

**GUIDE TO**

**MINNESOTA**

*Department of  
Administration*

*1999*

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November 1998

# **Department of Administration**

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# STATE OF MINNESOTA

OFFICE OF THE GOVERNOR  
130 STATE CAPITOL  
SAINT PAUL 55155

ARNE H. CARLSON  
GOVERNOR

Dear Commissioner:

Welcome to state government and to the Department of Administration. This briefing book has been assembled to assist the incoming administration during this period of executive branch transition. We hope you will find it valuable.

You will see by the material contained in the attached briefing that the Department of Administration has accomplished much during this important last decade of the century and also that there are many ideas for future service refinements.

Please feel free to call upon the resources of this administration as you begin to familiarize yourself with your new responsibilities.

I wish you much success.

Warmest regards,

A handwritten signature in black ink that reads "Arne H. Carlson".

ARNE H. CARLSON  
Governor



# Admin MINNESOTA

Department of Administration

Commissioner's Office  
200 Administration Building  
50 Sherburne Avenue  
St. Paul, MN 55155

November 4, 1998

Dear Commissioner "Elect":

Welcome to your new role as commissioner!

The department of administration is the chief administrative/operating officer for Minnesota state government. Since 1991, the department has undergone a transformation from a rigid, regulatory agency to one with a customer-focused, value-added service orientation. This transformation occurred while the department continued to recognize and be recognized for its leadership role in providing administrative guidance and operational direction to other cabinet-level departments, as well as a variety of agencies, boards, commissions and units of regional and local government. Although much has been accomplished, there will always be a need to continue to ensure that the department is actually adding value to the services it provides. This can be accomplished by continuing the successful management practice of benchmarking all of the departmental services on a periodic basis.

The procurement reform initiative of 1998 laid the groundwork for revised policies, practices, training and guidance in all areas of acquisition in order to guarantee that the citizens of Minnesota have cost-effective, efficient government.

External market pressures and public demands on government to provide services that are cost-effective, efficient and convenient are also requiring constant review of how government programs function. In particular, close attention must be paid to the methods used to respond to public infrastructure and construction needs and its ability to tackle and diminish the "capital iceberg."

The Year 2000 project will need to continue with a strong sense of urgency.

Technology needs are finally being recognized for what they are, which is the way we do business, and not merely an activity that can be isolated as a separate function. The rapidly changing technology needs of all state departments and functions will continue to require rapid responses, timely, creative partnerships and financing of both the data and network components of InterTechnologies. The aggregation of services provided by these two divisions saves the citizens of Minnesota tens of millions of dollars annually.

Staffing will continue to be a challenge, as a large portion of its employees will face retirement within the next five to ten years. In addition, the salaries in government continue to lag behind those of the private sector.

The employees of the department of administration have much pride and a tremendous sense of accomplishment in all they do. I am certain that there will be continued leadership as they provide the chief administrative/operating officer role for Minnesota government.

Sincerely,

Elaine S. Hansen  
Commissioner

# Department Overview

## Commissioners since 1991

Elaine S. Hansen	1/95 to Present
Robert A. Schroeder	12/94 to 1/95 (Acting)
Debra Rae Anderson	8/93 to 12/94
Robert A. Schroeder	6/93 to 7/93 (Acting)
Dana B. Badgerow	1/91 to 5/93

Welcome to the Department of Administration! This briefing book provides an initial overview of the services performed by the department. It explains the functions of each bureau, division and council in the department. Not only does this document bring together the approximately 900 dedicated state employees who work here, it reveals the essential "behind the scenes" services that the department provides in its mission to improve the State of Minnesota's public service delivery.

Added to each division summary (*in italic type*) are the relevant mission statements and goals used as the basis for the 1996 and 1999 Performance Reports.

## Department description

The Department of Administration is a broad-based group of business operations that serve state agencies' ongoing needs in the areas of telecommunications, computer operations, purchasing of goods and services, travel and fleet services, printing and publication, construction, rental and maintenance of buildings and grounds and a variety of other services. These businesses are dedicated to providing a smooth environment thereby enabling other agencies to accomplish their goals. The most significant shift in the past several years has been a greater orientation toward other state agencies as customers. Many operations and entire divisions are supported through revolving funds, which require other entities to purchase the goods and services obtained through Administration. The opportunity for our customers to take their business elsewhere if they are not satisfied with our quality and value has motivated significant changes in this department's business practices, as well as attitudes toward change and innovation.

## Mission and Goals

### COMMON VISION / DIVERSITY OF SERVICES

The mission of the department is to provide business management and administrative services that improve the quality and productivity of Minnesota government. The department provides an extensive array of business management and administrative services for the executive, judicial and legislative branches of state and local government. Admin provides government agencies with the operational resources needed to effectively carry out their services and meet legislative agendas.

The department consists of *five functional areas and 25 operating divisions*. It also provides administrative support for eight councils. Whether maintaining the Capitol grounds or setting up a videoconference, the Department of Administration takes a customer-oriented approach to serving the needs of state and local government agencies. Admin is constantly looking for innovative ways to help agencies serve the public more efficiently and effectively.

### PERFORMANCE REPORT GOALS

- Provide quality goods and services in a cost-effective, timely manner to simplify government operations
- Satisfy the needs of customers for quality and services within statutory requirements
- Provide a statewide design and structure for effectively utilizing the resources of information technology by government and citizens
- Maximize the use of the state's financial resources for capital investments by providing long-term planning, construction oversight and facility management.

## Major functional areas of the department

### INTERTECHNOLOGIES GROUP

#### ADVANCING TECHNOLOGY INTO TOMORROW

Organized into separate Computer Services and Technology Management bureaus, the Intertechnologies Group (InterTech) serves a vital function by fulfilling statewide information storage, processing and transport needs. InterTech's computer services bureau is the core computer operations organization for State of Minnesota agencies, providing services in managing and operating information technology resources. InterTech adds value through familiarizing itself with customer's businesses, identifying shared or aggregate information technology needs and determining supply alternatives in order to

meet those needs competitively. More than 90 percent of the products and services that InterTech delivers to other public sector organizations are paid for through the InterTech revolving fund.



## **TECHNOLOGY MANAGEMENT BUREAU**

The focus of InterTech Technology Management Bureau (TMB) activity is on development, management and operation of the statewide information technology infrastructure. It provides government with services in areas such as the Internet and electronic commerce that did not exist a few short years ago. The bureau provides leadership, strategic direction and management in the areas of statewide telecommunications infrastructure, including the delivery of voice, data and video services, internal information resources management, technology consulting and statewide Year 2000 project coordination and initiatives. Internally, the bureau houses the department's chief information officer and provides agency-wide local area network support services. The bureau addresses intergovernmental technology issues through the Intergovernmental Information Systems Advisory Council (IISAC), which is established to build state and local government information systems partnerships and promote and encourage the efficient use and exchange of information among government entities.



## **OPERATIONS MANAGEMENT BUREAU**

### **OFFERING CENTRALIZED SERVICE OPTIONS**

The Operations Management Bureau (OMB) provides operating support services to the agencies of state government when proven to be cost-effective in comparison to decentralized administrative services or private sector alternatives. By leveraging economies of scale and maintaining high standards of customer service, the bureau improves the productivity and quality of state government by assisting other agencies in accomplishing their missions. The bureau also performs a control and oversight role, particularly in assuring a procurement process that is open, ethical and compliant with various societal goals mandated by statute. The bureau's five divisions offer a diverse array of services ranging from a central motor pool and printing operations to the state's self-insurance program and technical assistance to the state's volunteer community. In addition to its state agency customers, selected bureau services are also made available to Minnesota's business community, local governments and the public.

## **FACILITIES MANAGEMENT BUREAU**

### **MANAGING PHYSICAL INFRASTRUCTURE**

The Facilities Management Bureau (FMB) is responsible for managing the state's real property, including land and physical plant. It provides services related to design, construction, maintenance and repair of approximately 30 million square feet of state-owned building space. Consisting of four divisions, the bureau also leases buildings, manages parking in the Capitol Complex, and administers the state building code. FMB provides space for state agencies located in private property and is responsible for acquiring and disposing of land and physical facilities when necessary. Facilities Management also coordinates recycling and spearheads state facility energy conservation efforts.



## **MANAGEMENT ANALYSIS DIVISION**

### **IMPROVING PUBLIC MANAGEMENT**

The Management Analysis Division (MAD) is government's in-house, fee-for-service management consulting group. Its professional management consultants provide management consultation services to local, regional, state and federal government agencies and higher education using accepted tools and techniques. MAD professionals handle matters with confidentiality and sensitivity, helping groups move forward by remaining objective, responding with effective solutions, and demonstrating a commitment to the public sector.



## **ADMINISTRATIVE SERVICES BUREAU**

### **DIVERSE STATEWIDE SERVICES**

This area of the department houses programs that support internal Admin operations and those that provide statewide services. Financial Management and Reporting (FMR) provides budgeting, financial reporting and a centralized, integrated accounting system for the department as well as fiscal support to councils and other activities associated with Admin but not part of any operating division. Human Resources (HR) provides staffing, wage and benefit, labor contract, affirmative action and other human resource administration services. The Information Policy Analysis division (IPA), State Employee Assistance Program (EAP) and State Archaeologist are statewide functions managed within this bureau.

