



OFFICE OF THE MINNESOTA SECRETARY OF STATE

Steve Simon

Notice of Vacancies in State Boards, Councils and Committees

March 7, 2016 — The Office of the Minnesota Secretary of State today released the March 2016 notice of vacancies for various state boards, councils and committees that are accepting applications, due March 29, 2016. 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 March 29, 2016, to be assured of full consideration by the appointing authority. Appointing authorities may choose to review applications received by the Secretary of State after March 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, 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 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.

**ADVISORY COMMITTEE: DEAF AND HARD-OF-HEARING
MINNESOTA DEPARTMENT OF EDUCATION
1500 HIGHWAY 36 WEST
ROSEVILLE, MN 55113-4266
507-412-5214
M.S. 125A.63**

Appointing: Commissioner of Education
Compensation: Expenses

Vacancies: Three seats including: one Teacher Representative, one Parent Representative, and one Department of Employment and Economic Development Representative.

The purpose of the deaf and hard-of-hearing advisory committee is two fold: A) to provide specific advice and counsel to the MRCDHH regarding needs to improve learning results for students who are DHH, priorities for action, technical issues in the education of students who are DHH, and general operations of the Center. B) provide general advice and counsel to the MN Department of Education regarding general procedures for assuring the needs of students who are DHH are addressed within the context of the entire special education program rules, priorities, procedures, and funding. The Committee shall consist of 13-15 members including: four parents of children who are DHH; four teachers of students who are DHH; two related service staff persons employed to work with students who are DHH; one representative of an institute of higher education that prepares to work with students who are DHH; two special education directors, coordinators, or supervisor; two people from another state agency that has a mission that includes services to children birth-21 who are DHH. The committee shall be geographically representative of the state and try to include at least two members who are DHH. Meetings are held four times per year at the Minnesota Department of Education.

**BOARD OF TRUSTEES OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM
30 - 7th STREET EAST, #350
ST. PAUL, MN 55101
651-201-1705
M.S. 136F.02**

Appointing: Governor
Compensation: \$55 per diem plus expenses

Vacancies: Six Seats including: one Community College Student Representative, one Technical College Student Representative, one Third Congressional District Representative, one Sixth Congressional District, and two Members.

The board shall possess all powers necessary to govern the state colleges and universities and all related property. Those powers shall include, but are not limited to, those enumerated in this section. The board shall prescribe conditions of admission, set tuition and fees, approve programs of study and requirements for completion of programs, approve the awarding of appropriate certificates, diplomas, and degrees, enter into contracts and other agreements, and adopt suitable policies for the institutions it governs. To the extent practicable in protecting statewide interests, the board shall provide autonomy to the campuses while holding them accountable for their decisions. The board consists of 15 members appointed by the governor, including three members who are students who have attended an institution for at least one year and are currently enrolled at least half time in a degree, diploma, or certificate program in an institution governed by the board. The student members shall include one member from a community college, one member from a state university, and one member from a technical college. One member representing labor must be appointed after considering the recommendations made under section 136F.045. The governor is not bound by the recommendations. Appointments to the board are with the advice and consent of the Senate. At least one member of the board must be a resident of each congressional district. All other members must be appointed to represent the state at large. In selecting appointees, the governor must consider the needs of the board of trustees and the balance of the board membership with respect to labor and business representation and racial, gender, geographic, and ethnic composition. Monthly meetings, and other committees as scheduled, are held at 30 East 7th Street, St. Paul

**ENVIRONMENTAL HEALTH TRACKING AND BIOMONITORING ADVISORY PANEL
MN DEPARTMENT OF HEALTH
POST OFFICE BOX 64882
ST PAUL, MN 55164-0882**

651-201-5378

M.S. 144.998

Appointing: Commissioners of Health, Pollution Control, and Agriculture; Speaker House; Senate Majority Leader

Compensation: Expenses

Vacancies: One Non-Governmental Organization Representative

The advisory panel makes recommendations to the commissioner of Health and the Legislature on priorities for environmental health tracking and biomonitoring. These include recommendations to study specific chronic diseases, environmental health exposures, chemicals, communities and geographical areas. The panel makes recommendations on aspects of the design, implementation, and evaluation of the environmental health tracking and biomonitoring system. The committee shall have 13 members; specifications and restrictions for each are detailed in M.S. 144.998. The commissioner of Health shall appoint nine members, the commissioners of the Pollution Control Agency and the Department of Agriculture shall each appoint one member, and the Speaker of the House and the Senate Majority Leader shall each appoint one member. None of the members may be lobbyists registered under chapter 10A. As specified, a particular subset of 10 of the 13 members must have backgrounds or training in designing, implementing, and interpreting health tracking and biomonitoring studies or in related fields of science, including epidemiology, biostatistics, environmental health, laboratory sciences, occupational health, industrial hygiene, toxicology, and public health. Meetings are held on a quarterly basis (minimum) in St. Paul.

