



## **OFFICE OF THE MINNESOTA SECRETARY OF STATE**

*Steve Simon*

### **Notice of Vacancies in State Boards, Councils and Committees**

December 7, 2015 — The Office of the Minnesota Secretary of State today released the December 2015 notice of vacancies for various state boards, councils and committees that are accepting applications, due December 29, 2015. Minnesotans are encouraged to apply and serve in demonstration of public service. The full list of vacancies is listed below and [online](#).

**Additionally, Minnesotans will now be able to find information and updates on new vacancies on Secretary of State Steve Simon's official Facebook and Twitter pages. You can find those here:**

- [Facebook.com/MNSteveSimon](https://www.facebook.com/MNSteveSimon)
- [Twitter.com/MNSteveSimon](https://twitter.com/MNSteveSimon)

Application forms are available [online](#) and must be submitted by December 29, 2015, to be assured of full consideration by the appointing authority. Appointing authorities may choose to review applications received by the Secretary of State after December 29.

#### **Submit an Application**

Applicants should include the following documents:

- Open Appointments Application Form
- Letter of Interest
- Resume or Biography

Applications may be submitted [online](#) , by email to [open.appointments@state.mn.us](mailto:open.appointments@state.mn.us) , or by mail or in person to:

Office of the Minnesota Secretary of State  
180 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd.  
St Paul, MN 55155-1299

The monthly Notice of Vacancies is posted on [www.sos.state.mn.us](http://www.sos.state.mn.us) the first Monday of every month and is provided by email to those who [subscribe for the notice](#).

In accordance with the Minnesota Open Appointments Law, the Secretary of State acts as an administrator in publishing vacancies, receiving applications and recording appointments. Applications will be reviewed and appointments made by the appointing authorities; questions about specific vacancies and appointments should be directed to the appointing authority. Applications are kept on file for a one-year period.

The 2014 Open Appointments Annual Report is available [online](#) and includes a complete listing of state boards and councils that follow the Open Appointments process, descriptions of these agencies and membership, and statistical information about appointments and vacancies during the 2014 fiscal year. A print version of the report is available at the Minnesota Bookstore, (651) 297-3000 or 1-800-657-3757.

**BOARD OF DIETETICS AND NUTRITION PRACTICE  
2829 UNIVERSITY AVENUE SOUTHEAST, SUITE 555  
MINNEAPOLIS, MN 55414  
651-201-2764  
M.S. 148.621-148.633**

Appointing: Governor

Compensation: \$75 per diem plus expenses

Vacancies: One Public Member

The board licenses nutritionists and dietitians, investigates violations, conducts hearings and adopts rules. The board consists of seven members including two licensed dietitians with at least three years of dietetic practice in Minnesota; two licensed nutritionists with at least three years of practice in Minnesota; and three public members as defined in M.S. 214.02. Two public members must be consumers of nutrition care services or caregivers of those utilizing such services. A person may not be appointed to serve more than two consecutive terms. The board shall hold at least 3 regular meetings each year, during the months of February, June, October, at the Board offices.

**GOVERNOR'S INTERAGENCY COORDINATING COUNCIL ON EARLY CHILDHOOD INTERVENTION  
MN DEPT OF EDUCATION  
1500 WEST HIGHWAY 36  
ROSEVILLE, MN 55113-4266  
651-582-8495  
M.S. 125A.28**

Appointing: Governor

Compensation: \$55 per diem for parent mbrs; expenses f/all mbrs

January 2016 Vacancies: Twelve Seats including -

- Three Parents (Child under 7)
- One Parent (Child under 12)
- One Community Health Services Representative
- One Special Education Coordinator
- One Special Education Director
- One Physician Representative
- One Advocacy Organization Representative
- One Higher Education Representative
- One Provider Representative
- One Homeless Educator Representative

Continuing Vacancies: Five Seats including –

- Two Parent Members
- One Head Start Director
- One County Social Services Representative
- One Indian Health or Tribal Representative

The council must address methods of implementing a statewide system of comprehensive, coordinated, multidisciplinary interagency programs of early intervention services for young children with disabilities and their families. The duties of the council include recommending policies to ensure a comprehensive and coordinated system of all state and local agency services for children under age five with disabilities and their families. The policies must address how to incorporate each agency's services into a unified state and local system of multidisciplinary assessment practices, individual intervention plans, comprehensive systems to find children in need of services, methods to improve public awareness, and assistance in determining the role of interagency early intervention committees. An interagency coordinating council of at least 17, but not more than 25 members is established in compliance with the federal Individuals with Disabilities Education Act (IDEA 2004) and M.S. 125A.28. The members must be appointed by the governor. Council members shall elect the council chair. The representative of the commissioner may not serve as the chair. The council must be composed of at least five parents, including persons of color, of children with disabilities under age 12, including at least three parents of a child with a disability under age 7; five representatives of public or private providers of services for children with disabilities under age 5, including a special education director, county social service director, local Head Start director, and a community health services or public health nursing administrator; one member of the Senate; one member of the House of representatives; one representative of teacher

preparation programs in early childhood special education or other preparation programs in early childhood intervention; at least one representative of advocacy organizations for children with disabilities under age 5; one physician who cares for young children with special health care needs; one representative each from the commissioner of Commerce, Education, Health, Human Services and Economic Security; one representative of the agency who deals with child care; and a representative from Indian health services or a tribal council. Section 15.059, subdivisions 2 to 5, apply to the council. With the 2004 reauthorization of IDEA, the ICC is in need of representatives from the state agency responsible for the state Medicaid program; Office of the Coordinator of Education of Homeless Children and Youth; State Child Welfare Agency responsible for Foster Care; and State Agency responsible for children's mental health. Meetings are held, at a minimum, on a quarterly basis at the Department of Education, St. Paul. MN Dept of Education, St. Paul.

