SF-00006-02

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STATE OF MINNESOTA

DEPARTMENT Public Safety

Office Memorandum

1 copy

TO : Affirmative Action Committee Members

DATE: January 14, 1983

FROM : Mary Jean Anderson
Affirmative Action Officer

PHONE: 296-8631

SUBJECT: Affirmative Action Plan, Current Fiscal Year: 1983

Enclosed is a complete copy of the Department's current Affirmative Action Plan. Please add it to your resource guide and make it available to your Division or Staff Office Director. You may wish to discard other outdated Affirmative Action Plan materials, since this is the plan we will again review for revision at the end of this fiscal year.

MJA:lm
Enclosure

State of Minnesota

DEPARTMENT OF EMPLOYEE RELATIONS
3rd Floor, Space Center Bldg.
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

September 20, 1982

John P. Sopsic, Commissioner
Department of Public Safety
Transportation Building
John Ireland Boulevard
St. Paul, Minnesota 55155

Dear Commissioner Sopsic:

The 1982-83 Affirmative Action Plan for the Department of Public Safety has been received, reviewed and approved. We wish to commend you and your staff for a good plan which should advance the cause of affirmative action in state service during this fiscal year. We look forward to working with you on the implementation of your plan.

Should you require any assistance, please feel free to call.

Sincerely,

Catherine Warrick, Director
Equal Opportunity Division

CW:DP:cn

cc: Mary Jean Anderson, Affirmative Action Officer

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

AFFIRMATIVE ACTION PLAN

JULY 1, 1982 - JUNE 30, 1983

FISCAL YEAR 1983

MINNESOTA DEPARTMENT OF PUBLIC SAFETY

AFFIRMATIVE ACTION PLAN

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ADMIN 1000 (Rev. 1/78)
SF-00006-01

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT PUBLIC SAFETY

TO : All Public Safety Employees

DATE: September 28, 1982

FROM : Kenneth A. Dirkzwager
Commissioner

PHONE: 296-6642

SUBJECT: Equal Opportunity and Affirmative Action

The Department of Public Safety is committed to a policy of equal opportunity, which provides that all persons will have the opportunity to work and advance based on their own abilities, without regard to race, creed, color, sex, national origin, marital or public assistance status, handicap, political affiliation or Vietnam era Veteran status. I reaffirm my personal and official commitment to this policy and to the Department Affirmative Action Plan for employment of minorities, women, handicapped, and Vietnam era Veterans. Through this plan, active efforts will continue to be taken in all areas where there is underrepresentation of these groups.

To ensure successful implementation of this plan, each employee must assume responsibility for promoting and applying principles of equal opportunity in their work. Managers and supervisors are responsible for affirmative action efforts. Their progress in this area will be a factor in performance evaluation. Mary Jean Anderson is the Department's Affirmative Action Officer. She can be reached at 612-296-8631. The Affirmative Action Plan is available for review in the Public Safety Personnel Office, Room 210, Transportation Building, St. Paul.

I encourage you to become acquainted with the Affirmative Action Policy and Plan. With your support, affirmative action can eventually eliminate barriers to equal employment opportunity for all employees.

KAD:lka

AFFIRMATIVE ACTION PLAN
Fiscal Year 1983
For

Public Safety - St. Cloud
(Agency or Agency Subdivision)

1. This annual review revealed underutilization of the following protected group(s) in the following occupational categories: (Check each category apporpriate)

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Unclassified				
Management				
Professional-S	X	X	X	X
Professional	X	X		X
Technical-S	X	X	X	X
Technical	X	X	X	X
Crafts-S				
Crafts				
Office-S				
Office		X	X	X
Operative-S				
Operative				
Laborer-S				
Laborer			X	X
Service-S				
Service	X	X	X	

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

Room 210 Transportation Building, St. Paul, MN 55155

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 agency's affirmative action goals for this fiscal year.

Mary Jean Hutchison — 7/16/82
Affirmative Action Officer — 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.

[illegible] — 7/21/82
Agency Head — 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 — Date

PE-00102-01 (2/81)

AFFIRMATIVE ACTION PLAN
Fiscal Year 1983
For

Public Safety - Duluth
(Agency or Agency Subdivision)

1. This annual review revealed underutilization of the following protected group(s) in the following occupational categories: (Check each category apporpriate)

OCCUPATIONAL CATEGORIES	PROTECTED GROUPS			
	WOMEN	MINORITIES	HANDICAPPED	VETERANS
Unclassified				
Management				
Professional-S	X	X	X	X
Professional	X	X	X	
Technical-S	X	X	X	X
Technical	X	X	X	X
Crafts-S				
Crafts				
Office-S				
Office		X	X	X
Operative-S				
Operative				
Laborer-S				
Laborer			X	X
Service-S				
Service	X	X	X	

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

Room 210 Transportation Building, St. Paul, MN 55155

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 agency's affirmative action goals for this fiscal year.

Mary Jane Anderson — 7/16/82
Affirmative Action Officer — 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.

[signature] — 7/21/82
Agency Head — 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 — Date

PE-00102-01 (2/81)

STATE OF MINNESOTA
EQUAL EMPLOYMENT OPPORTUNITY POLICY

The policy of the State of Minnesota is to conduct all personnel activities within the State service without regard to race, creed, color, sex, national origin, age, marital status, disability or handicap, reliance on public assistance, religion, or, in the State civil service, Vietnam era Veterans, political opinions or affiliations.

Personnel activities shall include, but are not limited to, all recruitment, selection, assignment, training, promotion, compensation, fringe benefits, leaves of absence, discipline and layoffs affecting all employees and applicants.

The State of Minnesota will implement and maintain a program of affirmative action to eliminate internal barriers to equal employment opportunity and to provide for the employment and advancement of qualified disabled persons, minorities, women and Vietnam era Veterans in accordance with their occurrence in the labor area work force.

I

INTRODUCTION

2 MCAR/2.293, Rules 1 and 4

PURPOSE

The following Affirmative Action Plan is a reorganization of existing and new Departmental Affirmative Action policies and procedures. It will define policies and outline steps the department intends to take to ensure that 1) Equal Employment Opportunity exists in all employment practices and 2) Affirmative Action is taken in occupational categories and geographic areas where minorities, women, handicapped and Vietnam era Veterans are under represented. These revisions are the result of an effort to clarify Departmental Affirmative Action/Equal Employment Opportunity policies and specify the means by which the department will seek to correct disparities during Fiscal Year 1983. They are further the result of the following:

1. Adopted Rules governing the Statewide Affirmative Action Program (Department of Employee Relations, Equal Opportunity Division - 1981)

2. Affirmative Action Legislation (1981)

3. Departmental Affirmative Action Committee Recommendations

Since requirements for agency Affirmative Action Plans have been established by Rule (5 S.R. 1551-1552, March 30, 1981), a reference to the corresponding Rule is included in the Table of Contents and under each Section Heading.

The following pages describe the department's policies, which form a foundation for the Affirmative Action Plan. Section II (Fiscal Year 1983 Plan of Action) includes a description of the department's audit and evaluation procedures, the goals and timetables established to correct the disparities found, and action plans designed to address particular problems in occupational groups and job classes where the greatest disparities were found. The Affirmative Action grievance procedure, which is incorporated into the departmental grievance process, is also included in Section II. Section IV, Persons Responsible for Implementation, is included to delineate the on-going authorities and responsibilities of all department employees.

Progress toward affirmative action hiring goals will be reviewed on a quarterly basis, to ensure a methodical and realistic approach to on-going evaluation. The department will maintain close liaison with the Equal Opportunity Division through our assigned Equal Opportunity Specialist to expedite negotiation and endorsement of specific goals, objectives and timetables.

This Plan offers a practical, results-oriented approach to affirmative action through prioritizing areas of disparity and taking measurable action to correct the disparities. It should not be viewed as a permanent or complete document. Continuous review and evaluation will be undertaken by all parties responsible for its implementation. The strength and long-range effectiveness of this Plan lies with its problem-remedy approach and its inherent flexibility to change as departmental needs change.

POLICY

The Minnesota Department of Public Safety is an equal opportunity employer and is committed to affirmative action in all areas where protected group members are under represented. This Plan's annual review transmittal form specifies those areas.

The following have been adopted by the Department's Equal Opportunity Council and serve as the foundation of the Department's Affirmative Action Plan:

I. PROTECTED CLASS/GROUP are persons who have suffered from past discriminatory practice whose rights are now guaranteed by law. (Minorities, Women, Handicapped, Vietnam era Veterans as defined in Adopted Rules Governing the Statewide Affirmative Action Program - 1981).

II. TO ACHIEVE EQUAL EMPLOYMENT OPPORTUNITY the department will ensure that all personnel transactions covering both employees and potential employees are based upon job-related considerations and not on individual characteristics such as race, color, creed, religion, national origin, age, sex, marital or public assistance status, handicap, political affiliation or Vietnam era Veteran status. In addition, such factors as physical or mental disabilities or criminal convictions cannot be disqualifying unless there is a bona fide occupational reason that mandates such disqualification.

III. THROUGH AFFIRMATIVE ACTION, the positive effort to apply the principle of equal opportunity and to comply with state and federal law, the department will:

1. Aggressively seek out and eliminate employment discrimination using an effective audit and evaluation system.

2. Place emphasis on the recruitment, retention and upward mobility of minorities, women, handicapped, and Vietnam era Veterans where those groups are under represented in the workforce.

3. Encourage the self-improvement, enrichment and professional growth of all employees and potential employees through individual initiative, as well as through training opportunities provided by the department and the state.

IV. HARASSMENT - Under Section 703 of Title VII of the Civil Rights Act of 1964 harassment on the basis of race, color, religion, sex or national origin is a form of discrimination. Such discrimination, therefore, is prohibited under federal and state laws. Further, the Minnesota Supreme Court has ruled that an employer can be held legally liable for the harassment of one of its employees towards another, if that employer knows or should have known that the harassment has occurred.

BACKGROUND

The Department of Public Safety is committed to the principles of Equal Employment Opportunity and Affirmative Action. In this spirit, the department actively encourages the enrichment and professional development of all employees. We have long regarded harassment of others in the workplace as unacceptable behavior on the part of employees. A Minnesota Supreme Court decision (Continental Can Co. vs. State of Minnesota, June 6, 1980) and other recent court decisions, dictate the need for restatement of explicit policy on the subject, particularly regarding sexual harassment.

DEFINITIONS

Under Section 703 of Title VII of the Civil Rights Act of 1964 harassment on the basis of race, color, religion, sex or national origin is a form of discrimination. Such discrimination, therefore, is prohibited under federal and state laws. Further, the Minnesota Supreme Court has ruled that an employer can be held legally liable for the harassment of one of its employees towards another, if that employer knows or should have known that the harassment has occurred.

> Harassment is any behavior which is not welcome, which is personally offensive and which, therefore, may affect morale and interfere with the employee's ability to perform. Harassment may include any verbal or physical conduct relating to an individual's race, color, religion, sex or national origin. (U.S. Equal Employment Opportunity Commission Guidelines on Discrimination, 1980.)

> Sexual Harassment has been specifically defined by the Equal Employment Opportunity Commission: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1) submission to such conduct is made either explicitly or implicitly 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.

3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment". (Equal Employment Opportunity Commission Guidelines on Discrimination because of Sex, November 10, 1980.)

POLICY

The Department of Public Safety will maintain a working environment free of discrimination including, but not limited to, sexual harassment, discriminatory insult, intimidation and all other forms of harassment. The department will take all necessary reasonable measures to rid the workplace of bias, will investigate all such allegations and will take prompt and appropriate remedial action against those employees who harass.

