5845 or e-mail: *open.appointments@state.mn.us*.

Membership of seven members includes three non-attorneys, public members appointed by the governor; and four attorneys acquainted with defense of people accused of a crime, but not employed as prosecutors, appointed by the Minnesota Supreme Court.

State Public Defender

(612) 349-2565, John Stuart, State Public Defender
331 Second Avenue South, Suite 900, Minneapolis, MN 55401

The State Public Defender is responsible for supervising the chief public defenders in the state's judicial districts and at the appellate office, which is under the direction of the deputy state public defender. The State Public Defender implements the standards and policies that the Board of Public Defense has adopted and provides training for all public defenders in the state. By statute, the State Public Defender appoints the chief administrator to the board.

District Public Defender's Office

The district public defenders office is responsible for providing legal services to indigent persons accused of committing felony, gross misdemeanor, misdemeanor, or juvenile crimes. The offices are located in each of the state's 10 judicial districts:

First Judicial District

Steve Holmgren, acting chief public defender
7300 West 147th Street, Suite 400, Apple Valley, MN 55124
(952) 953-6070; Fax: (952) 953-6073

Second Judicial District

Jim Hankes, chief public defender
1808 American National Bank Building
101 East Fifth Street, St. Paul, MN 55101
(651) 215-0600; Fax: (651) 215-0673

Third Judicial District

Carol Weissenborn, chief public defender
400 S. Broadway, Suite 204, Rochester, MN 55904
(507) 285-7370; Fax: (507)285-7275

Fourth Judicial District

Leonardo Castro, chief public defender
317 Second Avenue South, Suite 200
Minneapolis, MN 55401-0809
(612) 348-7530; Fax: (612) 348-6179

Fifth Judicial District

Jim Fleming, acting chief public defender
2070 Mankato Place, P.O. Box 1059, Mankato, MN 56002-1059
(507) 389-5138; Fax: (507) 389-5139

Sixth Judicial District

Fred Friedman, chief public defender
1400 Alworth Building, Duluth, MN 55802
(218) 722-4911; Fax: (218) 722-2735

Seventh Judicial District

John Moosbrugger, chief public defender
816 West St. Germaine, Suite 410, St. Cloud, MN 56301
(320) 255-3753; Fax: (320) 654-5439

Eighth Judicial District

Timothy S. Johnson, chief public defender
432 West Litchfield Avenue, Willmar, MN 56201
(320) 231-6064; Fax: (320) 231-6065

Ninth Judicial District

Kris Kolar, chief public defender
403 Fourth Street Northwest, Four West Office Building
P.O. Box 945, Bemidji, MN 56601-0945
(218) 755-4333; Fax: (218) 755-4335

Tenth Judicial District

Bill Ward, chief public defender
433 Jackson Street, Anoka, MN 55303
(763) 422-3350; Fax: (763) 422-3592

Appellate Office

(612) 627-6980, Larry Hammerling, Deputy State Public Defender.
2829 University Avenue S.E., Suite 600, Minneapolis, MN 55414

The Appellate Office of the State Public Defender provides legal representation without charge to all indigent clients in criminal cases involving appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court, post conviction proceedings in the district courts throughout the state, appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court from unsuccessful post conviction proceedings, and in juvenile and adult parole revocation proceedings.

The office also provides legal services to inmates regarding their civil legal problems. This civil division is known as Legal Assistance to Minnesota Prisoners (LAMP). They can be reached at 95 Subplaza, Law Center, University of Minnesota, Minneapolis, MN 55455, (612) 625-6336.

The Appellate Office represents inmates in prison disciplinary hearings involving claimed violations of one or more of the 60 or so institutional rules and regulations. This in-prison disciplinary hearing division is known as the Legal Advocacy Project (LAP), which is located at the appellate office address listed above, or (612) 627-5416.

Public Defense Corporations

There are five independent, non-profit Public Defense Corporations which do trial court criminal defense work:

The Legal Rights Center

Gordon Stewart, Executive Director (612) 337-0030
1611 Park Avenue South, Minneapolis, MN 55404

The Neighborhood Justice Center

Joy Bartscher, Executive Director (651) 222-4703
500 Laurel Avenue, St. Paul, MN 55102

Indian Legal Assistance Program

Wesley Martins, Executive Director (218) 727-2881
107 West First Street, Duluth, MN 55802

Leech Lake Reservation Criminal and Juvenile Defense Corporation

Larry Kimball, Attorney at Law (218) 547-3787
P.O. Box 1240, Walker, MN 56484

White Earth Reservation Criminal and Juvenile Defense Corporation

Zenas Baer, Attorney at Law (218) 483-3372
331 Sixth Street, Hawley, MN 56549

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