# Division Descriptions

## **INTERTECHNOLOGIES GROUP**

The InterTechnologies Group (InterTech) is the core computer operations organization for State of Minnesota agencies, providing services in managing and operating information technology resources. InterTech adds value through familiarity with customer businesses, identifying shared or aggregate information technology needs and determining supply alternatives in order to meet those needs competitively. More than 90 percent of the products and services that InterTech delivers to other public sector organizations are paid for through the InterTechnologies revolving fund. Organized into Computer Services and Technology Management, InterTech serves a vital function by fulfilling the information storage, processing and transport needs of the State of Minnesota.

### **BUSINESS AND INFORMATION SERVICES**

Business and Information Services collaborates with customers, taking full advantage of information infrastructure, data investments and risk management solutions that support customer goals and improve business processes. The Business Continuation Management Unit ensures continued operation of critical state systems in the event of a disaster. The Business Quality Services Unit provides support for internal technical training, publications, the technical library, and an information center that supplies second-level support for customers. The Database Services Unit provides guardianship and support focused on implementing the use of state data as a valued resource.

The Distributed Computing Unit provides an integrated suite of services and products that enhance electronic access, transport and connectivity in an open environment, providing customers with value-added solutions and increasing productivity. The Local Area Network/Administration Unit provides technical support to internal LANs and manages InterTech's physical assets/equipment. The Security Services Unit ensures authorized access to information assets. Data Entry performs functions that translate hard copy documents into various electronic media and provides related customer support services.

### **COMPUTER OPERATIONS**

The Computer Operations Division provides continuous resources and support for the data processing needs of InterTech's customers. Mainframe Operations maintain 24-hour, 365-day-per-year operation of applications that run on operations center servers. This includes batch and on-line applications using large, shared enterprise servers and peripherals as well as applications running on dedicated equipment. The Technical Operations Unit supports Mainframe Operations in its objective to meet reliability and availability objectives by managing use of automation tools and by providing training and operational documentation. Production Control and Documentation schedules, monitors, debriefs, restarts and distributes output for production batch jobs. Application Processing Support supports the enterprise servers environment by reviewing and transferring application software into production, creating CIC application tables, and managing on-line application recovery processes. The unit supports the distributed computing environment by operating electronic software distribution and other desktop management services. Operations Center Services delivers environmental, energy, hardware and site management to support the Operations Center.

### **COMPUTER SUPPORT SERVICES**

Computer Support Services provides expertise in establishing, integrating and supporting hardware and systems software for multiple computer architectures. The division's Input / Output Services Unit provides expertise and support in the use of I/O capabilities supported by InterTech. The unit provides accurate, timely delivery of computer output. The Technical Support Unit plans, installs and manages the operating system, on-line system, database management and operating system support software. The unit ensures that the support software and hardware configuration operate reliably and meet customers' expectations. The Service Management Unit, in support of customer service agreements, measures computer system performance and projects processing requirements. The Storage Management Unit ensures the safety, accessibility and reliability of computer-based data.

### **FINANCIAL MANAGEMENT**

The Financial Management Division manages InterTech's financial business, systems and processes, and implements new financial systems that meet the changing needs of their customers. The InterTech Financial Team provides the financial management services for InterTech and its customers. The Financial Systems Team provides the technical skills necessary for new financial systems implementation. The Accounting Services Team provides the day-to-day accounting services for



InterTech. The Contract Unit provides contract management services for InterTech and manages master contracts used by InterTech's customers. The Voice Billing Services Team handles voice orders and customer inquiries.

#### *PERFORMANCE REPORT GOALS*

- Operate quality, cost-effective information and telecommunication services, including management, consultation and design services
- Manage the InterTechnologies revolving fund such that agencies pay only for the cost of services used, including reasonable overhead costs, and to maintain a competitive position with regard to alternative providers

## **TECHNOLOGY MANAGEMENT**

### **TELECOMMUNICATIONS**

The Telecommunications Division manages, operates and promotes telecommunications products and services that improve the efficiency of Minnesota's public sector organizations. The division's Network Operations Center provides access to state government information and ensures availability of all InterTech telecommunications and related computer processing services. The Support Services Unit analyzes needs, designs solutions, facilitates implementation and provides ongoing support for voice, data and video telecommunications systems. The Product Management Unit develops and delivers telecommunication products and services. The Communications Center provides state information operator services and produces the State of Minnesota telephone directory.

The division is responsible for continued development of the State of Minnesota's leased telecommunications network that connects Minnesota's government and educational facilities throughout the state and provides networking to both national and international resources or audiences. It provides state-of-the-art data transmission, interactive video and voice communications by aggregating demand and leasing lines from local and long distance telephone companies in Minnesota.

The State of Minnesota does not own these lines, but has chosen to lease from the telecommunications providers. In fiscal year 1997 over \$28 million in services were leased from over 90 providers in Minnesota. Public sector customers share the economic, functional and operational benefits of high-speed, advanced communications technology. The development of telecommunications makes government and education more accessible, cost-effective and cost-efficient throughout the state.

### **TECHNOLOGY MANAGEMENT STRATEGIES**

Technology Management Strategies provides management direction, consulting and research, and technical direction for state Information Resource (IR) executives and IR project managers. The division promotes best practices in managing information resources and works closely with internal agency IR managers to support effective operational level IR management in areas such as strategic planning and management, risk management, technology management, and resource planning, including recruiting and retention.

#### *PERFORMANCE REPORT GOAL*

- Provide direction for statewide information resource management and oversight of the state's information resource investments

### **YEAR 2000 PROJECT OFFICE**

The Year 2000 Project Office was established to coordinate State of Minnesota efforts in handling the Year 2000 problem, one of the largest information systems initiatives to ever face public and private sectors worldwide. Information systems using a two-digit year field may not be able to recognize the year 2000. Affected technology may produce the wrong information or completely fail when it encounters a year 2000 date. This problem encompasses all aspects of state agency business functions and requires enterprise-wide solutions, including collaboration between the private sector and federal, state and local governments.

The role of the Year 2000 Project Office is to increase awareness of the Year 2000 problem and to develop and monitor the statewide project plan. The project plan includes defining standards and guidelines for consistent implementation, monitoring agency project plans, identifying milestones, managing common resources and avoiding redundant work. The Project Office reports to the commissioner, the governor, the legislature and other leadership groups, including a steering committee composed of agency representatives appointed by executive management.

### **INTERGOVERNMENTAL INFORMATION SYSTEMS ADVISORY COUNCIL**

The Intergovernmental Information Systems Advisory Council (IISAC) was established to build state and local government information systems partnerships and to promote and encourage the efficient use and exchange of information among government entities. The 30-member advisory council has local government representation, appointed by the commissioner, from cities, counties, school districts, regional development commissions, townships and libraries. The state Senate, House of

Representatives, state auditor and eight state agencies are also represented. IISAC also provides grants to encourage innovative systems development and educational opportunities.

## **MANAGEMENT SERVICES**

### **FINANCIAL MANAGEMENT AND REPORTING**

The Financial Management and Reporting Division (FMR) provides a centralized and integrated accounting system for the Department of Administration's revolving fund, general fund and other fund activities. This activity strives to provide timely and accurate financial services while conforming to the Generally Accepted Accounting Principles (GAAP). The staff at the division acts as liaisons and financial consultants for Admin's operating divisions. This facilitates the effective management of financial resources of the department as governed by law, policies and procedures. Transactions are processed in the areas of purchasing, disbursements, billings, collections and other basic financial services.

Financial Management and Reporting also provides fiscal support to the Capitol Area Architectural and Planning Board (CAAPB), the Citizens Committee on Voyageur's National Park, the Council on Asian-Pacific Minnesotans, the Council on Black Minnesotans, the Chicano/Latino Affairs Council, the Board of Government Innovation and Cooperation, the Office of Ombudspersons for Families and the Intergovernmental Information Systems Advisory Council (IISAC). Additionally, grants are provided to the State Band, Public Broadcasting, and various public entities for capital budget projects through this division.

### **HUMAN RESOURCES**

The Human Resources Division (HR) provides personnel services to all department employees. Human Resources staff provides advice and consultation to management on human resource issues and administer labor agreements and plans covering department employees. Human Resources staff ensures equal employment opportunity and maintain 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 employees. Staff is responsible for payroll and employee benefit services, as well as maintaining personnel records.

### **INFORMATION POLICY ANALYSIS**

The Information Policy Analysis Division (IPA) promotes understanding of and compliance with a number of laws

that regulate information. It helps define and interpret decisions about the classification of information as public or not public. IPA answers questions about federal and state freedom of information, data practices and records management laws. It assists government agencies, the legislature, public and private attorneys, and the private sector with development of and compliance with state and federal public information policies. IPA also assists citizens exercise their right to access information and their rights as data subjects.