RESPONSIBILITIES:

The department assumes responsibility for informing all employees of this policy and eliminating harassment in the workplace. However, acts of harassment are often informal and unofficial. Moreover, there can sometimes be instances of unintentional harassment. Such situations can have damaging effects on working relationships. Therefore, employees who believe that they are being harassed should notify the department. These procedures should be followed:

Harassed employee:

a) Clearly explain to the person(s) harassing you what behavior you find objectionable and ask that it stop - or - report the behavior to your supervisor (if your supervisor is the offending party, to his/her supervisor) - or contact the Department's Affirmative Action Officer at 296-8631.

b) Make notes of instances of harassment and the names of any witnesses.

c) If the harassment continues, follow the departmental complaint procedure which is attached.

Supervisors:

a) Investigate and process each informal and formal complaint of harassment.

b) Take prompt and appropriate action to eliminate the harassment. Such action may include verbal warning, written reprimand, and other disciplinary action, up to and including discharge.

PART 1604

GUIDELINES ON DISCRIMINATION BECAUSE OF SEX

Section 1604.11 Sexual Harassment

a. Harassment on the basis of sex is a violation of sec. 703 of Title VII.* Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly 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 work performance or creating an intimidating, hostile, or offensive working environment.

b. In determining whether alleged conduct constitutes sexual harassment, the Commission will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

c. Applying general Title VII principles, an employer, employment agency, joint apprenticeship committee or labor organization (hereafter collectively referred to as "employer") is responsible for its acts and those of its agents and supervisory employees with respect to sexual harassment regardless of whether the specific acts complained of were authorized or even forbidden by the employer and regardless of whether the employer knew or should have known of their occurrence. The Commission will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether an individual acts in either a supervisory or agent capacity.

d. With respect to conduct between fellow employees, an employer is responsible for acts of sexual harassment in the workplace where the employer (or its agents or supervisory employees) knows or should have known of the conduct, unless it can show that it took immediate and appropriate corrective action.

e. An employer may also be responsible for the acts of non-employees, with respect to sexual harassment of employees in the workplace, where the employer (or its agents or supervisory employees) knows or should have known of the conduct and fails to take immediate and appropriate corrective action. In reviewing these cases the Commission will consider the extent of the employer's control and any other legal responsibility which the employer may have with respect to the conduct of such non-employees.

f. Prevention is the best tool for the elimination of sexual harassment. An employer should take all steps necessary to prevent sexual harassment from occurring, such as affirmatively raising the subject, expressing strong disapproval, developing appropriate sanctions, informing employees of their right to raise and how to raise the issue of harassment under Title VII, and developing methods to sensitize all concerned.

g. Other related practices

Where employment opportunities or benefits are granted because of an individual's submission to the employer's sexual advances or requests for sexual favors, the employer may be held liable for unlawful sex discrimination against other persons who were qualified for but denied that employment opportunity or benefit.

*The principles involved here continue to apply to race, color, religion or national origin.

SF-00C06-02

PERSL 1158

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT EMPLOYEE RELATIONS - 3RD FLOOR
SPACE CENTER BUILDING

TO : Agency Heads

DATE: 4-24-81

FROM : Barbara L. Sundquist
Commissioner

PHONE: 296-8366

SUBJECT: STATEWIDE POLICY ON SEXUAL HARASSMENT

Need for a Policy

The State of Minnesota has long regarded harassment of others in the work place as unacceptable behavior on the part of its employees, and such behavior is just cause for disciplinary action. However, events dictate the need for a strict and explicit policy statement on the subject, particularly as regards sexual harassment.

Harassment on the basis of race, color, religion, sex, or national origin is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972 because it is a form of discrimination. As such, it is punishable under both federal and state laws, and is a clear violation of equal employment opportunity. A person who is being harassed does not have the same opportunity for successful job performance as does another individual who is not subjected to harassment. Further, the Minnesota Supreme Court has recently declared that any organization can be held legally liable for the harassment of one of its employees towards another, if that organization knows or should have known that the harassment has occurred. (Continental Can Company, Inc. vs. State of Minnesota, Case #49988, June 6, 1980.) All state agencies are hereby advised that when one of its employees harasses another employee, the agency head and all other persons in the line of delegated authority are deemed responsible unless immediate action is taken to halt the abuse and to discipline the offender.

Definitions

Harassment is any behavior which is not welcome, which is personally offensive, which, therefore, may effect morale and interfere with the employee's ability to perform. When the basis of harassment is race, color, religion, sex, or national origin it is illegal. For example, harassment based on national origin has been defined by the U.S. Equal Employment Opportunity Commission as "Ethnic slurs and other verbal or physical conduct relating to an individual's national origin." (EEOC Guidelines on Discrimination Because of National Origin, effective December 29, 1980.)

Sexual harassment has also been specifically defined by the Equal Employment Opportunity Commission. "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly 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 work performance or creating an intimidating, hostile, or offensive working environment." (EEOC Guidelines on Discrimination Because of Sex, effective November 10, 1980.)

Sexual harassment may include such actions as:

1) sex-oriented verbal kidding, or abuse;
2) subtle or overt pressure for sexual activity;
3) physical contacts such as patting, pinching, or constant brushing against another's body;
4) demands for sexual favors which affect an individual's employment status or consideration.

Clearly, therefore, there are two levels of seriousness in sexual harassment violations -- those included in the EEOC definition which are most serious, punishable in the civil courts, and requiring serious levels of progressive discipline; and those which are annoying and perhaps insulting and which should be corrected early and firmly in the interests of maintaining a barrier-free work place.

Finally, it is possible for sexual harassment to occur within two different levels of employee relationship: 1) among peers or co-workers, or 2) between supervisors and subordinates. Employees who experience sexual harassment from co-workers should either make it clear that such behavior is offensive to them or bring the matter to the attention of their supervisors or the agency affirmative action officer. In fulfilling our obligation to maintain a positive and productive work environment, supervisors are expected to halt such harassment between co-workers through appropriate disciplinary action based on the seriousness of the incident. They are also expected to protect a harassed employee who initiates a complaint from reprisal.

A form of sexual harassment which may be more difficult for employees to cope with occurs when people offer or threaten to use the power of their position to control, influence, or affect the career, salary, or job of another employee (or prospective employee such as an applicant) in exchange for sexual favors. Individuals who instigate this type of harassment are subject to the most serious disciplinary actions, including suspensions, demotion, transfer, or termination. Complaints of sexual harassment involving misuse of an individual's official position should be made to the agency head or the agency's affirmative action officer.

Statement of Policy

It is the policy of the State of Minnesota to prohibit verbal and physical harassment of its employees based on race, national origin, religion, or sex. This prohibition with respect to sexual harassment includes both serious acts as defined by EEOC and petty and annoying acts which create a negative work environment. Any employee subjected to such harassment should file a complaint with the agency's affirmative action officer/designee. Any unintentional or deliberate violation of this policy by a state employee will be cause for appropriate disciplinary action.

Each manager or agency head is responsible for the application of this policy within their department. This 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 supervisor will be responsible for orienting his/her staff to the state's policy. Each agency's affirmative action officer will be expected to keep the organization apprised of any changes in the law or its interpretation regarding this form of discimination. More specifically, each agency head will be responsible for:

1. Making certain that each individual in her/his department who makes or recommends employment and other personnel decisions are fully aware of and comply with this policy;
2. Notifying all employees within the department and orienting each new employee who is hired of this policy;
3. Establishing a complaint procedure to investigate all complaints promptly and carefully, the provisions of which shall be disseminated to all employees. (An already existing affirmative action complaint procedure may well serve this purpose.)

Our Equal Opportunity Division accepts the responsibility for keeping the agencies informed of new developments through your affirmative action officers/designees and are ready to assist with any questions of implementation or on the policy itself which you may have. The staff can be reached at 296-4600.

II

PLAN OF ACTION

FISCAL YEAR 1983

PURPOSE

In order to implement the foregoing Affirmative Action Policy, it is necessary to conduct a thorough self-analysis, establish measurable action objectives, strive to attain them and evaluate the degree to which they are accomplished.

A. AUDIT AND EVALUATION
2 MCAR/2.293, Rule 9

Self-Analysis

1. On a quarterly basis, the Affirmative Action Officer shall prepare the following information:

   a) The current employment profile of the department.

   b) The extent to which protected group individuals are represented in the workforce, by job category, as compared to the relevant civilian labor force (established goals) in that geographic area.

   c) The number of interviews, hires, terminations and promotions occuring in the preceding quarter, by race, sex, handicap, Vietnam era Veteran status, and occupational group.

   d) A progress report indicating:

      1. Which of the Plan's action steps were emphasized during the quarter.

      2. Recruitment activities.

      3. Percentage of total action steps addressed.

      4. Progress toward goals in job categories where protected groups are under represented.

      5. Special problems/barriers to progress.

      6. Proposed future action objectives.

   This Quarterly Report shall be submitted to the Equal Opportunity Division and a Summary Report distributed to the commissioner, assistant commissioners, division directors and affirmative action committee.

2. Semi-annually, the Affirmative Action Officer will compile exit interview data, by division.

3. Semi-annually, the division or staff office director and the Affirmative Action Officer shall review the above information and re-evaluate/identify priorities, based on degree of disparity and opportunity to hire or to remove barriers to progress. New or continuing action objectives shall be established for the remainder of the fiscal year.

4. On a quarterly basis, the Affirmative Action Officer will consult with Personnel Officers to provide updated information on affirmative action goals.

SELECTION: PRE-EMPLOYMENT REVIEW

The Affirmative Action Officer will maintain a record of all appointments made in under represented job categories. If a vacancy is to be filled in a job category which is under represented, the following procedures will be followed:

If Eligible List exists:

1. Personnel Officer notifies Affirmative Action Officer of opportunity to correct disparity. Affirmative Action Officer sends advisory notice to the division or staff office filling the vacancy.

- OR -

If Examination is scheduled to open:

1. Affirmative Action Officer recruits affirmatively from under represented protected group(s).

2. Affirmative Action Officer or Personnel Officer consults with supervisor re: disparity and established goal.

3. Supervisor interviews, after determining all job-related criteria.

4. Supervisor informs Affirmative Action Officer or Personnel Officer of hiring decision, prior to making job offer.

5. If protected group candidate was not selected, supervisor holds job offer until her/his justification for non-selection is reviewed.

6. Affirmative Action Officer documents employment decision, attaching copy of justification to selection file.

ADMIN 1000 (Rev. 1/78)

STATE OF MINNESOTA

Office Memorandum

DEPARTMENT PUBLIC SAFETY

TO : DIVISION: _____ DATE:

FROM : Mary Jean Anderson
Affirmative Action Officer

PHONE: 296-8631

SUBJECT: AFFIRMATIVE ACTION: Pre-Employment Review and Disparity Status

The Department of Public Safety is required by State Law to take affirmative action to employ protected group applicants, when we have an opportunity to hire in occupational groups where there is disparity.

The 1981 Adopted Rules Governing Affirmative Action now also require documentation of criteria-based reasons for non-selection of a protected group applicant.

Therefore, the following information is provided, to assist you in the upcoming selection process:

JOB CLASS: _____

OCCUPATIONAL CATEGORY: _____

CURRENT DISPARITIES IN THIS CATEGORY:		AVAILABLE FOR CONSIDERATION:	
Female	_____	Female	_____
Minority	_____	Minority	_____
Handicap	_____	Handicap	_____
Vietnam Vet	_____	Vietnam Vet	_____

If you have any questions concerning these procedures or would like assistance with establishment of selection criteria, please contact the Personnel Office.

enclosure

II.

B. Goals and Timetables

2 MCAR/2.293, Rule 7

Replaces pages 6 through 14

PURPOSE

State law requires that numerical goals be established for each occupational category where one or more protected groups are underrepresented. The law also requires that reasonable timetables be established for attainment of these goals.

