Memo

To: Hon. Christopher J. Dietzen, Chair
From: Nate Reitz, Executive Director
Date: May 10, 2018
Re: 2018 Timeline for Proposing Guidelines Policy Modifications

If the Commission were interested in proposing a Guidelines policy modification to the Legislature in January, 2019, the meeting timeline, below, would comply with legal and practical requirements.

- **Through summer, 2018:** Commission reviews research and defines proposal.
- **No later than Sept. 13, 2018:** Commission convenes a roundtable of constituency groups to discuss the proposal, if desired.
- **No later than Oct. 11, 2018:** Commission comes to an agreement in principle as to the proposal.¹
- **Nov. 8, 2018:** Commission finalizes proposal language.
- **Nov. 13, 2018:** Public hearing notice is published in the State Register; full proposal text is published on the MSGC web site.
- **Dec. 13, 2018:** Commission hosts public hearing on proposal.
- **On or about Dec. 20, 2018:** Commission holds an additional meeting to adopt or reject proposal.
- **January 15ᵗʰ, 2019:** Proposal, if adopted, is submitted to the Legislature as part of the Commission’s annual Report to the Legislature.²

---

¹ Minn. Stat. § 244.09, subd. 11, and Minn. R. ch. 3000.
² To meet the public hearing notice publication requirements, staff would need to place a State Register publication order prior to the Nov. 8 meeting. The agreement in principle would therefore need to be specific enough to permit staff to draft the language of the notice.
³ The drafting and approval of the Report to the Legislature would occur concurrently with these activities.