IPA performs an active role in the legislative process to continue the development of coherent, workable public policy in the areas of data creation, dissemination, collection and access. It is also involved with providing guidance and technical assistance for data practices and records management issues. Responsible for performing the staff work for the commissioner of administration's duties under the Data Practices and Records Management Acts, IPA evaluates temporary classifications of data, drafts and issues the commissioner's advisory opinions under the Data Practices Act, and reviews records retention schedules and related information.

### ***PERFORMANCE REPORT GOAL***

*- Promote understanding of, use of, and compliance with the Minnesota Government Data Practices Act, the Records Management Act, and other laws that establish public information policy or regulate non-government or governmental information*

### **EMPLOYEE ASSISTANCE PROGRAM**

The State Employee Assistance Program (EAP) is a worksite-based resource designed to assist in the identification and resolution of employee personal, family and workplace problems. This statewide professional counseling service is offered free and confidentially to all state employees and their families, and provides consultation with managers, supervisors, union leaders and human resource staff.

EAP focus is on:

- Consultation and case management with worksite problems such as harassment, threats of violence, critical incidents, and change and transition issues
- Assessment, referral and ongoing support for individuals and work units with serious behavioral disorders such as chronic mental illness and compulsive addictive behaviors
- Assessment and brief counseling (one to four sessions) for employees experiencing a wide variety of problems in living such as grief and loss, legal and financial problems, parent/child issues, career struggles and job stress

The program has offices in 34 cities throughout Minnesota. A joint labor-management committee provides feedback and direction for program services. EAP provides management consultation regarding challenging workplace behavior and is a well-utilized resource of both supervisors and union leaders. EAP's service outcome studies show a strong correlation between utilizing program services and overall improvement in job performance.

*PERFORMANCE REPORT GOAL*

*- Reduce the negative effect that state employees' personal, family and workplace problems have on job performance*

**DEVELOPMENTAL DISABILITIES COUNCIL**

The mission of the Minnesota Governor's Council on Developmental Disabilities (DDC) is to work toward assuring that people with developmental disabilities receive the necessary support to achieve increased independence, productivity, integration and inclusion into the community. Since 1990 the council has selected leadership as a priority area. The majority of the council's federal funds are allocated to developing local and statewide citizen leadership skills among youth, parents of young children with developmental disabilities and adults with disabilities. The governor from among Minnesota residents appoints the council. Not less than one-half of the membership must be persons, or family members, with developmental disabilities. Other members include representatives of state and local agencies, private nonprofit groups, and nongovernmental agencies concerned with services for people with developmental disabilities and their families.

**OFFICE OF THE STATE ARCHAEOLOGIST**

The Office of the State Archaeologist (OSA) is charged with sponsoring, conducting and directing research into the prehistoric and historic archaeology of Minnesota. Its purpose is to protect and preserve archaeological sites and objects; disseminate archaeological information through the publication of reports and articles; identify, authenticate and protect human burial sites; and review and license archaeological fieldwork conducted within the state. The State Archaeologist is a professional archaeologist appointed by the Minnesota Historical Society. Licensure through the OSA is required for field archaeology undertaken on all lands or waters owned, leased by or subject to the paramount right of the state or its subdivisions, as well as on lands impacted by publicly funded development projects. Proposed projects are reviewed to assess the appropriateness of research methodology and to assist in identifying strategies for mitigating potential adverse effects to known cultural

resources. Only professional archaeologists meeting the federal secretary of the interior's standards for archaeology may be licensed to conduct such investigations in Minnesota.

Minnesota's "Private Cemeteries Act" (397.08) 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 either public or private lands or waters. Authentication of burial sites is conducted under the sole auspices of the OSA per this statute. In the event that a burial is either known or suspected to be associated with American Indian peoples, the OSA works in concert with the Minnesota Indian Affairs Council (MIAC) to ensure the integrity of such burial sites. Guidelines for the protection of burials covered under this act have been developed jointly by the OSA and MIAC. The OSA maintains a database of identified burial and archaeological sites in the state.

**STAR PROGRAM**

STAR (a System of Technology to Achieve Results) promotes the use of Assistive Technology (AT) services and devices for people with disabilities. Assistive Technology is any item, product or piece of equipment used to maintain or improve the functional capabilities of individuals with disabilities. The office furnishes information, referral, education, policy analysis and advocacy on AT and disability issues. STAR provides grants to rural and urban organizations that render AT services and devices. Legal consultation, product information and funding resources are also available.

**FACILITIES MANAGEMENT BUREAU**

**BUILDING CODES AND STANDARDS**

The Building Codes and Standards Division (BCSD) 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 and gives information regarding building materials. It consults with municipal officials, design professionals and the general public relating to all types of construction projects.

Building Codes and Standards regulates manufactured housing (mobile homes) and prefabricated buildings and provides training seminars for building officials, manufacturers, dealers and installers. The division also

reviews, evaluates and inspects all new or altered elevators and lifting/transportation devices.

#### **PERFORMANCE REPORT GOALS**

- *Effectively promulgate, administer and enforce the set of construction standards known as the Minnesota state building code*
- *Provide effective enforcement of the state building code for plan reviews, inspections and consumer complaints of buildings, state-licensed facilities, elevators, manufactured structures and modular buildings*
- *Ensure uniform application of the state building code by providing effective training, education and assistance to building officials, design professionals, contractors and others associated with the construction industry*
- *Maintain uniform administration and enforcement of the state building code and accessibility code in jurisdictions adopting the code*

#### **BUILDING CONSTRUCTION**

The Division of State Building Construction (DSBC) is responsible for coordinating and managing capital improvement projects for state-owned buildings, which includes capital budgeting, predesign, design, construction, remodeling and renovation. DSBC also manages the Statewide Building Access Program, the Capital Asset Preservation and Replacement Account (CAPRA), the Statewide Facilities Audit Program and the State Indoor Air Quality Task Force.

In response to the governor and legislature, the division in 1991 initiated several new program activities. A significant initiative was the design of a new comprehensive capital asset management system in partnership with the Department of Finance. The system was designed to create a disciplined process for dealing with the State's aging infrastructure in a creative way to preserve and extend the life of existing buildings. It promotes the philosophy of stewardship in making informed investment decisions and effectively managing Minnesota's capital assets.

In keeping with the philosophy of sharing and partnering, Building Construction participates extensively with other agencies to achieve success in managing the state's facilities. These efforts include partnering with the Department of Employee Relations in the production of an indoor air quality design and operations guide to preserve and maintain a healthy work environment in all state-owned and leased buildings. The division also partners with the Council on Disabilities to make all programs accessible in state buildings in compliance with the state and federal American with Disabilities Act. Building Construction management and staff are also active, both regionally and nationally, in the National

Association of State Facilities Administrators, which is an affiliate of the Council of State Governments.

#### **PERFORMANCE REPORT GOAL**

- *Provide quality, cost-effective professional architectural and engineering services that are frequently required by government agencies that operate and maintain buildings*

#### **PLANT MANAGEMENT**

The Plant Management Division (PMD) maintains facilities managed by the Department of Administration, promotes energy conservation opportunities on a statewide basis, facilitates the recovery of materials, and manages state-owned parking facilities in the Capitol Complex.

The division is organized into four activities. Complex Operations maintains and operates buildings to ensure a clean, comfortable building environment. This includes housekeeping, engineering services and building maintenance coordination. Complex Services provides grounds and snow removal services in the Capitol Complex, operates the State Recycling Center and provides materials transfer services. This activity is also responsible for resource recovery education, promotion and assistance to state agencies, and approves and coordinates special events occurring in the Capitol Complex. Support Operations provides parking and transportation coordination services and develops transportation programs to increase the number of high occupancy vehicles in the Capitol area. This activity also dispatches and schedules services in response to tenant/building issues, schedules conference rooms, handles lost and found, and provides administrative and accounting support for the division. Technical Services provides traditional trade services, automation system monitoring, and electronic installation and maintenance. The trade services include painting, carpentry, plumbing, electrical work and refrigeration. Technical Services also focuses on statewide energy efficiency improvements through its energy management and retrofit services.

#### **PERFORMANCE REPORT GOALS**

- *Efficiently operate and maintain buildings and grounds under plant management's custodial control*
- *Improve waste reduction, reuse and recycling of recovered equipment and materials, and expand resource recovery opportunities for state offices and operations*
- *Improve the use of energy in state-owned and wholly leased buildings*
- *Increase the use of alternative forms of transportation in the Capitol complex and reduce the number of single-occupancy vehicles*

## **REAL ESTATE MANAGEMENT**

The Real Estate Management Division (REM) is responsible for the inventory, allocation, planning and leasing of office and storage space in nonstate-owned buildings, and in state-owned buildings under the custodial control of the Department of Administration. Real Estate Management provides short-term leasing of state-owned property that is not needed for state use. The division also acquires and disposes of real property. Acquisitions are made by direct purchase, and dispositions are made by sale to other governmental bodies or on bids to the public. Services include recommending priorities for acquisition and disposition, obtaining and certifying real property appraisals, and coordinating purchases. Additionally, the division performs life cycle cost analyses comparing owning to leasing facilities. The division is also responsible for issuing permits to search upon state lands for lost or abandoned property, granting easements, and transferring custodial control of real property between state agencies.