Percentage goals can be viewed as the intended long range outcome. Timetables, however, are time-limited (e.g. duration of a fiscal year) numerical hiring objectives. For example, for the service occupational category, the department has a metro percentage goal of 4%. Current representation is 2.6%. There are 21 job classes within this category. A timetable will identify those job classes in which there will be opportunity to hire during the year and the number of vacancies to be filled. A timetable would then designate a specific number of those vacancies to be filled by qualified and available minorities. Thus, by the end of the year, although the 4% goal might not have been met, measurable progress would have been achieved.

Affirmative action goals and timetables must not be confused with quotas. Quotas are rigid and inflexible - they are a minimum which must be met. Goals, on the other hand, are reasonable and attainable numerical standards to strive for. They are an essential frame of reference for evaluating progress.

METHODS

Goals:

The specific steps to be followed in setting affirmative action hiring goals are described in the Department of Employee Relations' Goals and Timetables Manual (December 1978). Where Public Safety's workforce figures are less than the availability figures (the relevant civilian labor force), there is under representation of female, minority, handicapped, or Vietnam era veteran employees in those occupational groups and geographic areas. Thus, there is a disparity in those categories and locations.

Timetables:

To establish a timetable, a formula is applied which takes into consideration the department's recent staffing changes (new positions, hires, terminations, etc.) and projected vacancies (based on hires during the previous fiscal year). The result is the department's hiring goal for a stated time period (e.g., through fiscal year 1984). Where there were no hires during the previous fiscal year and no vacancies are anticipated, no timetable is established. Where there is no disparity, no timetable is established.

The following labor market areas were used in determining the availability and employee utilization of protected group members:

1. Minneapolis - St. Paul Metropolitan area
2. Duluth
3. Rochester
4. St. Cloud
5. Outstate (balance of the state)

ESTABLISHMENT OF TIMETABLES FOR FY 1983

It should be noted here that two major changes are anticipated during FY 1983, which will have a significant impact on the department's progress toward goals:

1) Rule changes in Personnel Law, Chapter 43, will transfer goal-setting from occupational category to bargaining unit.

2) Establishment of new percentage goals for those bargaining units, based on 1980 census date. (Current goals are based on 1970 data).

The result will be reorganization of job classes into groups of more similar jobs and improvement in the accuracy of goals by basing them on current census data.

As the transition is completed, the department will begin to establish specific timetables, based on new labor market data and job groupings.

CURRENT STATUS

The following five tables contain an analysis, as of the end of 3rd fiscal 1982 quarter (April 20, 1982), of the department's workforce for each of the five geographic areas. It is divided by occupational category*, race, sex, handicap and Vietnam era veteran status. The department's actual percentages of protected group employees are then compared to their estimated availability in the relevant labor market.

The "availability" percentage = current employment goal, as described in the preceding pages. Where "availability" percentage is less than actual department percentage, there is no disparity.

Listing of Public Safety Job Classes included in each occupational category precedes the tables.

Public Safety

Job Classes Included In Each Occupational Category:

Professional: Accounting Officer, Accounting Officer Intermediate, Affirmative Action Officer, Auditor Intermediate, CJIS Training Officer, Crime Lab Analyst 1,2,3, EDP Programmer Analyst, Emergency Services Regional Coordinator, Emergency Services Training Officer, Employee Development Specialist Sr., Executive Secretary Private Detective Board, Identification Officer, Information Officer 1,2,3, Management Analyst Principal Sr., Occupational Safety and Health Officer, Personnel Officer Sr., Planner-Principal/Senior, Police Training Course Supervisor, Police Training Instructor, Research Analysis Specialist/Senior, Safety Program Coordinator, Special Agent, Special Agent Team Leader, Systems Analyst Sr.

Professional-Supervisor: Accounting Supervisor Sr. Business Manager I, Capitol Complex Security Director, Criminal Justice Information System Director, EDP Programmer/Analyst Supervisor, Emergency Services Regional Director, Forensic Lab Assistant Director, Highway Patrol Captain, Highway Patrol Major, Information Officer 4, Personnel Director, Personnel Officer Sr. Supervisor, Planning Supervisor, Police Training Director, Special Agent in Charge, State Fire Safety Supervisor.

Manager: Accounting Manager, Administrative Systems Director, Assistant Commissioner License, Assistant Commissioner Investigative and Law Enforcement, Assistant Crime Bureau Superintendent, Assistant to Commissioner, Commissioner, Director Emergency Services, Director Liquor Control, Director Driver & Vehicle Services, Driver & Vehicle Services Assistant Director, Executive Director Crime Victims Reparations Board, Forensic Lab Director, Highway Patrol Assistant Chief, Highway Patrol Chief, Liquor Control Assistant Director, State Fire Marshal, State Fire Marshal Assistant Director, Superintendent Bureau of Criminal Apprehension, Traffic Safety Director.

Technical-Supervisor: Accounting Technical-Supervisor, CJIS Operation Supervisor, Radio Communications Supervisor, Radiological Equipment Officer.

Technical: Accounting Technician Sr., Alcohol Problem Assessor, Driver & Vehicle Services Aide, Electronics Technician, Engineering Aide Sr., Forensic Photographer, Personnel Aide, Photographer, Radio Communications Coordinator, Radio Communications Operator, Student Worker Para Professional.

Office-Supervisor: Cashier Supervisor, Clerk Typist 4-Supervisor, Clerk 4-Supervisor, Data Entry Supervisor 1,2, Executive 3, Inventory Control Supervisor, Office Services Supervisor 1, 2, Stores Clerk Chief.

Office: Accounting Clerk Sr., Administrative Secretary, Clerk Steno 1,2,3,4, Clerk Typist 1, 2,3,4, Clerk 1,2,3,4, Data Entry Operator/Lead/Sr., Driver & Vehicle Services Management Services Assistant, Executive 1,2, Fingerprint Technician, Mail Handler, Stores Clerk Sr., Student Worker Clerical, Switchboard Operator, Teletype Operator Sr., Word Processing Operator 3.

Operative: Delivery Van Driver, Microfilmer

Labor: Laborer Non-Tenured, Laborer Tenured.

Service-Supervisor: DriverEvaluator Program Assistant Director, Director Driver Evaluator Supervisor, Driver Safety Analyst Supervisor, Liquor Enforcement Chief, Security Communications System Monitor Supervisor, Security Shift Supervisor, Security Supervisor.

Service: Driver Evaluator, Driver Evaluator Sr., Driver Safety Analyst, Driver Training Coordinator, Highway Patrol Corporal, Highway Patrol Staff Sergeant, Highway Patrol Trooper, Highway Patrol Trooper I, Identification Officer Assistant, Intern, Janitor, Law Compliance Representative 1,2, Liquor Control Investigator Specialist, Security Communications System Monitor, Security Guard 2, Service Worker, State Fire and Arson Investigator, State Fire Codes/Plans Specialist, State Fire Safety Inspector, Trainee-Crime Lab Analyst 1.

1/27/82 - 4/20/82

Quarterly Evaluation Report 1 2 (1) 4 1982 (Calendar Quarter)

Department Public Safety

Geographic Area Metro

Prepared By Mary Jean Anderson, Affirmative Action Officer

*Availability % = % of women, minorities, handicapped and Viet Nam era Veterans available in that occupational group and geographic areas based on census data.

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	Total Number	Non-Minority Male	Black Male	Hispanic Male	Asian Male	Amer. Indian or Native Alaskan Male	Non-Minority Female	Black Female	Hispanic Female	Asian Female	Amer. Indian or Native Alaskan Female	Handicapped	Viet Nam Veteran	Total Female		*Availability %	Total Minority		*Availability %	Total Handicapped		*Availability %	Total Viet Nam Veteran		*Availability %
														#	%		#	%		#	%		#	%	
Management	23	21					1					1	1	1	4.3	14.9	0	0	4.6	1	4.3	8.2	1	4.3	9.0
Professional-Supervisory	25	23					2							2	8.0	20.1	0	0	4.0	1	4.0	8.2	1	4.0	9.0
Professional	116	86	1		1		24	2		2		1	15	28	24.1	18.7	6	5.2	4.0	1	.9	8.2	15	12.9	9.0
Technical - Supervisory	4						1							1	25.	5.8	0	0	2.0	0.	0.	8.2	0.	0.	9.0
Technical	108	23					84		1			3	1	85	78.7	61.2	1	.9	4.0	3	2.8	8.2	1	.9	9.0
Office-Supervisor	72	21					49	1			1	1	2	51	70.8	43.9	1	2.8	3.9	1	1.4	8.2	2	2.8	9.0
Office	460	48	4		2		385	20	7	2		8	4	414	88.5	96.2	35	7.5	4.0	8	1.7	8.2	4	5.6	9.0
Operative	3	1					2							2	66.9		0.	0.		0.	0.	8.2	0.	0.	9.0
Laborer	12	12												0	0.		0.	0.		0.	0.	8.2	0.	0.	9.0
Service-Supervisor	13	12					1							1	7.7	33.4	0.	0.	3.9	0.	0.	8.2	0.	0.	9.0
Service	278	248	3	1		3	23					8	48	23	8.3	21.7	7	2.6	4.0	8	2.9	8.2	48	17.3	9.0
Trainee																									
Totals 1122		496	8	1	3	3	572	23	8	4	1	22	71	608	54.2		50	4.5		23	2.1	8.2	72	6.4	9.0

1/27/82 - 4/20/82

Quarterly Evaluation Report 1 2 (3) 4 1982 (Calendar Quarter)

Department Public Safety

Geographic Area Outstate

Prepared By Mary Jean Anderson, Affirmative Action Officer

*Availability % = % of women, minorities, handicapped and Viet Nam era Veterans available in that occupational group and geographic areas based on census data.

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														#	%		#	%		#	%		#	%	
Management																									
Professional-Supervisory	7	6					1							1	14.3	10.	0	0	6.	0	0	8.2	0	0	9.0
Professional	11	10		1										0	0	10.7	1	9.0	5.3	0	0	8.2	0	0	9.0
Technical - Supervisory	5	5												0	0	50.	0	0	2.	0	0	8.2	0	0	9.0
Technical	33	17					16					1	2	16	48.4	60.6	0	0	2.4	1	3.0	8.2	2	6.0	9.0
Office-Supervisor																									
Office	31						31							31	100	96.3	0	0	2.4	0	0	8.2	0	0	9.0
Operative																									
Laborer	11	10					1							1	9.		0	0		0	0	8.2	0	0	9.0
Service-Supervisor	6	6												0	0	27.4	0	0	3.9	0	0	8.2	0	0	9.0
Service	215	205		1			8				1	2	24	9	4.2	18.1	2	.9	5.0	2	.9	8.2	24	11.2	9.0
Trainee																									
Totals	319	259		1			57				1	3	26	58	18.1		3	.9		3	.9	8.2	26	8.1	9.0

1/27/82 - 4/20/82

Quarterly Evaluation Report 1 2 (3) 4 1982 (Calendar Quarter)

Department Public Safety

Geographic Area Rochester

Prepared By Mary Jean Anderson, Affirmative Action Officer

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Management																									
Professional-Supervisory	1	1												0	0	10.	0	0	6.	0	0	8.2	0	0	9.0
Professional	2	2										1	2	0	0	24.5	0	0	2.9	1	50.	8.2	2	100.	9.0
Technical - Supervisory	1	1												0	0	50	0	0	2.	0	0	8.2	0	0	9.0
Technical	8	2					6						1	6	46.2	52.5	0	0	2.	0	0	8.2	1	12.5	9.0
Office-Supervisor																									
Office	5						5							5	100.	100.	0	0	2.	0	0	8.2	0	0	9.0
Operative	1	1											1	0	0	50.	0	0	2.	0	0	8.2	1	100	9.0
Laborer																									
Service-Supervisor	1													0	0	25.4	0	0	4.2	0	0	8.2	0	0	9.0
Service	64	60	2				2							2	3.1	14.6	2	3.1	3.2	0	0	8.2	9	14.0	9.0
Trainee																									
Totals	83	67	2				13					1	4	13	15.7		2	2.4		1	1.2	8.2	13	15.7	9.0