HEALTH CARE HOMES ADVISORY COMMITTEE

85 EAST 7TH PLACE

ST PAUL, MN 55101

651-291-5421

M.S. 256B.0751

Appointing: Commissioner of Health

Compensation: \$55 per diem

Vacancies: Six seats including: One Researcher; One Quality improvement Organization Representative; One State Agency Representative; and, Three Statewide Representative Health Care Home Clinic

The advisory committee shall advise the commissioner on ongoing implementation of the health care homes program including, but not limited to: implementation activities on performance management and benchmarking; modifications to the health care homes program based on results of the legislatively mandated health care home valuation; statewide solutions for engagement of employers and commercial payers; potential modifications of the health care home rules or statutes consumer engagement, including patient and family-centered care patient activation in health care, and shared decision making; oversight for health care home subject matter task forces or workgroups; and other related issues as requested by the commissioners. Membership shall be 15-16 members of which 25 percent must be consumers or patients in health care homes. Other members include: health care professions such as primary care provider, mental health, nurse and care coordinator (ideally one member from each category); four members to provide statewide representation from health care homes clinics; one health plan company representative, one employer representative, one academic researcher representative, one organization to improve quality representative, three to four consumers, and one state agency representative. Three to four meetings are expected to be held annually.

HOMELESS MANAGEMENT INFORMATION SYSTEM ADVISORY TASK FORCE

400 SIBLEY STREET, #300

ST PAUL, MN 55101-1998

651-296-2081

M.S. 15.014

Appointing: Housing Finance Agency

Compensation: Expenses

Vacancies: Six seats including: One Tribal Representative; Two Community Members; Two Continuum of Care Representatives; One MN Housing Finance Agency Representative

The task force was formed for the purpose of advising the Minnesota Housing Finance Agency on policy, planning, priorities, and operational matters concerning the implementation and administration of the Homeless Management Information System

collaboration. The Task Force is made up of four members representing Continuums of Care, three members representing state agencies (including the Minnesota Housing Finance Agency and the Department of Human Services), one tribal representative, and seven community members. The meeting schedule and location may vary.

JUVENILE JUSTICE ADVISORY COMMITTEE

DEPARTMENT OF PUBLIC SAFETY

OFFICE OF JUSTICE PROGRAM

445 MINNESOTA STREET, #2300

ST. PAUL, MN 55101

651-201-7348

M.S. 268.29.

Appointing: Governor

Compensation: \$55 per diem plus travel expenses

Vacancies: One Member

The committee is the supervisory board for the federal Juvenile Justice Program with respect to preparation and administration of the state plan and award of grants. \$55 per diem for non-public employees. The 18 members must have training, experience or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. At least one-fifth of the membership must be under age 24 at the time of initial appointment and at least three must have been or will currently be under the jurisdiction of the juvenile justice system. The majority of members including the chair, must not be full time employees of the federal, state or local governments. Meetings are held on the second Friday of the month. Meetings are held at various locations.

MINNESOTA INSURANCE MARKETPLACE BOARD (MNSure)

81 EAST SEVENTH STREET, #300

ST PAUL, MN 55101

651-539-1334

M.S. 62V.04

Appointing: Governor

Compensation: until Dec 31, 2015 salary not to exceed \$30,075

Vacancies: Two seats including: One Public Health Care Programs Representative, and One Representative of Health Policy Issues Related to Small Group and Individual Markets

The Board is responsible for operating the Minnesota Insurance Marketplace. This includes establishing the budget for the marketplace; establishing bylaws, policies, and procedures, governing the operations of the Minnesota Insurance Marketplace; creating certification requirements that must be met by insurance providers; establishing policies and procedures to gather public comment; establishing the policies and procedures for the operation of a navigator program, in-person assister program, call center, and customer service provision for the Minnesota Insurance marketplace. Membership includes: one member who represents the interests of individual consumers eligible for individual market coverage; one member who represents the interests of individual consumers eligible for the public health care program coverage; one member who represents the interests of small employers; one member who has demonstrated expertise, leadership, and innovation in representing the areas of health administration, health care finance, health plan purchasing, and health care deliver systems; one member representing the areas of public health, health disparities, public health care programs, and the uninsured; and one member who has demonstrated expertise, leadership, and innovation in representing the areas of health policy issues related to small group and individual markets. One of the six members appointed must have experience in representing the needs of vulnerable populations and persons with disabilities. One of the six members appointed must reside outside of the seven-county metro area. After January 1, 2016 members will receive a per diem of \$55, plus expenses in the same manner and amount as authorized by the commissioner's plan adopted under section 43A.18, subdivision 2. Members who, as a result of time spent attending board meetings, incur child care expenses that would not otherwise have been incurred, may be reimbursed for those expenses upon board authorization. Members will receive salary effective until December 31, 2015 compensation cannot exceed \$30,075. After January 1, 2016 members are compensated in accordance with section 15.0575. Members will have an initial term of two, three, or four years, determined by lot by the secretary of state. Specific limitations for every board member: Within one year prior to appointment to the board, members cannot have been employed by, be a member of the board of directors, or be a representative of a health carrier, institutional health care provider, or other entity providing health care,

