

STATE OF MINNESOTA

DEPARTMENT ADMINISTRATION

Office Memorandum

TO : The Honorable Joan Anderson Growe
Secretary of State

DATE: June 30, 1977

FROM : *Richard L. Brubacher*
Richard L. Brubacher
Commissioner of AdministrationPHONE: 6-3862

SUBJECT: Reorganization Order Number 82

Enclosed for your file is the original Department of Administration Reorganization Order Number 82 relating to the transfer of personnel between various agencies based on action taken by the 1977 legislature.

Copies of this order have been transmitted to the appropriate individuals and offices.

RLB/dje

Enclosure

#30743
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JUN 30 1977
Joan Anderson Growe
Secretary of State

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JUN 30 1977

John Anderson Howe
Secretary of State

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NUMBER 82

Pursuant to Minnesota Statutes 1974, Section 16.125, 16.13 and 16.135, the following administrative reorganization is made.

Based on the action of the 1977 Legislature, the following positions and their incumbents at their current salaries and with all accrued benefits are transferred from their respective agencies to the Office of the Attorney General.

| <u>Classification</u> | <u>Position Number</u> | <u>Incumbent</u> |
|-------------------------------------|------------------------|----------------------|
| <u>Department of Administration</u> | | |
| Assistant Attorney General | 010000 | Miles, J. Michael |
| Special Assistant Attorney General | 587710 | Nardi, Robert |
| Special Assistant Attorney General | 581470 | Volz, Joan |
| Special Assistant Attorney General | 587720 | Miller, Mike |
| Clerk Steno | 007800 | Bever, Melody |
| Legal Secretary | 560650 | Rue, Sharon |
| <u>Department of Agriculture</u> | | |
| Special Assistant Attorney General | 015800 | Strandberg, Paul |
| <u>Department of Commerce</u> | | |
| Assistant Attorney General | 513850 | Muck, Tom |
| Special Assistant Attorney General | 569490 | Kelly, Helen |
| Special Assistant Attorney General | 588860 | Mackenzie, Rod |
| Legal Secretary | 367160 | Ostergren, Audrey |
| Legal Secretary | 366530 | Fried, Linda |
| <u>Community College Board</u> | | |
| Special Assistant Attorney General | 576750 | Muetting, Don |
| <u>Department of Corrections</u> | | |
| Special Assistant Attorney General | 300060 | Bradford, Jim |
| Special Assistant Attorney General | 302000 | Marshall, Joe |
| Special Assistant Attorney General | 301280 | Daniels, John |
| Legal Secretary | 300160 | Hughes, Charlene |
| Legal Secretary | 300050 | Paurus, Sue (Lunzer) |

Department of Education

| | | |
|------------------------------------|--------|-----------------|
| Special Assistant Attorney General | 205950 | Bradley, Mike |
| Legal Secretary | 200500 | Imbrone, Libuse |

Energy Agency

| | | |
|------------------------------------|--------|------------------|
| Special Assistant Attorney General | 592370 | Wagenius, Dwight |
|------------------------------------|--------|------------------|

Department of Health

| | | |
|------------------------------------|--------|--------------------|
| Assistant Attorney General | 566820 | Wexler, Dick |
| Special Assistant Attorney General | 566830 | Brevin, John |
| Special Assistant Attorney General | 022840 | O'Brien, Terry |
| Legal Secretary | 032300 | Schuster, Sharon |
| Legal Secretary | 021390 | Sommers, Charlotte |
| Law Clerk (50%) | 021181 | Gilbert, Alan |
| Law Clerk (50%) | 596880 | Ogata, Joanne |
| Legal Tech (50%) | 021180 | Vacant |

Higher Education Coordinating Board

| | | |
|------------------------------------|--------|------------|
| Special Assistant Attorney General | 064030 | Huwe, Greg |
|------------------------------------|--------|------------|

Housing Finance Agency

| | | |
|------------------------------------|--------|-----------------|
| Special Assistant Attorney General | 003460 | Campbell, Bruce |
| Special Assistant Attorney General | 592630 | Herman, Karl |

Human Rights

| | | |
|------------------------------------|--------|-------------------|
| Special Assistant Attorney General | 365920 | Varco, Rick |
| Special Assistant Attorney General | 063340 | Levinger, Mark |
| Special Assistant Attorney General | 031860 | Jacobson, Erica |
| Special Assistant Attorney General | 031850 | Giles, Alan |
| Special Assistant Attorney General | 062210 | Cortez, Tony |
| Special Assistant Attorney General | 063010 | Coleman, Norm Jr. |
| Legal Secretary | 597980 | Goff, Laurel |
| Legal Secretary | 063330 | Johnson, Cynthia |