1/27/82 - 4/20/82

Quarterly Evaluation Report 1 2 (1) 4 19 82 (Calendar Quarter)

Department Public Safety

Geographic Area St. Cloud

Prepared By Mary Jean Anderson, Affirmative Action Officer

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														#	%		#	%		#	%		#	%	
Management																									
Professional-Supervisory	1	1												0	0	10.	0	0	6.	0	0	8.2	0	0	9.0
Professional	2	2										1		0	0	11.2	0	0	4.9	1	50.	8.2	0	0	9.0
Technical - Supervisory	1	1												0	0	50.	0	0	2.	0	0	8.2	0	0	9.0
Technical	6	4					2							2	33.3	50.	0	0	2.	0	0	8.2	0	0	9.0
Office-Supervisor																									
Office	7						7							7	100	100	0	0	2.	0	0	8.2	0	0	9.0
Operative																									
Laborer	3	3												0	0		0	0		0	0	8.2	0	0	9.0
Service-Supervisor																									
Service	56	54				2						1	8	0	0	14.5	2	3.6	5.5	1	1.8	8.2	8	14.3	9.0
Trainee																									
Totals	76	65				2	9					1	8	9	11.8		2	2.6		2	2.6	8.2	8	10.5	9.0

1/27/82 - 4/20/82

Quarter Evaluation Report 1 2 (1) 4 19 82 (Calendar Quarter)

Department Public Safety

Geographic Area Duluth

Prepared By Mary Jean Anderson, Affirmative Action Officer

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														#	%		#	%		#	%		#	%	
Management																									
Professional-Supervisory	2	2												0	0	10.	0	0	6.	0	0	8.2	0	0	9.0
Professional	3	3											1	0	0	.9	0	0	5.2	0	0	8.2	1.	33.3	9.0
Technical - Supervisory	2	2												0	0	50.	0	0	2.	0	0	8.2	0	0	9.0
Technical	12	7					5							5	41.7	57.1	0	0	2.	0	0	8.2	0	0	9.0
Office-Supervisor																									
Office	10						10							10	100.	95.9	0	0	4.1	0	0	8.2	0	0	9.0
Operative																									
Laborer	9	9												0	0		0	0		0	0	8.2	0	0	9.0
Service-Supervisor																									
Service	75	72				1	2					1	17	2	2.7	16.2	1	1.3	5.5	1	1.3	8.2	17	22.7	9.0
Trainee																									
Totals	113	95				1	17					1	18	17	15.0		1	.8		1	.8	8.2	18	15.9	9.0

C. ACTION PLANS - FISCAL YEAR 1983

2 MCAR/2.293, Rule 8
Replaces Pages 15 - 22

PURPOSE

The preceding Audit and Evaluation and Goals Sections identified occupational categories and goals in five locations throughout the state, where disparities exist for one or more protected groups. This section will outline major affirmative efforts the department will undertake during Fiscal Year 1983, to 1) correct disparities (achieve percentage goals) 2) further implement and identify remedies to correct disparities (progress toward percentage goals).

In setting objectives for Fiscal Year 1983, the following factors have been considered:

a) Identification of Fiscal Year 1982 objectives which continue to be addressed.

b) The anticipated transition from percentage goal-setting by occupational category to bargaining unit, and establishment of new goals based on 1980 census data.

c) Level of representation of protected groups, by job class within each under represented category.

d) Identification of major job classes within each under represented category.

e) Estimate of the opportunity to hire in those positions during the coming year, including review of current vacancies, those anticipated, those filled during the previous year, anticipated staffing constraints.

f) The degree of under representation: percentage needed to achieve parity compared to percentage of progress thus far.

g) The presence or absence of high protected group turnover rates in job classes and occupational categories.

h) Existence of patterns within job classes and occupational categories (e.g., discrimination complaints, grievances, protected group promotions).

i) Need to clarify selection procedures for certain job classes in under represented categories.

Affirmative Action Plan Objectives For FY 1983:

(Replaces pages 18 through 22 of FY 1982 Plan)

1) Goal Attainment - Law enforcement, female-minority representation/State Patrol

A) Objective: To evaluate the effectiveness, job-relatedness and adverse impact of current selection standards and recommend improvements, where indicated.

Steps: Establish study committee to research and recommend options to Commissioners of Public Safety and Employee Relations.

Persons Responsible: Department of Public Safety Personnel, Affirmative Action Officer, State Patrol and Department of Employee Relations representatives.

Time Frame: October 15 - Study group formed and convened
January 1 - First reports received
April 1 - Final recommendations

Evaluation: Report to Departments of Public Safety and Employee Relations.

B) Objective: Implement student internship policy to place, to the extent possible, a proportionate number of minorities and women in Patrol internships.

Steps: 1) Determine estimated number of internships to be filled in FY 83.

2) Inform law enforcement program directors and college internships of this plan and request their cooperation.

Persons Responsible: Department Training Coordinator, State Patrol Internship Coordinator, Affirmative Action Officer.

Time Frame: September 1 - Policy and Plan explained to 22 law enforcement programs.

Evaluation: Increased representation in Patrol student internships.

2) Dissemination of Information - Policy Implemention

Objective: To continue program to inform supervisors of sexual harassment policy and procedures.

Steps: Provide informational training sessions to all divisions which have not yet participated.

Persons Responsible: Affirmative Action Officer, Affirmative Action Committee representatives.

Time Frame: Completed by June 30, 1983

Evaluation: Participant response forms/training provided to all supervisory personnel.

3) Dissemination of Information - Audit and Evaluation Procedures

Objective: To ensure proper implementation of pre-employment review procedure which was initiated in FY 1982.

Steps: In-service training provided to all supervisory personnel.

Persons Responsible: Affirmative Action Officer, Personnel Director.

Time Frame: Completed by December 31, 1983.

Evaluation: In-service training completed in all divisions.

4) Goal-Setting: New Goal-Setting, Based on 1980 Census Data

Objective: Improve the department's ability to attain measurable goals.

Steps: 1) Establish profile of department positions, by bargaining unit, job class.

2) Accomplish a transition from goal-setting by occupational group to bargaining unit.

3) Establish new goals and timetables, as 1980 census data becomes available.

Persons Responsible: Affirmative Action Officer, Division and Staff Office Directors.

Time Frame: October 1, 1982 - Profile completed
May 1, 1983 - New goals and timetables established.

Evaluation: Profile completed and distributed to all divisions; goals set and timetables established by each division and staff office.

5) Obstacles to Goal Attainment - Female, Minority, Handicapped and Vietnam era Veteran Representation.

Objective: Identify existing collective bargaining agreements which adversely affect progress toward percentage goals.

Steps: Research and complete a report which outlines obstacles and recommends collective bargaining options.

Persons Responsible: Affirmative Action Committee, Collective Bargaining Subcommittee, Affirmative Action Officer.

Time Frame: January, 1983

Evaluation: Recommendations to Personnel Director.

6) Dissemination of Information - Employee Rights and Responsibilities

Objective: To inform employees of the department's affirmative action policies, procedures and plan for FY 1983, so that policies are effectively implemented.

Steps: 1) Survey all employees

2) Employee forums

3) Review/evaluate current orientation program(s)

4) Establish re-orientation, e.g., in-service training session

5) Develop information sheet, distributed to all new employees

6) Rights/responsibilities column in P.S. ("Fair Employment" column)

Persons Responsible: Affirmative Action Officer, Training Coordinator, Affirmative Action Committee.

Time Frame: Completed by February 1, 1983.

Evaluation: Employee newsletter column established, employee forums held, surveys returned and evaluated.

7) Goal Attainment - Handicapped

Objective: To increase the number of handicapped persons employed in the department in job classes where disparities exist.

Steps: 1) Contact appropriate personnel at high schools, the University of Minnesota, vocational institutions and business schools to assist with identification of handicapped students.

2) Work with division directors to determine positions which could, with reasonable accomodation, be filled (e.g., full-time, part-time, job-shared) by a student/graduating student with a handicap.

Persons Responsible: Affirmative Action Officer, Division and Staff Office Directors.

Time Frame: February, 1983

Evaluation: Increased representation of handicapped employees in the department's workforce.

8) Goal-Capitol Security Discrimination Awareness

Objective: To identify various forms of discrimination and make employees aware of ways in which they can prevent discrimination and improve effectiveness in providing public services.

Steps: 1) Identify areas of possible discrimination which affect Capitol Security employees.

2) Contact department Affirmative Action Officer for appropriate films and speakers.

3) Establish and provide awareness training.

4) Lead discussions of material presented - attempt to include personal experience of employees.

Persons Responsible: Division Affirmative Action Representative and Capitol Security Director.

Time Frame: Completed by June 30, 1983.

Evaluation: Participant forms - pre and post evaluation; review of incidence of complaints/problem situations as of June 30, 1983.

II

D. COMPLAINT/GRIEVANCE PROCEDURE
2 MCAR/2.293, Rule 6

(DEPARTMENT OF PUBLIC SAFETY, ADMINISTRATIVE POLICY MANUAL - POLICY NO. 1050.1)

A. Purpose

1. This grievance procedure is established as a means for considering and resolving any dispute raised by an employee against the appointing authority regarding the application of personnel rules or any conditions of employment which directly affect the personal interest and well-being of the employee.

2. The purpose of this procedure is to resolve conflicts among individuals in the department quickly, fairly and finally. It is designed to ensure that the department will act in a responsible - and responsive - manner toward all employees at every level. It will enable the department to identify problem areas in the structure of personnel assignments and to constructively solve them. It sets forth a method for employees to contest the policies and practices in a manner which will ensure due process, guaranteeing an equal right for each party to have the important evidence in his or her case properly considered in an impartial fashion by a neutral decision-maker.

3. It meets the requirements of the Adopted Rules Governing the Statewide Affirmative Action Program, providing an initial determination that a complaint is properly a discrimination complaint.

B. Definitions

1. Complaint - Any matter directly affecting the work requirements or conditions of employment about which any current employee wishes to dispute.

2. Grievance - Any formal contest governed by statute, regulation, contract or policy.

3. Discrimination - Any act, policy or practice which results in unequal treatment based upon non-job-related considerations such as race, religion, national origin, age, sex, marital status, status with regard to public assistance, handicap or Veitnam era Veteran status.

   Any act, policy or practice which may be held to be a violation of the Minnesota Human Rights Act, the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act, the Vietnam era Veteran's Readjustment Act, the Rehabilitation Act or the Equal Pay Act.

4. Employee - A person in a classified or unclassified position subject to the Personnel Laws of state government. This term

shall include, but not be limited to, full-time, permanent, seasonal, part-time, pre-service trainee, probationary, temporary, provisional, unlimited, student worker, interns and intermittent employees.

5. Supervisor - An employee class designated by his/her division/staff office director as supervisory. A list of these classes is available from the Personnel Office - 296-2905. Immediate supervisor is usually the person who signs PEAR Report, evaluates employee performance and signs leave slips.

6. Commissioner - The Commissioner of the Minnesota Departmentof Public Safety.

7. Appointing Authority - The person or his/her designees empowered by the constitution, by statute or by lawfully delegated authority to make appointments to positions in the Minnesota Department of Public Safety.

8. Exclusive Representative - An employee organization which has been designated by a majority of the votes cast in the appropriate unit and has been certified pursuant to the provisions of M.S. 179.67 to represent that unit in contract negotiations and grievance matters.

C. Eligibility/Scope

1. This procedure is available to any employee, as defined above, except those employees who are provided with a grievance procedure in a collective bargaining agreement between the state and an exclusive bargaining representative. To determine whether you are covered by such an agreement contact Personnel at 296-2905.

