



OFFICE OF THE MINNESOTA SECRETARY OF STATE

Steve Simon

Notice of Vacancies in State Boards, Councils and Committees

April 4, 2016 — The Office of the Minnesota Secretary of State today released the April 2016 notice of vacancies for various state boards, councils and committees that are accepting applications, due April 26, 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 April 26, 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 April 26.

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: BLIND AND VISUALLY IMPAIRED

**c/o KRISTIN OIEN
1500 HIGHWAY 36 WEST
ROSEVILLE, MN 55113
651-582-8843
M.S. 125A.63**

Appointing: Commissioner of Education

Compensation: Mileage and or costs for transportation

Vacancies: Three seats including- one special education director, one non-profit agency member, and one parent representative.

The purpose of the advisory committee is to provide specific advice and counsel to the Division of Special Education in the Minnesota Department of Education regarding the technical issues of and strategies for improving the learning outcomes of children and students who are BVI. The committee shall consist of eight to 12 members including: one or two parents of children who are BVI, one or two teachers with license in visual impairment serving students, one related service staff person employed to work with students who are BVI, one representative of an insitute of higher education that prepares teachers to work with students who are BVI, one or two special education directors, coordinators, or supervisors, two to three people from another state agency or nonprofit agency that has a mission that includes services to children birth to 21 who are BVI, and one student who is BVI. Mettings are held four times per year, and the meeting location may vary.

BOARD OF ASSESSORS

**MINNESOTA DEPARTMENT OF REVENUE
MAIL STATION 3340
ST. PAUL, MN 55146-3340
651-556-6093
M.S. 270.41**

Appointing: Commissioner of Revenue

Compensation: \$55 per diem plus expenses

Vacancies: One City Assessor Member

The board provides for the education, licensure, conduct and discipline of assessors. Membership includes two public members; one designated appraiser; two county assessors; two local assessors (one township assessor); and two employees of the Department of Revenue. Meetings are usually held every other month, and the location may vary.

BOARD OF MEDICAL PRACTICE

**2829 UNIVERSITY AVENUE SOUTHEAST, SUITE 500
MINNEAPOLIS, MN 55414-3246
612-617-2130
M.S. 147.01**

Appointing: Governor

Compensation: \$75 per diem plus expenses

Vacancies: One Medical Doctor currently licensed to practice medicine.

The board licenses and registers medical doctors and doctors of osteopathy, physician assistants, traditional midwives, respiratory therapists, acupuncturists, athletic trainers and naturopaths; and enforces the relevant practice acts. Membership includes: 10 licensed M.D. physicians; one licensed doctor of Osteopathy; and five public members. Members shall not serve more than eight years consecutively. Monthly meetings, some committee meetings are held in Conference Room A, 2829 University Ave SE, Minneapolis. Time commitment expected is one business day and one Saturday per month, plus preparation time.

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

PLEASE NOTE: This information, which was previously published in the March 2016 Open Appointments Vacancy Notice, includes additional information. If you applied in March 2016, you do not need to reapply.

Vacancies: Six seats including: One Member, one Member residing in the Third Congressional District, one Member residing in the Sixth Congressional District, one Member residing in the Eighth Congressional District, one Community College Student member, and one Technical College Student member.

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. Meetings are held on a monthly basis, with other committee meetings as scheduled. Meetings are held at 30 East 7th Street, St. Paul.

DENTAL SERVICES ADVISORY COMMITTEE

DEPARTMENT OF HUMAN SERVICES

PO BOX 64984

ST PAUL, MN 55164-0984

651-431-2203

M.S. 256B.0625 SUBD 3d

Appointing: Commissioner of Human Services

Compensation: \$200 per diem

Vacancies: Four seats including: One Minnesota licensed dental hygienist who serves Minnesota Health Care Program clients; one Dental Director or other representative with experience in oral health policy from a health plan contracted to serve Minnesota Health Care Program Clients; and, two Minnesota licensed dentists in general practice and who serves Minnesota Health Care Program clients.

To advise the commissioner regarding 1) the critical access dental program under section 256B.76, subdivision 4..., including but not limited to criteria for designating and terminating critical access dental providers; 2) any changes to the critical access dental provider program necessary to comply with program expenditure limits; 3) dental coverage policy based on evidence, quality, continuity of care, and best practices; 4) the development of dental delivery models; and 5) dental services to be added or eliminated from subdivision 9, paragraph (b). The dental subcommittee consists of general dentists; dental specialists; safety net providers; dental hygienists; health plan company and county and public health representatives; health researchers; consumers; and a designee of the commissioner of Health. There are approximately nine meetings per year, and meetings are approximately two hours in length. Meetings are usually held at the Hiway Federal Credit Union or at various locations in St. Paul.