navigator, insurance producer, or other entity in the business of selling items or services of significant value to or through the Minnesota Insurance Marketplace. For purposes of this paragraph, "health care provider or entity" does not include an academic institution. Members may not currently serve as a lobbyist as defined under section 10A.01, subdivision 21. No board member shall have a spouse who is an executive of a health carrier. Applicants are required to file an Economic Interest Form with the Campaign Finance & Public Disclosure Board at the time of application. Regardless of whether any of the above limitations are addressed in the Economic Interest Form, applicants must specifically address whether they are in compliance with any of the specific limitations listed above. Meetings will be held at least quarterly in St. Paul.

NOXIOUS WEED ADVISORY COMMITTEE

625 NORTH ROBERT STREET

ST PAUL, MN 55155-2538

651-201-6219

LAWS 2012, CHAPTER 18, SECTION 18.91, SUBDIVISION 1-4

Appointing: Commissioner of Agriculture

Compensation: None

Vacancies: Twenty-One (21) seats including: One Minnesota Environmental Organization Representative; One Minnesota Landscape and Nursery Association Representative; One Minnesota Soil and Water Conservation Districts Representative; One Minnesota Department of Natural Resources Representative; One Minnesota Farm Organization Representative; One University of Minnesota Extension Representative; One Minnesota Conservation Organization Representative; One Minnesota Department of Transportation Representative; One Minnesota Forest Industries Representative; One Minnesota Association of County Agricultural Inspectors Association Representative; One League of Minnesota Cities Representative; One University of Minnesota Agronomy Department Representative; One Minnesota Seed Industry Representative; One Minnesota Association of County Land Commissioners Association representative; One University of Minnesota Horticultural Science Department Representative; One University of Minnesota Terrestrial Invasive Species Center Representative; One Minnesota Farm Organization Representative; One Minnesota Association of Townships Representative; One Board of Water and Soil Resources Representative; One University of Minnesota Forestry/Natural Resources Department Representative; and One Association of Minnesota Counties Representative

The committee will advise the commissioner concerning responsibilities under the Noxious Weed Control Program and will evaluate plant species of concern for placement on the noxious weed list. The commissioner shall appoint members, which shall include representatives from the following: 1) horticultural science, agronomy, and forestry at the University of Minnesota; 2) the nursery and landscape industry in Minnesota; 3) the seed industry in Minnesota; 4) the Department of Agriculture; 5) the Department of Natural Resources; 6) a conservation organization; 7) an environmental organization; 8) at least two farm organizations; 9) the county agricultural inspectors; 10) city, township, and county governments; 11) the Department of Transportation; 12) the University of Minnesota Extension; 13) the timber and forestry industry in Minnesota; 14) the Board of Water and Soil Resources; and 15) soil and water conservation districts; 16) Minnesota Association of Land Commissioners; 17) members as needed. The committee meets on a quarterly basis at the Minnesota Department of Agriculture Freeman Building, St. Paul.

OMBUDSPERSON FOR INDIAN FAMILIES

1450 ENERGY PARK DRIVE, SUITE 106

ST. PAUL, MN 55108

651-643-2523

M.S. 257.0755

Appointing: Minnesota Indian Affairs Council

Compensation: None

Vacancies: Two Members

The ombudsperson shall monitor agency compliance with all laws governing child protection and placement, as they impact Indian children through work with the courts, court officials, policy makers, service providers, social workers, guardians ad litem, and training. The ombudsperson has the authority to investigate decisions or acts, and other matters of an agency, program or facility via complaints, systems and personnel, or upon personal initiative. The ombudsperson shall be given access to any

information in the possession of any agency deemed necessary to discharge duties. The ombudsperson may subpoena any agency personnel or documents which the ombudsperson deems relevant to the matter. All five members should be members from the Indian community. Four yearly full board meetings; at least six individual community board meetings. Meeting location varies in Twin Cities.

**SPECIAL REVIEW BOARD
DEPARTMENT OF HUMAN SERVICES
POST OFFICE BOX 64992
ST PAUL, MN 55164-0992
651-431-3679**

M.S. 253B.18 sub 4c & 253B.185 sub 9

Appointing: Commissioner of Human Services

Compensation: \$335.00 plus mileage; \$150 per Finding for chair or attorney

Vacancies: Six seats including: One Attorney Member; One Person Experiences in the Field of Mental Health; and, Four Psychiatrist or Doctorate Level Psychologist members.