2. The procedure covers any dispute or disagreement raised by an employee where a supervisor exercises discretion involving the application and/or the interpretation of specific provisions of the Minnesota Statutes or Rules. Examples include but are not limited to:

   a. Performance evaluations
   b. Schedule of rest periods
   c. Schedule of work shifts
   d. Probationary or promotional ratings where performance is at issue
   e. Conflicts with supervisors
   f. Other working conditions under the discretion of a supervisor such as job safety, dress code, work environment

D. Policy/Authority

It is the policy of the Minnesota Department of Public Safety to internally consider and resolve any employment related disputes raised by employees. Consideration of disputes shall be made in a fair and impartial manner with due process provided throught the procedure outlined herein. Resolution of disputes shall be accomplished within the authority of the department and M.S. 43.27 and 43.321; Personnel Rules 175-79; M.S. 43.15 and Statewide Affirmative Action Plan (1979).

E. Presentation of Complaint

An oral complaint should be presented by the employee to the immediate supervisor as soon as possible after the occurence or knowledge giving rise to the complaint and the supervisor should give an oral or written answer to the employee within a reasonable period of time.

If the complaint is not resolved by the immediate supervisor to the employee's satisfaction, it may be taken to his/her supervisor. This supervisor shall review the complaint with the immediate supervisor and provide a timely response to the employee.

If this second level supervisor does not settle the matter to the satisfaction of the employee, the employee may proceed to Step 2 of the formal grievance procedure.

F. Presentation of a Grievance Procedure

Step 1 - Informal

a. An oral or written grievance shall be presented by the employee to the immediate supervisor within ten (10) working days after the occurence or knowledge of the event giving rise to the grievance. The supervisor shall give an oral or written answer within five (5) working days after the presentation of the grievance. If a discrimination complaint, the employee or supervisor will notify the Affirmative Action Officer, who will determine whether it is properly a discrimination complaint. This determination will be completed within 2 working days and the Affirmative Action Officer will advise employee of grievance options available.

b. If the immediate supervisor does not resolve the grievance to the employee's satisfaction, it shall be taken to his/her supervisor within ten (10) working days after the immediate supervisor's answer is received. This second level supervisor shall give an oral or written answer within five (5) working days after the presentation of the grievance.

Step 2 - Formal

a. If the grievance is not satisfactorily resolved through the informal procedure and the employee wishes to appeal the grievance through the formal steps in the grievance procedure, it shall be referred in writing to the division or staff office director. The written grievance shall set forth the nature of the grievance, the facts upon which the grievance is based and the desired solution. Such filing must take place within ten (10) working days after the completion of the final step in the informal procedure.

b. After receipt of a formal grievance, the division or staff office director or his/her designee shall meet with the parties concerned and hear the grievance within five (5) working days, and shall be responsible for informing the employee of the decision in writing five (5) days after the scheduled meeting.

Step 3 - Appeal

a. If the disposition of the grievance by the division is not satisfactory to the employee or a decision is not made within the five (5) working days, the employee may, in writing, contact the commissioner, and request that further action be taken. This request must be filed by the employee within five (5) working days following receipt of the division or staff office director's decision or within ten (10) working days following the division's receipt of the formal grievance if no written decision has been submitted.

   At the option of the grieving party, grievances alleging discrimination may be referred to the Affirmative Action Officer for a ten day period for the purpose of investigation. This referral must be made simultaneously with the appeal to the commissioner. The Affirmative Action Officer will document his/her findings and make formal recommendations to the commissioner within five (5) days following the conclusion of his/her investigation.

b. The commissioner or his/her designee shall discuss the grievance within five (5) working days with the employee and the employee's representative, if any, at a time agreeable to both parties. If the grievance is resolved as a result of such a meeting, the settlement must be signed by the commissioner or his/her designee shall give a written decision to the employee within ten (10) days following the meeting. Decision by the commissioner or his/her designee will be the department's final decision. A copy of the written decision will be forwarded to the Commissioner of Employee Relations.

General Information

1. The time limits in any step in the grievance procedure may be extended by the agreement of both parties.

2. The procedure is subject to appeal to the Minnesota Department of Employee Relations or the Personnel Board in instances where such appeal is specified in the Personnel Rules or M.S. 43.321. Examples include:

a. Salary Decreases	Pers. 29 to Personnel Board
b. Demotion	Pers. 110 to Personnel Board
c. Dismissal	Pers. 111 to Personnel Board
d. Restoration to Eligible Lists	Pers. 66 to Commissioner of Employee Relations
e. Selection	Pers. 179a to Commissioner of Employee Relation
f. Reallocation	Pers. 179b to Commissioner of Employee Relation
g. Interpretations of Law or Rules	Pers. 179c to Commissioner of Employee Relation

3. A grieving employee is entitled to secure an advisor during any step of this procedure if he/she chooses. The department is not obligated to assume responsibility for providing an advisor. An employee may also request supporting statements from others if, for example, they witnessed an event leading to the grievance.

4. Retaliatory action of any kind taken by any employee of the department against any other employee as a result of that person's seeking redress under these procedures, cooperating in an investigation, or otherwise participating in any action under these procedures is prohibited and shall be regarded as a separate and distinct grievable matter.

5. In addition to the procedures described above, a number of other appeal agencies may be available to employees. These include the United States Department of Labor; the United States Equal Employment Opportunity Commission; the Minnesota Department of Human Rights and the courts. More information regarding the procedure for these agencies can be obtained from the Department Affirmative Action Officer at 296-8631. Employees are encouraged to make full use of grievance mechanisms within the state system - especially within the department prior to contacting external agencies or persons.

Grievance Form
(To be completed when grievance reaches Step Two)

Date ____________________

Name ________________________________ Classification ____________________________

Division/Staff Office ______________________________

Immediate Supervisor ________________ Has the matter been discussed with the Spvr.? _____

Grievance (Issue):

Supporting Information:

Desired Solution:

To be completed by Division/Staff Office Director

Evaluation of Situation:

Suggested Resolution:

Action taken:

Date discussed with complainant __________ Has issue been resolved? __________________

To be completed by Commissioner or Designee

Date received ____________________

Evaluation of situation:

Suggested resolution:

Action taken:

Date discussed with complainant __________ Has issue been resolved? __________________

Signed (Commissioner or designee) ________________ Signed (grievant) _______________

Routing

Initial Contact ________________________

AA Officer ____________________________

sonnel Director ______________________

Assistant Commissioner __________________

INSTRUCTIONS TO SUPERVISORS FOR HANDLING OF INFORMAL GRIEVANCES

You have been authorized by your division or staff office director to hear first step informal grievances. The following information should assist you in hearing these grievances.

When an employee comes to you with a grievance, determine before accepting it whether it is timely -- has it been brought to you during the prescribed time interval. If it is not timely, do not accept the grievance even if you feel the complaint may be valid. If the filing is timely, schedule a meeting as soon as possible. Be sure to allow adequate time to cover the entire subject and enough privacy to allow uninterrupted discussion.

An informal grievance may be presented either orally or in writing. You should take complete notes of the information gathered in either case. Listen patiently. Ask questions to clarify vague points. Be objective. Probe for the information you need. Most important, be absolutely certain you have a clear understanding of what issue is being grieved. Record where and when the event occurred, witnesses, if any, and names of those involved in the grievance. Finally, ask the employee what he/she would consider an acceptable remedy.

After the meeting you have five days to gather information, make a determination and report back to the grieving employee. Contact appropriate resources (e.g. your supervisor, the personnel office, etc.) to ascertain policy and check information. Talk to the individuals involved in the matter in an impartial manner. When you feel you have all the facts, make your determination. If you feel some form of action is appropriate, verify that you have the authority to carry this out. If you do not have this authority, consult with a supervisor who does.

Finally, meet with the grieving employee and explain your conclusion and your reasons for arriving at the conclusion. If some form of remedy is being offered, explain it clearly. If you feel no remedy is appropriate, or the employee does not consider the remedy offered to be adequate, inform the employee of his/her recourse to continue through the grievance procedure. If the employee accepts your remedy, implement it as soon as possible.

If you have any questions about grievance policy and/or procedures, contact staff in the Office of Personnel at 296-2905.

III

DISSEMINATION OF POLICY AND PLAN
2 MCAR/2.293, Rule 5

The impact of the Affirmative Action Plan can be fully realized only to the extent that its provisions are known by those who must apply it and those who are to benefit by it.

The following delineates the manner in which the plan will become promulgated both within the department and to outside sources. It meets the requirements of the adopted rules governing the Statewide Affirmative Action Program (Rule 5).

A. Internal Communication

1. Written Communications:

a. The Affirmative Action Representatives (Affirmative Action Committee members) post the full Affirmative Action Plan in each division, indicating that copies of the plan may be obtained from the Personnel Office, 210 Transportation Building, St. Paul, MN 55155.

b. The Affirmative Action Committee ensures that the Affirmative Action Program is promoted through:

(1) The department's newsletter
(2) Division newsletters
(3) Department's employee handbook supplement
(4) Other appropriate publications

c. Each employee having a role to play in the administration of the Affirmative Action Plan will receive an affirmative action workbook including the following:

(1) A list of affirmative action responsibilities and task steps to be incorporated in his/her annual performance evaluation and activity report.

(2) A list of resources containing information essential to the performance of these responsibilities.

2. Meetings:

a. The Affirmative Action Committee meets quarterly. The meetings are open to all employees.

b. The Equal Opportunity Council meets as necessary.

c. Supervisors shall at least annually discuss the Affirmative Action Plan with their employees.

d. A forum shall be provided by the Affirmative Action Committee annually to enable employees to raise questions concerning the policy, its implications, and purposes, and to recommend improvements.

3. Training:

a. The Personnel Director will ensure that the policy, goals and plan are thoroughly discussed in orientation and other appropriate training programs.

b. The Affirmative Action Officer and Employee Development Supervisor will endeavor to discover and develop courses on equal employment opportunity topics for all supervisors and managers.

c. Division and staff office directors must ensure that supervisors and managers annually participate in courses related to affirmative action as a part of their professional development and include affirmative action objectives in their position descriptions. The Affirmative Action Officer shall determine which courses apply.

B. External Communication

1. The commitment of the department to affirmative action will be aggressively publicized through the widest variety of media so that minority, female, handicapped, and Vietnam era Veteran applicants are encouraged to seek employement and promotion in the department.

2. The Affirmative Action Officer will inform recruitment organizations, including those identified by the Department of Employee Relations, secondary schools, and those who make their existence known by filing notice with the department, of vacancies occurring within the department by requesting assistance in recruitment efforts.

3. All communications on job opportunities will include the statement, "The Minnesota Department of Public Safety is an affirmative action and equal opportunity employer".

4. Each division and staff office will be responsible for including a non-discriminatory clause in all division contracts as defined in the Minnesota Human Rights Act, Section 363.073, Subd. 1, "Certificates of Compliance for Public Contracts", and will ensure that such contracts are in compliance with Title VI of the Civil Rights Act of 1964, as amended.

IV

PERSONS RESPONSIBLE FOR IMPLEMENTATION
2 MCAR/2.293, Rule 2

A. Commissioner

Paul J. Tschida, As Commissioner of the Department of Public Safety, is directly responsible for the administration of the Department's Affirmative Action Plan.

B. Equal Opportunity Officer

Kenneth Dirkzwager, Deputy Commissioner, has been appointed by the Commissioner to act as Equal Opportunity Officer for the Department. The Equal Opportunity Officer is responsible for assisting the commissioner in administering the Department Affirmative Action Plan and directing its overall implementation.

