



STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
SAINT PAUL

OFFICE OF THE
COMMISSIONER

March 15, 1972

Arlen I. Erdahl
Secretary of State

Dear Secretary Erdahl:

Attached is a copy of Administrative Reorganization Order No. 11 executed pursuant to Minnesota Statutes 1969, Sections 16.125, 16.13, 16.135.

The Reorganization Order is intended to improve the accountability and management control of the Notaries Public function of the State by placing full responsibility for the function in one department. This transfer has been fully discussed between the staff members of the Governor's Office, the Department of Commerce, and staff members within the Department of Administration.

This order is being sent for your information and to record this transfer of functions for permanent records.

Sincerely yours,

Richard L. Brubacher
Commissioner of Administration

DHJ/klw

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

MAR 20 1972

Arlen I. Erdahl
Secretary of State

23906

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NO. 11

Pursuant to Minnesota Statutes, Section 16.125, 16.13, and 16.135 the following administrative reorganization is hereby made.

The Notaries Public function of the Governor's Office is hereby transferred to the Department of Commerce, Administrative Services Division, Examinations and Licensing Section. This transfer does not abrogate the Governor's appointive power, but is intended to improve the operation of this function.

The following position and its incumbent as shown is hereby transferred from the Governor's Office to the Department of Commerce, Administrative Services Division, Examinations and Licensing Section:

Cathy A. Koolmo Notarial Clerk

The approved complement of the Department of Commerce is hereby increased by one position.

The salaries and supplies expense amounts for the Notarial Clerk are hereby transferred from the Governor's Office (12000:00-100) to the Department of Commerce, Salaries (20100:01-100) and Supplies and Expenses (20100:02-100). These amounts are:

Salaries, Including Fringe Benefits	\$5,586
Supplies and Expenses	<u>3,325</u>
	\$8,911

These transfers are to be effective March 1, 1972.

March 1, 1972
Date

Richard L. Brubacher
Richard L. Brubacher
Commissioner of Administration

March 1, 1972
Date

Wendell R. Anderson
Wendell R. Anderson
Governor

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
MAR 20 1972
Allen J. Erlsler
Secretary of State

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT of Administration

TO : Honorable Wendell R. Anderson
Governor
State of Minnesota

DATE: April 14, 1972

FROM : Richard L. Brubacher *Richard L. Brubacher*
Commissioner of Administration

SUBJECT: Reorganization Order No. 12

Attached is a copy of Reorganization Order No. 12 effecting the transfer of Notaries Public function from the Governor's Office to the Department of Commerce. This reorganization order should be filed with Reorganization Order No. 11. The original of this order has been retained in my office.

Enclosure

RLB/sjb

xc: Senator Donald Sinclair
Representative Richard Fitzsimons
Rolland Hatfield, State Auditor
M.R. McDonough, Accounting Director
Edward J. Driscoll, Chairman of Commerce Commission
Arlen I. Erdahl, Secretary of State ✓
John J. Jackson, Director of Civil Service

23906
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED #2

APR 20 1972

Arlen I. Erdahl
Secretary of State

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NO. 12

Pursuant to M.S. 16.125, 16.13, and 16.135, the following administrative reorganization is hereby made:

1. The administrative portion of the Notary Public function previously performed in the Governor's Office is hereby transferred to the Department of Commerce, Administrative Services Division, Examination and Licensing Section. This transfer does not effect the constitutional power of the Governor to make the appointments of Notaries Public, but is intended to improve the administrative portion of the appointment process.

The position of a Notarial Clerk, and its present incumbent, Mrs. Cathy A. Koolmo, are hereby transferred from the Governor's Office to the Department of Commerce, Administrative Services Division, Examination and Licensing Section.

The approved complement of the Department of Commerce is hereby increased by one position.

The salaries and supplies expense amounts for the Notarial Clerk are hereby transferred from the Governor's Office (12000:00-100) to the Department of Commerce, Salaries (20100:01-100) and Supply and Expenses (20100:02-100) as follows:

Salaries (including fringe benefits)	\$5,586
Supplies and Expenses	\$3,325
	<u>\$8,911</u>

#2
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

APR 20 1972

Allen J. Edahl
Secretary of State

This Order supersedes Reorganization Order 11, dated March 1, 1972.

This Order is effective March 1, 1972.

23906

4-5-72
Date

APPROVED:

4-6-72
Date

Richard L. Brubacher
Richard L. Brubacher
Commissioner of Administration

Wendell R. Anderson
Wendell R. Anderson
Governor