EARLY LEARNING COUNCIL

1500 HIGHWAY 36 WEST

ROSEVILLE, MN 55113

651-582-8476

M.S. 124d.141; EXEC ORDER 11-05

Appointing: Governor

Compensation: Mileage

Vacancies: Twenty-Two members including representatives of local government groups, representatives of local school districts, individuals with Head Start expertise, providers of early childhood supports and services, representatives of higher education, individuals whose families receive childhood supports or services, individuals from non-profits involved in early childhood issues, members of the business community, and representatives of the philanthropic community.

The council will make recommendations to the Governor and the Minnesota Legislature to ensure every child is ready for kindergarten and affordable quality early childhood education and care is available to all children. The council consists of up to 30 members, 22 of whom are appointed by and serve at the pleasure of the Governor. The following individuals are members of the council: a) Commissioner of Human Services or a designee; b) Commissioner of Health or a designee; c) Commissioner of Education or a designee; and d) the Head Start State Collaboration Director. The Governor will appoint up to 22 additional members, including individuals with the following expertise, affiliations, or backgrounds: a) representatives of local government groups; b) representatives of local school districts; c) individuals with Head Start expertise; d) providers of early childhood supports and services; e) representatives of higher education; f) individuals whose families received early childhood supports or services (minimum 2 parents); g) individuals from non-profits involved in early childhood issues; h) members of the business community; and i) representatives of the philanthropic community. Four members of the Legislature, as provided in Minnesota Statutes, section 124D.141, will service as members of the council. The Governor will appoint one member to serve as the chair of the council. The Council meets every other month at the MN Dept of Education and various locations throughout the state.

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: One Continuum of Care 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.

MEDICAL SERVICES REVIEW BOARD

DEPARTMENT OF LABOR AND INDUSTRY

REHABILITATION & MEDICAL AFFAIRS

443 LAFAYETTE ROAD NORTH

ST. PAUL, MN 55155

651-284-5018

M.S. 176.103.

Appointing: Commissioner of Labor and Industry

Compensation: \$55 per diem plus expenses

Vacancies: One Chiropractor Alternate

The board advises the Department of Labor and Industry on medical matters relating to workers' compensation, makes determinations on inappropriate, unnecessary or excessive treatment under M.S. 176.103, subd. 2, and may issue penalties for violation of rules following a contested case procedure under chapter 14 under M.S. 176.103, subd.3. There is created a

Medical Services Review Board composed of the commissioner or the commissioner's designee as an ex officio member; two persons representing chiropractic; one person representing hospitals; one physical therapist; one registered nurse; one occupational therapist; and six physicians representing different specialities which the commissioner determines are the most frequently utilized by injured employees. The board shall also have one person representing employees, one person representing employers or insurers. The members shall be appointed by the commissioner and shall be governed by section 15.0575. Terms of the board's members may be renewed. The board may appoint from its members whatever subcommittees it deems appropriate. Notwithstanding section 15.059, this board does not expire unless the board no longer fulfills the purpose for which the board was established, the board has not met in the last 18 months, or the board does not comply with the registration requirements of section 15.0599, subdivision 3. The commissioner may appoint alternates for one-year terms to serve as a member when a member is unavailable. The number of alternates shall not exceed one chiropractor; one physical therapist; one registered nurse; one hospital representative; three physicians; one employee representative; one employer or insurer representative; and one occupational therapist. Meetings are held the third Thursday quarterly from 4 - 6:00 p.m. at 443 Lafayette Road North, St. Paul.

MINNESOTA BALLPARK AUTHORITY

1 TWINS WAY, SUITE 300

MINNEAPOLIS, MN 55403

612-659-3880

M.S. 473.755

Appointing: Governor

Compensation: \$55.per diem

Vacancies: One member appointed by the Governor. Must be a resident of Hennepin County. Cannot have served as an elected official of the city of Minneapolis or Hennepin County for a period of two years prior to appointment. The authority is a public body created by the Legislature to oversee the design, construction, and operation of Target Field. The Governor appoints two members, one of whom must be a resident of a county other than Hennepin. The other member must be a resident of Hennepin County. No member may have served as an elected official of the city of Minneapolis or Hennepin County for a period of two years prior to appointment to the authority. Meetings are held four times per year at the Target Field Tour Theatre, 1 Twins Way, Minneapolis.

NONPUBLIC EDUCATION COUNCIL

1500 WEST HIGHWAY 36

ROSEVILLE, MN 55113-4266

651-582-8572

M.S. 123B.445.

Appointing: Commissioner of Education

Compensation: MDE may pay \$55 per diem & may reimburse expenses

Vacancies: One Member

The council advises the Commissioner on nonpublic educational aids as well as other matters affecting nonpublic education and nonpublic schools. The council is also authorized to recognize educational accrediting agencies for purposes relating to Minnesota's Compulsory Instruction Law. The fifteen members shall represent various areas of the state, stakeholders methods of providing nonpublic education, and shall be knowledgeable about nonpublic education. The Council meets three to four times during the school year, at the Department of Education, Roseville.

