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STATE OF
MINNESOTA
DEPARTMENT OF NATURAL RESOURCES

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INTRODUCTION

Equal employment opportunity is mandated by federal, state and local legislation, as well as by various court decisions. The Affirmative Action Policy of the Department of Natural Resources exists to promote and provide equal employment opportunity and affirmative action throughout the agency. No employee or applicant for employment will be discriminated against because of race, color, creed, religion, national origin, sex, marital status, disability, status in regard to public assistance, and age.

There is substantial disparity between the promise of equal employment opportunity and its actual practice. The purpose of affirmative action is to correct the effects of past discrimination, whether intentional or unintentional, and to avoid present and future practices that may have unfair, adverse effect on handicapped persons, minorities, women, and Vietnam era veterans. Affirmative action does not mean the hiring of unqualified people. Nor does it mean that any group shall be deprived of their rights or subjected to unfair treatment. It does mean positive action to utilize the reservoir of untapped human resources and the skills and abilities of the protected classes, who have been systematically discriminated against in the past.

This Affirmative Action Plan has been developed to provide the guidance and support needed to establish individual unit affirmative action activities and to set fair standards for the DNR's divisions, bureaus, regions and special units.

COMMISSIONER'S STATEMENT OF COMMITMENT
TO AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

As Commissioner of the Department of Natural Resources, I reaffirm my personal commitment and the commitment of the department's management to actively pursue a vigorous program of affirmative action designed to provide equal employment opportunity to all employees and candidates for employment.

I am extremely proud of our affirmative action endeavors, even though they can be affected by the state's economic environment, limiting our ability to hire new employees. Our initial goal is to provide equal employment opportunities to all job applicants and employees, and to eliminate all artificial barriers that have traditionally caused rejection. We must strive to provide a working environment that is harmonious and discrimination-free for all.


Managers and supervisors will be held accountable for ensuring that affirmative action programs are implemented, since they are the people who can ultimately make the most impact. Each manager and supervisor shall have a statement in his/her position description delineating their affirmative action responsibilities.

Our successes and failures are often measured in cold statistical jargon that may or may not reflect true "affirmative action."

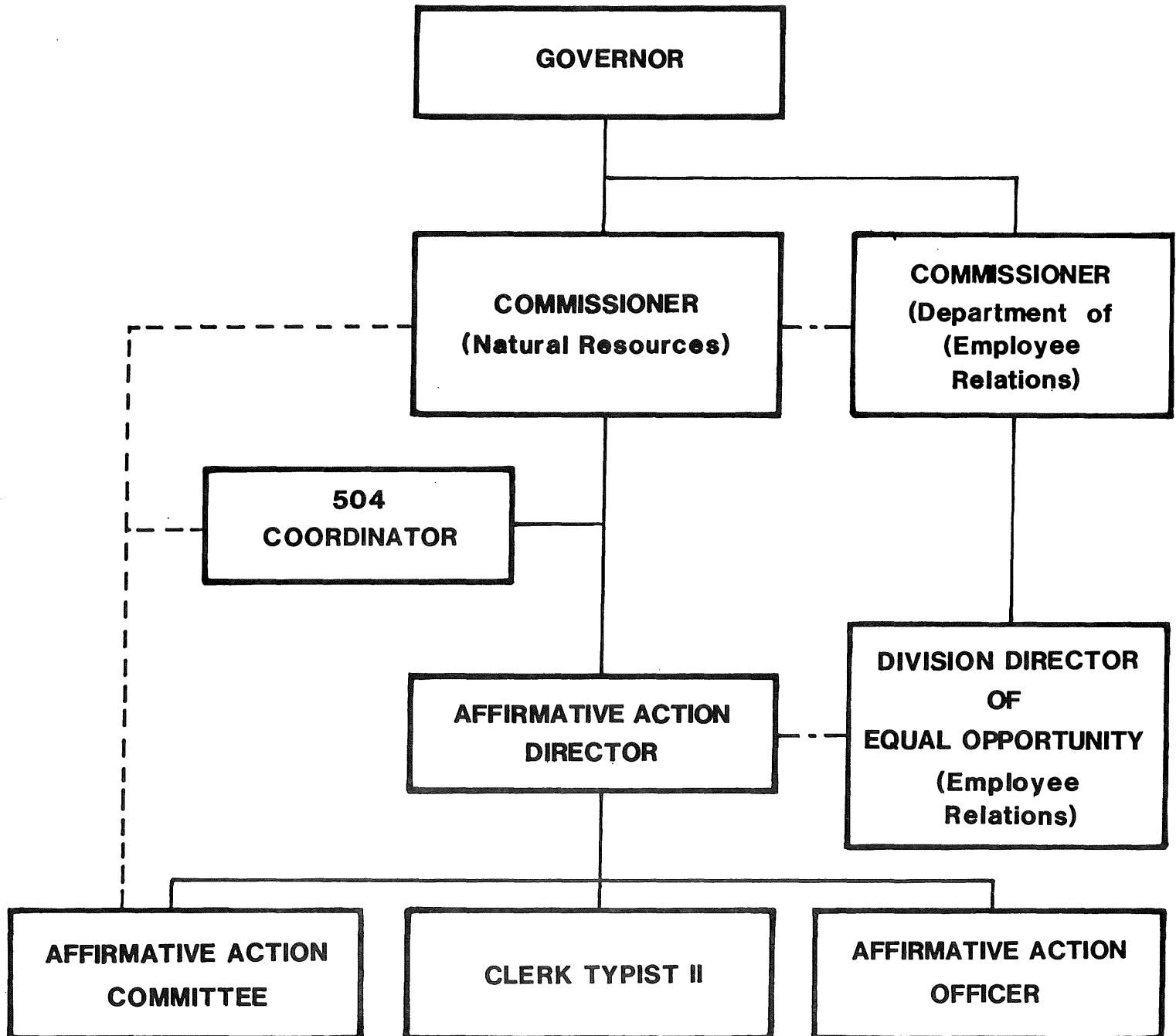
Numbers and percentages may be misleading. We have goals, not quotas, and we have made some outstanding gains. We still have a long way to go, but if we are acting "affirmatively" in our efforts, we can be proud of both our program and our role as caring human beings.

As an employer, the department is responsible for the action of its employees and may be held liable for failure to investigate allegations of harassment or failure to take prompt remedial action against an employee who is found to have engaged in harassment or any other act of discrimination of other employees. Any employee who is found to have discriminated or harassed another individual, whether a state employee or the general public, will be subject to severe disciplinary action.

Perry Pickens, the Department's Affirmative Action Director, will insure compliance with the Plan and answer any questions regarding affirmative action.


Joseph N. Alexander, Commissioner
Minnesota Department of Natural Resources

**DEPARTMENT OF NATURAL RESOURCES
AFFIRMATIVE ACTION
ORGANIZATIONAL CHART**



- Direct Accountability
----- Indirect Accountability
- - - - Working Relationship

OUTLINE OF RESPONSIBILITIES

I. Commissioner of the Department of Natural Resources

Responsibilities: The Commissioner is responsible for the establishment of the affirmative action program, including goals and timetables, and for the department's units' compliance with all existing federal and state laws and regulations.

Duties: The duties of the Commissioner shall include, but not be limited to, the following:

1. To appoint an Affirmative Action Director.
2. To establish and maintain a Department Affirmative Action Committee.
3. To include accountability for administration of the department's affirmative action plan in his/her position description.
4. To require managers and supervisors to include responsibility statements for affirmative action in their position descriptions and ensure that they are evaluated relative to such responsibilities.
5. To take action on complaints of discrimination.
6. To issue a statement affirming his/her commitment to an equal opportunity policy and to ensure that such policy is distributed to all employees.
7. To make decisions, changes in policy or procedures or physical accommodations as may be needed to facilitate effective affirmative action.
8. To report annually to the Governor and Legislature through the Commissioner of the Department of Employee Relations, on the progress in meeting the department's affirmative action goals and objectives.

Accountability: The Commissioner is accountable directly to the Governor and has a working relationship with the Commissioner of the Department of Employee Relations, on affirmative action matters.

II. Affirmative Action Director

The Affirmative Action Director is responsible for the development, coordination and implementation of the affirmative action program.

Duties: The duties of the Affirmative Action Director shall include, but not be limited to, the following:

1. To supervise all personnel assigned to the Affirmative Action unit involved in the planning, coordinating and implementation of the DNR's Affirmative Action Plan.
2. To coordinate and monitor the day-to-day affirmative action activities.
3. To investigate all formal alleged discrimination complaints and submit findings to the affirmative action hearing subcommittee.
4. To direct and complete all affirmative action reporting requirements.
5. To serve as chairperson of the Affirmative Action Committee.
6. To ensure that the department's Equal Employment Opportunity policy and affirmative action plan is distributed to all department units and available to all DNR employees.
7. To act as the liaison between the DNR and the Equal Opportunity Division of the Department of Employee Relations.
8. To notify the DNR's management of affirmative action responsibilities relating to contractors and subcontractors doing business with the DNR.
9. To determine the need for affirmative action training and initiate the development of appropriate training program.
10. To review policies, procedures, programs and physical accommodations and recommend changes to the Commissioner.
11. To advise the Commissioner on all matters related to affirmative action and Equal Employment Opportunity.
12. To review and approve the annual affirmative action activity plan for all DNR units.
13. To participate in the develop and implementation of recruitment strategies and selection of protected class persons for selection, promotions, and training opportunities.
14. To maintain contact with protected class sources for recruitment purposes.
15. To develop, revise and recommend to the Commissioner the department's Affirmative Action Plan.

Accountability: The Affirmative Action Director is directly accountable administratively to the Assistant Commissioner of Planning & Special Programs, and directly accountable to the Commissioner on affirmative action matters. He/she shall maintain a working relationship with the Equal Opportunity Division of the Department of Employee Relations, DNR managers, supervisors, and employees.

III. Affirmative Action Officer

Responsibilities: The Affirmative Action Officer is responsible for assisting with the implementation, coordination, and maintenance of the department's affirmative action plan.

Duties: The duties of the Affirmative Action Officer shall be as follows:

1. To assist the director in planning, coordination, administration and implementation of the department's plan.
2. To assist the director in investigating alleged discrimination complaints.
3. To participate as a member of the Affirmative Action committee.
4. To assist in the dissemination of the department's affirmative action and Equal Employment Opportunity Plan, policies and procedures.
5. To recommend training needs and assist in the development and implementation of training programs.
6. To review and recommend changes in policies, procedures and programs to facilitate affirmative action and Equal Employment Opportunity compliance.
7. To support and participate in the recruitment and selection of protected class persons for employment, promotions and training opportunities.
8. To work with and maintain contact with protected class recruitment resources for purposes of recruitment.

Accountability: The Affirmative Action Officer will be directly accountable to the Affirmative Action Director.

IV. 504 Coordinator

The Handicapped Accessibility Coordinator is responsible for implementation of: 1) Section 504 of the Federal Rehabilitation Act of 1973 which provides equal opportunity to state government for all Minnesotans (a requirement of any agency which is the recipient of federal financial assistance); and 2) the 1983 amendments to the Minnesota State Human Rights Act which requires that employers must provide for reasonable accommodation in the employment, public services and transportation for disabled Minnesotans.

Duties:

1. To inform and assist DNR units in the enforcement of federal 504 regulations which apply to the DNR;
2. To maintain regular contact with appropriate federal compliance offices to keep abreast of specific activities and decisions affecting DNR;

3. To assist in the handling of public and employee complaints within the specific relevant regulations;
4. To regularly update the status of the DNR 504 transition plan and capital improvements funding requests for accessibility;
5. To maintain liaison with the Minnesota State Council for the Handicapped for information and advisory assistance; and
6. To develop and implement a DNR reasonable accommodation policy as a part of the department's Affirmative Action Plan.

V. Affirmative Action Committee Members

Responsibilities: The Affirmative Action Committee members shall be responsible for assisting the Affirmative Action Director in monitoring the department's progress in affirmative action.

Duties: The duties of the Affirmative Action Committee members shall include, but not be limited to, the following:

1. To review and to recommend changes in the department's Affirmative Action Plan and programs and make recommendations to the Commissioner.
2. To provide and serve as Affirmative Action monitors for department selection interviews.
3. To serve as a forum for transmitting employee concerns regarding affirmative action to the Affirmative Action Director and the Commissioner.
4. To participate upon the request from the Affirmative Action Director in accordance with the department's internal discrimination complaint procedure.
5. To identify problem areas and to propose solutions.
6. To perform such other activities as may be outlined in the Department of Natural Resources Affirmative Action Plan.

Accountability: The Affirmative Action Committee members are directly accountable to the Affirmative Action Director and indirectly accountable to the Commissioner.

V. Unit Heads

Responsibilities: Each Unit Head is responsible for their unit compliance with the DNR's Affirmative Action Plan and for the development of individual affirmative action activities.

Duties:

1. Work with the Affirmative Action Director in identifying and resolving problems, and eliminating barriers which inhibit equal employment opportunity.
2. To hire and promote qualified protected class members.

3. To communicate the DNR's Affirmative Action Policy to their staff.
4. To encourage the assigned staff to participation on the DNR's Affirmative Action Committee.
5. To include a responsibility statement for Affirmative Action/ Equal Employment Opportunity in their position description and in the position description of appropriate subordinate supervisors who are involved in selection and promotion process.
6. To cooperate with the Affirmative Action Director and Committee in implementing the Department's Affirmative Action's activities (e.g., avoiding scheduling conflicts, allowing committee members the opportunity to attend meetings to monitor interviews, etc.).

Accountability: Unit heads are accountable to their immediate supervisors and to the Commissioner for compliance with departmental policies and plans relating to affirmative action.