### ***PERFORMANCE REPORT GOAL***

*Provide space for state agencies that best and most economically meets their needs*

## **MANAGEMENT ANALYSIS**

The Management Analysis Division (MAD) is government's in-house fee-for-service management consulting group. Its professional management consultants provide management consultation services to local, regional, state and federal government agencies and higher education using accepted tools and techniques. MAD professionals handle matters with confidentiality and sensitivity, helping groups move forward by remaining objective, responding with effective solutions, and demonstrating a commitment to the public sector.

MAD's mission is to increase the capacity of government to manage resources and to create and implement strategies that improve the quality and cost-effectiveness of public services. MAD has helped government agencies reorganize, implement new legislation, learn what its customers want, build employee teams, and plan for the future. Consultants have taught effective leadership, performance measurement, and quality improvement courses; conducted thousands of surveys, focus groups, and interviews; facilitated many strategic planning events; and performed comprehensive management studies. MAD's work is custom designed to address its client's needs, and it makes sure the client is involved in the project from pre-contract to post-contract evaluations.

MAD offers distinctive competencies that ensure professional, objective, thorough and innovative services

specific to client needs:

- Comprehensive knowledge of, and broad experience in, public management
- A disciplined team approach combining staff expertise
- A track record of sensitive, yet tough-minded, work and a bipartisan reputation for integrity

MAD operates with a specific set of values:

- Responsiveness: MAD designs each consultation to focus on areas that have the most potential for significant impact on the organizational challenges of its clients
- Involvement: MAD includes in the diagnostic and decision process the people who will implement the decisions
- Regard for employees: MAD considers an organization's employees to be its most important resource, and treats them with fairness and respect

Objective viewpoint: MAD strives to maintain a fair, neutral, comprehensive perspective that is apolitical and sensitive to both management and employee needs. Inherent respect for public service: MAD supports the mission of state and local government, believes in the dedication and competence of public-sector managers and employees, and supports continuous improvement of government services.

### ***PERFORMANCE REPORT GOAL***

*- Provide effective consultation services to state agencies and other units of government*

## **OPERATIONS MANAGEMENT BUREAU**

### **COMMUNICATIONS MEDIA**

Communications Media (Comm. Media) provides a variety of communication pathways for state and local government. Comprised of four operations, the division manages printing, copying, mailing and distribution, publishing and retail sales of government publications, microfilming, and records management services.

PrintComm is a full-service, in-house print production facility emphasizing personalized customer service and environmentally friendly printing. Each customer is assigned an Account Executive for individualized assistance with all phases of the printing job from design through distribution. PrintComm is a leader in environmental printing. Over 99 percent of all printing is produced on recycled paper. PrintComm was one of the first printers in Minnesota to use soybean-based inks. Customer Service members are knowledgeable about

applicable statutes, recycled papers, and related issues. PrintComm Copy Centers offer a convenient choice for copying, competitive prices and quick turnaround.

MailComm provides comprehensive mailing, addressing, and inserting services for all state agencies. This operation acts as a liaison between agencies and the U.S. Postal Service to provide expert consultations on cost-saving mail procedures, such as addressing, using computer labels, inserting to #10 envelopes, and application of postage.

ReComm (Minnesota's Bookstore in the Ford Building, 117 University Avenue) develops, markets, and distributes publications and products for all government entities. Its retail outlet provides easy access to a variety of government products including laws and rules, books, videos, maps, and posters. A full mail and telephone center is responsible for order processing and mail distribution. ReComm also publishes the State Register and provides access to more than 100 updated lists of licensed professionals and permit holders in Minnesota through its mailing list service.

DocuComm provides ideal alternatives for storage and retrieval of government records, including microfilm, electronic imaging, COM, and off-site storage of paper or electronic back-ups. DocuComm ensures compliance with legal and archival requirements using systems that are convenient and cost-effective.

#### *PERFORMANCE REPORT GOALS*

- *Provide quality, cost-effective central duplicating, printing and mail services for state agencies*
- *Provide quality, cost-effective document conversion services and products for state agencies and operate a record center*
- *Sell official reports, documents and other publications at market rates*

#### **MATERIALS MANAGEMENT**

The Materials Management Division (MMD) consists of four units that are responsible for purchasing, contracts, professional or technical services, surplus property acquisition, warehousing and disposal, and all other aspects of buying goods and services for state agencies. Acquisition Services offers customer assistance in acquiring products through contracts or purchasing. Central Stores and Surplus Services provide effective management systems for property including fixed assets, consumable inventory, Central Stores and surplus property. Customer Assistance is involved with training, marketing, communications and vendor management for MMD. The division has trained over 1,500 agency staff in local purchase authority. Business Management

provides internal support to MMD, working to assure that the division's professionals are best able to serve their customers.

#### *PERFORMANCE REPORT GOALS*

- *Provide the greatest value to state and local government through efficient acquisition of products and services*
- *Provide services that meet customer expectations*
- *Achieve statutory goals through acquisition of products and services for state and local government*
- *Provide customers with responsible and cost-effective surplus property disposition services*

#### **MINNESOTA OFFICE OF CITIZENSHIP & VOLUNTEER SERVICES**

The Minnesota Office of Citizenship and Volunteer Services (MOCVS) provides statewide leadership and services to the volunteer community. Its mission is to stimulate volunteerism and to increase the impact of volunteer programs, citizen participation efforts and public/private partnerships in Minnesota. MOCVS is an information clearinghouse and resource center for materials about managing volunteer programs and engaging citizens in the public policy process.

Through promotion and education activities, MOCVS brings visibility and public recognition to the values and accomplishments of volunteerism in Minnesota. MOCVS also houses the Minnesota Alliance with Youth program, which is a statewide effort to continue the goals of the national Presidents' Summit on Volunteerism.

#### **RISK MANAGEMENT**

The Risk Management Division is responsible for the development and operation of the state's risk and insurance management program. Its purpose is to provide the mechanism to minimize the adverse impacts of risks and losses for state agencies; to absorb risk while maintaining a stable financial profile; and to ensure the long-term financial security of the State of Minnesota and its agencies. The primary functions of the division:

- a) manage the risk management fund, which acts as the state's internal insurance company;
- b) purchase insurance on behalf of state agencies when the conventional insurance marketplace better meets the needs of the state; and
- c) provide risk management consulting services on risk and insurance management issues affecting state agencies.

The division's largest function is to provide property and casualty insurance as authorized by Minnesota Statutes, section 16B.85. Property and casualty coverage includes, but is not limited to, property, builder risk, business

interruption, crime, inland marine, general liability, public official errors and omissions, garage keeper legal liability, automobile liability and automobile physical damage.

The division provides insurance for 10,532 state-owned and leased vehicles including private passenger cars, buses, vans, trucks, and equipment. These vehicles and equipment--snowplows, passenger vehicles, squad cars, etc.--are used to perform a wide range of activities. In addition, the division insures approximately \$4 billion of real and personal property for 50 state agencies including the State Capitol and all of the Capitol Complex buildings, and maintains the state's risk management information systems.

**PERFORMANCE REPORT GOAL**

*- Develop and maintain the risk management fund as a low-cost alternative to the purchase of conventional insurance*

**TRAVEL MANAGEMENT**

The Travel Management Division (TMD) provides a variety of transportation and travel-related services to state agencies. Included in these services is a motor pool with a fleet of passenger and light duty cargo vehicles available for daily and long-term lease. Maintenance, fueling and cleaning services are available for any government agency vehicle.

TMD manages a commuter program designed to reduce traffic congestion in St. Paul. The state commuter van program provides weekday transportation for 240 participants on 24 routes to and from the Capitol Complex and metropolitan suburbs. In addition, TMD manages travel agency relationships and assists with vendor negotiations regarding rates and customer services for air travel, car rental, hotel and ground transportation. Travel Management also administers the state corporate charge card program, assists in the development and administration of travel policy, and communicates analysis of travel patterns to management.

**PERFORMANCE REPORT GOAL**

*- Save the state money by providing employees with safe, efficient and cost-effective transportation and travel services to conduct official state business*

**BOARDS & COUNCILS  
SUPPORTED BY ADMIN**

**COUNCIL ON ASIAN-PACIFIC MINNESOTANS**

The mission of the Council on Asian-Pacific Minnesotans is to ensure that Asian-Pacific people in Minnesota are more fully incorporated into the governmental and policy-making process. It works to improve access to state government services, and sees that the talents and resources of the Asian-Pacific community are used and promoted where appropriate. The council recommends to the governor and the legislature improvements to the economic and social conditions of the Asian-Pacific people in the state. It also implements programs designed to solve problems of Asian-Pacific people, and publicizes the accomplishments of Asian-Pacific people and their contributions to the state.

**COUNCIL ON BLACK MINNESOTANS**

The Council on Black Minnesotans addresses the need for Minnesotans of African descent to have full and effective participation in the political, social and economic life of our society. Specific functions of the council include monitoring government and private sector programs to determine their impact on Minnesotans of African heritage. The council serves as a liaison between decision-makers, recommends new laws or changes in existing statutes, and identifies strategies to address issues within the community.