C. Equal Opportunity Council

The Equal Opportunity Council, comprised of the commissioner, assistant commissioners, Equal Opportunity Officer, and division and staff office directors, meets to monitor performance and provide executive guidance to the Department Affirmative Action Program. Paul J. Tschida, as Commissioner of the Department, is chairman of the council. The members are:

Thomas Boerner, Traffic Safety, 207 Trans., 296-3804
Kenneth Dirkzwager, Deputy Commissioner, 211 Trans., 296-6642
John Erskine, Crime Bureau, 1246 University Ave., 296-2660
Frank Ahrens, Fiscal & Admin. Services, 210 Trans., 296-9484
Roger Ledding, State Patrol, 107 Trans., 296-3080
Fred Logman, Office of Planning & Analysis, 314 Trans., 296-2017
Joseph Novak, Liquor Control, 480 Cedar St., 296-6212
Ed Herman, Emergency Services, B-5 Capitol, 296-2233
Harlan Olson, Public Information, 318 Trans., 296-9754
Wes Paulus, Assistant Commissioner, 211 Trans., 296-6642
Frank Dougherty Assistant Commissioner, 211 Trans., 296-6642
Vonnie Schaefer, Personnel, 210 Trans., 296-9486
Marlene Swanson, Driver & Vehicle Services, 161 Trans., 296-9525
Wes Werner, Fire Marshal, 1246 University Ave., 296-7641
Bill Lunz, Capitol Security, B-4 Capitol, 296-4770

D. Affirmative Action Officer

Mary Jean Anderson, full time Affirmative Action Officer for the Department, is responsible for coordinating and monitoring the day-to-day affirmative action activities. The Affirmative Action Officer serves as an ex-officio member of the Affirmative Action Committee and the Equal Opportunity Council. She may be reached at 296-8631. Her address is 210 Transportation Building.

E. Affirmative Action Committee

The Affirmative Action Committee is an advisory committee appointed by the Commissioner. It is comprised of representatives who have expressed a personal commitment to affirmative action, and include members of protected groups. The Equal Opportunity Officer conducts the committee meetings. Members serve for two year staggered terms, subject to renewal.

Former members serve as an advisor to the new member for 4 months. Members are selected by division and staff office directors from individuals who have submitted their names for membership consideration. Both supervisory and non-supervisory classifications are eligible for consideration. The purpose of the committee is 1) to monitor the impact of the Affirmative Action Plan on everyday employment practices, 2) to recommend improvements to the Equal Opportunity Council, 3) to annually review the Department's Affirmative Action Plan. The committee meets quarterly and is comprised of the following members:

Efren Dizon	Fiscal & Admin. Services, 210 DOT	296-5721
Dave Davies	Driver & Vehicle Services, 161 Trans.,	296-9524
Louise Adams	Driver & Vehicle Services, 162 Trans.	296-7609
Joan Heitzman	Fire Marshal, 1246 University Avenue	296-7648
Audrey Olson	Driver & Vehicle Services, Mpls. Exam Sta.	341-7487
Ed Jasinski	Personnel, 210 Trans.	296-7097
Lyle Baker	State Patrol, 107 Trans.	296-6838
Dorothy Conroy	Emergency Services, B-5 Capitol	296-2233
Walter Perlt	Liquor Control, 480 Cedar Street	296-6979
Marie Ohman	Crime Bureau, 1246 University Avenue	296-6416
Maryjo Cunningham	Capitol Security, B-4 Capitol	296-9495
Judy Melander	Office of Public Information, 314 DOT	296-6653

F. Divisional Affirmative Action Committees

Divisions and offices may establish divisional Affirmative Action Committees to assist the division or staff office director in the development and implementation of a specific plan or program.

G. Division and Staff Office Directors

Division and staff office directors are responsible for applying the principles of the Department's Affirmative Action Plan throughout their respective units. All directors shall serve on the Equal Opportunity Council and shall be responsible for establishing and meeting the Department's goals and timetables with the assistance of their supervisors and the Affirmative Action Officer.

H. Supervisors

All supervisors are responsible for applying the principles of the Affirmative Action Plan to all phases of employment as well as to all phases of operations and the services performed on a day-to-day basis.

I. Employees

All employees are responsible for actively promoting and applying the principles of the Affirmative Action Plan in their daily work activities. Employees shall acquaint themselves with the Department's personnel procedures.

IV CONTINUED

AFFIRMATIVE ACTION RESPONSIBILITIES - ON-GOING

COMMISSIONER

Objective

Through firm commitment and active support of the Affirmative Action Program to ensure equal employment opportunity and encourage the professional growth of all employees and applicants for employment.

Responsibilities

A. To direct the overall administration of the department's affirmative action program.

B. To set forth the principles of equal opportunity in departmental policy.

Task Steps - On-going

1. To serve as chair of the Equal Opportunity Council's meetings (see Equal Opportunity Council).

2. To appoint the Department Equal Opportunity Officer.

3. To approve and sign the Department Affirmative Action Plan and all other policies relating to affirmative action.

4. To require the inclusion of affirmative action objectives in the performance evaluations of each assistant commissioner, division director, and staff office director.

5. To approve the plans of action for each division and staff office.

6. To require that all employee appointments conform to the department affirmative action plan unless nonconformance can be justified.

7. To make final determination on employee grievance appeals.

Resources

1. Department Affirmative Action Policy and Plan.

2. Quarterly Analysis of employment profile, applicant flow, goal attainment, training status and exit interviews.

3. Minutes of Equal Opportunity Council meetings.

4. Annual Affirmative Action Review.

5. Grievance guidelines.

6. Written recommendations on policy and grievance determinations.

7. Statewide Affirmative Action Rules and information memos from the Department of Employee Relations.

8. Minutes of Affirmative Action Committee meetings.

EQUAL OPPORTUNITY OFFICER

Objective

To ensure that the concepts of the Affirmative Action Plan are integrated into the conduct of the department's operations on a continuing basis.

Responsibilities

A. To assist the commissioner in administering the Department Affirmative Action Plan.

B. To direct the overall implementation of the Affirmative Action Plan.

Task Steps: on-going

1. To serve as a member of the Equal Opportunity Council (see Equal Opportunity Council).

2. To conduct the Affirmative Action Committee's meetings (see Affirmative Action Committee).

3. With the Affirmative Action Officer, to provide annual suggested affirmative action objectives to the division and staff office directors for inclusion in their performance objectives.

4. To review quarterly progress reports.

5. To monitor the progress of grievances.

Resources

1. Department Affirmative Action Policy and Plan.

2. Quarterly analysis of employment profile, applicant flow, goal attainment, training status and exit interviews.

3. Minutes of Equal Opportunity Council and Affirmative Action Committee meetings.

4. Annual Affirmative Action Review.

5. Grievance guidelines.

6. Statewide Affirmative Action Rules and information memos from Department of Employee Relations.

ASSISTANT COMMISSIONERS

Objective

To monitor and actively support the Department's Affirmative Action Program.

Responsibility

To assist the Commissioner and the Equal Opportunity Officer in administering the Department Affirmative Action Plan.

Task Steps: On-going

1. To serve as members of the Equal Opportunity Council (see Equal Opportunity Council).

2. To review progress toward hiring and other program goals.

Resources

1. Department Affirmative Action Policy and Plan.

2. Quarterly analysis of employment profile, applicant flow, goal attainment, training status and exit interviews.

3. Minutes of Equal Opportunity Council meetings.

4. Annual Affirmative Action Review.

5. Statewide Affirmative Action Rules and information memos from Department of Employee Relations.

EQUAL OPPORTUNITY COUNCIL

Objective

To monitor and provide executive guidance to the Department's Affirmative Action Program.

Responsibility

To assist the Commissioner and the Equal Opportunity Officer in administering the Department's Affirmative Action Plan.

Task Steps: On-going

1. To meet regularly to monitor departmental performance and achievements in the Affirmative Action Plan.

2. To consider policy recommendations of the Affirmative Action Committee and forward with recommendations to the Commissioner.

3. To review progress of divisions and staff offices toward affirmative action goals.

Resources

1. Department Affirmative Action Policy and Plan.

2. Quarterly analysis of employment profile, applicant flow, goal attainment, training status and exit interviews.

3. Minutes of Equal Opportunity Council meetings.

4. Annual Affirmative Action Review.

5. Minutes of Affirmative Action Committee meetings.

6. Statewide Affirmative Action Rules and information memos from the Department of Employee Relations.

AFFIRMATIVE ACTION OFFICER

Objective

To coordinate and monitor the day-to-day affirmative action activities.

Responsibility

A. To disseminate information to all affected parties so that they are kept informed of current developments, problems and issues as well as their responsibilities relating to the Affirmative Action Program.

Task Steps

1. To attend meetings of the Affirmative Action Committee.

2. To attend meetings of the Equal Opportunity Council and recommend agenda items.

3. To conduct employee information sessions.

4. To develop and implement informational presentations for supervisors.

5. To annually draft at least two articles on affirmative action for publication in the department newsletter.

Responsibility

B. To design and implement a system for the identification of problems so that corrective measures may be established.

Task Steps

1. To complete Quarterly Affirmative Action Evaluation Reports.

2. To provide Quarterly analysis to the Equal Opportunity Council including the following data:

   a. a breakdown of current workforce by race, sex, handicap and Vietnam era Veteran status, division, location, job category and job classification;
   b. an analysis of applicant flow and goal attainment;
   c. a summary of reasons for separation as evidenced through exit interviews;
   d. a report of the number of supervisors attending affirmative action and related training.

3. To assist division and staff office directors in achieving affirmative action goals.

   a. to quarterly review eligible lists to determine availability of protected class individuals;
   b. to quarterly assist division and staff office directors in reviewing progress toward affirmative action goals.

4. To complete an annual Affirmative Action Review, at the end of each Fiscal Year.

Responsibility

C. To review the Department of Public Safety's employment practices, policies and procedures and to recommend changes consistent with equal opportunity guidelines.

Task Steps: On-going

1. To review qualification requirements prior to the authorization of opening examinations.

2. To review experience and training ratings prior to their approval.

3. To review oral board questions prior to use.

4. To conduct a pre-employment review of all appointments to under represented job categories before hiring decisions are authorized.

5. To notify division and staff office directors in writing when a member of one of the above groups has been interviewed and not selected.

6. To maintain a record of all appointments made to under represented job categories.

Responsibility

D. To serve as a liaison with minority organizations, community action groups and women's organizations in order to ensure that the department's program is visible and that recruitment sources are effectively utilized.

Task Steps

1. To develop and implement a system for evaluating the effectiveness of recruitment activities including the following:

   a. a log showing the contacts made and the agency response;
   b. a log tracking through the selection process applicants from agency contacts;
   c. a questionnaire to agencies currently included on the mailing list.

2. To conduct on-site recruitment visits to community agencies and educational institutions averaging one a week.

3. To attend at least one job fair.

4. To publicize each recruitable vacancy in the following manner:

   a. distribute information through special mailings to the contact list (Attachment 3);
   b. place advertisements in predominantly protected group publications and media.
   c. make individual contacts to those agencies which have a record of providing applicants to the department.

5. To actively participate in at least one minority organization and at least one women's organization.

6. To maintain a resume bank including individuals who have expressed an interest in Public Safety positions.

7. To provide a semi-annual report of recruitment activities to the Equal Opportunity Council and upon request provide documentation of recruitment activities for any given vacancy within the department.

Responsibility

E. To coordinate programs for the career development with the department's training organization so that upward mobility is encouraged.

Task Steps: On-Going

1. To promote a schedule of employee seminars explaining personnel procedures, promotional policies and opportunities for advancement.

2. To periodically evaluate the career development program to identify barriers to members of protected groups and report findings to the Commissioner for appropriate action.

3. Establish preservice training programs to prepare trainees for appointments as vacancies occur. Take follow-up action on these appointments to ensure that such programs include members of protected classes.

4. To assist with coordination of a job-sharing pilot project.

Responsibility

F. To assist in the implementation of an equitable grievance procedure and to investigate employee complaints so that expeditious internal solutions may be achieved.