AFFIRMATIVE ACTION COMMITTEE
DUTIES AND RESPONSIBILITIES

1. The general duties of the Affirmative Action Committee are to function in an advisory capacity to the DNR Commissioner, Affirmative Action Director, and department managers, in carrying out an effective department-wide affirmative action program. The committee shall endeavor to eliminate discrimination in hiring, promotions and training opportunities through the recommendation of affirmative action, Equal Employment Opportunity policies and policy changes.
2. It shall be the duty of this committee to recommend modifications in the Affirmative Action Policy and Plan to insure effective compliance with all statutory Equal Employment Opportunity and Affirmative Action laws and to address department affirmative action needs.
3. It shall be the duty of this committee to provide support services to the hiring authority in personnel recruitment, hiring, training, and promotions.
4. It shall be the duty of this committee and the Affirmative Action Director to develop an acceptable Affirmative Action grievance procedures, to conduct hearings relative to Equal Employment Opportunity and Affirmative Action violations on behalf of aggrieved protected class persons and to endeavor to resolve such grievance without litigation.
5. It shall be the duty of this committee to recommend Affirmative Action and Equal Opportunity Training Programs to management and the Training Director, to insure career development opportunities and a non-discriminating work environment for protected class person.
6. It shall be the duty of this committee to recommend bargaining unit, contract provisions which will insure equal employment opportunities for all protected classes.
7. It shall be the duty of this committee to participate in training sessions and conferences relative to Equal Employment Opportunity and Affirmative Action, and to keep apprised of the current changes in laws, policies and procedures affecting affirmative action and Equal Employment Opportunity.
8. It shall be the duty of this committee to insure department representation on all Equal Employment Opportunity and Affirmative Action boards, committees and organizations which recommend Equal Employment Opportunity and affirmative action policies, and influence changes in these areas.
9. The Affirmative Action Director shall be responsible for convening meetings, presiding over committee meetings.
10. The Affirmative Action Committee shall serve as a forum for transmitting employee concerns regarding affirmative action to management.

AFFIRMATIVE ACTION COMMITTEE MEETING

Affirmative Action Committee meetings shall meet bi-monthly. The meeting place will normally be in the Central Office, except for the annual workshop. Meeting dates shall be the second Wednesday of every other month, unless changed by the Affirmative Action Director two weeks in advance of the meeting date. Each member will be informed in writing of all meeting changes.

All Affirmative Action Committee meetings are open to the public. Minutes of every meeting will be circulated to every department unit and posted on all department bulletin boards.

Affirmative Action Subcommittee

The Affirmative Action Committee shall consist of three standing subcommittees, namely: 1) Education and Recruitment, 2) Grievance and Special Projects, and 3) Publicity and Information. Every member of the Affirmative Action Committee shall serve on at least one subcommittee.

Membership Selection

The Affirmative Action Committee members are selected by the Affirmative Action Director, with their supervisor's approval to represent each region, division and bureau, gender/ethnic group and bargaining unit. Upon accepting appointment to the Committee, members must regard their Affirmative Action duties as mandatory, and its responsibility shall be written into their position description as at least 5% of their total position responsibilities.

Term of Office

Committee members shall serve at least two years, unless appointed to complete the term of a past member. A member may be reappointed by the Affirmative Action Director, with supervisory approval. Members who fail to fulfill their expected duties and responsibilities, or who miss three meetings annually, will be replaced.

AFFIRMATIVE ACTION POLICIES AND PROCEDURES

A. Unit Affirmative Action Activities

1. Each DNR unit head (region, division, bureau/office or section) shall submit to the Affirmative Action Director at least two activities to promote affirmative action and to be implemented in their unit each fiscal year. These activities are to be reviewed and approved by their immediate supervisor (deputy or assistant commissioners) and the Affirmative Action Director prior to implementation. These activities are to be submitted to Affirmative Action Director by May 15 of each year.
2. Each region, division, bureau, section or office is required to prepare and submit to the Affirmative Action Director, through the Deputy Commissioner or their respective Assistant Commissioner, a semi-annual and annual progress on their affirmative action hiring goals for their respective units. Submission and cutoff dates for the semi-annual and annual reports will be communicated by the Affirmative Action Director in a timely manner.
3. The Affirmative Action Director shall provide the Commissioner with a semi-annual and annual affirmative action status report on all DNR units.
4. Each unit head is expected to act affirmatively in the recruiting, hiring, training and the promotion of protected class persons. The Affirmative Action Director and the Bureau of Personnel, and Training Director will assist in identifying, recruitment sources, employee development, and career counseling services in attaining projected affirmative action goals and objectives.
5. Affirmative Action shall be incorporated into the Performance Appraisal System and be one of the criteria for managerial and supervisory achievement awards, salary increases, and promotions.

B. Pre-Employment Review

In order to fulfill the goals of Affirmative Action, the procedure laid out below will be followed when hiring.

1. Managers will be kept advised of the goals for the various bargaining units under their supervision by the Affirmative Action Director.
2. The Affirmative Action Director shall determine if underutilization currently exists in the goal unit in which the vacancy occurs. If so, protected group members will be highlighted on the certified list of eligibles for the position. For positions filled through other means, the Affirmative Action Director will provide information, if available, regarding the protected group status of candidates.
3. If there exists an appropriate eligible list, the hiring manager will invite all certified protected group persons for an interview. Invitations to interview will be issued by mail.
4. When a protected group person(s) is available and is not selected for the position in a bargaining unit where a disparity exists, the manager or supervisor shall contact the Affirmative Action Director before making an offer of employment to another candidate.
5. When a manager rejects a protected group member, he/she will explain in writing why the protected group person was not selected. Copies of the written rejection will be reviewed by the Affirmative Action Director and the Personnel Director and no offer of employment will be made until such written reasons have been reviewed. If the Affirmative Action Director and the Personnel Director believes that the reasons for rejection are insufficient, and the matter is not satisfactorily resolved, these views will be transmitted to the Director of the Equal Opportunity Division of the Department of Employee Relation which may take appropriate action, including a recommendation that the preliminary rejection be reconsidered.
6. The above process shall not be an obstruction to hiring decisions based on the priority in appointment clauses (e.g., seniority, recall from layoff, etc.) of collective bargaining agreements and plans, or the internal transfer or promotion of department employees.
7. A manager's or supervisor's failure to follow this procedure prior to making a job offer will be reported in writing to his/her immediate supervisor, the Commissioner and the Department of Employee Relations.

C. Hiring Policy and Procedures

1. In order to ensure the effectiveness of affirmative action compliance in the selection process, the Affirmative Action Director will be notified in writing of all unclassified, internship and student worker positions at least twenty (20) working days prior to conducting interviews, so that he/she may assist in recruiting protected class applicants.
2. All non-bargaining unit job vacancies classified and unclassified, shall be widely disseminated to sources likely to refer protected class applicants. Such resources shall be provided by the Affirmative Action Director, Affirmative Action Committee Members and the Equal Opportunity Division of the Department of Employee Relations.
3. A patterned interview will be conducted in all cases of personnel selection with the exception of:
 - positions in bargaining unit 202, 203, and 206
 - a bargaining unit agreement (e.g., the most senior bidder, existence of layoff list)
 - intern and student worker positions
4. The appointing authority shall, at least ten (10) working days prior to interviews, notify the Affirmative Action Director in writing of the position being filled, the location, date and times of interviews. A copy of the job-related interview questions and desired responses, will also be submitted to the Affirmative Action Director. The interviews shall be confined to one day unless the number of candidates is too great. Interviews should not be scheduled to accommodate the special needs of any one candidate. The hiring authority shall schedule interviews within normal working hours to avoid paying overtime. Candidates shall be interviewed in person, except with the approval of both the Affirmative Action Director and the Personnel Director.
5. The Affirmative Action Director will designate an Affirmative Action Committee member to serve as a monitor and rater on the interview panel. The monitor will ensure that equity exists for all interviewing candidates.
6. A three (3) or five (5) member interview panel shall be established by the appointing authority to recommend candidate selection; with the exception of positions in bargaining units 202, 203, and 206.

A three (3) member panel shall consist of:

- one (1) member from the hiring discipline
- one (1) member from the outside the hiring discipline
- one (1) member from the Affirmative Action Committee
(appointed by the Affirmative Action Director)

A five (5) member panel shall consist of:

- two (2) members from the hiring discipline
- two (2) members from outside the hiring discipline
- one (1) member from the Affirmative Action Committee
(appointed by the Affirmative Action Director)

7. All interviews will be recorded and the tapes shall be kept on file for at least (6) months by the appointing authority. It is the responsibility of the appointing authority to provide the tapes and the recorder.
8. The Affirmative Action Committee panel member shall, within ten (10) days following the interviews, submit to the Affirmative Action Director the following:
 - a. A completed Affirmative Action Committee Interview Monitoring Report form, #NA-03052-01 (see Appendix "A");

Refer to DNR Personnel Memorandum No. 27, Interviewing Policy and Process, for more detailed information.

GOAL SETTING PROCEDURE

Every ten years or as census data becomes available, the Equal Opportunity Division of the Department of Employee Relations helps each agency or department set hiring goals for the four groups that the legislature has identified as having suffered from the effects of past discrimination in employment. The four -- called protected groups -- are defined as racial/ethnic members, women, handicapped persons, and, until 1989, Vietnam era veterans. The racial/ethnic group includes Blacks, Hispanics, Asian and Pacific Islander, American Indian or Alaskan Native.

Numerical goals for racial/ethnic members and for women are set for each agency by bargaining unit or compensation plan, and by geographic location because protected group members are not uniformly distributed throughout the state. Availability of these two protected groups is determined by a variety of sources such as the U. S. Census Data, educational enrollment, and statistics from licensing, regulator, and accreditation authorities and organizations. Racial/ethnic members represent 4.69% of the Minneapolis/St. Paul work force, 4.07% of the greater metropolitan area, and 1.5% of outstate. Women represent 44.57% of the metropolitan area and 40.07% outstate.

The goal for handicapped persons is 8.2% for each bargaining unit or compensation plan. In 1978, the Division of Vocational Rehabilitation of the Department of Jobs and Training conducted a survey to determine the prevalence and types of disabilities found in the state and to provide demographic data on Minnesota's disabled population. The information from this survey serves as the data base for the goal for the handicapped.

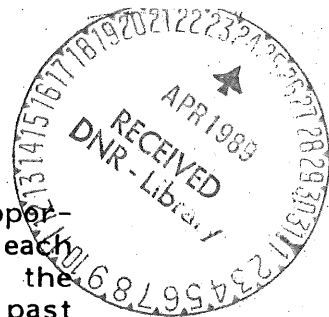
The goal for Vietnam era veterans is 9%. This goal reflects the number of Vietnam era veterans in Minnesota's population. The data came from the U. S. Veterans Administration.

Ideal goals are based on the 10 year census data. These goals reflect the "ideal" percentage of protected group members that would bring an agency into compliance within an affirmative action program.

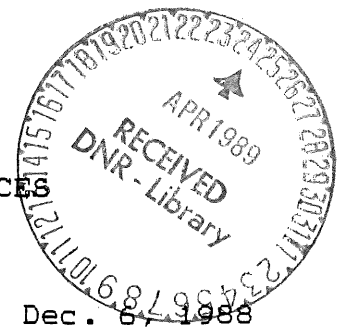
Interim goals are annual hiring goals set by the agency that work towards meeting the ideal goal. The interim goals are based on the agency's hiring mode and the availability of the protected group member within that particular bargaining unit for which the agency is anticipating a hire for that particular year.

Information and Monitoring

Quarterly, information is provided each agency or department about their goal achievement. In addition, a separate data base gather the information to track all agency hires and promotionals where there is an under-representation. This applies to all eligible lists certified by the Certification Unit of the Department of Employee Relations. The Equal Opportunity Division monitors the achievement of the interim hiring goals on a quarterly basis to assist agencies in meeting their annual goals. Annual audits for the agencies are based on the interim goals. "Agencies must meet 75% of their interim hiring goals or be identified as out of compliance within the State's affirmative action program."



MINNESOTA DEPARTMENT OF NATURAL RESOURCES
AFFIRMATIVE ACTION GOALS
FISCAL 1988 THRU 1990



Goals established until 1990

Present Data As Of Dec. 8, 1988

PROTECTED GROUP: FEMALE

Natural Resources - Metro

UNIT	EMPLOYMENT		GROUP	IDEAL	1989	1990	ADDITIONAL
	TOTAL	GROUP	%	GOAL %			# NEEDED
201 LAW ENFORCE.	27	1	3.70	11.00	1	1	2
202 CRAFT	9	0	.00	22.55	1	3	3
203 SERVICE	20	7	35.00	44.57	2	0	2
206 OFFICE	175	152	86.86	62.00	0	0	0
207 TECHNICAL	67	19	28.36	45.10	5	7	12
212 ENGINEERS	21	2	9.52	7.18	0	0	0
214 PROFESSIONAL	213	66	30.99	30.46	0	0	0
216 SUPERVISORS	106	22	20.75	30.21	4	5	11
9CP COMM. PLAN	37	26	70.27	44.57	0	0	0
9MP MANAGERS	58	7	12.07	23.60	2	3	7

PROTECTED GROUP: MINORITY

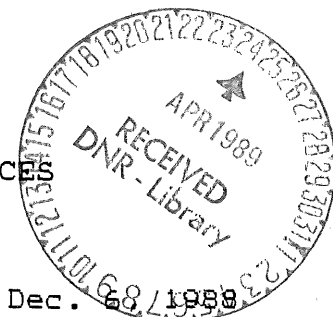
UNIT	EMPLOYMENT		GROUP	IDEAL	1989	1990	ADDITIONAL
	TOTAL	GROUP	%	GOAL %			# NEEDED
201 LAW ENFORCE.	27	0	.00	5.00	1	1	2
202 CRAFT	9	0	.00	4.69	1	0	1
203 SERVICE	20	2	10.00	4.69	0	0	0
206 OFFICE	75	16	9.14	4.69	0	0	0
207 TECHNICAL	67	3	4.48	4.69	1	0	1
212 ENGINEERS	21	0	.00	2.61	1	0	1
214 PROFESSIONAL	213	9	4.23	4.69	1	0	1
216 SUPERVISORS	106	3	2.83	3.51	1	0	2
9CP COMM. PLAN	37	5	13.51	4.69	0	0	0
9MP MANAGERS	58	1	1.72	3.60	1	0	1

PROTECTED GROUP: *HANDICAP STATUS

UNIT	EMPLOYMENT		GROUP	IDEAL	1989	1990	ADDITIONAL
	TOTAL	GROUP	%	GOAL %			# NEEDED
201 LAW ENFORCE.	27	0	.00	8.20	0	0	0
202 CRAFT	9	1	11.11	8.20	0	0	0
203 SERVICE	20	1	5.00	8.20	1	1	2
206 OFFICE	175	17	9.71	8.20	0	0	0
207 TECHNICAL	67	3	4.48	8.20	2	1	3
212 ENGINEERS	21	1	4.76	8.20	0	1	1
214 PROFESSIONAL	213	8	3.76	8.20	3	5	10
216 SUPERVISORS	106	11	10.38	8.20	0	0	0
9CP COMM. PLAN	37	1	2.70	8.20	2	2	4
9MP MANAGERS	58	4	6.90	8.20	1	0	1