Labor & Industry

| | | |
|------------------------------------|--------|-----------------|
| Assistant Attorney General | 078530 | Ehlmann, Win |
| Special Assistant Attorney General | 077760 | Lockhart, Tom |
| Special Assistant Attorney General | 078540 | McCoy, Ken |
| Special Assistant Attorney General | 077790 | Kircher, Anonea |
| Special Assistant Attorney General | 570180 | Gunn, Steve |

Labor & Industry (Continued)

| | | |
|-----------------|--------|-------------|
| Legal Secretary | 570130 | Bergh, Joy |
| Legal Secretary | 078480 | Sites, Jean |

PERA

| | | |
|------------------------------------|--|------------------|
| Special Assistant Attorney General | | Peterson, Merwin |
| Secretary | | Lockwood, Bessie |

NOTE: These positions currently have no position numbers. New position numbers need to be created in the Office of the Attorney General.

Department of Personnel

| | | |
|------------------------------------|--------|--------------|
| Special Assistant Attorney General | 019960 | Sims, Bonnie |
|------------------------------------|--------|--------------|

Public Service

| | | |
|------------------------------------|--------|-----------------|
| Assistant Attorney General | 221810 | Getz, Jerry |
| Special Assistant Attorney General | 017480 | Salustro, Larry |
| Special Assistant Attorney General | 017540 | Warren, Carl |
| Special Assistant Attorney General | 579570 | Wilson, Ron |
| Special Assistant Attorney General | 017410 | Sonneman, Karl |
| Legal Secretary | 563840 | Schmidt, Beth |
| Legal Secretary | 221170 | White, Sandra |

State Planning Agency

| | | |
|------------------------------------|--------|-------------------|
| Special Assistant Attorney General | 073920 | Dorigan, William |
| Special Assistant Attorney General | 571390 | Kannas, Don |
| Legal Secretary | 073020 | Herbenson, Joanne |

DOT/Public Safety

| | | |
|------------------------------------|--------|-----------------------|
| Deputy Attorney General | 459800 | Schultz, Eric |
| Assistant Attorney General | 459650 | Moosbrugger, Lloyd J. |
| Assistant Attorney General | 459670 | Murphy, John R. |
| Special Assistant Attorney General | 459740 | Anderson, Craig |
| Special Assistant Attorney General | 459580 | Anselmo, Art |
| Special Assistant Attorney General | 459780 | Buffington, Steve |
| Special Assistant Attorney General | 459590 | Caldwell, Bill |
| Special Assistant Attorney General | 064230 | Dehn, James |
| Special Assistant Attorney General | 459770 | Donnelly, James |
| Special Assistant Attorney General | 064250 | Howell, Eldridge |
| Special Assistant Attorney General | 459620 | Jeppeson, John |
| Special Assistant Attorney General | 459630 | Johnson, Bernard |
| Special Assistant Attorney General | 459720 | Nelson, Peter |
| Special Assistant Attorney General | 459690 | Notvik, Don |
| Special Assistant Attorney General | 459710 | Phillips, Dave |

DOT/Public Safety (Continued)

| | | |
|------------------------------------|--------|------------------|
| Special Assistant Attorney General | 064240 | Prohajka, Jane |
| Special Assistant Attorney General | 459640 | Robards, Louis |
| Special Assistant Attorney General | 459730 | Ryan, John |
| Special Assistant Attorney General | 459760 | Watne, Joel |
| Special Assistant Attorney General | 459790 | Suhlen, Fred |
| Special Assistant Attorney General | 459600 | Vacant |
| Legal Secretary | 459850 | Aune, Annabelle |
| Legal Secretary | 459860 | Flick, Francis |
| Senior Legal Secretary | 459900 | Hansen, Marge |
| Legal Secretary | 459880 | Olson, Janet |
| Senior Clerk Typist | 459830 | Pederson, Gracia |
| Intermediate Clerk Typist | 459810 | Peterson, Betty |
| Legal Secretary | 459890 | Rousseau, June |
| Intermediate Clerk Steno | 459840 | Sheppard, Paula |
| Senior Legal Secretary | 459820 | Siegal, Mary |
| Legal Secretary | 064260 | Wilbrandt, Kim |