**CAPITOL AREA ARCHITECTURAL & PLANNING BOARD**

The Capitol Area Architectural & Planning Board (CAAPB) is responsible for architecture and comprehensive land use planning in the Capitol area of St. Paul. It exercises zoning and design review authority, and controls redevelopment of the north Capitol area. The board also coordinates the implementation of major projects, such as light-rail transit and the I-94 overpasses linking the Capitol area with downtown St. Paul.

CAAPB shares responsibility with the Department of Administration to prepare standards governing the repair, alteration, appearance and cleanliness of the Capitol's public and ceremonial areas, and approves the design and location of all Capitol area monuments or artwork. The board also advises the governor and legislature on appropriate future development of the Capitol area, with the goal of accommodating state agencies in the Capitol area and downtown St. Paul to strengthen the ties between the city and the Capitol.

### **CHICANO/LATINO AFFAIRS COUNCIL**

The Chicano/Latino Affairs Council is an 11-member, governor-appointed council representing specific geographic areas within the state. The mission of the council is to promote the social, economic and political development of Minnesota's Chicano/Latino community. As an advocate, the council advises the governor and the legislature on issues that affect the Chicano/Latino community throughout the state. The council holds monthly public meetings across the state, which provide a forum to debate issues and provide recommendations on future council actions. Council staff produces a monthly newsletter, *Al Dia*, which is received by over 1,000 organizations, businesses, groups and individuals, the legislature and college and university diversity offices in Minnesota. The staff engages in research, advocacy and communication in its efforts to influence public policy and legislation. In addition, the council publishes a bilingual directory of resources available to the Chicano/Latino community of Minnesota.

### **CITIZENS' COUNCIL ON VOYAGEURS NATIONAL PARK**

The Citizens' Council on Voyageurs National Park was established by the state legislature in conjunction with the establishment of Voyageurs National Park by Congress in 1975. Voyageurs Park is the only national park in Minnesota. The council meets publicly four times a year in various locations around the state. It researches all matters related to the establishment and operation of the park. Major issues include funding for construction and restoration of facilities, wilderness designation, land acquisition and protection, park regulations, wildlife management and tourism development. The council makes its recommendations to the U.S. National Park Service and other federal and state agencies.

### **BOARD OF GOVERNMENT INNOVATION & COOPERATION**

The Board of Government Innovation and Cooperation facilitates improved local government service delivery. The board removes barriers that inhibit local government innovation by granting waivers from administrative rules and exemptions from enforcement of procedural laws. The board also has the authority to approve plans for the voluntary consolidation of local units of government. By offering incentives for innovation and cooperation, the board encourages local government officials to think creatively about how to best serve the needs of citizens. The board's pilot projects serve as models for efficient and effective delivery of services. Its waivers and exemptions often serve as catalysts for changes in state laws and rules that preempt local officials from maximizing the potential of tax dollars entrusted to them.

### **GOVERNOR'S RESIDENCE COUNCIL**

The Governors Residence Council develops and implements a restoration plan for the governors residence and surrounding grounds, allowing it to serve as a private home, provide appropriate space for official state functions and reflect the heritage of the people of Minnesota. The council solicits private contributions to restore, improve, decorate and furnish the residence.

### **OFFICE OF OMBUDSPERSON FOR FAMILIES**

The Office of Ombudsperson for Families works in collaboration with four other councils (Chicano/Latino Affairs, Indian Affairs, Asian-Pacific Minnesotans and Black Minnesotans) to monitor the activities of agencies, programs or facilities providing protection or placement services to children of color. It also acts to provide policy advocacy with regard to laws and services that impact children. The office also operates a statewide toll-free education help-line for families to respond to questions on education issues.





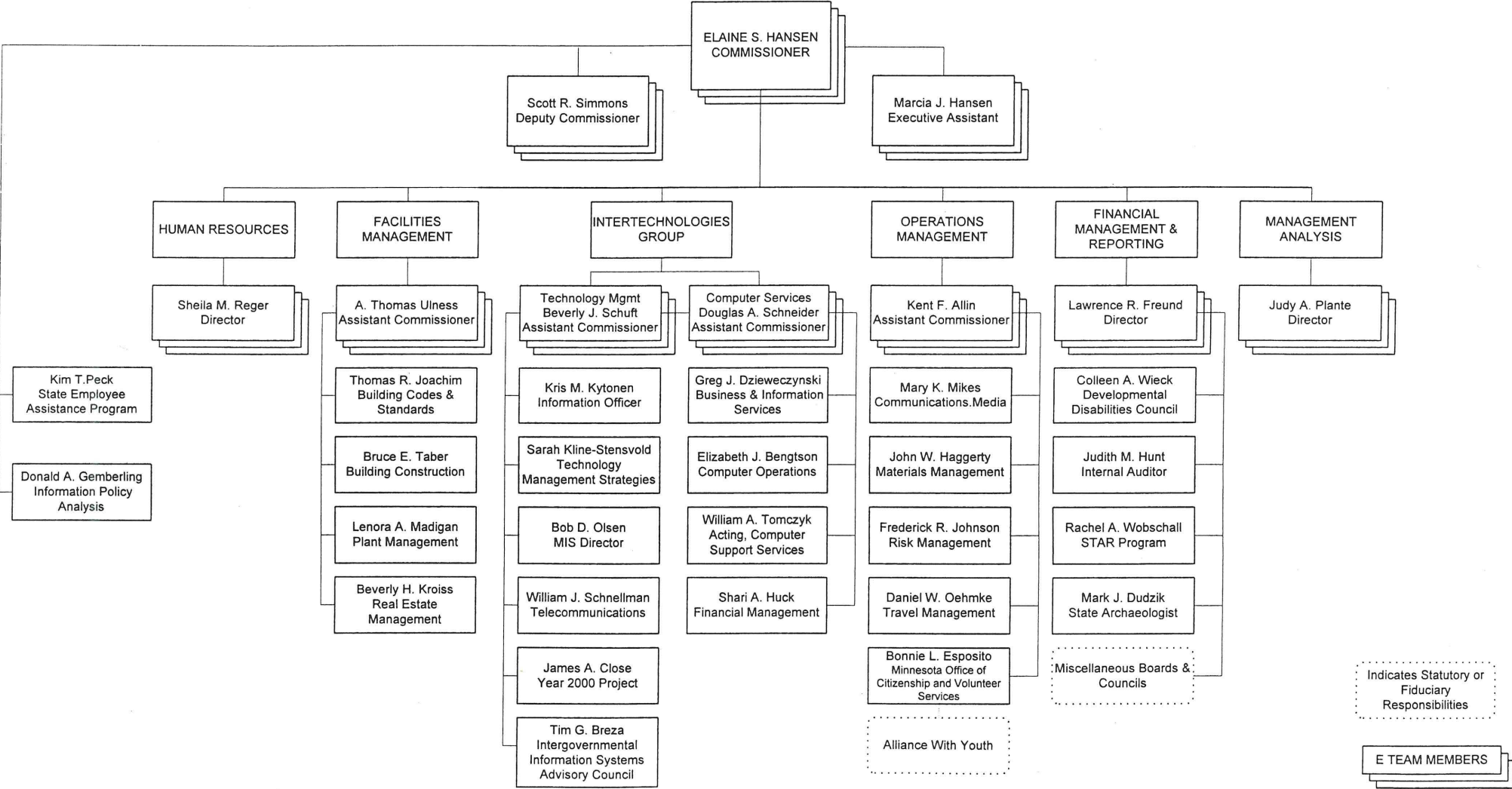
# Organization Charts

The two organization charts provided on pages 18 and 19 represent the entire department and the commissioner's office, respectively. The departmental chart shows each of the divisions and programs organized according to its functional area. Either an assistant commissioner or director leads each of the functional areas. The commissioner leads both the information policy and employee assistance programs. The second chart provides the organization of the commissioner's office.

Also available in the Commissioner's Office is a packet containing organization charts from each of the department's divisions and programs.