* Will conduct survey to determine number of handicap presently employed

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
AFFIRMATIVE ACTION GOALS
FISCAL 1988 THRU 1990



Goals established until 1990

Present Data As Of Dec. 68, 1988

PROTECTED GROUP: FEMALE

Natural Resources - Outstate

UNIT	EMPLOYMENT		GROUP	IDEAL	1989	1990	ADDITIONAL
	TOTAL	GROUP	%	GOAL %			# NEEDED
201 LAW ENFORCE.	138	1	.72	11.00	1	0	15
202 CRAFT	81	1	1.23	20.42	1	1	16
203 SERVICE	115	14	12.17	40.84	8	8	44
206 OFFICE	182	173	95.05	62.00	0	0	0
207 TECHNICAL	265	13	4.91	40.84	10	10	14
212 ENGINEERS	10	0	.00	7.18	0	0	1
214 PROFESSIONAL	430	27	6.28	30.46	7	8	109
216 SUPERVISORS	181	6	3.31	14.51	2	2	28
9CP COMM. PLAN	34	9	26.47	40.84	0	0	0
9MP MANAGERS	26	0	.00	4.21	1	0	1

PROTECTED GROUP: MINORITY

UNIT	EMPLOYMENT		GROUP	IDEAL	1989	1990	ADDITIONAL
	TOTAL	GROUP	%	GOAL %			# NEEDED
201 LAW ENFORCE.	138	9	6.52	5.00	0	0	0
202 CRAFT	81	3	3.70	1.53	0	1	0
203 SERVICE	115	1	0.87	1.53	1	0	0
206 OFFICE	182	5	2.75	1.53	0	0	0
207 TECHNICAL	265	5	1.89	1.53	0	0	1
212 ENGINEERS	10	0	.00	2.61	0	1	1
214 PROFESSIONAL	430	3	0.70	1.80	0	0	5
216 SUPERVISORS	181	1	0.55	2.24	2	2	4
9CP COMM. PLAN	34	0	.00	1.53	1	0	1
9MP MANAGERS	26	1	3.85	1.53	1	0	1

PROTECTED GROUP: *HANDICAP STATUS

UNIT	EMPLOYMENT		GROUP	IDEAL	1989	1990	ADDITIONAL
	TOTAL	GROUP	%	GOAL %			# NEEDED
201 LAW ENFORCE.	138	1	5.07	8.20	0	0	0
202 CRAFT	81	10	12.35	8.20	1	2	6
203 SERVICE	115	11	9.57	8.20	0	0	0
206 OFFICE	182	7	3.85	8.20	4	4	8
207 TECHNICAL	265	21	7.92	8.20	1	0	1
212 ENGINEERS	10	1	10.00	8.20	0	0	0
214 PROFESSIONAL	430	21	4.88	8.20	6	6	15
216 SUPERVISORS	181	16	8.84	8.20	0	0	0
9CP COMM. PLAN	34	1	2.94	8.20	2	1	3
9MP MANAGERS	26	1	3.85	8.20	1	2	3

* Will conduct survey to determine number of handicap presently employed

SPECIFIC
PROGRAM OBJECTIVES



DEPARTMENT ACTIVITIES

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will establish a departmental recruitment team of 5 to 6 persons from the various divisions and bureaus.	Affirmative Action Director	November '88
2. Will establish a resume bank of protected group persons.	Affirmative Action Director	December '88
3. Will design an interview training program on conducting a proper interview for all DNR supervisors.	Office of Human Services, Affirmative Action Director & Committee	Spring '89
4. Will conduct the Annual Affirmative Action Workshop.	Affirmative Action Director & Committee	August '89
5. Will meet monthly with Division Directors & Bureau Administrators to review affirmative action issues.	Affirmative Action Director	October '88

ENFORCEMENT, DIVISION OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will conduct joint meetings with enforcement officers, tribal leaders and other peace officers for training on the band of codes and state statutes.	Regional Supervisors	March '89
2. Will develop a plan for an intern program for protected group members to expose them to law enforcement within DNR.	Region VI Supervisor	November '88
3. Will participate in a departmental training program on how to conduct proper interviews.	Business Manager	February '89

ENGINEERING, BUREAU OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will invite various speakers to the Bureau's regularly scheduled town meetings to speak on topics such as, why we have affirmative action and the danger of harassment in the work place.	Bureau Administrator	Fall '88

2. Will recruit protected group persons for summer student worker positions on survey crews from area vocational schools and other sources that may be able to refer qualified applicants. Survey Unit
3. Will make professional staff available to discuss careers in the field of engineering. Bureau Administrator

Spring '89

Ongoing



FIELD SERVICES, BUREAU OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will recruit minority businesses to enroll in the "State Set Aside Program".	Procurement Coordinator	December '88
2. Will invite 504 Coordinator to Bureau's quarterly meeting to make a presentation on "Reasonable Accommodation".	Bureau Administrator	March '89

FINANCIAL MANAGEMENT, BUREAU OF

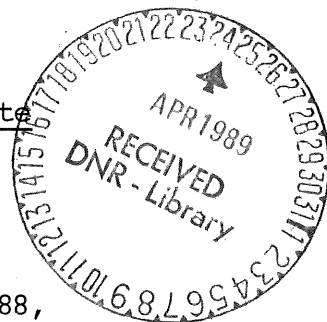
<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will show two films at Bureau staff meeting. The films are entitled "Make It Happen" and "Killing Me Softly".	Bureau Administrator	Fall '88
2. Will invite a speaker to address staff on subject of "The Changing Workforce".	Bureau Administrator	Fall '88

FISH AND WILDLIFE, DIVISION OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will have affirmative action as an agenda item at annual Fisheries and the annual Wildlife training sessions. The presentation will include affirmative action policies and procedures, sex harassment, and the recruitment of protected classes.	Fisheries Research Manager & Wildlife Coordinator	Feb. '89 May '89
2. Will contact at 5 predominantly minority institutions regarding referral of students for employment.	Asst. Business Manager	December '88
3. Will fund 3 to 4 protected class intern positions for summer months.	Asst. Business Manager	June-Aug. '88

FORESTRY, DIVISION OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will hire two protected class students for summer intern positions from Staples Area Vo-Tech.	Area Forestry	June '89
2. Will make three recruitment visits to the University of MN and two other visits to institutions with forestry programs.	Supervisor, Human Resource Development	October '88, January '89 & March '89
3. Will conduct a three day Career Camp for American Indian Students at Camp Hiawatha on Deer Lake.	Regional Supervisor	May '89



HUMAN SERVICE, BUREAU OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Contact & visit at least two protected group organizations to discuss employment opportunities with DNR.	Professional, Technical & Clerical staff involvement	January '89
2. View the film "Cultural Diversity" and a similar film during staff meetings.	Bureau Administrator	March '89
3. Conduct a Job Information Fair that invites representatives of protected group organizations to DNR. The purpose is to establish a better understanding of job opportunities and qualifications of vacancies that frequently occur at DNR.	Bureau Administrator	April '89
4. Invite Affirmative Action Director to all regular Bureau staff meetings and any special meeting that may pertain to affirmative action issues.	Bureau Administrator	Ongoing

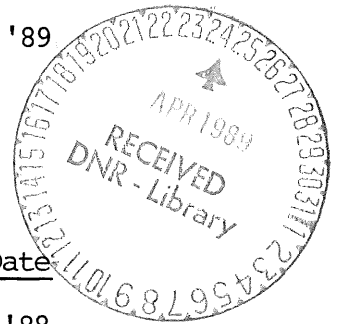
INFORMATION AND EDUCATION, BUREAU OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will assist affirmative action activities by providing assistance in the development of various displays and other materials.	Bureau Administrator	Ongoing

2. Will provide professional assistance to the Affirmative Action Committee in developing a slide presentation.

Bureau
Administrator

January '89



LICENSES, BUREAU OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Bureau will participate in a high school sponsored program called "Shadowing". High school students will be assigned to selected employees who will familiarize students with various office procedures.	Supervisor	October '88
2. Will establish a "Mentorship" program to make new employees more comfortable in their new environment.	Bureau Administrator	September '888

MANAGEMENT INFORMATION SYSTEM, BUREAU OF

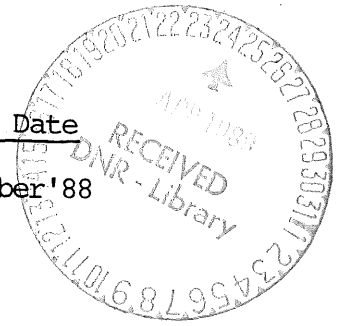
<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will hire interpreters for two hearing impaired female employees.	Bureau Administrator	Ongoing
2. Will provide funds for an educational program for one female employee to receive training necessary to make a new career change.	Bureau Administrator	October '88
3. Will strive to reclassify two minority employees in new job classifications.	Bureau Administrator	September '88

MINERALS, DIVISION OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will continue an internship program for protected class students in the area of Geology & Computers in the Hibbing Office and Computers Industrial Minerals and/or Minerals Economics in the Central Office.	Division Director	On-going
2. Will attempt to hire a minority manager this fiscal year.	Asst. Division Director	December '88
3. Will schedule a half-day seminar on "Balancing Work and Family".	Hibbing Field Manager	November '88

PARKS AND RECREATION, DIVISION OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Division will expand its participation in a high school sponsored work/study program entitled "Shadowing".	Administrative Assistant	September '88
2. Division is attempting to initiate an inter-agency transfer of a protected group person currently employed at another agency at the park manager or assistant park manager level.	Division Director	August '88



PLANNING, OFFICE OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will assign at least two (non-affirmative action committee) employees to attend affirmative action committee meetings and to expose them to the workings of the committee.	Administrator	October '88
2. Will collaborate with affirmative action to develop a pilot program on managing a "Diverse Workforce".	Unit Supervisor	November '88

REAL ESTATE MANAGEMENT, BUREAU OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Planning an intensive training program directed toward a better understanding of the Minnesota's Indian community.	Administrator	January '89
2. Will hire a minority student worker or intern.	Administrator	March '89

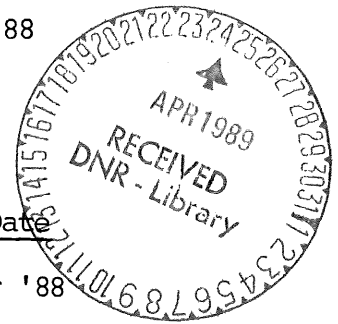
TRAILS AND WATERWAYS UNIT

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will participate in Project Link, a program for women with children in grades fourth thru sixth grade.	Unit Supervisor	March '89

2. Will establish an employment opportunity in the area of graphics, plan review or office assistance.

Business
Manager

August '88



WATERS, DIVISION OF

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will participate in a departmental team recruiting effort to recruit protected group students for permanent and intern non-traditional positions.	Division Director	November '88
2. Will attempt to recruit protected class persons for student worker and intern positions.	Division Director	On-going

REGION I

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will participate in a career day program at Bemidji State University and several other schools in this area.	Regional Administrator	Spring '89
2. Will make a presentation at Indian Reservations in the region on our departments programs and on employment opportunities at DNR.	Regional Administrator	On-going

REGION II

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will conduct a three day career camp for American Indian students at Camp Hiawatha on Deer Lake.	Regional Forestry Supervisor	May '89

REGION III

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will promote the awareness of affirmative action among the Regional Staff by having formal discussions with Region III Affirmative Action Committee Members. (Appropriate films and/or videos will be scheduled.	Regional Administrator	On-going

2. Will continue to make presentations at area high school career days. Will also participate in public events such as, the Crow Wing County Fair, Brainerd Commerce & Industry Show and the St. Cloud Sports Show, promoting the hiring of protected group persons.

Regional
Administrator

Spring '89



REGION IV

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will invite 504 Coordinator to speak at regional staff meetings on reasonable accommodations.	Regional Administrator	Spring '89
2. Will show film on women working in non-traditional careers.	Regional Administrator	January '89

REGION V

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Will make at least one presentation to supervisors on interviewing, pre-hiring review and the candidate selection process.	Regional Administrator	Spring '89
2. Will have at least two regional supervisors attend the annual affirmative action workshop.	Regional Administrator	August '88

REGION VI

<u>Activities</u>	<u>Responsibility</u>	<u>Target Date</u>
1. Working with AFSCME in producing a film for national distribution on successful women in non-traditional careers.	Region Fisheries Technician	September '88
2. Will incorporate affirmative action information into regional and administrative support staff meetings.	Regional Administrator	On-going

COMMUNICATION/DISSEMINATION OF EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION POLICIES AND PROCEDURES

1. Annually, the commissioner shall emphasize to department employees, verbally or in writing, the department's commitment to Equal Employment Opportunity and Affirmative Action. The commissioner shall appeal to all employees of the department to fully comply with the Affirmative Action Policy and Plan.
2. All DNR offices shall make the Affirmative Action Policy and Plan available to all employees.
3. Minutes of Affirmative Action Committee meetings shall be posted on DNR work station bulletin boards. Department employees are welcome to attend Affirmative Action Committee meetings. The names and telephone numbers of all Affirmative Action Committee members shall be posted on all DNR bulletin boards.
4. A copy of the Affirmative Action Policy and Plan shall be sent to unions and employee associations.
5. Affirmative Action news and information shall be distributed to all department employees through the DNR Resource Review publication and inserts in employee paycheck/envelopes.

External

1. All department letterhead and job information notices will carry the phrase "An Equal Opportunity Employer."
2. Business contractors doing work for the department shall be informed of the Affirmative Action Policy and Plan by the Affirmative Action Director.

HARASSMENT STATEMENT OF POLICY

It is the department's policy to prohibit any behavior of co-workers or supervisors which is unwelcome, personally offensive, insulting or demeaning, and when:

1. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment.