State University System

| | | |
|------------------------------------|--------|--------------|
| Special Assistant Attorney General | 387050 | Mottl, Chuck |
| Legal Secretary | 386980 | Pogue, Mary |

Based on the action of the 1977 Legislature, the following positions and their incumbents at their current salaries and with all accrued benefits are transferred from the Department of Administration to the agencies as listed below.

| <u>From Administration Division</u> | <u>To Agency</u> | <u>Position Number</u> | <u>Incumbent</u> |
|---------------------------------------------|-----------------------------------------------------|----------------------------|--------------------------------------------------------|
| Spanish Speaking Liaison | Governor's Office | 001710 003190 | Trejo, Jose Martinez, Marie |
| Personnel Division | Citizens Committee on Voyageurs National Park | 062200 | Jones, Patricia |
| ISD | Dept. of Education | 032790 003910 | Vacant Majesty, Giles |
| ISD | Dept. of Revenue | 005300 005410 | Werner, Jerrilynn Edlund, Harriet |
| Central Stores | Department of Public Welfare | 008680 008730 597040 | Anderson, Louise Holeman, Mary Vacant (Clerk II) |

| | | | |
|----------------|------------------|--------|-------------------|
| Central Stores | Dept. of Revenue | 587480 | Sorenson, Fred |
| | | 587490 | Vacant (Clerk II) |
| | | 597050 | Vacant (Clerk II) |

Based on the action of the 1977 Legislature, the following positions and their incumbents at their current salaries and with all accrued benefits are transferred from the Department of Revenue to the Department of Public Service.

| <u>From</u> | <u>To</u> | <u>Position Number</u> | <u>Incumbent</u> |
|------------------|------------------------------|------------------------|--------------------|
| Dept. of Revenue | Department of Public Service | 528010 | Baker, Lee |
| | | 528220 | Soukup, Henry |
| | | 528000 | Applewick, Joseph |
| | | 528050 | Christofferson, R. |
| | | 528090 | Hedlund, R. |
| | | 528110 | Jacobson, Albert |
| | | 528130 | Magnuson, Richard |
| | | 528140 | Menke, Roger |
| | | 528160 | Murphy, William |
| | | 528210 | Sexton, Myron |
| | | 528240 | Stene, Eugene |
| | | 528250 | Berg, Merlin |
| | | 528040 | Junker, Dale |
| | | 527980 | Magard, Paul |
| | | 528230 | Staples, Donald |
| 527970 | Vacant | | |

Based on the action of the 1977 Legislature, the following positions and their incumbents at their current salaries and with all accrued benefits are transferred from the agencies as listed below to the Department of Administration.

| <u>From</u> | <u>To</u> | <u>Position Number</u> | <u>Incumbent</u> |
|----------------------------|----------------|------------------------|-----------------------|
| Dept. of Revenue | Administration | 520530 | Vacant (25%) |
| | | 001570 | Rierner, Marion (50%) |
| Dept. of Public Welfare | Administration | 520530 | Vacant (25%) |
| | | 001570 | Rierner, Marion (30%) |
| Dept. of Natural Resources | Administration | 520530 | Vacant (25%) |
| | | 001570 | Rierner, Marion (20%) |

The Commissioner of Finance is authorized to complete this transfer of positions.

This order will not require the transfer of appropriations.

All the above personnel and positions are transferred to their new departments effective July 1, 1977. For payroll purposes only, this transfer is effective July 6, 1977.

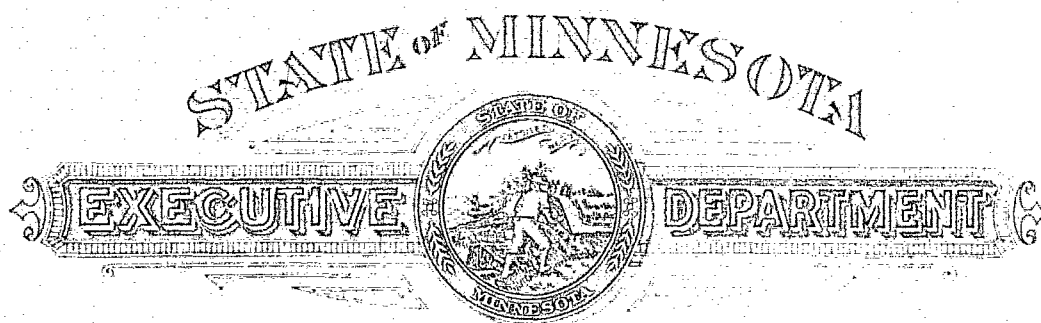
6-30-77
Date

Richard L. Brubacher
Richard L. Brubacher, Commissioner
Department of Administration