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

#### **200 ADMINISTRATION BUILDING**

**50 SHERBURNE AVENUE**

**ST PAUL, MN 55155**

**651-201-2555**

**M.S. 16B.27**

Appointing: Governor

Compensation: None

Vacancies: One Public Member

The council develops and implements an overall restoration plan for the Governor's Residence and surrounding grounds, solicits and accepts contributions to restore, maintain, improve, decorate and furnish the building, and approve alterations to the structure. The council has a total of 19 members. Thirteen of the members are appointed by the governor, one in the field of higher education; one member each from the American Institute of Architects (AIA), the American Society of Interior Designers (ASID); and the American Society of Landscape Architects (ASLA); and a member, if available, of the family which donated the building, and eight public members, with four public members' terms being coterminous with the governor who appoints them. The remaining six members shall consist of the commissioner of Administration, a member of the Senate, a member of the House, the governor's spouse or designee, the executive director of the Minnesota State Arts Board, and the director of the Minnesota Historical Society. Members of the council serve without compensation. Meetings are held on the second Wednesday of odd numbered months. All meetings are held at Governor's Residence.

### **GOVERNOR'S WORKFORCE DEVELOPMENT BOARD**

#### **MN DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT**

**1ST NATIONAL BANK BUILDING**

**332 MINNESOTA STREET, SUITE #E200**

**ST. PAUL, MN 55101-1351**

**651-259-7690**

**WIOA TITLE 1, CHAPTER 1 SECTION 101**

Appointing: Governor

Compensation: \$55 per diem, plus expenses

Vacancies: Eleven Seats including -

- One Representative of Minnesota Public Libraries
- One Representative of Career and Technical Education
- One Representative of School-Based Service Learning
- Three Representatives of a Community-Based Organization
- Four Representatives of Organized Labor
- One Representative of Business and Industry

The board replaces the Governor's Workforce Development Council and assumes the duties under the Workforce Investment Act. Additionally, the board, under the Workforce Innovation and Opportunity Act, WIOA, shall assist the Governor in: developing, implementing, and modifying the State plan, review of statewide policies and programs, providing recommendations on actions to align and improve the workforce development system and programs, develop strategies to identify and remove barriers for better alignment, support career pathways, provide outreach to individuals and employers benefitting from the system, developing and updating comprehensive state performance accountability measures, and disseminating of best practices. The board shall provide support to local boards and regions, and assume responsibilities for

Title I Workforce Development Activities, Title 2 Adult Education and Literacy, Title 3 Wagner-Peyser and Title 4 Vocational Rehabilitation. The board will also be responsible for the development of strategies for one stop partners, the alignment of technologies and data systems, the enhancement of digital literacy skills, fiscal accountability and the acceleration of industry-recognized post-secondary credentials. The board consists of 41 voting members including the Governor, Commissioners of the Departments of Employment and Economic Development, human Services, Education, two elected officials (City/County), 21 Private sector members whom are business owners, chief executives or operating officers or employers with optimum policy-making or hiring authority representing in-demand industry sectors, five labor representatives from labor organizations, who have been nominated by state labor federations one labor member representing joint labor-management apprenticeship or training program, two community-based organizations with demonstrated experience in addressing employment, training or education needs with a priority on individuals with barriers to employment, six education representatives as follows: one University of Minnesota senior leadership, the Chancellor of the Board of Trustees of MnSCU, one member representing public education with expertise in design and implementation of school-based, service learning (Career Technical Education), one private sector post-secondary senior leadership. The majority leaders from the Minnesota House of Representatives and Senate shall appoint one ex officio member from each. The twelve non-voting members include: one member representing Adult Basic Education, one public libraries representative, one member representing the Women's Economic Security Act, WESA, two community-based organizations with demonstrated experience in addressing employment, training, or education needs with a priority on individuals with barriers to employment, one member (Chair or Director) representing the MN Workforce Council Association, two members representing school-based learning and secondary STEM education, and the Commissioners of the Departments of Correction, Labor and Industry. The full board for FY 2015-16 will meet quarterly, at a minimum the executive and operations committees will meet bi-monthly, and additional ad-hoc committee or task force(s) as established by the board. The standard is for meetings to be held at Dept of Employment and Economic Development, with the option to hold meetings at alternative locations.