Harassment may take the following forms:

1. Exclusion from orientation or teamwork
2. Repeated disparaging, belittling, demeaning, insulting remarks
3. Repeatedly making the employee, or a characteristic unique to the employee, the butt of jokes
4. Repeated ridicule of an employee
5. Sabotage of an employee's character, reputation, work efforts or property
6. Unequal assignment of the "dirty work", less responsible or less challenging duties, not based on ability
7. Unequal application of performance standards, discipline or work rules

A. Sexual

1. Any of the previously listed forms of treatment which the employee states is causing discomfort because of one's sex
2. Unwanted sexual compliments, looks, innuendos or suggestions about one's clothing, body or sexual activity
3. Unwanted, unnecessary touching, brushing against one's body, patting or pinching
4. Demanding sexual favors accompanied by implied or overt threats concerning conditions of employment
5. Displaying pictures or objects depicting nude or scantily-clad women or men in work areas
6. Use of language implying inferiority or an employee based on sex such as "girl" or "boy", rather than "woman" or "man"

B. Racial and Heritage

1. Any behavior previously listed in this policy which is applied to one's race, color, heritage or national origin
2. Telling jokes or making derogatory remarks about one's race or national heritage
3. Use of language implying inferiority of a race or national heritage such as "boy", "nigger", "chief", "squaw", "spik", "slant-eyes", etc.
4. Criticism of one's civil rights activities

C. Religion, Disability, Age, and Vietnam Veteran

1. Any behavior previously listed in this policy, which is applied to one's religion, disability, age or Vietnam Veteran Status
2. Use of demeaning, derogatory names or remarks about one's religion, disability, age or Vietnam Veteran Status, such as "kike", "crip", "pops", etc.

The Commissioner is responsible for the application of this policy within the department; each manager and supervisor has the responsibility within their units. This responsibility includes initiating and supporting programs and practices designed to develop understanding, acceptance, commitment, and compliance with the framework of this policy. All employees must be informed that harassment is unacceptable behavior, and each supervisory will be responsible for orienting his/her staff to the department's policy. The Affirmative Action Director will be expected to keep the department apprised of any changes in the law or its interpretation regarding this form of discrimination.

Any employee subjected to harassment should file a complaint with the Affirmative Action Director.

COMPLAINT PROCEDURE

The affirmative action complaint procedure offers the department and the employee the opportunity to resolve charges of discrimination either informally or formally. If successfully resolved, the state avoids enforcement agency involvement and/or litigation.

It is the purpose of the informal procedure to define the issues through conciliation meetings to determine whether the issues can be resolved informally.

It is the purpose of the formal procedure to investigate the charge and to determine whether probable cause exists to credit the allegation that an unfair discriminatory practice has been committed.

Determinations of probable cause will result in remedial action(s) and may result in specific and progressively severe disciplinary action. (It should be noted that references to days refers to calendar days.)

Government Data Practices Act:

Data gathered during an investigation is subject to the provisions of the Government Data Practice Act (M.S. 13).

Information is collected for the purposes of ascertaining whether probable cause exists regarding charges of discrimination and what remedial action is appropriate. Although employees are not legally required to answer questions, they may be subject to discipline for refusal to cooperate, with the exception of a subject of an investigation which is criminal in nature.

By law, this data is accessible by the Department of Employee Relations, the Department of Human Rights, the Equal Employment Opportunity Commission, possibly a union or association, an arbitrator, a hearings examiner, the Attorney General's Office, and to all who attend any public hearing that is conducted.

Reprisals:

It is against the law for an employer to intentionally engage in any reprisals because an employee brings a charge of discrimination (M.S. 363.03, Subdivision 7).

Informal Procedure:

The informal complaint procedure is used when the complaint can be resolved expeditiously and to the satisfaction of both the complainant and the respondent(s) without a formal investigation.

1. An employee presents a complaint to his or her supervisor within 30 days of the alleged violation or within 30 days from the date when the employee, through reasonable diligence, should have had knowledge of the alleged violation.

If the complaint is against the supervisor or, if the employee is uncomfortable discussing the matter with the supervisor, the employee may present the complaint to the affirmative action officer.

If the complaint is against the affirmative action officer, the employee may go to the Personnel Director.

2. Applicants and eligibles must contact the affirmative action officer within 30 days of the alleged violation or within 30 days from the date when the employee, through reasonable diligence, should have had knowledge of the alleged violation.

The supervisor or the Affirmative Action Director shall attempt to resolve the complaint informally within 10 working days of its presentation. Any informal resolution, or lack thereof, shall be reported to the Affirmative Action Director within 5 working days of a resolution attempt. All information resolutions must be approved by the Affirmative Action Director.

Formal

Step 1:

If the complaint is not satisfactorily resolved through the informal procedure, and the complainant wishes to enter into the formal procedure, the complaint must be filed with the Affirmative Action Director within 10 (ten) days of the occurrence of the event giving rise to the complaint. In the event that the respondent is the Affirmative Action Director, the complaint may be filed with the Equal Opportunity Division of the Department of Employee Relations or the Minnesota Human Rights Department.

The complaint is filed by completing the "Complaint of Discrimination Form" provided by the Affirmative Action Director, who will provide assistance in filling out the form, if needed. (See Appendix "B".)

The Affirmative Action Director will determine at the time the complaint is filed whether or not it falls within the area of equal employment opportunity, i.e., the complainant is alleging a violation of his/her right to equal employment on the basis of race, creed, color, sex, age, marital status, national origin, disability, reliance on public assistance, religious or political opinions or affiliations.

If it is determined that the complaint is not related to equal employment opportunity but rather to general personnel concerns, the Affirmative Action Director will, within 6 (six) days of the receipt of the complaint, verbally inform the complainant and shall send him/her a certified letter stating that the complaint has been dismissed. The complainant may pursue the formal step of the grievance procedure outlined in any applicable union contract within the time limit specified.

If the complaint is related to equal employment opportunity, the Affirmative Action Director will, within 6 (six) days of the receipt of the complaint, send a copy of the complaint by certified mail to all parties named as respondents. The copy shall be accompanied by a letter outlining the basic facts of the complaint and requesting a response to the allegations from the respondent(s) within 10 (ten) days. At the same time that the respondents are notified of the complaint, the Affirmative Action Director shall notify the State Department of Human Rights of the complaint with required facts.

The respondent(s) shall, within the time period specified by the notification letter, provide the Affirmative Action Director with a written answer setting forth his/her understanding of the situation of causes for the complaint. If the respondent(s) fail to provide the answer within the specified time period, the allegations contained in the complaint will be considered to be denied by the respondent(s) and the Affirmative Action Director shall proceed to investigate the case.

Step 2:

At the conclusion of his/her investigation, the Affirmative Action Director shall appoint, subject to individual approval by a majority vote by the Affirmative Action Committee, and a hearing team of three people from the Affirmative Action Committee. One shall be a member of the subcommittee on grievance and retention and will serve as chairperson. The Affirmative Action Director will review the findings with the team and submit copies of all documents gathered in his/her investigation to the hearing team. At this time, the Affirmative Action Director shall submit a summary of the complaint and a listing of persons involved to the Division Director and the Commissioner.

The Affirmative Action Committee hearing team shall review the documents provided by the Affirmative Action Director and shall make a determination of the complaint or shall do so after interviewing the complainant, respondent(s) or witness. (Note: Any member of the Affirmative Action Committee who is involved in the complaint as the complainant, as a respondent, or as a witness or either shall not be present during the review or the discussion of the case by the Affirmative Action Committee.)

If the Affirmative Action Committee hearing team believes that there is sufficient evidence supporting the complaint, it shall prepare a recommendation for corrective action along with a timetable for such action and present it to the entire Affirmative Action Committee for final review and approval. The Affirmative Action Committee shall, within 26 days of the respondent's response, send through the Affirmative Action Director its determination and recommendations to the Commissioner who will in turn notify the complainant and the respondent(s) and the Director of the decision by certified mail.

If the Affirmative Action Committee believes that there is insufficient evidence to support the complaint, it shall prepare a letter to that effect to the Commissioner. The Commissioner shall, within 10 (ten) days, notify by certified mail, the complaint, respondent(s) and Director of the Affirmative Action Committee's decision.

Keeping in mind that all data collected may become evidence in civil or criminal legal proceedings against the respondent pursuant to Minnesota Statutes Chapter 363 or the appropriate federal statutes, a thorough investigation may include, but not be limited to, the following types of data:

- Interviews or written interrogations with parties involved in the complaint: complainant, respondent, their respective witnesses, official having pertinent records of files, etc.
- All records pertaining to the case whether they be written, recorded, filmed, or any other form.

Step 3:

The Affirmative Action Director shall within 7 (seven) days hold a meeting between the complainant and the respondent(s) in an attempt to settle the complaint through conciliation. If the conciliation attempt is successful, a conciliation agreement shall be prepared and signed by the complainant, the respondent(s) and the Affirmative Action Director. The Commissioner, and the Unit Head, as well as each signatory, shall receive a copy of the agreement.

Step 4:

If the conciliation attempt is unsuccessful, the Affirmative Action Director will within 4 (four) days so notify the Affirmative Action Committee in writing. The Affirmative Action Committee will within 4 (four) days send a letter to the Commissioner of the Department which shall include the Affirmative Action Director's notice that the conciliation attempt was unsuccessful. The letter will request that the necessary action be taken to carry out their recommendations. The Commissioner shall accept, reject or modify the Affirmative Action Committee's recommendations and shall take such actions as deemed appropriate and within 17 days, notify all parties (e.g., complainant, respondent(s), Affirmative Action Director, Affirmative Action Committee, and the Unit Head) by certified mail.

The entire complaint procedure should be completed within 90 days of the filing of the formal complaint. If due to the case complexity or emergency work of Affirmative Action Committee members the Affirmative Action Director and Commissioner may extend the time beyond 90 days.

REASONABLE ACCOMMODATIONS



This section is an excerpt from The Department of Natural Resources Reasonable Accommodations Policy.

INTRODUCTION

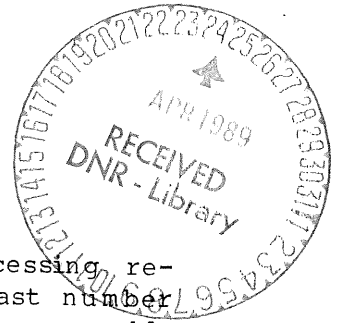
Reasonable accommodations are efforts made by an employer to remove barriers which prevent or limit the employment of qualified handicapped persons, both job applicants and current employees.

Reasonable accommodation in many cases simply involves providing an accommodation for the interview process or adapting the work setting to enable the handicap person to perform the job on an equal basis in the most cost effective manner and in the most integrated setting possible. Providing the qualified worker with an opportunity to perform required tasks is the prime consideration in determining the type of reasonable accommodation provided. This policy of the Department of Natural Resources management does not mean they will alter essential job functions, change the basic nature of any job, or create positions that do not exist, in the name of, or with the objective of reasonable accommodations.

The reasonable accommodation plan and policy may be modified from time to time to reflect changing needs and governing laws.

The Reasonable Accommodations Employee Request Form (NA-03054-01) and the Reasonable Accommodation Agreement Form (NA-03055-01) are Appendix "C" and Appendix "D".

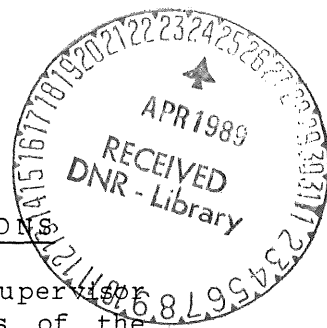
EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION



In order to avoid processing delays, procedures for processing requests for reasonable accommodations should reflect the least number of approval steps necessary. Any decision not to pursue a reasonable accommodations request must qualify as an undue hardship, and shall be submitted in writing to the 504 Coordinator and Affirmative Action Director.

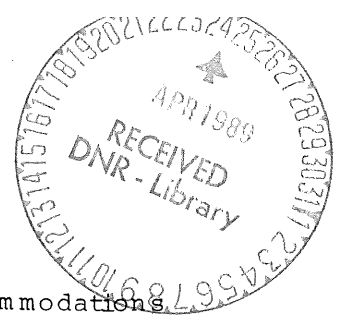
The steps in requesting reasonable accommodation are:

- A. The supervisor and the employee with a disability will consult to determine the need for the accommodation and to discuss alternatives such as job restructuring, job site modification, and assistive devices.
- B. The supervisor obtains a Request for Reasonable Accommodation Form (NA-003054-01) from the 504 Coordinator or the Affirmative Action Director for reasonable accommodation. The request will include a justification for the accommodation including a statement of the disability, the suggested accommodation, approximate cost (if known), and any other pertinent comments or information. (See Appendix "C".)
- C. The supervisor submits the request to the 504 Coordinator within three (3) working days upon receiving the request form. The Appointing Authority will be notified of the request and gather information regarding availability and cost within three (3) working days.
- D. The 504 Coordinator and Affirmative Action Director report to the Commissioner with a recommendation. The Commissioner considers the available alternatives and decides whether or not to grant the requested accommodation and determines what accommodation should be provided. The decision is then provided in writing to the supervisor within three (3) working days after the agency makes the determination.
- E. The 504 Coordinator and Affirmative Action Director fill out the Reasonable Accommodations Agreement Form (NA-03055-01). (See Appendix "D".)
- F. The 504 Coordinator and Affirmative Action Director submit appropriate purchasing documents to the purchasing agent if equipment, furniture, or other accessible devices must be purchased.



JOB APPLICANT REQUEST FOR REASONABLE ACCOMMODATIONS

- A. All initial communication between a job applicant and a supervisor regarding job vacancies shall indicate the willingness of the department to make reasonable accommodation to the known physical or mental disability and shall invite the applicant to contact the agency for the needed accommodation before the job interview.
- B. The supervisor contacted for the accommodation request shall contact the 504 Coordinator or Affirmative Action Director immediately. In order to ensure that the accommodation is provided at the interview, requests shall be handled in a timely manner.
- C. The Affirmative Action Director shall contact the job applicant to discuss the needed accommodation and possible alternatives.
- D. If the agreed upon accommodation requested costs no more than \$100.00, the 504 Coordinator or Affirmative Action Director shall approve the accommodation.
- E. If the accommodation costs more than \$100.00, the 504 Coordinator and the Affirmative Action Director shall request approval of the accommodation from the Appointing Authority.
- F. If the accommodation is approved, the 504 Coordinator and the Affirmative Action Director will take the necessary steps to see that the accommodation is provided.



METHODS OF PROVIDING REASONABLE ACCOMMODATION

The following are some methods of providing reasonable accommodations to qualified handicapped individuals. Other forms of reasonable accommodation may also be provided:

A. Modification of Equipment or Accessible Devices

The provision of equipment may include special telephone equipment "talking" calculators, one-handed typewriters, closed circuit televisions, specifically designed desk and files, TTY communications equipment and other types of equipment to facilitate the performance of job duties. These items may include: off the shelf devices as well as highly specialized, customized and/or prescription items.