6-30-77
Date

Rudy Perpich
Rudy Perpich, Governor

73074.3
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JUN 30 1977
Jan Anderson Howe
Secretary of State



EXECUTIVE ORDER NO. 149

Providing for a State Materials
Inventory Management Program

I, Rudy Perpich, Governor of the State of Minnesota, by virtue of the authority vested in me by the Constitution and applicable statutes, do hereby issue this Executive Order:

WHEREAS, efficient management of the use of goods, supplies, and materials by state agencies is an important responsibility of the executive branch of state government; and

WHEREAS, it has been estimated that there is \$33 million of obsolete and surplus materials in the inventories of state agencies; and

WHEREAS, this amount of excess materials in state inventories constitutes a wasteful and intolerable situation; and

WHEREAS, special action is needed to eliminate the excess inventories and to ensure that such a situation does not arise in the future:

✓

NOW, THEREFORE, I ORDER:

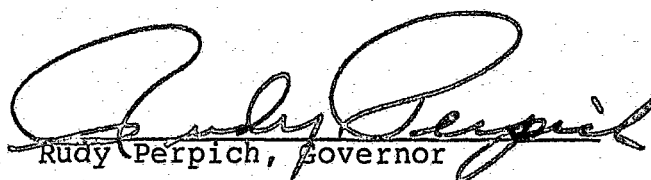
1. That the head of each state agency assume the direct and personal responsibility for the full involvement of his agency in the inventory management program prescribed by the Materials Management Division of the Department of Administration.
2. That the following occur regarding state consumable materials:
 - a. By September 1, 1977, each state agency will be implementing a consumable inventory management system in the manner prescribed by the Materials Management Division. Those agencies not yet involved in the state inventory program will make arrangements with Materials Management Division staff regarding personnel training and systems implementation.
 - b. After September 1, 1977, no agency will purchase new consumable materials until the agency head or his designee has determined that the agency has a realistic need for the materials and that they are not available elsewhere in state government. The Materials Management Division will coordinate inter-agency communication regarding the availability of surplus materials and will monitor their disposition.

- c. By June 30, 1979, all identified obsolete consumables will have been sold or disposed of according to normal operating procedures.
3. That the following occur regarding state fixed asset materials:
 - a. Effective at the close of the work day June 30, 1977, there is a freeze on the purchase of new fixed asset materials by state agencies. This freeze will be in effect until September 1, 1977, and will apply to all purchases of all new fixed assets except those of an emergency nature approved by the Commissioner of Administration.
 - b. Between this date and the September 1 deadline, a full accounting of obsolete and surplus fixed asset materials will be accomplished and documented. Each agency will survey its entire stock of fixed assets by August 1 in the manner prescribed by the Materials Management Division. The Division will then review and organize the inventory data and by September 1 will have circulated a catalogue of surplus fixed assets.
 - c. After September 1, justified purchases of new fixed assets will once again be permitted but only after the Materials Management Division has agreed that the desired materials are not available in the form of surplus stock.


- d. By June 30, 1979, all identified obsolete fixed asset materials will have been sold or disposed of according to normal procedure.
4. That there is established a Special Task Force on State Purchasing Practices, to be named at a later date, consisting of both state agency personnel and people from the private sector. The Task Force will do a complete review of state purchasing practices as they relate to effective management of the state's inventories of materials.
5. That all savings which result from the inventory management program prescribed by this executive order be documented and the budgeted expenditures cancelled, as follows:
 - a. Each agency head will submit reports to the Governor on February 1 and August 1, 1978, detailing the savings realized and projected from his inventory management program.
 - b. The Commissioners of Finance and Administration will monitor the savings being realized and the expenditures being cancelled.
 - c. Each agency will budget its inventory needs for the 1980-81 biennium on the basis of inventory management guidelines.

This order is effective immediately and shall remain in effect until rescinded by the proper authority.

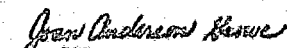
IN TESTIMONY WHEREOF, I hereunto set my hand on this 30th day of June, 1977.


Rudy Perpich, Governor

Filed According to Law:


Joan Anderson Grove
Secretary of State

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED
JUL 1 - 1977


Secretary of State