

# 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<sup>1</sup> 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.<sup>2</sup>
- *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 15<sup>th</sup>, 2019:* Proposal, if adopted, is submitted to the Legislature as part of the Commission's annual Report to the Legislature.<sup>3</sup>

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<sup>1</sup> [Minn. Stat. § 244.09, subd. 11](#), and [Minn. R. ch. 3000](#).

<sup>2</sup> 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.

<sup>3</sup> The drafting and approval of the Report to the Legislature would occur concurrently with these activities.