B. Job Site Modification

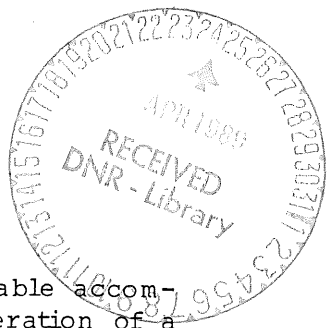
The planning and provisions of accessibility to existing facilities may be required in order for disabled individuals to work in them. Modification may include adjustments to equipment height including desks, chairs, etc., addition of electrical outlets, rearrangement of furniture and equipment, widening doorways, reallocation of the job site to an accessible area, provision of special parking facilities, modifications of ventilation, heating, cooling, and lighting systems, and other types of similar modifications. The Department of Natural Resources will negotiate any changes the appropriate real estate management through Real Estate Management Division, Department of Administration to determine costs involved.

C. Job Restructuring

The restructuring of any job may include modifying work hours and/or changing job duties while retraining the basic job functions. Arrangements must be considered for full-time permanent and intermittent employment. Job sharing and flexible work hours may permit handicapped employees to meet such needs as medical appointments and medical dietary requirements if consistent with the respective bargaining unit contract.

D. Support Services

Support services such as interpreters for hearing impaired individuals, readers for blind, special attendants, etc. must be provided when it is clearly demonstrated that these services are required for a disabled employee's performance of the essential functions of the job. Support services may also be needed for job applicants during the interview process. The Department of Natural Resources may directly or on a contractual basis of any agency outside the department provide the training necessary to allow staff members to provide support services when such training and the provisions of such support services are administratively feasible.



UNDUE HARDSHIP

A. In determining whether or not the making of a reasonable accommodation would impose an "undue hardship" on the operation of a recipient's program, factors to be considered must include:

1. The overall size of the recipient's program (i.e., number and type of facilities, size of budget);
2. The type of the recipient's operation including the composition and structure of the recipient's work force;
3. The nature and cost of the accommodation needed;
4. The reasonable ability to finance the accommodation and each site of business; and
5. Documented good faith efforts to explore less restrictive or less expensive alternatives including consultation with the disabled person or with knowledgeable disabled persons or organizations.

FUNDING FOR REASONABLE ACCOMMODATIONS

The Department of Natural Resources will annually make funds available through Department Equipment Panel in order to provide reasonable accommodations to handicapped employees or applicants. The amount available will be determined only when a Reasonable Accommodations Request form NA-03054-01 has been approved. The Commissioner shall approve any expenditure over \$1,500.

PURCHASE AND MAINTENANCE OF ACCOMMODATIONS

The Department of Natural Resources is free to choose the specific accommodations provided to qualified handicapped persons. The person requesting reasonable accommodations will suggest an appropriate accommodation. The Department of Natural Resources may provide another accommodation equal or superior to the one proposed in practicality, usefulness, or cost-effectiveness.

All tangible accommodations purchased by the Department of Natural Resources will be the property of the State of Minnesota. The maintenance of equipment will be the responsibility of each division, and projected maintenance costs will be a factor in the decision to provide accommodation (i.e., maintenance of TTY, repair of special office equipment, etc.).

DENIAL OF ACCOMMODATIONS

All denials of requests for reasonable accommodation will be documented and kept on file by the 504 Coordinator and the Affirmative Action Director. A copy of the document denying the request for reasonable accommodation will be given to the supervisor. The Affirmative Action Office will notify the applicant or employee of the denial and advise the applicant or employee of his/her right to appeal and to file with the Human Rights and Equal Employment Opportunity Commission alleging violation of the Minnesota Human Rights Act.

APPEALS

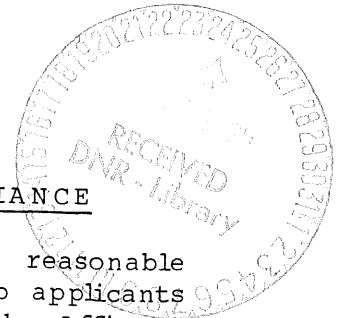
An applicant or employee who is dissatisfied with the reasonable accommodation decision can appeal directly to the Commissioner within fifteen (15) working days of the decision. The Commissioner will within fifteen (15) working days of the appeal, convene a Reasonable Accommodation Review Committee which shall consist of the respective Director or Administrator, the Department 504 Coordinator and Affirmative Action Director. The committee shall also include an employee in the same job classification as the person requesting accommodation and a rehabilitation engineer (or a person knowledgeable of the requested accommodation). The 504 Coordinator will serve as chairperson and shall be responsible for submitting the recommendation to the Commissioner. This committee will review all pertinent material and steps leading to the decision according to the following criteria:

- A. Job relatedness
- B. Effectiveness
- C. Necessity
- D. The relationship between the accommodation and essential job functions
- E. Cost
- F. Other claims of undue hardship

The committee will make a recommendation in writing to the Commissioner within five (5) working days from the date the committee was convened unless more time is needed to obtain more information from outside sources. The Commissioner will make a final determination in writing within five (5) working days from receiving the committee's recommendation. The 504 Coordinator will then forward written copies of the Commissioner's decision to the Affirmative Action Director, supervisor and applicant or employee. If the applicant or employee is still dissatisfied with the decision, she/he may file with federal, state, local and human rights agencies. The Department's 504 Coordinator will provide applicant or employee, and compliance agencies with information needed in the appeal process. Information will be provided in compliance with the Minnesota Government Data Privacy Act. Compliance agencies which are investigating complaints must request information from the Commissioner, who will be provided documentation relating to the denial of a request for reasonable accommodation.

ASSISTANCE WITH REASONABLE ACCOMMODATION COMPLIANCE

All requests for information or assistance in determining reasonable accommodation for qualified handicapped employees and job applicants will be directed to the Department's 504 Coordinator and the Affirmative Action Director. The 504 Coordinator and the Affirmative Action Director will also assist in locating resources or interpreting reasonable accommodation requirements.



AFFIRMATIVE ACTION POLICY
ON THE
EMPLOYMENT OF STUDENT INTERNS
POLICY

Internships provide a para-professional learning experience for students to supplement their classroom education and test their career goals. The Internship Program was established to provide learning opportunities for students and encourage them to consider a future career with the Department of Natural Resources. Internship positions can provide an excellent means for initiating and implementing Division, Bureau, and Region affirmative action efforts by introducing protected class students to state service with the Department of Natural Resources.

The department managers and supervisors are expected to make a special effort to recruit and place protected class students when a disparity of that particular protected group exists in their work unit. The Affirmative Action Officer will provide recruitment assistance upon request from department managers and supervisors. Department managers and supervisors are encouraged to participate in the Affirmative Action Program to create internship opportunities for protected class students.

PROCEDURES

(For procedures refer to Personnel Policies and Procedures No. 31 dated 05/01/85).

Reference:

M.S. 43A.02 Subd. 24

M.S. 43A.25

2 MCAR 2.370

Administrative Procedures #21E

Commissioner's Plan Chapter 14 (M)



BUILDING EVACUATION

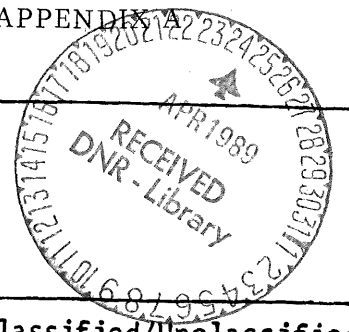
The Safety Coordinator recommendations will be incorporated into this Affirmative Action Plan.

WEATHER EMERGENCY

1. All employees will be contacted of weather emergencies.
2. All hearing impaired employees have made arrangements to be notified.

AFFIRMATIVE ACTION COMMITTEE INTERVIEW MONITORING REPORT

APPENDIX A



TO: MINNESOTA DEPARTMENT OF NATURAL RESOURCES AFFIRMATIVE ACTION DIRECTOR BOX 31, DNR BUILDING 500 LAFAYETTE ROAD ST. PAUL, MINNESOTA 55155-4031	FROM: TELEPHONE NUMBER: ()
--	---

I monitored and took part in the interviews for the following Classified/Unclassified position:

Classified/Unclassified Position	Division/Bureau	Location: (City/Town)
----------------------------------	-----------------	-----------------------

THE RATING SYSTEM USED WAS AS FOLLOWS: (Attach a copy of the rating form used)

A COPY OF THE QUESTIONS ASKED FOR THIS INTERVIEW ARE ATTACHED.

☐ YES ☐ NO - If NO, explain.

TO THE BEST OF MY KNOWLEDGE, THE INTERVIEWS WERE CONDUCTED ACCORDING TO DNR AFFIRMATIVE ACTION GUIDELINES.

☐ YES ☐ NO - If NO, explain.

THE INTERVIEW TAPES ALONG WITH A COPY OF THIS FORM ARE ON FILE AT: (Location)

THE FOLLOWING NUMBER OF PEOPLE WERE INTERVIEWED:

FEMALE MINORITY _____	MALE MINORITY _____	HANDICAPPED _____
FEMALE WHITE _____	MALE WHITE _____	VIETNAM ERA VETERAN _____

MEMBERS OF THE INTERVIEWING PANEL

Hiring Authority	Discipline
Affirmative Action Monitor	Discipline
Interviewer	Discipline
Interviewer	Discipline
Interviewer	Discipline

COMMENTS: (Use reverse side if additional space is needed)

Signature	Date
-----------	------



Appendix "B"

AFFIRMATIVE ACTION GREIVANCE REPORT

(PLEASE PRINT OR TYPE)

Name of Person making Complaint (First, M.I., Last)		Job Title	
Home Address (Number & Street, RFD, Box No., City, State, Zip Code)		Home Telephone Number (include Area Code)	
Work Address		Work Telephone Number (include Area Code)	
Division/Bureau/Region		Name of your Supervisor	
INFORMATION ON THE RESPONDENT (Person who discriminated against you)			
Person's Name (Full Name if known)		Job Title	
Work Address		Work Telephone Number (include Area Code)	
Department/Division/Bureau/Region		Name of Person's Supervisor	
Additional Names of Others who discriminated against you:			
INFORMATION ON THE COMPLAINT			
<i>(mark one of the following)</i> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Race <input type="checkbox"/> Sex <input type="checkbox"/> Color <input type="checkbox"/> Creed <input type="checkbox"/> Religion <input type="checkbox"/> Age </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input type="checkbox"/> Handicap <input type="checkbox"/> Marital Status <input type="checkbox"/> National Origin <input type="checkbox"/> Reliance on Public Assistance </div>			
Date most recent act of discrimination took place:			
If you have filed this complaint with another agency, please give name of that agency:			
Describe how you have been discriminated against, giving names, dates, places, etc.:			

Additional information on your complaint:

INFORMATION ON WITNESSES WHO CAN SUPPORT YOUR CASE

NAMES	MAILING ADDRESS	TELEPHONE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		

This complaint is being filed based on my honest belief that the State of Minnesota has discriminated against me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Signature of Person Making Complaint	Date
--------------------------------------	------

RECIEVED BY:

Signature	Date
-----------	------



EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION

Employee's Name		Date of Request	
Division/Bureau/Region		Classification	
Handicap/Disability (explain): (attach additional sheets if needed)			
Type of accommodation requested to perform essential function:			
Which essential function(s) of your job will the requested accommodation allow you to perform?			
Why is the requested accommodation necessary to perform the essential job function(s)?			
How will the requested accommodation be effective in allowing performance of the essential job function(s)?			
Specify and provide justification for the elimination on non-essential job function(s):			

		Employee Signature	Date
Supervisor Signature	Date	504 Coordinator Signature	Date
Affirmative Action Director Signature	Date	Commissioner/Director Signature	Date



DEPARTMENT OF
MINNESOTA
NATURAL RESOURCES

REASONABLE ACCOMMODATION AGREEMENT

INSTRUCTIONS:

This form is to be completed by the Section 504 Coordinator in conjunction with the Affirmative Action Director, after a reasonable accommodation decision has been made. The signatures on the bottom of the form indicate an agreement between the employee and the Department of Natural Resources to the specific accommodation.

Name of Employee	Name of Employee's Immediate Supervisor
------------------	---

The request for reasonable accommodation to the needs of the above named handicapped employee was:

☐ APPROVED ☐ DENIED

JUSTIFICATION (indicate specific factors considered in arriving at the decision):

If reasonable accommodation was approved, was the employee's suggestion accepted?

☐ YES ☐ NO ☐ PARTIALLY

REASON:

Describe specific reasonable accommodations to be made to employee:

COST ESTIMATE:

\$

I have read the Employee Request for Reasonable Accommodation. I understand that all tangible accommodations purchased by the Department of Natural Resources will become the property of the State of Minnesota.

Signature of 504 Coordinator	Date	Signature of Affirmative Action Director	Date
------------------------------	------	--	------

ABBREVIATIONS AND DEFINITIONS

Explanation of terms and abbreviations:

DNR: Department of Natural Resources

AFFIRMATIVE ACTION: A management program designed to ensure equal employment opportunity by identifying and removing barriers throughout all components of a personnel system with specific emphasis placed on improving initial employment and advancement opportunities for handicapped person, minorities, women and Vietnam era veterans. (See Appendices "F" and "G".)

AFFIRMATIVE ACTION PLAN: The written document which describes an employer's or unit manager's program for achieving equal employment opportunity.

AFFIRMATIVE ACTION PROGRAM: Action steps taken by management to achieve the goals as specified in the Department's Affirmative Action Plan.

BARRIER: Any factor, intentional or unintentional, be it policy, practice, action, omission, examination, physical facilities, negative attitudes, which results in unequal treatment of protected groups(s) and/or which has an adverse effect on the employment or advancement opportunities for such groups.

COMMISSIONER: Chief Executive Officer of Department of Natural Resources.

COMPLAINANT: The person who files a complaint of discrimination.

DAY: A working day, Monday through Friday.

DEPARTMENT: Department of Natural Resources (as defined in organizational chart).

DISABILITY/HANDICAP: A functional limitation, condition or characteristic (mental, emotional or physical) which constitutes a barrier to employment (See Appendix "F".)

DIRECTOR: Director of a Division, Bureau Administrator or Regional Administrator of DNR.