#### **MINNESOTA AGRICULTURAL WATER QUALITY CERTIFICATION ADVISORY COMMITTEE**

**625 ROBERT STREET NORTH**

**ST PAUL, MN 55155**

**651-201-6489**

**M.S. 15.014**

Appointing: Commissioner of Agriculture

Compensation: Travel only

Vacancies: One Conservation Organization Representative

The Committee's purpose is to provide informed comment and recommendations to the Commissioner for the development of the Minnesota Agricultural Water Quality Certification Program. The committee will be convened and staffed by the MDA with membership from the following: 2 farmers or ranchers; 2 farm organizations; 3 commodity or livestock organizations; 1 agriculture related business; 1 representative of crop consultants or advisors; 2 environmental organizations; 2 conservation organizations; 2 local government representatives. In addition, the following organizations will be invited to attend meetings to provide technical support to the Committee: Minnesota Pollution Control Agency (MPCA); Minnesota Department of Natural Resources (DNR); Minnesota Board of Soil and Water Resources (BWSR); The Minnesota office of the USDA Natural Resources Conservation Service (NRCS); University of Minnesota Extension; Other technical experts may also attend at the request of the Commissioner. Members of the Committee should, but are not required to, have relevant experience and expertise in agriculture, conservation or water quality management. Members will be selected by the Commissioner following the open appointment process outlined in Minn. Stat. § 15.0597 which limits membership to 15. Preference will be given to candidates with relevant experience and expertise in agriculture and water quality; experience in agricultural, conservation or water quality program implementation; and, experience in Minnesota. Applications should include a brief cover letter, résumé, or other information that will outline or discuss the ways in which an applicant's background and qualifications will contribute to the success of the Committee. The Committee serves at the discretion of the Commissioner who will establish the final composition of the Committee. It is anticipated the Committee will meet approximately once per quarter. 625 N. Robert St., St. Paul, MN 55155.

#### **STATE ADVISORY COUNCIL ON MENTAL HEALTH**

**PO BOX 64981**

**540 CEDAR STREET**

**ST. PAUL, MN 55164-0981**

**651-431-2249**

**M.S. 245.697.**

Appointing: Governor

Compensation: \$55 per diem, reimbursed for expenses

Vacancies: Two Seats including –

- One Family Physician Member
- One Family Member of an adult with a mental illness

The council advises the governor, Legislature, and state agency heads about policy, programs, and services affecting people with mental illness. The council must have members appointed by the governor in accordance with federal requirements. In making the appointments, the governor shall consider appropriate representation of communities of color. The council must be composed of: 1) the assistant commissioner of mental health for the department of human services; 2) a representative of the department of Human Services responsible for the medical assistance program; 3) one member of each of the following professions: i) psychiatry; ii) psychology; iii) social work; iv) nursing; v) marriage and family therapy; and vi) professional clinical counseling. Additional membership categories include present or former consumers of mental health services; family members of adults with mental illnesses; parents of children with emotional disturbances; social services agency directors; and, county commissioners. Meetings are held on a monthly basis at Department of Human Services, 540 Cedar Street, St. Paul or 60 Empire Drive, St. Paul.

**STATE REHABILITATION COUNCIL FOR THE BLIND**

**2200 UNIVERSITY AVENUE WEST, #240**

**ST. PAUL, MN 55114**

**651-539-2272**

**M.S. 248.10, FEDERAL REHAB. ACT**

Appointing: Governor

Compensation: \$55 per diem plus expenses

Vacancies: One Representative from the Governor’s Workforce Development Board

The council advises the commissioner of Employment and Economic Development about programs of State Services for the Blind (SSB). The council must have a majority of members who are blind or visually impaired and not employed by the SSB.

Members must also meet certain federal requirements. Meetings are held on a bimonthly basis at SSB. Meetings are held on a bimonthly basis at SSB with an occasional topical meeting at the State Services for the Blind.

**TRAUMATIC BRAIN INJURY ADVISORY COMMITTEE**

**540 CEDAR STREET**

**ST PAUL, MN 55164**

**651-431-2442**

**M.S. 256B.093**

Appointing: Commissioner of Human Services

Compensation: None

Vacancies: One Survivor Member

To provide recommendations in reports to the commissioner regarding program and service needs of persons with traumatic brain injuries. Membership shall include no fewer than 10 members and no more than 30 members. The commissioner shall appoint all advisory committee members to two-year terms and appoint one member as chair. At the end of a two-year term, a member may reapply for an additional two-year term; however, no member may serve more than three consecutive two-year terms. An exception will be made when a member who is elected advisory committee chair or vice chair, and whose regular terms would end, that member's terms continue through the fulfillment of the past chair role. It is suggested that committee members include people with brain injuries; family members of people with brain injuries; representatives of the brain injury provider groups such as: acute care hospitals; acute care rehabilitation hospitals; post-acute rehabilitation providers; community based service providers; providers representing children's interests; representatives from federal, state and local government agencies; representatives of professional groups or organizations. The full committee meets six times per year, currently on the second Thursday of each month. Steering committees meet on the second Thursday of each month. Subcommittees meet as they determine. Meetings are held at the Department of Human Services Elmer Anderson Building.