# DEPARTMENT OF ADMINISTRATION

## October 19, 1998

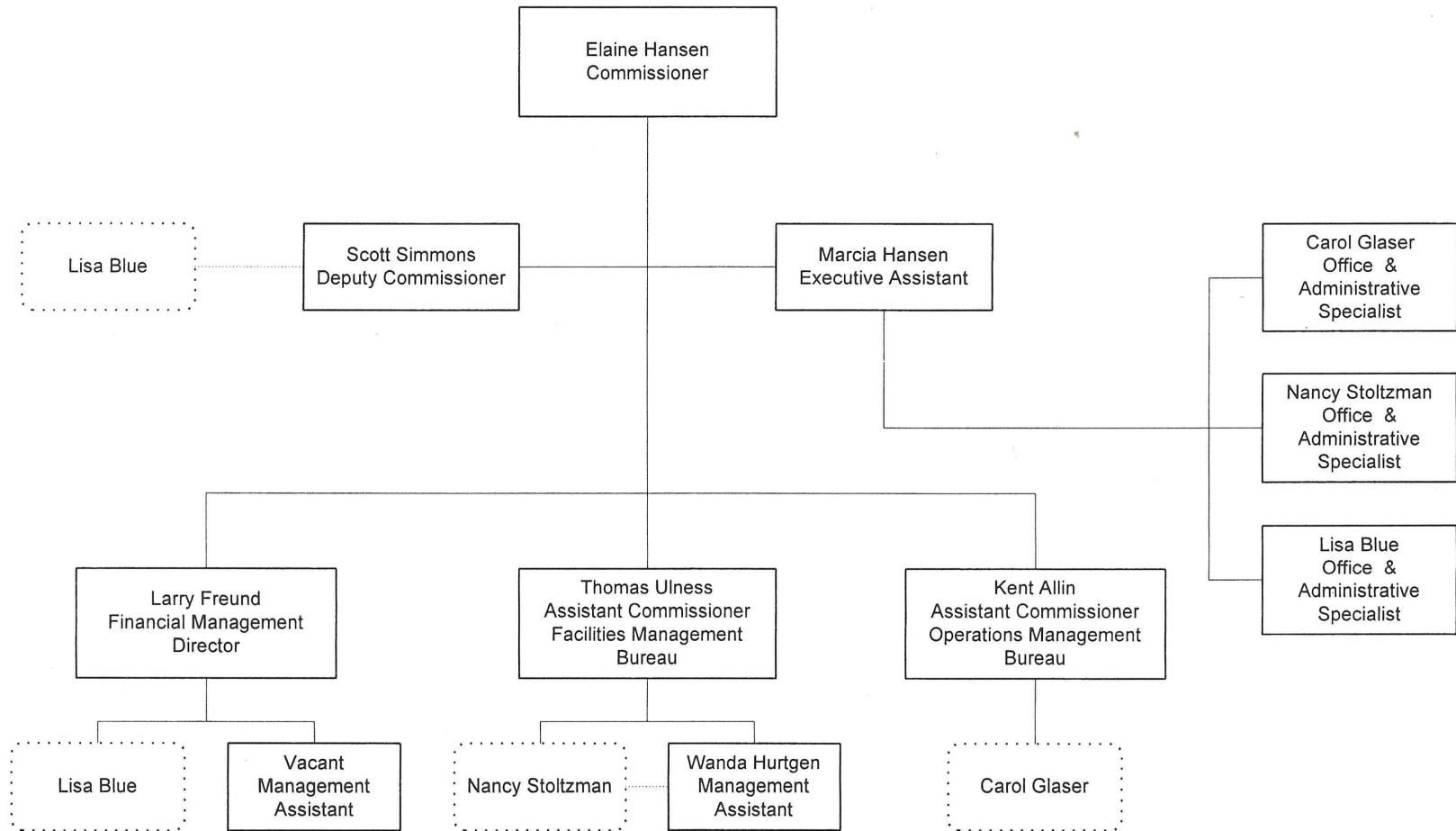


Indicates Statutory or Fiduciary Responsibilities

E TEAM MEMBERS

# COMMISSIONER'S OFFICE

October 19, 1998





# Budget Summary

The tables on pages 22 and 23 provide a detailed breakdown of the department's budget for fiscal years 1998 and 1999.

All of the departmental functional areas, divisions, programs and legislatively mandated projects are listed in the left vertical column. The top horizontal row identifies each of the specific funds used throughout the department. Although the fiscal year 1998 table closely approximates the actual budget for that year, at the time the table was printed the state had yet to "close its books" financially for the year. The 1999 budget page reflects appropriation changes made during the 1998 legislative session.

F.Y. 1998 BBS BUDGET (Appropriations) as of : 09/09/98

LAWS 1997, Chapter 202, Article 1, Section 12

	General Fund (100)	State Gov't Spec Rev (17X)	Special Rev Fund (200)	Minnesota Resources (130)	Trunk Hwy (270)	Hwy User Tax Distri (280)	Federal Fund (300)	Bonded Bldg Fund (500)	Agency Fund (610)	Gifts & Deposits (690)	Revolving Funds (From BBS)	Total
<b>Operations Management Bureau</b>												
Risk Management											5,956,000	5,956,000
Materials Management	2,590,000											2,590,000
Purchasing Study	500,000											500,000
Transfer from DOF for Mn-ASSIST	250,000											250,000
Central Stores											7,628,000	7,628,000
Surplus Operations											648,300	648,300
Coop Purchasing											617,000	617,000
Travel Management												0
Motor Pool											7,175,000	7,175,000
Commuter Van			159,200	Commuter Van								159,200
<b>Communications Media</b>												
PrintComm											5,854,700	5,854,700
DocuComm											1,176,800	1,176,800
MailComm	518,000								11,000,000	Postage Clearing	330,500	11,848,500
ReComm											2,347,300	2,347,300
Mn Office Citizen Volunteer Svcs	316,000		15,000	Memberships						9,000	MOCVS Gifts	340,000
<b>Total OMB</b>	<b>4,174,000</b>	<b>0</b>	<b>174,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,000,000</b>	<b>9,000</b>	<b>31,732,600</b>	<b>47,089,800</b>
<b>InterTechnologies Group</b>												
Intertech	637,000										63,899,700	64,536,700
Disaster Recovery	150,000											150,000
Network/Telecomm	724,000											724,000
9-1-1 Emergency Services Year 2000	12,500,000	8,911,000										8,911,000
IISAC	280,000											280,000
<b>Total ITG</b>	<b>14,291,000</b>	<b>8,911,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>63,899,700</b>	<b>87,101,700</b>
<b>Facilities Management Bureau</b>												
Real Estate Management	339,000											339,000
Ely Revenue Bldg	6,300											6,300
Plant Management											19,631,100	19,631,100
Repair and Maintenance	2,250,000		500,000	Bldg Maint.								2,750,000
Energy Management	336,000		148,000	Winnepago								483,000
Resource Recovery	709,000											709,000
Capitol Group Parking			1,349,000	Parking								1,349,000
Parking Surcharge			55,000	Parking Surcharge					200,000	Bus Cards		3,350,000
Building Code - Dedicated		3,350,000										3,350,000
Building Construction	2,264,000		170,000	Asbestos			662,000	Vets Home		1,400,000	Vets Home	4,496,000
<b>Total FMB</b>	<b>5,903,300</b>	<b>3,350,000</b>	<b>2,222,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>662,000</b>	<b>0</b>	<b>200,000</b>	<b>1,400,000</b>	<b>19,631,100</b>	<b>33,368,400</b>
<b>Administrative Management Bureau</b>												
Financial Management and Reporting	741,000											741,000
Childrens Museum	160,000											160,000
Voyagers Center	250,000											250,000
Hockey Hall of Fame	200,000											200,000
Bald Eagle Center	450,000											450,000
FEMA Tornado 1998							300,000	FEMA				300,000
Human Resources	447,000											447,000
State Band	2,000											2,000
Governor's Residence										55,000	Gov Rec'd	55,000
Executive Support	578,000		2,000	Asset								580,000
Developmental Disabilities	46,000						964,000	DDC				1,010,000
Direct Care Work-Agency Plan	25,000											25,000
Sys Tech To Achieve Results	175,000						501,000	STAR				676,000
Employee Assistance Program	402,000											402,000
State Archaeologist	187,000											187,000
Indian Burials	30,000											30,000
PIPA	493,000											493,000
Snowmobile Gas Study (L97,159,A1,5)						25,000		Snowmobile				25,000
LCMR-Sustain Energy (L97,216,15)				240,000				LCMR Grant				240,000
LCMR-Wind Energy (L97,216,15)				200,000				LCMR Grant				200,000
<b>Total AMB</b>	<b>4,186,000</b>	<b>0</b>	<b>2,000</b>	<b>440,000</b>	<b>0</b>	<b>25,000</b>	<b>1,765,000</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>0</b>	<b>6,473,000</b>
<b>Management Analysis Division</b>												
Management Analysis	584,000										1,243,000	1,827,000
<b>Total MAD</b>	<b>584,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,243,000</b>	<b>1,827,000</b>
<b>Department Total</b>	<b>29,138,300</b>	<b>12,261,000</b>	<b>2,398,200</b>	<b>440,000</b>	<b>0</b>	<b>25,000</b>	<b>2,427,000</b>	<b>0</b>	<b>11,200,000</b>	<b>1,464,000</b>	<b>116,506,400</b>	<b>175,859,900</b>
<b>Construction Funds</b>												
Capitol Cafeteria (L97,246,29,4)								1,035,000				1,035,000
Revenue Building (L97,246,30,8)								73,000,000				73,000,000
Vets Home Mpls. (L97,203,A1,14)	1,270,000											1,270,000
Construction Projects	89,544,000				15,000,000			23,185,000				127,729,000
Construction Grants	2,150,000							8,700,000				10,850,000
<b>Total Construction Funds</b>	<b>92,964,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000,000</b>	<b>0</b>	<b>0</b>	<b>105,920,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>213,884,000</b>
<b>Public Broadcasting</b>												
Public Television	2,792,400											2,792,400
High Density TV	750,000											750,000
Public Radio	2,300,000											2,300,000
Twin City Cable	25,000											25,000
<b>Total Public Broadcasting</b>	<b>5,867,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,867,400</b>
In Lieu of Rent	5,187,000											5,187,000
Other Total	104,018,400				15,000,000			105,920,000				224,938,400
<b>Combined Total</b>	<b>133,156,700</b>	<b>12,261,000</b>	<b>2,398,200</b>	<b>440,000</b>	<b>15,000,000</b>	<b>25,000</b>	<b>2,427,000</b>	<b>105,920,000</b>	<b>11,200,000</b>	<b>1,464,000</b>	<b>116,506,400</b>	<b>400,798,300</b>