DISCRIMINATION: Unequal treatment, intentional or unintentional based on protected characteristics.

DISPARITY/UNDERUTILIZATION: The employment of fewer handicapped persons, minorities, women and Vietnam era veterans in the agency's work force than could reasonably be expected based on their availability in the labor area.

EMPLOYEE: Any employee of a department using this Plan. This term shall include, but not be limited to, all classified and unclassified employees, regardless of whether they are seasonal, temporary, part-time, pre-service trainees, probationary, provisional, unlimited, student workers, or intermittent employees.

EQUAL EMPLOYMENT OPPORTUNITY: The policy of basing all personnel activities solely on individual merit of applicants and employees, related to the specific job requirements, and without regard to race, color, religion, sex, age, national origin, disability, political affiliation, or other non-merit factors.

GOALS: Good faith, quantitative objectives set by any agency head as the minimum requirement to be met within a certain time period.

HANDICAP: See DISABILITY.

HARASSMENT: Any repeated behavior, or combination of behaviors, by one or more employees towards another employee or group of employees based on race, national origin, religion, sex, veteran's status or age and which the affected employee considers to be annoying, insulting, intimidating, which causes discomfort and/or which has a detrimental effect on such employee's work performance.

LABOR AREA: The geographical area from which the agency or agency subdivision can reasonably expect to attract applicants.

MINORITIES: Persons of Black, Hispanic, Asian, American Indian, or Native Alaskan heritage. (See Appendix "G".)

ORGANIZATIONAL UNIT: Any division, bureau, region, or any entity considered to be a subdivision of the department with reporting responsibility.

PARITY: A condition where the work force is representative of all population groups in each job category, in proportion to their occurrence in the labor area work force.

POLICIES AND PROCEDURES: The detailed means and methods by which the Affirmative Action Plan is implemented.

POLICY: A written statement of commitment to equal employment opportunity and affirmative action.

PROTECTED CHARACTERISTIC: Any feature, aspect, condition, opinion, or the like which has no relation to one's ability to perform a particular job, such as race, color, creed, sex, age, marital status, national origin, specific disability, reliance on public assistance, religious or political opinions, or affiliations.

PROTECTED CLASS/PROTECTED GROUP: Those individuals identifiable as handicapped, minorities, women or Vietnam era veterans. (See Appendices "F" and "G".)

REASONABLE ACCOMMODATIONS: Architectural, equipment and other changes an employer must make to enable disabled persons to perform the jobs for which they are otherwise qualified.

RESPONDENT: A person or an entity against whom a discrimination complaint has been filed.

"STATE GOVERNMENT": Government of the State of Minnesota.

TIMETABLES: Time periods during which the specific quantitative head of department subdivisions, e.g., Regional Administrator, Division Directors, Bureau Administrators.

VIETNAM ERA VETERANS: Those persons who served in the military service of the country during the period of July 1, 1964, to December 31, 1976, under honorable conditions.

DEFINITIONS RELATING TO DISABILITY AND HANDICAPS

A. Handicapped Person - Any person who:

1. Has a physical or mental impairment which substantially limits one or more major life activities, or
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

For purposes of employment, such term does not include any individual who is an alcoholic or drug abuse whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

B. Physical or Mental Impairment:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal, special sense organs; respiratory, including speech organs, cardiovascular, reproductive; digestive, genit-urinary; hemic and lymphatic; skin; and endocrine; or
2. Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, and drug and alcohol use.

- C. Major Life Activities: Functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- D. Has a Record of Such Impairment: Has a history of, or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities.
- E. (See "Reasonable Accommodations Policies".)

RACE/ETHNIC CATEGORIES

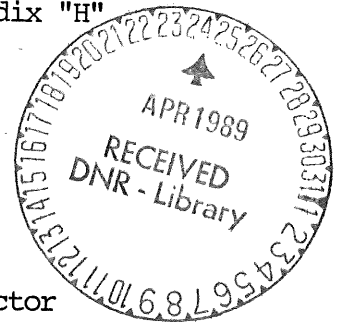
1. White, not of Hispanic Origin -- Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
2. Black, not of Hispanic Origin -- Persons having origins in any of the Black racial groups of Africa.
3. Hispanic -- Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.
4. American Indian or Alaskan Native -- Persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.
5. Asian or Pacific Islander -- Persons have origins in any of the original peoples of the Far east, Southeast Asia, the Indian Sub-continent, or the Pacific Islands. This area includes for example, China, Japan, the Philippine Islands and Samoa.

With regard to the Statewide Affirmative Action Plan, the term "minority" includes all of the aforementioned categories except the first, "White".

rev. 3/89

Appendix "H"

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
AFFIRMATIVE ACTION COMMITTEE
500 Lafayette Road
St. Paul, Minnesota 55155-4031
DNR Information (612) 296-6157



Joseph N. Alexander
Commissioner
Box #37, 6th Floor
(612) 296-2549

Perry E. Pickens, Jr.
Affirmative Action Director
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(612) 296-6294

METRO MEMBERS

Andrew Bindman
Fisheries Biometrician
Division of Fish & Wildlife
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(612) 296-0787

Karen Nelson
Snowmobile & Watercraft Super.
Bureau of Licenses
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(612) 297-3227

Pat Bouthilet
Cashier/Revenue Accounting
Bureau of Financial Management
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(612) 296-1818

Ray Romero
Policy Planner
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Renee Christensen
Admin. Services Supervisor
Trails and Waterways Unit
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Joe Stinchfield
Resource Planner
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Ruth Husom
Administrative Assistant
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Sarah Tufford
Section Admin. GW/DM/Clima.
Division of Waters
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Senior Realty Specialist
Bureau of Real Estate Management
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(612) 296-0631

Judy Winiecki
Senior Land Surveyor
Bureau of Engineering
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(612) 296-3589

Donna Lyons
Acquisition/Exchange Secretary
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(612) 296-1015

Bill Zachmann
Wild & Scenic Rivers Hydrologist
Division of Waters
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(612) 296-9224

OUTSTATE MEMBERS



Region I

Mary Cleary
Parks Secretary
Interoffice Box #14
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Bemidji, Minnesota 56601
8-755-3976 or (218) 755-3976

John Colford
Asst. Forester, Forestry Division
Route 1, Box 143
Guthrie Field Station #113
Guthrie, Minnesota 56451
(218) 224-2424

Jim Reil
Information Officer
Interoffice Box #14
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Region II

Darrell Danielson
Conservation Officer
Division of Enforcement
P.O. Box #308
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(218) 879-8035

Nate Frame
Asst. Regional Forestry Supervisor
Interoffice Box #15
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Grand Rapids, Minnesota 55744
8-327-4454 or (218) 327-4454

David Schipper
Personnel Development Supervisor
Division of Forestry
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Grand Rapids, Minnesota 55744
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Region III

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Conservation Officer
Division of Enforcement
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Pine River, Minnesota 56474
(218) 587-2703

Rob Jorgensen
NR Park Technician
Wild River State Park
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Center City, Minnesota 55012
(612) 583-2125

Pam Perry
Wildlife Non-Game Manager
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Brainerd, Minnesota 56401
8-828-2228 or (218) 828-2228

Region IV

Joan Heldberg
Waters Secretary
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Box #756, Highway #15 South
New Ulm, Minnesota 56073
(507) 354-2196

Region V

Kathryn Bolin
Regional Resource Specialist
Division of Parks
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Rochester, Minnesota 55903
8-285-7432 or (507) 285-7432

James Cooper
Regional Hydrologist
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Rochester, Minnesota 55903
8-285-7430 or (507) 285-7430

Marcella Jerome
Regional Information Officer
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Rochester, Minnesota 55903
8-285-7437 or (507) 285-7437

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David English
Public Affairs Coordinator
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St. Paul, Minnesota 55106
(612) 296-3572



EX-OFFICIO MEMBERS

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504 Coordinator
Site Development &
Mapping Supervisor
Bureau of Engineering
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(612) 296-0609

Mary O'Neill
Human Resources Administrator
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Community Liaison Officer
Region 1 Headquarters
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8-755-3621 or (218) 755-3621

AFFIRMATIVE ACTION COMMITTEE

CENTRAL OFFICE

500 Lafayette Road
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DNR Information: (612) 296-6157

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Deputy Commissioner
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Director of Affirmative Action
Chairperson, Affirmative Action Committee
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(612) 296-6294

Karen Loechler
Assistant Commissioner for
Planning and Special Programs
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METRO MEMBERS

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Boat and Water Clerk
Bureau of Information and Education
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Thelma Olson
Affirmative Action Officer
Bureau of Personnel
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Administrative Assistant
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Administrator
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Bureau of Licenses
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Judy Winiecki
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Katie Hirsch-Haws
Wildlife Non-Game Specialist
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Personnel Development Supervisor
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8-327-4450 or (218) 327-4450

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Conservation Officer
Division of Enforcement
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Pine River, Minnesota 56474
(218) 587-2703

Rob Jorgensen
N.R. Park Technician
Wild River State Park
Route #1, Box #75
Center City, Minnesota 55012
(612) 583-2125

Region III (cont.)

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Wildlife Non-Game Manager
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Region IV

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Specialist
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James Cooper
Regional Hydrologist
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Rochester, Minnesota 55901
8-285-7430 or (507) 285-7430

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Owatonna, Minnesota 55060
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Roger A. Liska
504 Coordinator
Site Development and
Mapping Supervisor
Bureau of Engineering
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(612) 296-0609

SUBCOMMITTEE ASSIGNMENTS

Education, Recruitment and Training

Joe Day, Co-Chairperson
Karen Nelson, Co-Chairperson
Kathy Bolin
Ruth Husom
Jeanine Vorland
Joe Stinchfield
Katie Hirsch
Fred Fey
Judy Winiecki

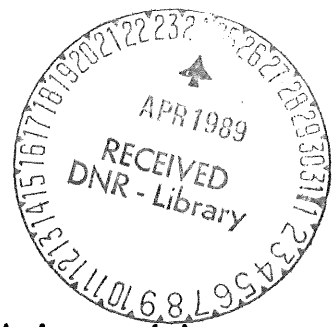
Grievance, Retention and Special Projects

Nate Frame, Co-Chairperson
Deborah Salinas
Pam Perry
Mary Cleary
Ray Romero, Co-Chairperson
Ken Schumann
Dave Schipper
Donna Lyons
Darrell Danielson

Publicity

Diane Moe, Co-Chairperson
James Cooper
Patricia Kandakai
Rob Jorgensen
Thelma Olson, Co-Chairperson
Duane Shodeen
Sarah Tufford
Joan Heldberg
Roger Liska
Deb Ethier

AFFIRMATIVE ACTION PLAN
Fiscal Year 88-89
For



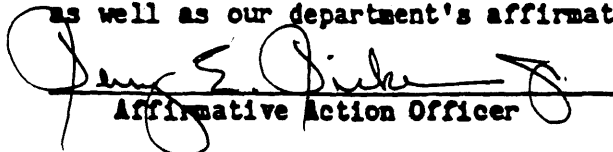
Department of Natural Resources - Metro
 (Agency or Agency Subdivision)

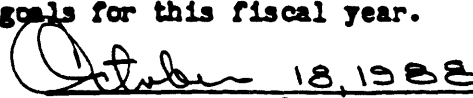
1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate)

GOAL UNITS	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Law Enforcement	X	X	X	X
Craft, Maintenance, Labor	X	X		
Service	X		X	X
Health Care Non-Professional				
Health Care Professional				
Clerical				X
Technical	X	X	X	
Correctional Guards				
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory	X	X	X	
Health Treatment Professional				
General Professional		X	X	
Professional State Residential Instructional				
Supervisory	X	X		
Commissioner's Plan				X
Managerial Plan	X	X	X	
Other				

2. This annual plan is and will be posted at the following central location so that every employee is aware of the department's commitments in affirmative action for the year. *Office of Human Services, Affirmative Action Office, Directors and Administrator's Offices, Regional, Area Offices and any office with 10 or more employees.*

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's affirmative action goals for this fiscal year.


 Affirmative Action Officer

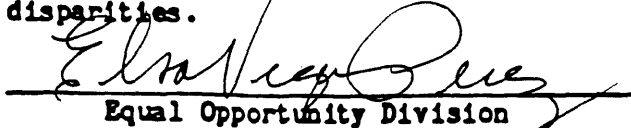

 Date October 18, 1988

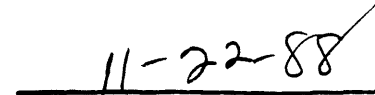
4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.


 Agency Head


 Date 10-28-88

5. This annual plan meets the rules governing affirmative action, Chapter 20: 2 MCAR 2.290-2.299, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.


 Equal Opportunity Division


 Date 11-22-88

ATTACHMENT 1
AFFIRMATIVE ACTION PLAN
Fiscal Year 86-87
For

Department of Natural Resources - Metro.
(Agency or Agency Subdivision)

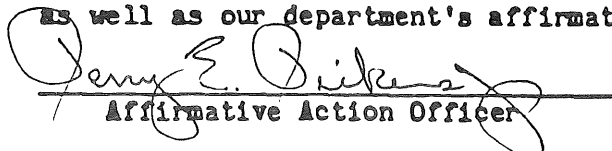
1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate)

GOAL UNITS	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Law Enforcement	X	X	X	
Craft, Maintenance, Labor Service	X	X	X	
Health Care Non-Professional			X	X
Health Care Professional				
Clerical				X
Technical	X	X	X	
Correctional Guards				
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory	X	X		
Health Treatment Professional				
General Professional	X	X	X	
Professional State Residential Instructional Supervisory	X	X		
Commissioner's Plan			X	X
Managerial Plan	X	X		X
Other				

2. This annual plan is and will be posted at the following central location so that every employee is aware of the department's commitments in affirmative action for the year.

Personnel Office; Affirmative Action Director's Office;
Division Director's Office; Bureau Director's Office; Regional Offices;
and any other office with 10 or more employees.

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's affirmative action goals for this fiscal year.


Affirmative Action Officer

Jan. 20, 1987
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.


Agency Head

22 Jan 87
Date

5. This annual plan meets the rules governing affirmative action, Chapter 20: 2 MCAR 2.290-2.299, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.