Task Steps: On-Going

1. To discuss the internal grievance procedure in employee information meetings and supervisory training sessions.

2. To investigate employee complaints within 5 days of request.

Resources

1. Affirmative Action Policy and Plan, including Division Action Plans.

2. Guidelines on grievances, employee appraisal system, interviewing techniques.

3. Employment records as required in Responsibility B, Task 2.

4. Records of vacancies, employee requisitions and eligibility lists.

5. Recruitment contact list, recruitment log.

6. Counseling referral contacts.

7. Quarterly analysis of employment profile, goal attainment, training status and exit interviews.

8. Minutes of the Equal Opportunity Council and Affirmative Action Committee meetings.

9. Annual Affirmative Action Report.

10. Records of specific classifications and qualification requirements.

11. Personnel statute rules and regulations, union contracts.

12. Exit interviews.

13. Statewide Affirmative Action Rules and information memos from the Department of Employee Relations.

AFFIRMATIVE ACTION COMMITTEE

Objective

To ensure fair employment practices for all and to advance the recruitment and upgrading of protected group individuals and other groups that have not been fully represented in the past.

Responsibility

To advise the Commissioner in administering the Affirmative Action Plan.

Task Steps: On-going

1. To meet at least quarterly.
2. To serve as a forum for transmitting employee concerns regarding affirmative action to management.
3. To keep division personnel informed of committee activities.
4. To review and recommend changes in the Department's Affirmative Action Plan.
5. To identify problem areas and propose solutions to the Equal Opportunity Council.
6. To review formal complaints/grievances and make recommendations to the Commissioner.
7. To assist the Affirmative Action Officer in conducting an annual forum to enable employees to raise questions concerning the policy, its implications and purposes, and to recommend improvements.
8. May review the qualification requirements and procedures for filling any position.
9. To facilitate career development and advancement.

Resources

1. Department Affirmative Action Plan and Policy.
2. Grievance guidelines.
3. Quarterly analysis of employment profile, applicant flow, goal attainment, training status and exit interviews.
4. Minutes of Equal Opportunity Council and Affirmative Action Committee meetings.
5. Annual Affirmative Action Report.
6. Statewide Affirmative Action Plan, Policy, Procedures and information memos from the Department of Employee Relations.

AFFIRMATIVE ACTION REPRESENTATIVE

Objective

To monitor the impact of the Affirmative Action Plan on everyday employment practices, especially as perceived by employees, and to assist the division or staff office director in making improvements.

Responsbilities

To assist the division or staff office directors in the administration of the Department's Affirmative Action Plan and to represent the director in deliberations concerning the everyday impact of the plan.

Task Steps: On-going

1. To attend Affirmative Action Committee meetings, and following each meeting, to report to the division or staff office director on the group's activities (see Affirmative Action Committee).

2. To meet with employees upon request in order to listen to concerns relating to affirmative action, and A) to direct employees to the proper authorities and B) transmit employee's concerns to the division or staff office director.

3. To assist the division or staff office director in the establishment of a division action plan.

4. To participate as a member in Division Affirmative Action Committee meetings where such committees are in existence (see Division Affirmative Action Committee).

5. To post information pertaining to affirmative action, including the Affirmative Action Policy at each worksite.

Resources

1. Department Affirmative Action Plan and Policy.

2. Grievance guidelines.

3. Quarterly analysis of employment profile, applicant flow, goal attainment, training status, and exit interviews.

4. Minutes of Equal Opportunity Council and Affirmative Action Committee meetings.

5. Annual Affirmative Action Review.

6. Statewide Affirmative Action Program, Policy, Procedures and information memos from the Department of Employee Relations.

DIVISION AND STAFF OFFICE DIRECTORS

Objective

To actively support and set in motion the Department's Affirmative Action Program and to endorse and encourage the participation of all employees in the implementation of the plan.

Responsibilities

A. To serve on the Equal Opportunity Council (see Equal Opportunity Council).

B. To administer the Department Affirmative Action Plan in their divisions and to inform all employees of the Department's Affirmative Action goals.

C. To encourage upward mobility through career development programs.

Task Steps: On-going

1. To establish and successfully complete a semi-annual action plan through evaluation of progress toward Affirmative Action goals, and to include the plan in their performance evaluation and activity report (see Action Plan).

2. To apply affirmative action principles and policies to their functions as supervisors (see Supervisors).

3. To advise and monitor their subordinate supervisors to insure the following:

   a. That affirmative action principles and policies are applied by each supervisor.
   b. That each supervisor includes annual affirmative action objectives, including those responsibilities outlined in this document, in their listing of responsibilities and performance indicators.
   c. That each supervisor includes annual affirmative action training in his/her Individual Development Plans.

4. To identify individuals with supervisory responsibilities and insure that these individuals participate annually in courses related to their professional development, including affirmative action and applicant interviewing.

5. To appoint division or staff office affirmative action representatives to serve on the Department Affirmative Action Committee and to meet with those representatives at least after each committee meeting.

6. To handle division or staff office grievances if the grievance is not resolved by the immediate supervisor.

7. To assist with the establishment of pre-service training programs to prepare trainees for appointments as vacancies occur in the division or staff office.

Resources

1. Plan of Implementation.

2. Quarterly analysis of employment profile, goal attainment, training status and exit interviews.

3. Grievance guidelines.

4. Minutes of Affirmative Action Committee meetings.

DIVISION AFFIRMATIVE ACTION COMMITTEE

(Such a committee may be established at the option of a division director.)

Objective

To insure that the division complies with the Departmental Affirmative Action Plan.

Responsibility

To assist the division or staff office director in the development of a specific action plan.

Task Steps: On-going

1. To hold divisional meetings regularly.
2. To identify special needs of the division in training supervisors and employees.
3. To discuss problems of particular units as they arise and to present these problems to the division director for possible resolution(s).

Resources

1. Division Action Plan, incorporated into the performance evaluation and activity reports for each section or unit head.

PERSONNEL DIRECTOR

Objective

To insure that all personnel policies and practices reflect the department's commitment to affirmative action and to assist division directors in accomplishing their action plans.

Responsibility

A. To continuously review all personnel policies and practices in order to insure that all employees are treated fairly and equitably in terms and conditions of employment.

Task Steps: On-going

1. To review classifications, qualification requirements and procedures in order to locate possible sources of discrimination and to eliminate selection factors having no significant relationship to job performance. This review may include but is not limited to the following:

   a. To review job duties to insure that the description is accurate and the requirements are directly related to the job.
   b. To identify significant performance variables for each job classification to assist in test validation.
   c. To cooperate with the Department of Employee Relations to validate all tests including experience and training ratings, oral examinations, written examinations and job requirements in accordance with appropriate state and federal guidelines.

2. To maintain records that will enable the analysis of all portions of the selection process to include a breakdown by sex, race, handicap, job category, job classification, location, and division of the following information: applicants tested, interviewed, selected, promoted, salary; employees receiving promotions, achievement awards, training; grievances, disciplinary actions, and separations by reason.

3. To maintain an inventory of all openings in each division and section and publicize both competitive and promotional examinations throughout the department.

Responsibility

B. To insure that all employees are adequately trained and encouraged to advance to their full potential (upward mobility).

Task Steps: On-going

1. To insure that the Affirmative Action Plan is thoroughly discussed in orientation and other appropriate training programs.

2. To insure that all employees hired will receive, during their orientation period, a copy of the Affirmative Action Policy and an explanation of the department's policy on equal opportunity, curent affirmative action goals, training and promotional opportunities, and the grievance procedures.

3. To provide counseling services for assistance in professional development to employees upon request.

4. To offer assistance to supervisors in developing career ladders, eliminating dead-end positions and restructuring jobs.

5. To administer and publicize the tuition reimbursement program.

6. To develop and disseminate guidelines on the department's grievance procedures, the employee appraisal system and interviewing techniques.

Resources

1. Affirmative Action Policy and Plan, including Action Plans.

2. Guidelines on grievances, employee appraisal system, interviewing techniques.

3. Employment records as required in Responsibility A, Task 2.

4. Records of vacancies, employee requisitions and eligibility lists.

5. Recruitment contact lists, recruitment log.

6. Counseling referral contacts.

7. Quarterly analysis of employment profile, goal attainment, training status and exit interviews.

8. Minutes of the Equal Opportunity Council and Affirmative Action Committee meetings.

9. Annual Affirmative Action Report.

10. Records of specific classifications and qualification requirements.

11. Personnel statutes, rules, union contracts.

12. Statewide Affirmative Action rules and information memos from the Department of Employee Relations.

SUPERVISORS

Objective

To apply the Affirmative Action Policy in all phases of employment as well as to all phases of day-to-day operations.

Responsibility

A. To assist division and staff office directors in establishing and meeting their action plans.

Task Steps: On-going

1. To supply the division or staff office director with information regarding anticipated staffing requirements.

2. To assist in recruitment efforts upon request.

3. To include affirmative action objectives in annual listing of responsibilities and performance indicators.

4. To conduct interviews in accordance with equal opportunity guidelines.

   a. To inform all applicants fully about the nature of the selection process for the particular position or classification and about their chances for employment.
   b. To insure that all interview questions are uniform and related to job qualifications.
   c. To submit to the Personnel Office written documentation of the reasons why job applicants were not selected.

Responsibility

B. To be knowledgeable of the meaning and objectives of affirmative action and of the department's policy, plan and goals, so proper information will be disseminated and appropriate actions taken.

Task Steps

1. To attend a training course on conducting effective interviews within one year of appointment to a supervisory position.

2. To include annual affirmative action training in the Individual Development Plan.

Responsibility

C. To develop an appropriately trained work force to meet present and future work force requirements.

Task Steps: On-going

1. To insure that each employee is given orientation on department and division policies.

2. To develop an on-the-job training program for all new employees.

3. To identify training needs through review of function and activities to discover conditions which can be improved by application of training resources.

4. To insure that work performance is discussed with each employee at least twice during the probationary period to assure complete understanding of his/her responsibilities and departmental policies.

5. To annually explain the Affirmative Action Plan to employees.

6. To conduct annual performance appraisals of all employees.

Responsibility

D. To encourage upward mobility of all employees.

Task Steps: On-going

1. To post/circulate all notices pertaining to promotional examinations and educational opportunities provided by the state to insure that all employees are kept informed.

2. To include #1 above in their position description.

3. To advise all employees at least during their annual performance review about promotional opportunities, identifying training needs and encouraging employees to bid for promotions.

4. To encourage protected class and other employees who have not been fully represented in the past to apply for and take all promotional examinations for which they are eligible.

5. To encourage all employees to participate in affirmative action training and training pertaining to their career advancement.

Resources

1. Interview and selection guidelines.

2. Grievance guidelines.

3. Counseling guidelines (in conjunction with Individual Development Planning, Employee Assistance Program and Employee Appraisal Program).

4. Suggested statement for performance evaluation.

EMPLOYEES

Objective

To actively promote and apply the principles of affirmative action.

Responsibility

To strive for self-improvement and professional growth and to make responsible recommendations for the improvement of the Department's Affirmative Action Program.

Task Steps: On-going

1. To be knowledgeable of the department's policies and procedures, including the grievance procedure and the Affirmative Action Plan and goals.

2. To identify and communicate problems to their immediate supervisor or to an affirmative action representative.

3. To participate in training courses and other kinds of development activities.

4. To apply for promotional examinations and to continually educate and prepare themselves for additional responsibilities.

Resources

1. Employee Handbook, including Affirmative Action Policy, grievance procedure, training procedure.

2. Letter of commitment from Commissioner.

3. Bulletin board notices containing the names, locations, and phone numbers of each affirmative action representative; posting of current vacancies and civil service examinations; listing of training opportunities currently available.