F.Y. 1999 BBS BUDGET (Appropriations/Supplemental Requests) as of :  
 Actual Appropriations plus Governor's Recommendations During 1998 Session

09/09/98

LAWS 1997, Chapter 202, Article 1, Section 12

	General Fund (100)	General Projects (110)	State Gov't Spec Rev (17X)	DNR Water Re (181)	Special Rev Fund (200)	Trunk Hwy (270)	Federal Fund (300)	Bonded Bldg Fund (500)	Agency Fund (610)	Gifts & Deposits (690)	Revolving Funds (From BBS)	Total
<b>Operations Management Bureau</b>												
Risk Management											6,662,000	6,662,000
Materials Management	2,646,000											2,646,000
Transfer from DOF for Mn-ASSIST	250,000											250,000
Central Stores											7,982,600	7,982,600
Surplus Operations											669,000	669,000
Coop Purchasing											652,600	652,600
Travel Management												0
Motor Pool											7,708,400	7,708,400
Commuter Van					163,700	Commuter Van						163,700
Communications Media												0
PrintComm											6,028,900	6,028,900
DocuComm											1,208,500	1,208,500
MailComm	528,000								11,000,000	Postage Clearing	339,400	11,667,400
ReComm	44,000	State Reg/Guide Bk									2,417,800	2,461,800
Mn Office Citizen Volunteer Sys	322,000				15,000	Memberships				10,000	MOCYS Cals	347,000
***MN Alliance with Youth-Gov***	150,000											150,000
<b>Total OMB</b>	<b>3,940,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>178,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,000,000</b>	<b>10,000</b>	<b>33,669,200</b>	<b>48,797,900</b>
<b>InterTechnologies Group</b>												
Intertech	648,000										66,987,800	67,635,800
Disaster Recovery	175,000											175,000
Network/Telecomm	936,000											936,000
9-1-1 Emergency Services			9,856,000									9,856,000
Year 2000	10,500,000											10,500,000
***Year 2000-Gov***	4,371,000											4,371,000
State Dept DNR	300,000											300,000
IISAC	281,000											281,000
<b>Total ITG</b>	<b>17,211,000</b>	<b>0</b>	<b>9,856,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66,987,800</b>	<b>94,054,800</b>
<b>Facilities Management Bureau</b>												
Real Estate Management	347,000											347,000
Plant Management											20,726,400	20,726,400
Repair and Maintenance	2,250,000				500,000	Bldg Maint						2,750,000
Energy Management	342,000				148,000	Minnegasco						490,000
Resource Recovery	725,000											725,000
Capitol Group Parking					1,349,000	Parking						1,349,000
Parking Surcharge					55,000				200,000	Bus Cards		255,000
Building Code - Dedicated			3,350,000									3,350,000
Building Construction	2,289,000				7,000	Asbestos	662,000	Vets Home		1,400,000	Vets Home	4,358,000
<b>Total FMB</b>	<b>5,953,000</b>	<b>0</b>	<b>3,350,000</b>	<b>0</b>	<b>2,059,000</b>	<b>0</b>	<b>662,000</b>	<b>0</b>	<b>200,000</b>	<b>1,400,000</b>	<b>20,726,400</b>	<b>34,350,400</b>
<b>Administrative Management Bureau</b>												
Financial Management and Reporting	767,000											767,000
Study Pre-Trial	100,000											100,000
Childrens Museum	160,000			50,000								160,000
Study Watercraft Fuel												50,000
FEMA Tornado							300,000	FEMA				300,000
Pioneer Radio Tower	315,000											315,000
***Governor's Portrait-Gov***	20,000											20,000
Human Resources	449,000											449,000
State Band	2,000											2,000
Governor's Residence										55,000	Gov Resid	55,000
Executive Support	592,000				2,000	Asset						594,000
Developmental Disabilities	46,000						964,000	DDC				1,010,000
Direct Care Work	25,000											25,000
Sys Tech To Achieve Results	175,000						427,000	STAR				602,000
Employee Assistance Program	413,000											413,000
State Archaeologist	190,000											190,000
PIPA	501,000											501,000
<b>Total AMB</b>	<b>3,755,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>2,000</b>	<b>0</b>	<b>1,691,000</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>0</b>	<b>5,553,000</b>
<b>Management Analysis Division</b>												
Management Analysis	597,000										1,276,200	1,873,200
Attorney General Elect	11,000											11,000
Governor Elect	50,000											50,000
<b>Total MAD</b>	<b>658,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>658,000</b>	<b>1,276,200</b>	<b>1,934,200</b>
<b>Department Total</b>												
	<b>31,517,000</b>	<b>0</b>	<b>13,206,000</b>	<b>50,000</b>	<b>2,239,700</b>	<b>0</b>	<b>2,353,000</b>	<b>0</b>	<b>11,200,000</b>	<b>1,465,000</b>	<b>122,659,600</b>	<b>184,690,300</b>
<b>Construction Projects</b>												
***Construction Projects-Gov***												0
***Construction Grants-Bonded-Gov***												0
<b>Total Construction Projects</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Public Broadcasting</b>												
Public Television	2,753,600											2,753,600
Public Radio	400,000											400,000
Twin City Cable	25,000											25,000
<b>Total Public Broadcasting</b>	<b>3,178,600</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,178,600</b>
In Lieu of Rent	5,249,000											5,249,000
Other Total	8,427,600											8,427,600
<b>Combined Total</b>	<b>39,944,600</b>	<b>0</b>	<b>13,206,000</b>	<b>50,000</b>	<b>2,239,700</b>	<b>0</b>	<b>2,353,000</b>	<b>0</b>	<b>11,200,000</b>	<b>1,465,000</b>	<b>122,659,600</b>	<b>193,117,900</b>





# Legislative Information

## Committees

Several legislative committees in both the Senate and House commonly consider issues relevant to Admin operations and its budget. While virtually any committee may, from time to time, take up issues important to Admin, the committees listed here are those that are most closely monitored for potential and actual discussion of matters affecting the department. Under the committee framework that existed during the 1998 session, there are Senate and House committees that have jurisdiction over all of Admin's issue areas; however, Senate and House leadership respectively has not agreed to uniformly allocate the areas to provide identical committee jurisdiction in both houses. Committee names preceded by a "S" are in the Senate and those preceded by a "H" are in the House.

### H--Capital Investment

State facilities construction and repair

### S--Children, Families and Learning

#### H--Education

Educational technology

Clean air in K-12 facilities

### S--Commerce

#### H--Commerce, Tourism and Consumer Affairs

Senior drug sales programs

Building and construction industry oversight

Construction codes

### S--Environment and Natural Resources

#### H--Environment and Natural Resources

Recycling/resource recovery

Procurement of environment-friendly products

### S--Governmental Operations and Veterans

#### H--Governmental Operations

Agency reorganization

Commissioner appointment confirmation

Department operations and housekeeping bills

State government operations

Technology

Year 2000

### S: Jobs, Energy and Community Development

#### H: Labor—Management Relations

Public employee labor issues

### S: Jobs, Energy and Community Development

#### H: Regulated Industries and Energy

*Connecting Minnesota*

Energy code

### S: Judiciary

#### H: Judiciary Data Practices Subcommittee

Data practices and information policy

### S: Crime Prevention and Judiciary Budget Division

State prison construction

### S: State Government Finance Committee

#### H: State Government Finance Division

Department budget and operations

Capital budget

### S: Government Operations Budget Division

Department budget and operations

Capital budget

### S: Higher Education Budget Division

### S: K-12 Education Budget Division

#### H: Higher Education Finance Division

#### H: K-12 Education Finance Division

Technology in the classroom

## Key Staff

### SENATE

#### Government Operations and Veterans Committee

Faye Sparks, Committee Administrator

Paul Eger, Legislative Assistant

George McCormick, Counsel

#### Governmental Operations Budget Division

Kathleen Lonergan, Division Administrator

Kevin Lundeen, Fiscal Analyst

Rand Hove, Legislative Analyst

Peter Wattson, Counsel

#### State Government Finance Committee

Erik Carlson, Leadership Assistant

### HOUSE

#### Governmental Operations Committee

Jackie Rosholt, Committee Administrator

Krysta Niedernhofer, Legislative Assistant

Mark Shepard, Counsel

#### State Government Finance Division

Brad Lehto, Committee Administrator

Robert Humphrey, Legislative Assistant

Helen Roberts, Fiscal Analyst

Mark Shepard, Counsel



# Reorganization Authority

This section describes various methods of reorganizing activities, powers and personnel between or within state agencies and departments. Only those procedures available pursuant to authority vested in the department of administration are described. In certain circumstances, statutes may require agencies to consult with or seek approval from the departments of employee relations and finance or the legislature. The memo also contains recommendations for the content of reorganization codification legislation required by 16B.37.