The Special Review Board is established by and operates under Minnesota Statutes sections 253B.18 subdivision 4c, and 253B.185, subdivision 9. The board hears reduction in custody petitions involving individuals civilly committed as Mentally Ill and Dangerous, as a Sexually Dangerous Person, or as a Sexual Psychopathic Personality. The Special Review Board meets and acts in three-member panels comprised of an attorney, a psychiatrist or psychologist, a mental health professional experienced in the field of mental health. Board members review documents from the patient's treatment records and hear testimony presented by the patient, treatment program facility staff, interested persons, and the county of commitment. Following a hearing, board members deliberate and determine their recommendation on the appropriateness of the proposed reduction in custody. A written report of the panel's Findings and Recommendations is prepared by the panel chair and submitted to the Commissioner of Human Services or a judicial appeal panel, depending on the civil commitment category. No Special Review Board member shall be affiliated with the Department of Human Services. Meeting schedules vary. All candidates must meet the following: Minimum Qualifications: -Possess a basic understanding of the Commitment Act, particularly those provisions relating to the commitment of individuals as Mentally Ill and Dangerous, as Sexually Dangerous Persons, or as Sexual Psychopathic Personalities. -Have at least two years' experience in the field of mental health; -Have access to and be able to use contemporary electronic communication technology such as electronic mail and the Internet; -Able to participate in initial and ongoing training related to service on the Special Review Board. Preferred Qualifications: -Experience working with persons with a major mental illness and general knowledge of diagnosis and treatment. -Experience working with sexual abusers and general knowledge of sex offender diagnosis and treatment. Specific Qualifications: Attorneys - Two years' experience related to civil commitment in Minnesota; -Licensed (and in good standing) to practice law in the state of Minnesota. -Ability to preside over hearings and over deliberations. -Writing skills to summarize information presented at hearings and articulate the SRB's Findings & Recommendations. Psychiatrists -Licensed to practice psychiatry in the state of Minnesota; -Be in good standing with the Minnesota Board of Medical Practice. Meeting schedules and length may vary. Meetings are held at the Department of Human Services in St. Paul, MN and via ITV.

**STATE BOARD OF PUBLIC DEFENSE
331 SECOND AVENUE SOUTH, #900
MINNEAPOLIS, MN 55401
612-349-2565**

M.S. 611.215.

Appointing: Governor and Supreme Court

Compensation: \$55 per diem and expenses reimbursed

Vacancies: One Public Member

The board shall approve and recommend a budget to the Legislature, as well as establish procedures for distribution of state funding for the board, the Office of State Public Defender, the judicial district public defenders, and the public defense corporations. The board also appoints the State Public Defender and all Chief Public Defenders of Judicial Districts. The seven members include three public members appointed by the governor, and four attorneys acquainted with defense of persons accused of a crime, but not employed as prosecutors, appointed by the Minnesota State Supreme Court. Meetings are held on a monthly basis in St. Paul.

**STATE REHABILITATION COUNCIL
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
390 NORTH ROBERT
ST. PAUL, MN 55101
651-259-7364
M.S. 268A.02, AND FEDERAL LAW.**

Appointing: Governor

Compensation: \$55 per diem plus expenses.

Vacancies: One Business, Industry, or Labor Representative

The council is responsible for advising state government on the performance of Minnesota's Vocational Rehabilitation programs. The council advises and assists in preparation of the state plan for Vocational Rehabilitation Services; reviews and analyzes the effectiveness of, and consumer satisfaction with, vocational rehabilitation services; conducts needs assessments; reports to the governor and the U.S. Department of Education on the status of vocational rehabilitation programs; coordinates activities with other state councils with interest in the issues pertaining to disability and employment; and holds hearings and forums necessary to carry out the council's duties. A majority of members must be persons with a disability, including at least: one representative of the Statewide Independent Living Council; one representative of a parent training and information center; one representative of the client assistance program; one vocational rehabilitation counselor; one representative of community rehabilitation service providers; one representative of the directors of the American Indian Vocational Rehabilitation Projects in Minnesota; one representative of the State Workforce Investment Board; one representative of Special Education from the Department of Children, Families and Learning; four representatives of business, industry and labor; representatives of disability advocacy groups; and current or former applicants for or recipients of vocational rehabilitation services. The director of the designated State VR unit shall be an ex officio member of the council. Council members are appointed for three-year terms and no member may serve more than two consecutive terms. Meetings are held the fourth Wednesday of every month, except for July, and a combined November-December meeting is held the first week of December. Other exceptions are determined by the council. Meetings are posted in the State Register and on DEED website.

**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 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.