Equal Opportunity Division

5-13-87
Date

ATTACHMENT 1
AFFIRMATIVE ACTION PLAN
Fiscal Year 86-87
For

Department of Natural Resources - Outstate
(Agency or Agency Subdivision)

1. This annual review revealed underutilization of the following protected group(s) in the following goal units: (Check each unit appropriate)

GOAL UNITS	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Law Enforcement	X		X	
Craft, Maintenance, Labor Service	X	X		
Health Care Non-Professional	X		X	X
Health Care Professional				
Clerical			X	X
Technical	X	X	X	
Correctional Guards				
State University Instructional				
Community College Instructional				
State University Administrative				
Professional Engineering Supervisory	X	X		
Health Treatment Professional				
General Professional	X	X	X	
Professional State Residential Instructional Supervisory	X	X		
Commissioner's Plan			X	X
Managerial Plan	X	X	X	
Other				

2. This annual plan is and will be posted at the following central location so that every employee is aware of the department's commitments in affirmative action for the year.

Personnel Office; Affirmative Action Director's Office;

Division Director's Office; Bureau Director's Office;

Area Offices; and any other office with 10 or more employees.

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as our department's affirmative action goals for this fiscal year.


Affirmative Action Officer

Jan 20, 1987
Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein.


Agency Head

22 Jan 87
Date

5. This annual plan meets the rules governing affirmative action, Chapter 20: 2 MCAR 2.290-2.299, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.


Equal Opportunity Division

5-13-87
Date

STATE of MINNESOTA

DEPARTMENT OF NATURAL RESOURCES

Affirmative Action Directory of Resource Organization

January 1987

AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
NOW - Fergus Falls Chapter Route #1 Airheart, Minnesota 56534	(218) 739-3553					W	
NOW - Alexandria Chapter Box #401 Alexandria, Minnesota 56308	Carol Hall (612) 762-0606					W	
NOW - Anoka Chapter 730 Fremont Anoka, Minnesota 55303	(612) 427-8125					W	
Cedar Valley Rehabilitation Workshop, Inc. 2111 Northwest Fourth Street Austin, Minnesota 55912	(507) 433-2303						H
Johnson O'Malley Program Bemidji Public Schools Bemidji, Minnesota 56601	Jim Chase				I		
NOW - Bemidji/Northwoods Chapter Box #235 Bemidji, Minnesota 56601	(218) 586-2606					W	
North Central Workshop, Inc. Industrial Park - Box D Bemidji, Minnesota 56601	(218) 751-6001						H
Career Clinic - South Normandale Community College 9700 France Avenue South Bloomington, Minnesota 55431	(612) 830-9300					W	
NOW - South Suburban Chapter 10901 Sumter Avenue South Bloomington, Minnesota 55438						W	
Vietnamese American Buddhist Association, Inc. 10808 Rich Avenue South Bloomington, Minnesota 55437	Tuyen Hgoc Huynh (612) 888-7171			A			
Women's Resource Center - Job File Normandale Community College 700 France Avenue South Bloomington, Minnesota 55431	(612) 831-1144					W	

B = Black HI = Hispanic A = Asian I = Indian W = Women HN = Handicapped

AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
NOW - Brainerd Chapter Box #802 Brainerd, Minnesota 56401	(218) 829-2381					W	
Functional Industries, Inc. Box #336 Buffalo, Minnesota 55313	(612) 682-4336						H
Cass Lake Ni-Mi-Kwa-Zoo-Mini Post Office Box #217 Cass Lake, Minnesota 56633	(218) 335-2252				I		
Johnson O'Malley Program Indian Education Program Box #818 Cass Lake, Minnesota 56633	Judy Hanks				I		
Leech Lake Reservation Business Committee Cass Lake, Minnesota 56633	Shirley Van Dyke Ed Fairbanks (218) 335-2207	482			I		
U.S. Dept. of Interior Bureau of Indian Affairs Minnesota Agency Route #2, Box FC 200 Cass Lake, Minnesota 56633	(218) 335-6913	444			I		
Fond du Lac Reservation Business Committee 105 University Road Cloquet, Minnesota 55720	William Houle Chairman (218) 879-1251				I		
Johnson O'Malley Program Greenway High School Independent School District #316 Coleraine, Minnesota 55722	Bruce Baird				I		
Title IV Indian Education 11299 Hanson Boulevard Northwest Coon Rapids, Minnesota 55433	Jerry Staples				I		
Minority Programs University of Minnesota Crookston, Minnesota 56716	(218) 281-6510	B	H	A			
Indian Parents for Better Education Box #337 Deer River, Minnesota 56636	Doris Belgrade				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
American Indian Program University of Minnesota 109 Social Science Building 2400 Oakland Avenue Duluth, Minnesota 55812	(218) 726-7160				I		
Duluth Lighthouse for the Blind 2701 West Superior Street Duluth, Minnesota 55806	(218) 624-4828						H
Goodwill Industries Vocational Enterprises, Inc. 700 Garfield Avenue Duluth, Minnesota 55802	(218) 722-6351						H
Lao Association of Mutual Assistance 4300 Nichols Road Eagan, Minnesota 55122	Khomphot Siriouthay (612) 454-4637			A			
Minnesota Cambodian Buddhist Society 4338 Metcalf Drive South Eagan, Minnesota 55122	Rev. Chhay Sidhy San (612) 890-5695			A			
NOW - Sherburne/Wright Chapter 15293 Edison Street Northwest Elk River, Minnesota 55330	(612) 427-3303					W	
Johnson O'Malley Program Star Route, Box #34 Federal Dam, Minnesota 56641	Birdina Hardy				I		
Lake Regional Rehabilitation Industry 1205 North Tower Road Fergus Falls, Minnesota 56537	(218) 736-5668						H
Title IV Indian Education Forest Lake High School 6101 Scandia Trail North Forest Lake, Minnesota 55025	(612) 464-3314				I		
Johnson O'Malley Program Cook County Public School Independent School District #166 Grand Marais, Minnesota 56604	Antonia				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Grand Portage Reservation Business Committee Grand Portage, Minnesota 55605					I		
Johnson O'Malley Program Independent School District #318 Grand Rapids, Minnesota 55744	Kay Kirt				I		
Upper Sioux Community Box #147 Granite Falls, Minnesota 56241	Dean Blue				I		
Johnson O'Malley Program Hibbing Public School, Room #207 Seventh Avenue East & 21st Street Hibbing, Minnesota 55746	Michelle Knaeble				I		
Johnson O'Malley Program Hinckley Public School Hinckley, Minnesota 55037	Geraldine Germann				I		
Indian Education Programs Alexander-Baker School Independent School District #361 International Falls, Minnesota 56649	Jack Briggs				I		
Johnson O'Malley Program Isle Minnesota 56342	Dawn Boyd				I		
Owobopte Industries, Inc. Post Office Box #337 21875 Grenada Avenue Lakeville, Minnesota 55044	(612) 469-5511						H
Mankato Rehabilitation Center 15 Map Drive Post Office Box #328 Mankato, Minnesota 56001	(507) 345-4507						H
NOW - Mankato Chapter Box #482 Mankato, Minnesota 56002	(507) 389-1455					W	
Johnson O'Malley Program Route #1, Box #64A Markville, Minnesota 55048	Francis Staples				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
NOW - Marshall Area Chapter 506 West Marshall Street Marshall, Minnesota 56258	(507) 532-5996					W	
Johnson O'Malley Program Route #2 McGregor, Minnesota 55760	George Aubid				I		
African/American Museum of Art and History 2429 Eighth Street South Minneapolis, Minnesota 55454	(612) 322-3506	B					
American Indian OIC 2300 Cedar Avenue South Minneapolis, Minnesota 55404	Mike Bongo Executive Director				I		
American Indian Program South High School 3131 - 19th Avenue South Minneapolis, Minnesota 55407	Delphine Quaderer				I		
American Indian Program Augsburg College 731 - 21st Street South Minneapolis, Minnesota 55454	Bonnie Wallace				I		
American Indian Resource Center University of Minnesota 125 Fraser Hall 106 Pleasant Street Southeast Minneapolis, Minnesota 55455	Flo Wiger Director				I		
American Indian Student Support Minneapolis Community College 1501 Hennepin Avenue Minneapolis, Minnesota 55403	Steve Chapman				I		
American Indian Studies University of Minnesota 489 Ford Hall 224 Church Street Southeast Minneapolis, Minnesota 55455	(612) 624-1336				I		
Anishinabe Longhouse Department of Corrections 1016 Newton Avenue North Minneapolis, Minnesota 55411	(612) 521-2252				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Area Council of Churches Division of Indian Work 3045 Park Avenue South Minneapolis, Minnesota 55407					I		
Association for the Advancement of Hmong Women 2504 Columbus Avenue South Minneapolis, Minnesota 55404	Ly Vang (376-4474) My Yang (372-7060) (612) 871-0525			A			
Black Resource Center University of Minnesota 323 Walter Library 117 Pleasant Avenue Southeast Minneapolis, Minnesota 55455	Sue Hancock (612) 625-1363		B				
Black Women's Program Chemical Abuse 2616 Nicollet Avenue South Minneapolis, Minnesota 55408	 (612) 871-7878		B			W	
Born Free University of Minnesota 139 Burton Hall 178 Pillsbury Drive Southeast Minneapolis, Minnesota 55455	 (612) 373-0202					W	
Bureau of Indian Affairs Chamber of Commerce Building 15 South Fifth Street Minneapolis, Minnesota 55402	 (612) 349-3631				I		
Career Clinic Downtown YWCA 1130 Nicollet Mall Minneapolis, Minnesota 55403	 (612) 332-0501					W	
Centre for Asian and Pacific Islanders (CAPI) 3501 Chicago Avenue South Minneapolis, Minnesota 55407	Patricia Nguyen (612) 823-7223			A			
Centro Cultural Chicano 1800 Olson Memorial Highway Minneapolis, Minnesota 55411	 (612) 374-2996		H				
Chart 123 East Grant Street, Suite #900 Minneapolis, Minnesota 55403	Jill Eisenberg (612) 871-9100					W	

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Chicano Student Cultural Center 308 - 15th Avenue South Minneapolis, Minnesota 55454	(612) 376-1233		H				
Chicano Studies University of Minnesota 489 Ford Hall 224 Church Street Southeast Minneapolis, Minnesota 55455	(612) 624-6309		H				H
Chicano/Latino Learning Resource Center University of Minnesota 332 Walter Library 117 Pleasant Street Southeast Minneapolis, Minnesota 55455	(612) 376-8020		H				
Chrysalis Center for Women 2104 Stevens Avenue South Minneapolis, Minnesota 55404	Kathrine Warrick (612) 871-0118					W	
Chrysalis Newsletter 2104 Stevens Avenue South Minneapolis, Minnesota 55404	(612) 871-0118					W	
Continuing Education for Women Newsletter University of Minnesota 200 Westbrooks Hall Minneapolis, Minnesota 55404	(612) 373-9743					W	
Courage Center 3915 Golden Valley Road Minneapolis, Minnesota 55422	(612) 588-0811						H
Heart of the Earth Survival School 1209 Southeast Fourth Street Minneapolis, Minnesota 55414	Elaine Salinas Coordinator (612) 331-8862				I		
Helping Industry Resolve Employment Difficulties 1009 Nicollet Mall Minneapolis, Minnesota 55403	(612) 339-8271						H
Indian Health Board of Minnesota 1315 East 24th Street Minneapolis, Minnesota 55404	(612) 721-7425				I		
Indian Neighborhood Club on Alcohol and Drug Abuse 736 East Franklin Avenue Minneapolis, Minnesota 55404	(612) 871-8318				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

Agency Address	Contact Phone	B	HI	A	I	W	HN
Insight 430 First Avenue North Minneapolis, Minnesota 55401	(612) 333-4371	B					
Lao Assistance Center of Minnesota 1800 Glenwood Avenue North Minneapolis, Minnesota 55405	Williane Inlhisone (612) 374-3967			A			
Lao Buddhist Association 3431 Chicago Avenue South Minneapolis, Minnesota 55407	Phoune Manivah (612) 627-2283			A			
Minneapolis Indian Health Board 1315 East 24th Street Minneapolis, Minnesota 55404	Noreen Smith				I		
Minneapolis Public Schools Special Needs Work Programs 254 Upton Avenue South Minneapolis, Minnesota 55405	(612) 348-6224	B					
Minneapolis Public Schools Department of Indian Education 807 Broadway Northeast Minneapolis, Minnesota 55413	Rosemary Christiansen				I		
Minneapolis Regional Native American Center 1530 East Franklin Avenue Minneapolis, Minnesota 55404	(612) 871-4555				I		
Minneapolis Society for the Blind 1936 Lyndale Avenue South Minneapolis, Minnesota 55403	(612) 871-2222						H
Minneapolis Urban League Labor Education Advancement Program 1210 Glenwood Avenue North Minneapolis, Minnesota 55405	(612) 374-2530	B					
Minneapolis Urban League 1121 North 12th Avenue Minneapolis, Minnesota	(612) 377-0011	B					
Minnesota Academy of Seizure Rehabilitation 600 First Avenue North Minneapolis, Minnesota 55403	(612) 339-5227						H