## Commissioner Authority -- 16B.37, Subd. 1.

Pursuant to Minnesota Statutes, section 16B.37, subdivision 1, in order to improve efficiency and avoid duplication, the commissioner of administration may transfer personnel, powers, or duties, or any combination of them, from a state agency to another state agency. The agencies governed by this provision are limited to those defined in 16B.01, subdivision 2.

There are three agency reorganization methods found within 16B.37. The transfer method authorized by 16B.37, subdivision 1, has several requirements, which are described in subdivision 2. The requirements are:

- a. A transfer must be in the form of a reorganization order;
- b. The recipient agency must exist for at least one year prior to the date of transfer;
  - a. A transfer must receive the prior approval of the governor;
  - b. Reorganization orders are effective upon filing with the secretary of state, and remain in effect until amended or superseded;
  - c. Orders must be filed with the secretary of state;
  - d. Orders must be uniform in format and numbered consecutively;
  - e. Proposed orders must be submitted to the chairs of the senate and house government operations committees at least 30 days before being filed with the secretary of state;
  - f. Copies of a filed order must be delivered promptly by the commissioner to the secretary of the senate, chief clerk of the house, and the chairs of the house and senate government operations committees; and
  - g. An order that transfers all or substantially all of the powers or duties or personnel of a department, the

housing financing agency, or the pollution control agency is not effective until ratified by a concurrent resolution or enacted into law.

Original copies of subdivision 1 reorganization orders are filed in the office of the governor, the commissioner of administration and the secretary of state. Two additional requirements that apply to subdivision 1 transfers are:

- The commissioner each year must submit to the legislature no later than January 15 a bill making all statutory changes required by reorganization orders issued during the preceding calendar year; and
- If the order has fiscal implications, the commissioner of finance determines the fractional part of the appropriation to the transferor agency that is represented by the transferred personnel, powers, or duty, and that part is reapportioned to the recipient agency.

## 1998 Orders Requiring Legislation

No. 180 -- Transfers from the Department of Corrections, Department of Public Safety and Department of Administration to the Office of Crime Victim Ombudsman certain powers and duties relating to the administration of crime victim programs and services. To date, this is the only reorganization order issued during calendar year 1998.

## 1997 Orders Requiring Legislation

The only administrative reorganization order issued in 1997 requiring legislation was No. 179, which transferred from the department of economic security to the department of children, families and learning programs relating to energy and weatherization assistance, foodshelf, early childhood protection and lead abatement. The statutory changes required by this order were successfully enacted into law during the 1998 legislative session. They can be found in Laws 1998, Chapter 273 (HF2866 and SF2477). No further action is required with respect to Order No. 179.

## 1996 Orders Requiring Legislation

No. 173 - Transfers from the pollution control agency to the emergency response commission and the director of the office of environmental assistance duties related to pollution prevention progress reports.

No. 174 - Transfers from the department of finance to the department of public service authority to administer an incentive program for owners or operators of hydroelectric and wind energy conversion facilities.

No. 176 - Transfers remaining powers and duties of the Transportation Regulation Board (TRB) to the Department of Transportation (MnDOT). The legislature abolished the board but did not make the statutory changes necessary to transfer any remaining powers to another agency. The reorganization order shifted these powers to MnDOT. The transferred powers and duties include the administration, regulation, record-keeping, operating authority, permitting, rate-making, rulemaking and enforcement of transportation laws, rules and regulations relating to common carriers by rail and motor carriers under Minnesota Statutes, Chapters 218, 219, 221, and 222. Any legislative and quasi-judicial functions and powers conferred to the TRB under Chapter 174A and 216A are also transferred.

No. 177 - Transfers the Intergovernmental Information Systems Advisory Council (IISAC), its powers, duties and personnel to the Department of Administration.

Legislation to codify the 1996 orders was introduced in the 1997 legislative session and not considered until the 1998 session. The measure's authors were Representative Hilty and Senator Betzold; HF1965 and SF844, respectively. Portions of the bill pertaining to TRB and IISAC were removed during its hearing before the house governmental operations committee. The amended version was passed by the House (132-0 / March 2, 1998), but because senate companion legislation was not considered, the measure failed to proceed and ultimately died with the close of the 80th Legislature. However, some provisions affecting the TRB were adopted as part of a MnDOT housekeeping bill. Continuation of applicable rules and Revisor instructions changing terminology from the TRB to MnDOT were included in Laws of 1998, Chapter 403, sections 19 and 29. Enactment of the other needed statutory changes required by these orders should be addressed during the 81st Legislature.

#### **Work of Department for Another – 16B.37, Subd. 4.**

In order to avoid duplication and improve efficiency, the commissioner may direct an agency to do work for another agency or may direct a division or section of an agency to do work for another division or section within the same agency. The agency or division shall be reimbursed for the work.

Unlike subdivision 1 reorganization orders, transfers of work under subdivision 4 do not require the prior approval of the governor, nor do they require legislative notice or preparation of codification legislation. There are also no statutory distribution requirements. Original copies of such administrative orders / agency directives

are filed in the office of the commissioner of administration and with the participating agencies.

Lawsuit: Early in 1998, the commissioner was sued by a group of department of labor and industry (DOLI) workers' compensation judges who alleged that the commissioner misapplied her statutory authority to transfer work from DOLI to the office of administrative hearings (OAH). The judges contended that rather than using the authority found in subdivision 4, the appropriate procedure to transfer work from DOLI to OAH was through subdivisions 1 and 2 (i.e., requiring notice to the legislature and a 30-day layover). The district court held that the commissioner acted within her statutory authority to require OAH to do the work of DOLI pursuant to 16B.37, subd. 4, to improve efficiency and avoid duplication.

#### **Employee Assignment – 16B.37, Subd. 5.**

Appointive subordinate officers or employees of a department or agency may be employed by or assigned to perform duties under another department or agency. Such assignments require approval of the governor and agreement by the heads of the affected departments or agencies. Although there is no prescribed form for these transfers, such assignments of personnel are usually documented using standard "inter-agency request for state employee services" contracts available from the department of employee relations.

#### **Other Forms of Reorganization**

##### General Powers of Commissioners – 15.06, Subd. 6.

Paragraph three of this subdivision authorizes intra-department reorganizations. The commissioner of administration must approve internal reorganizations undertaken by commissioners. The statute grants Chapter 15 agency commissioners specific reorganization authority as follows: "With the approval of the commissioner of administration, to organize the department or agency as deemed advisable in the interest of economy and efficiency [.]"

# Executive Orders

The governor has authority in statute to issue executive orders instructing state agencies to perform duties. (See Minn. Stat. §§ 4.035 and 12.31.) Most common among executive orders are emergency directives instructing the National Guard to deploy forces in the interest of the state and those that direct the division of Emergency Management in the department of public safety to assist federal, state and local governments with natural disaster recovery. Although these emergency orders are most common, the executive authority has been used to create agencies pursuant to statute (M. S. § 15.0593) and delegate to a state agency powers and duties pursuant to federal authority.

## Procedure

In order to facilitate publication in the *State Register*, the governor is required by law to deliver a copy of each order to the department of administration. Over the years, this requirement has led to a procedure for processing orders followed by governors offices and executive department agencies. Generally, ideas for orders are first discussed with appropriate governor's office staff. Once the subject of the order is tentatively approved, a draft order or proposed text is submitted to Admin for processing. This responsibility includes review for appropriate form, content, grammar, timing, compliance with state law and other considerations. Once the order is written in final draft form, it is submitted to either the governor's attorney or chief of staff for approval. However, orders involving the National Guard or the division of emergency management are typically pre-approved and only require the governor's signature.

After three original copies of the final order are signed by the governor, each copy is signed and date stamped by the secretary of state. (No order is fully executed until this occurs.) The secretary of state retains one original copy, the governor's office retains a copy, and the third copy is kept on file in the commissioner of administration's office. Admin then forwards a copy to the *State Register* for publication.

## Expiration

Unless a statute or executive order specifies an expiration date, or an order is superceded by another order, all orders expire 90 days after the governor who issued them

vacates the office. Therefore, by early April, all orders issued under the Carlson Administration and extended from the Perpich Administration will expire. It is important to note that governors have the ability under the executive order authority to extend orders from the previous administration as long as the order is executed within the 90-day period.

To identify orders in effect at the time of the transition and therefore eligible for continuation, the management analysis division of the department of administration will review all orders issued since January 1991 as well as those extended from the prior administration. A memo explaining the extension process will be prepared for the governor-elect's chief of staff or transition team director, whichever is appropriate. The memo will also identify all remaining, effective orders and present the next administration with the choice of whether to extend them and the process for doing so.

