

DEPARTMENT OF ADMINISTRATION

Office Memorandum

TO : THE HONORABLE RUDY PERPICH
GOVERNOR

DATE: JUNE 29, 1978

FROM : RICHARD L. BRUBACHER
COMMISSIONER

PHONE: 296-3862

SUBJECT: REORGANIZATION ORDER NO. 93

Enclosed is a copy of the Department of Administration Reorganization Order No. 93 which relates to the Governor's Office of Volunteer Services and which has been filed with the Secretary of State.

RLB:ju

Enclosure

cc: Chairman, Senate Finance Committee
Chairman, House Appropriations Committee
Legislative Auditor
Secretary of the Senate
Chief Clerk of the House
Senate Research
Legislative Reference Library ✓
Governor
Governor's Office of Volunteer Services
Commissioner, Administration
Commissioner, Finance Department
Commissioner, Personnel Department
Administration - Personnel
Fiscal Services
Real Estate Management
Inventory Management
W. Siemers
Reorganization Order File

STATE OF MINNESOTA
DEPARTMENT OF ADMINISTRATION
REORGANIZATION ORDER NO. 93

Pursuant to Minnesota Statutes, 1977 Supplement, Section 16.125, as amended by Laws 1978, Chapter 793, Sections 42 and 43, the following administrative reorganization is made with the prior approval of the Governor.

In order to continue to improve the efficiency of the administration and operation of the volunteer programs delivered in accordance with Minnesota Statutes, 1977 Supplement, Section 4.31, Subdivision 1 to 4, the powers and duties of the Governor's Office of Volunteer Services are transferred from the Office of the Governor to the Department of Administration. Those powers described in Section 4.31, Subdivision 5, and pertaining to the appointment of the advisory committee remain with the Governor. The Office shall continue to be known as the Governor's Office of Volunteer Services.

The following unclassified positions are transferred.

| <u>Position No.</u> | <u>Soc. Sec. No.</u> | <u>Payroll Name</u> | <u>Job Classification</u> |
|---------------------|----------------------|-----------------------|--------------------------------------|
| 046360 | 474-48-7738 | Laura Lee M. Geraghty | Program Director |
| 094040 | 458-42-3055 | Phyllis A. Acker | Communication Development Specialist |
| 065630 | 471-48-9828 | Kenneth J. Krautbauer | Information Officer |
| 046460 | 468-58-9202 | Marie O. Louks | Clerk Typist, Senior |

The approved complement of the Department of Administration is increased by four positions. The complement of the Office of the Governor is reduced by four positions.

Any grant agreement or other contractual agreement that is outstanding shall be amended to reflect the change in responsible state agency.

Equipment, furnishings, and supplies shall be appropriately transferred.

The Commissioner of Finance shall make the necessary financial determinations in accordance with Minnesota Statutes, 1977 Supplement, Section 16.125, as amended.

The effective date of this order is July 1, 1978. In accordance with Minnesota Statutes, 1977 Supplement, Section 16.125, as amended, the order shall be filed and shall remain in effect until amended or superseded.

APPROVED:

June 28, 1978
Date

Richard L. Brubacher
Richard L. Brubacher, Commissioner
Department of Administration

Filed According to Law:

6-29-78
Date

Joan Anderson Growe
Joan Anderson Growe
Secretary of State

STATE OF MINNESOTA

DEPARTMENT OF STATE

FILED

JUN 29 1978

Joan Anderson Growe
Secretary of State