SPECIAL EDUCATION ADVISORY PANEL

DIVISION OF SPECIAL EDUCATION

1500 HIGHWAY 36 West

ROSEVILLE, MN 55113-4266

651-582-8656

FED STATUTE 20 USC 1412(a)(21)(A); 34 CFR 300.167

Appointing: Commissioner of Education

Compensation: Expenses + per diem

Vacancies: Six seats including: One Parent Advocate, one Higher Education representative, two School Personnel representatives, one School Administrator representative, and one parent/or/school representative.

The state is required to establish and maintain an advisory panel for the purpose of providing policy guidance with respect to special education and related services for children with disabilities in the state. SEAP is a federally mandated advisory group providing policy guidance with respect to special education and related services for children with disabilities in Minnesota. SEAP membership shall be representative of the state population and composed of individuals involved in or concerned with the education of children with disabilities. Applicants should be knowledgeable on issues, laws and policies pertaining to students with disabilities and their families. SEAP members must represent one or more of the following groups: Parents of children with disabilities (age birth through 26); representatives of institutions of higher education that prepare special education and related services personnel; representative of a vocational, community or business organization concerned with the provision of transition services to children with disabilities; administrators of programs for children with disabilities; a representative from the state child welfare agency responsible for foster care; representatives of other state agencies involved in the financing or delivery of related services to children with disabilities; representatives of private schools and public charter schools; representatives from the state juvenile and adult correction agencies; individuals with disabilities; teachers; state and local education officials, including officials who carry out activities under subtitle B of title VII of the McKinney-Vento Homeless Assistance Act. Geographic balance and racial diversity are taken into account when selecting SEAP members. Per federal requirements SEAP advises MDE on issues related to the education of children with disabilities and the development and implementation of policies related to the coordination of services; comments on proposed rules or regulations regarding the education of children with disabilities; provides input into the development of federal and state reports and corrective actions plans from federal monitoring; and is informed about the due process hearing findings and decisions. SEAP members participate in four to six meetings held in the metro area each year. Meetings are held 4-6 times each school year at the Department of Education.

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 Vocational Rehabilitation Services representative (for a term ending January 2, 2017)

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. Posted in the State Register and on DEED website.

STATEWIDE INDEPENDENT LIVING COUNCIL

MINNESOTA DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT

REHABILITATION SERVICES

1ST NATIONAL BANK BBUILDING

332 MINNESOTA STREET, SUITE E200

ST. PAUL, MN 55101

612-518-1497

Workforce Innovation and Opportunity Act (WIOA),

Appointing: Governor

Compensation: \$55 per diem plus expenses

Vacancies: One State Services for the Blind representative

Jointly develop and sign the State Plan for Independent Living. Monitor, review, and evaluate the implementation of the State Plan; As appropriate, coordinate activities with other entities in the State that provide services similar to or complementary to independent living services, such as entities that facilitate the provision of or provide long-term community-based services and supports. Meet regularly and ensure that all meetings of the Council are open to the public and sufficient advance notice is provided; and, Submit to the Administrator such periodic reports as the Administrator may reasonably request, and keep such records, and afford access to such records, as the Administrator finds necessary to verify the information in such reports. The Council is authorized to hold such hearings and forums as the Council may determine to be necessary to carry out the duties of the Council. Included in the new legislation are what is labeled "Authorities". Work with centers for independent living to coordinate services with public and private entities in order to improve services provided to individuals with disabilities. Conduct resource development activities to support the activities described in the plan or to support the provision of independent living services by centers for independent living; Perform such other functions, consistent with the purpose of this chapter and comparable to other functions described in this subsection, as the Council determines to be appropriate. The Council shall not provide independent living services directly to individuals with significant disabilities or manage such services. The Council Must Include: At least one director of a center chosen by the directors of centers within the State; and As ex-officio, nonvoting members, a representative of the Designated State Unit/Entity, and representative from State agencies that provide services for individuals with disabilities; Among its voting members, for a State in which 1 or more centers for independent living are run by, or in conjunction with, the governing bodies of American Indian tribes located on Federal or State reservations, at least 1 representative of the directors of such centers. The Council may include: Other representatives from centers for independent living; Parents and guardians of individuals with disabilities; Individuals with Disabilities; Advocates of and for individuals with disabilities; Representatives from private businesses; Representatives from organizations that provide services for individuals with disabilities; and Other appropriate individuals. Meetings are held on the second Thursday of the month; 9 a.m. - 3 p.m. Exceptions to this schedule are determined by the council. Meeting schedules are posted on the SILC website at: www.mn.gov/deed/silc. Meetings are held in the metropolitan area. Please refer to the website for locations.)

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: Thirteen Members

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.