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Minnesota Women's Center University of Minnesota 5 Eddy Hall 192 Pillsbury Drive Southeast Minneapolis, Minnesota 55455	(612) 625-2874					W	
Minnesota Women's Network 511 - 11th Avenue South Suite #218-B Minneapolis, Minnesota 55415	Nancy Glenn					W	
Multi-Resource Center 1900 Chicago Avenue Minneapolis, Minnesota 55404	(612) 871-2402						H
NOW - Twin Cities Chapter Box #9629 Minneapolis, Minnesota 55440	(612) 724-4265					W	
NOW - United Chapter Box #9988 Minneapolis, Minnesota 55440	(612) 631-1985					W	
S.B.G. Community 2520 - 12th Avenue South Minneapolis, Minnesota 55404	Sone Sisomphauh (612) 872-1198			A			
Sabathani Community Center 310 East 38th Street Minneapolis, Minnesota 55409	(612) 827-5981	B					
Saint Mary's Junior College 2500 South Sixth Street Minneapolis, Minnesota 55454	Bonnie Clairmont				I		
Spokesman 3744 Fourth Avenue South Minneapolis, Minnesota 55409	(612) 827-4021	B					
Task Unlimited, Inc. 2614 Nicollet Avenue South Suite #100 Minneapolis, Minnesota 55408	(612) 871-3320						H
Title IV Indian Education Cooper Senior High School 4148 Winnetka Avenue North Minneapolis, Minnesota 55428	Jackie Frederick				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Training and Placement Services 404 South Eighth Street Room #242 Minneapolis, Minnesota	(612) 340-7625						H
Twin Cities Courier 84 South Sixth Street Minneapolis, Minnesota 55402	(612) 352-3211	B					
Twin Cities Opportunities Industrial Center (TCOIC) 1015 Olson Memorial Highway Minneapolis, Minnesota 55405	(612) 377-0150	B					
Twin Cities Reel and Trigger Club 501 East 45th Street Minneapolis, Minnesota 55409	Andrew J. Clark, Jr. President (612) 823-7835	B					
Twin Cities Reel and Trigger Club 4512 Portland Avenue South Minneapolis, Minnesota 55407	Lon G. McDate (612) 822-	B					
Union of Lao Organization 2319 Northeast Quincy Street Minneapolis, Minnesota 55418	Boun Mee Nhatsavang (612) 789-1708			A			
United Cerebral Palsy of Minneapolis 360 Hoover Street Northeast Minneapolis, Minnesota 55413	(612) 331-5958						H
University of Minnesota Office of Equal Opportunity 419 Morrill Hall 100 Church Street Southeast Minneapolis, Minnesota 55455	(612) 373-7974	B					
University of Minnesota Women's Center 5 Eddy Hall 192 Pillsbury Drive Southeast Minneapolis, Minnesota 55455	Ann Truap (612) 373-3850					W	
Upper Midwest American Indian Center 1113 West Broadway Avenue Minneapolis, Minnesota 55411	(612) 522-4436				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency Address</u>	<u>Contact Phone</u>	B	HI	A	I	W	HN
Visiones De La Raza 1800 Olson Memorial Highway Minneapolis, Minnesota 55411	(612) 374-2996		H				
The Way Opportunities Unlimited, Inc. 1913 Plymouth Avenue North Minneapolis, Minnesota 55411	(612) 521-3651	B					
Wheatly, Phyllis - Community Center, Inc. 919 Fremont Avenue North Minneapolis, Minnesota 55411	(612) 374-4342	B					
Working Opportunities for Women (WOW) 2344 Nicollet Avenue South Suite #140 Minneapolis, Minnesota 55404	Mary Jacobsen (612) 874-6636					W	
Opportunity Workshop 5500 Opportunity Court Minnetonka, Minnesota 55343	(612) 938-5511						H
Brighter Day Activity Center 500 South Walnut Mora, Minnesota 55051	(612) 679-2354						H
NOW - Morris Area Chapter Box #51 Morris, Minnesota 55051	(612) 795-2431					W	
Lower Sioux Community Council Box #153-A Morton, Minnesota 56270	Mike Prescott				I		
Title IV Indian Education District Office Moundsview, Minnesota 55112	Lee Anne Brunette				I		
Johnson O'Malley Program Nett Lake School Nett Lake, Minnesota 55772	Noreen LaRoque				I		
Nett Lake/Boix Forte Reservation Business Committee Box #698 Nett Lake, Minnesota 55772	(218) 757-3261				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Society of Women Engineers 345 East 47th Street New York, New York 10017	(212) 705-7855					W	
Johnson O'Malley Program Pennington Minnesota 56663	Percy Fineday				I		
Pipestone Vocational-Technical School Pipestone, Minnesota 56264	Clarence Roy				I		
Title IV Indian Education 3725 Pilgrim Lane Plymouth, Minnesota 55441	Jackie Frederick				I		
Shakopee/Mdedakanton Community Box #150, Sioux Trail Prior Lake, Minnesota 55372	Norman Crooko				I		
Red Lake Tribal Council Red Lake Minnesota 56671	Roger Jordain Chairman (612) 679-3341				I		
Interstate Rehabilitation Center 204 Mississippi Avenue Red Wing, Minnesota 55066	(612) 388-7108						H
Title IV Indian Education 525 East Avenue Red Wing, Minnesota 55066					I		
Remer Independent School District #118 Post Office Box #37 Remer, Minnesota 56672	Home School Coordinator				I		
Lao Women's Association 6437 Longfellow Avenue South Richfield, Minnesota 55423	Phouninh Vixayoung (612) 861-5561			A			
Ability Building Center 1911 - 14th Street Northwest Post Office Box #6938 Rochester, Minnesota 55903	(507) 289-1891						H

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Intercultural Mutual Assistance Association 16 Southwest Seventh Avenue Rochester, Minnesota 55902	Cam Do (507) 281-4265			A			
NOW - Rochester Chapter 521 - 14th Avenue Southwest Rochester, Minnesota 55902	 (507) 288-9386					W	
Vietnam Catholic Support Group 603 Fifth Avenue Southeast Rochester, Minnesota 55904	Tuan Pham (507) 289-0551			A			
Title IV Indian Education 1251 West County Road B-2 Roseville, Minnesota 55113					I		
NOW - Saint Cloud Chapter 2404 Centennial Drive Saint Cloud, Minnesota 56301	 (612) 251-2883					W	
Opportunity Training Center 318 - 14th Avenue North Saint Cloud, Minnesota 56301	 (612) 252-2651						H
Saint Cloud Area Vocational- Technical Institute 1540 Northway Drive Saint Cloud, Minnesota 56301	Alesia Hamilton				I		
American Indian Movement 601 Dale Street Saint Paul, Minnesota 55103	 (612) 224-7147				I		
American Indian Program Macalester College 1600 Grand Avenue Saint Paul, Minnesota 55105	LaVon Lee				I		
Area Council of Churches Division of Indian Work 1671 Summit Avenue Saint Paul, Minnesota 55101					I		
Asian Business and Community News 457 Snelling Avenue North Saint Paul, Minnesota 55104	 (612) 646-3861			A			

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Association of Cambodian Refugees in Minnesota and Friends 1449 Clarence Street Saint Paul, Minnesota 55106	Keo Chau (612) 698-0816			A			
Business and Professional Women's Association 316 University Avenue West Saint Paul, Minnesota 55103	Mary Pulse					W	
CLUES 220 South Robert Street Saint Paul, Minnesota 55107			H				
College of St. Catherine 2004 Randolph Avenue Saint Paul, Minnesota 55104	June Noronha				I		
Cruz Jose Metropolitan Waste Commission 350 Metro Square Building Saint Paul, Minnesota 55101	(612) 222-8423		H				
Goodwill Industries 2543 Como Avenue Saint Paul, Minnesota 55108	(612) 646-2591						H
Guadalupe Area Project (GAP) 381 East Robie Street Saint Paul, Minnesota 55107	(612) 222-0757		H				
Hispanic Ministry 328 West Sixth Street Saint Paul, Minnesota 55102	(612) 291-4480		H				
Humboldt Jr./Sr. High School 640 Humboldt Avenue Saint Paul, Minnesota 55107	Larry Lucio (612) 227-2906		H				
Indian Affairs Intertribal Board State of Minnesota 127 University Avenue Saint Paul, Minnesota 55155	(612) 296-3611				I		
Indian Education Section Capitol Square Building Room #303 Saint Paul, Minnesota 55155	(612) 296-6458				I		

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AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Lao Family Community of Minnesota, Inc. 976 West Minnehaha Avenue Saint Paul, Minnesota 55104	Ying Vang (612) 487-3466			A			
Midwest Special Services 900 Ocean Street Saint Paul, Minnesota 55106	Gene O'Neil (612) 776-2451						H
Minnesota Indian Affairs Council 127 University Avenue Saint Paul, Minnesota 55155					I		
Minnesota Migrant Council 220 South Robert Street, #104 Saint Paul, Minnesota 55107	Rosa Rodriguez (612) 222-2121		H				
Minnesota Women's Consortium 316 West University Avenue Saint Paul, Minnesota 55103	G. Griffin (612) 228-3038					W	
NOW - Saint Paul Chapter 2150 Wilson Avenue, #272 Saint Paul, Minnesota 55119	 (612) 646-2520					W	
National Association for the Advancement of Colored People Saint Paul Branch 732 Central Avenue Saint Paul, Minnesota 55104	 (612) 227-4512	B					
Our Lady of Guadalupe Parish 397 Robie Street Saint Paul, Minnesota 55107			H				
Putting It All Together (PAT) 60 Kent Street Saint Paul, Minnesota 55102	Karen Sullivan (612) 291-8553					W	
Ramsey Action Program, Inc. (RAP) 509 Sibley Street Saint Paul, Minnesota 55101	 (612) 227-8954	B					
Red School House 643 Virginia Street Saint Paul, Minnesota 55103	Joyce Gibbs				I		

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AFFIRMATIVE ACTION LISTINGS
(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Saint Paul - Smoke Signals 1001 Payne Avenue Saint Paul, Minnesota 55102	(612) 776-8592				I		
Saint Paul American Indian Center 506 Kenny Road Saint Paul, Minnesota 55101					I		
Saint Paul Recorder 303 Endicott Building Saint Paul, Minnesota 55101	(612) 222-0922	B					
Saint Paul Rehabilitation Center 319 Eagle Street Saint Paul, Minnesota 55102	(612) 227-8471						H
Saint Paul Schools Vocational Rehabilitation Humboldt Jr/Sr High School 30 Baker Street East Saint Paul, Minnesota 55107	(612) 293-7607						H
Saint Paul Society for the Blind 216 Wabasha Street South Saint Paul, Minnesota 55107	(612) 224-7662						H
Saint Paul Technical Vocational Bilingual Project 235 Marshall Avenue Saint Paul, Minnesota 55102	(612) 221-1300						H
Saint Paul Urban Coalition First National Bank Building Post Office Box #64071 Saint Paul, Minnesota 55164-0071	Melba Diaz (612) 224-6218	B					
Saint Paul Urban League 401 Selby Avenue Saint Paul, Minnesota 55102	(612) 224-5771	B					
Spanish Speaking Council 506 Rice Street Saint Paul, Minnesota 55103	José Trejo (612) 296-9587				H		
State Services for the Blind 1745 University Avenue West Saint Paul, Minnesota 55104	(612) 296-6036						H

B = Black HI = Hispanic A = Asian I = Indian W = Women HN = Handicapped

AFFIRMATIVE ACTION LISTINGS

(Alphabetical by City)

<u>Agency</u> <u>Address</u>	<u>Contact</u> <u>Phone</u>	B	HI	A	I	W	HN
Twin Cities Reel and Trigger Club 1013 Central Avenue Saint Paul, Minnesota 55104	Otto Burroughs (612) 654-9574	B					
Vietnamese Evangelical Church 4837 Bedford Road Saint Paul, Minnesota 55101	Tran Van Dan (612) 472-6726			A			
West Side R.A.D. 462 South Robert Street Saint Paul, Minnesota 55107	Olivia M. Mancha (612) 224-2301		H				
West Side/West Saint Paul VOICE 209 Page Street West Saint Paul, Minnesota 55107	(612) 227-4414		H				
Women Advocates, Inc. 584 Grand Avenue Saint Paul, Minnesota 55102	Lesbeth Leby (612) 227-8284					W	
Women's Association of Hmong and Lao 1544 Timberlake Road Saint Paul, Minnesota 55117	La Lee Hong Chang Tin Loy Fong (612) 487-3833			A		W	
Working Opportunities for Women (WOW) 2233 University Avenue West Suite #340 Saint Paul, Minnesota 55114	Mary Egge (612) 647-9961					W	
YWCA Women's Center of Saint Paul 65 East Kellogg Boulevard Saint Paul, Minnesota 55114	(612) 222-3741					W	
Title IV Indian Education 505 South Holmes Shakopee, Minnesota 55379					I		
Rise, Inc. 8406 Sunset Road Northeast Spring Lake Park, Minnesota 55432	Jill Olson (612) 786-8334					W	
Rise Report Newsletter 8406 Sunset Road Northeast Spring Lake Park, Minnesota 55432						W	

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Native Americans for Better Education, Inc. Box #128 Squaw Lake, Minnesota 56681	Dora Washington				I		
NOW - Rum River Chapter Route #2, Box #296 Stanchfield, Minnesota 55008	(612) 689-4997					W	
NOW - North Central Chapter Box #273 Staples, Minnesota 56479	(218) 894-3859					W	
Title IV Indian Education 1875 South Greeley Street Stillwater, Minnesota 55082					I		
NOW - Agassiz Chapter 419 North Arnold Thief River Falls, Minnesota 56701	(218) 681-1878					W	
Occupational Development Center Post Office Box #730 419 East Third Street Thief River Falls, Minnesota 56701	(218) 681-6830						H
Johnson O'Malley Program Tower-Soudan High School Independent School District #708 Box #688 Tower, Minnesota 55790	Helmi Andrews				I		
Mille Lacs Band of Chippewa Indians Star Route, Box #194 Vineland, Minnesota 56359	Art Gahbow				I		
Community Work/Development Center 1500 - 18th Street South Virginia, Minnesota 55792	(218) 741-7273						H
Johnson O'Malley Program Independent School District #170 731 Third Street South Virginia, Minnesota 55792	Cherry Cook				I		
NOW - Iron Range Chapter Box #68 Virginia, Minnesota 55792	(218) 741-1369					W	

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Johnson O'Malley Program Walker Public School Walker, Minnesota 56484	Lynette Sanders				I		
Prairie Island Community Council Route #2 Welch, Minnesota 55089	Vine Wells				I		
Vietnamese Cultural Association 1163 Ohio Street West Saint Paul, Minnesota 55118	Tran Van Dinh (612) 450-0790			A			
Career Clinic - Saint Paul North Lakewood Community College 3401 Century Avenue North White Bear Lake, Minnesota 55110	(612) 779-3336					W	
Title IV Indian Education Mariner High School White Bear Lake, Minnesota 55110	Judy Lunsden				I		
White Earth Reservation Business Committee Box #418 White Earth, Minnesota 56591	Dwight Wilcox (218) 983-3285				I		
NOW - Willmar Chapter Route #4, Box #308 Willmar, Minnesota 56201	(612) 235-9961					W	
West Central Industries, Inc. 1300 Southwest 22nd Street Willmar, Minnesota 56201	(612) 235-5310						H
NOW - Winona Chapter 1124 West Sixth Street Winona, Minnesota 55987	(507) 452-1807					W	
Occupational Rehabilitation Center 1053 East Markes Street Winona, Minnesota 55987	(507) 452-1855						H
Business and Professional Women's Association 7053 Robinwood Trail Woodbury, Minnesota 55125	Patty Reynolds					W	

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