REVISED RACE/ETHNIC CATEGORIES

The U.S. Equal Employment Opportunity Commission recently has revised its race/ethnic categories for the purposes of reporting employment statistics on the EEO-4 form (for state and local governments) and on the EEO-6 form (for educational institutions). The revised categories are defined as follows:

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 America 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 having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, the Philippine Islands, and Samoa.

DEFINITIONS

Affirmative Action - A management posture or point of view that all barriers to employment opportunity that are not based on specific job requirements should be identified and removed; further, that initial employment and advancement opportunities for persons in protected groups shown to be underutilized in an agency's workforce should be facilitated so that the imbalance is redressed.

Affirmative Action Plan - A coherent set of management policies and procedures designed to find the barriers contributing to imbalance in an agency's workforce and to foster the correction of any imbalances which are found to exist.

Affirmative Action Rules - Adopted Rules governing the Statewide Affirmative Action Program; State Register, Volume 5, Number 16, pp. 627-633, October 20, 1980, as amended March 30, 1981 (5 S.R. 1548 - 1554).

Discrimination - Unfair treatment, intentional or unintentional, based on protected characteristics.

Disparity - The employment of fewer handicapped persons, minorities, women and Vietnam era Veterans in the agency's workforce than could reasonably be expected based on their availability in the labor market area.

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 nonmerit factors.

Goal - A numerical objective designed to correct a disparity; an employment level to strive for, through the use of timetables.

Handicapped - A. has a physical or mental impairment which substantially limits one or more major life activities.

B. has a record of such an impairment, or

C. is regarded as having such an impairment.

For purposes of these rules, the term "handicapped" does not include any individual who is an alcohol or drug abuser 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.

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, insluting, intimidating, which causes discomfort and/or which has a detrimental effect on such employee's work performance.

Labor Force Statistics - Figures as determined by the most recent federal census published by the U.S. Department of Commerce, Bureau of the Census on the estimated number of persons sixteen (16) years of age or over who are working or are seeking work or who are unemployed at the time.

Labor Market Area - A geographic area in which an employer is seeking a particular occupational category of worker and there is an available supply of workers seeking jobs in that occupational category.

Minorities - Persons of Black, Hispanic, Asian, American Indian, or Native Alaskan heritage.

Parity - A condition where the workforce is representative of all population groups in each job category, in proportion to their occurrence in the labor area workforce.

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, as defined M.S. 43.15, Subd. 1.

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

Timetable - Quantitative objectives set by an agency head as the minimum requirement to be met within a certain reasonable time period.

Underutilization/Under Representation - The employment, in an occupational category, of fewer qualified protected group members than would reasonably be expected by their availability in the labor market area.

Vietnam era Veterans - Those persons who served in the military service of this country during the period August 5, 1964 to May 7, 1975, and separated under honorable conditions from any branch of the armed forces of the United States, having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty.

DEFINITIONS RELATING TO DISABILITY AND HANDICAP

A. Functional Disability - same as "Disability".

B. Disabled (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.

C. 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; genito-urinary; hemic and lymphatic; skin; and endocrine; or

2. any mental or phychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

D. Major Life Activity: functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

E. 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.

F. Is Regarded as Having an Impairment:

1. has a physical or mental impairment that does not substantially limit major life activities but that is treated as constituting such a limitation; or

2. has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such an impairment; or

3. has none of the impairments defined in D, above, but is treated as having such an impairment.

G. Qualified Disabled Person: with respect to employment, a disabled person who, with reasonable accommodation, can perform the essential functions of the job in question.

H. Reasonable Accomodation: architectural, equipment and other changes an employer must make to enable disabled persons to perform the job for which they are otherwise qualified. The test of "reasonableness" is based on whether or not a given change would impose undue hardship on the employer's operation. The burden for showing undue hardship rests with the employer.

Reasonable accommodations include, but are not limited to, the following:

1. Making facilities, which are used by employees, readily accessible to and usable by disabled persons.

2. Acquiring auxiliary aids and devices, and modifying equipment to be used by employees with specific disabilities.

3. Restructuring jobs and modifying work schedules to accommodate specific abilities and disabilities.

LIST OF CONSUMER AND ADVOCACY ORGANIZATIONS OF AND FOR DISABLED PERSONS

THE MINNESOTA STATE COUNCIL FOR THE HANDICAPPED
208 METRO SQUARE BUILDING
7TH AND ROBERT STREETS
ST. PAUL, MINNESOTA 55101

(612) 296-6785
1-800-652-9747 TOLL FREE

August 1, 1982

LIST OF CONSUMER AND ADVOCACY ORGANIZATIONS

OF AND FOR DISABLED PERSONS

ABLE (Association for Blind Living
and Education)
Diane Lemke, Executive Director
5307 Northport Drive
Minneapolis, MN 55429
Telephone: (612) 537-8000
Newsletter: "AbleGram"
Published: Quarterly

Advisory Committee to the Mayor
and City Council of Minneapolis
on Persons with Handicaps
Carolyn Emerson, Chair
127 City Hall
Minneapolis, MN 55415
Telephone: (612) 348-2100
Newsletter: None

Advocating Change Together
Gloria Steinbring, President
1509 Nicollet Avenue
Minneapolis, MN 55403
Telephone: (612) 874-1133
Newsletter: "ACT NEWSLETTER"
Published: 2 or 3 Times Yearly

American Cancer Society
Claris Anderson, Service &
Rehab Director
2750 Park Avenue
Minneapolis, MN 55407
Telephone: (612) 871-2111
Newsletter: "Herald of Hope"
Published: 6 X Year

American Council of the Blind
Enterprises and Services
James Olsen, Director
Suite 822
310 South Fourth Avenue
Minneapolis, MN 55415
Telephone: (612) 332-3242
Newsletter: "The Braille Forum"
Published: Monthly

American Diabetes Association of MN*
Giles Kobilka, Executive Director
Maureen Farrell, Education Director
5400 Glenwood Avenue N
Minneapolis, MN 55422
Telephone: (612) 546-9619
Newsletter: "Adam-in-Action"
Published: Monthly

American Heart Association
Minnesota Affilitate
Bill Stafford, Executive Vice President
4701 W 77th Street
Minneapolis, MN 55435
Telephone: (612) 835-3300
Newsletter: "AMERICAN HEART
ASSOCIATION NEWSLETTER"
(Editors: Carol Van Dyke and
Mary Ellen Gryska)
Published: 6 X Year

Amyotrophic Lateral Sclerosis
Support Groups
Patient Services Coordinator
Muscular Dystrophy Association
1821 University Avenue, Room N 170
St. Paul, MN 55104
Telephone: (612) 646-7557
Newsletter: "ALS SUPPORT GROUP
NEWSLETTER"; "MDA"
Published 6 X Year

*Contact organization for information about local affiliates, chapters or local offices.

Anwatin Junior High School Students
for Handicapped Rights
Anwatin Junior High School
256 Upton Avenue South
Minneapolis, MN 55405
Telephone: (612) 348-6263
Newsletter: None

Arrowhead Epilepsy League
Andrea Alpert, Executive Director
606 Torrey Building
314 West Superior Street
Duluth, MN 55802
Telephone: (218) 722-4525
Newsletter: "NEWSLETTER"
(Editor: Andrea Alpert)
Published: Monthly

Arthritis Foundation of Minnesota
Robert H. Miller, Executive Director
122 West Franklin
Suite 440
Minneapolis, MN 55404
Telephone: (612) 874-1201
Newsletter: "NEWSLETTER"
(Editor: Shirley Rodley)
Published: Spring and Fall

Association for Alzheimer's and
Related Diseases
Madelon Bryn, Chair
2501 West 84th Street
Bloomington, MN 55437
Telephone: (612) 888-7653
Newsletter: "THE NETWORK"
(Editor: Audrey Lindahl)
Published: Quarterly

Association for Retarded
Citizens, Minnesota *
Sue Abderholden, Executive Director
3225 Lyndale Avenue
Minneapolis, MN 55408
Telephone: (612) 827-5641
Newsletter: "FOCUS"
(Editor: Evelyn Anderson)
Published: 6 X Year

Association of Disabled American
Veterans
Windy Keller, President
344 North 22nd Avenue
St. Cloud, MN 56301
Telephone: (612) 252-1212
Newsletter: None

Association of Residences for the
Retarded in Minnesota *
Harold Tapper, Executive Director
459 Rice Street Suite 302
St. Paul, MN 55103
Telephone: (612) 291-7475
Newsletter: "ARRM NEWSLETTER"
(Editor: Harold Tapper)
Published: 10 X Year

Brittle Bone Society
Jean Mandeville
1800 Douglas Avenue South
Minneapolis, MN 55403
Telephone: (612) 377-0035
Newsletter: None

Candlelighters (Support Group for
Parents & Families of Children
with Cancer)
Sharon Feuhrer, President
9342 Eleventh Avenue South
Bloomington, MN 55420
Telephone: (612) 884-5770
Newsletter: "CANDLELIGHTERS
NEWSLETTER"
(Editor: Donn Satrom)
Published: Monthly

*Contact organization for information about local affiliates, chapters, or local offices.

C.E.N.T.S. (Center for Education of Non-Traditional Students)
Wayne Moldenhauer, Director
731 - 21st Avenue South
Minneapolis, MN 55454
Telephone: (612) 330-1140
(612) 330-1139 - TTY
Newsletter: None

Christian League for the Handicapped
Pat Sheffield, President
Eugena Westley, Treasurer
7151 York Avenue South, Suite 212
Edina, MN 55435
Telephone: (612) 835-1039
Newsletter: "THE ANNOUNCER"
(Editor: Barb Kane)
Published: Monthly

Coalition for Disabled Persons
Linda Gress, Executive Director
1440 Fourth Avenue North
Fargo, North Dakota 58102
Telephone: (701) 232-3371
Newsletter: "COALITION NEWSLETTER"
(Editor: Linda Gress)
Published: Monthly

Committee to Combat Huntington's Disease
Sally Hogan, Executive Director
Dwight Institute for Human Genetics
400 S.E. Church Street, Room 8
Minneapolis, MN 55455
Telephone: (612) 373-3797
Newsletter: "NEWSLETTER"
(Editor: Sally Hogan)
Published: 4-6 X Year

Community Involvement Programs
Glen Anderson, Program Director
1926 Nicollet Avenue
Minneapolis, MN 55403
Telephone: (612) 871-8644
Newsletter: None

Comprehensive Epilepsy Program
Florence Gray, Coordinator
2829 University Avenue SE
Suite 318
Minneapolis, MN 55414
Telephone: (612) 376-5032
Newsletter: None

Comprehensive Services for Disabled Citizens, Inc.
Leah LaBar, Director
4114 S 39th Avenue
Minneapolis, MN 55406
Telephone: (612) 721-6373
Newsletter: "Independent Living Insites" (Editor: Leah LaBar)
Published: Quarterly

Counseling-Rehabilitation Section
Veteran's Administration Center
Verlan Ott, Chief
Federal Building
Fort Snelling
St. Paul, MN 55111
Telephone: (612) 725-4165
Newsletter: "VA Newsletter"
Published: Monthly

Courage Center
Wilko Schoenbohm, Executive Director
3915 Golden Valley Road
Golden Valley, MN 55422
Telephone: (612) 588-0811
Newsletter: "COURAGE NEWS"
(Editor: Mavis Voight)
Published: Every 5 Months

Courage Rehabilitation Services
Phyllis Healy, Director
Courage Center
3915 Golden Valley Road
Golden Valley, MN 55422
Telephone: (612) 588-0811
Newsletter: "COURAGE NEWS"
(Editor: Mavis Voight)
Published: Every 5 Months

Courage Residence
Jan Hart, Administrator
3915 Golden Valley Road
Golden Valley, MN 55422
Telephone: (612) 588-0811
Newsletter: "COURAGE NEWS"
(Editor: Mavis Voight)
Published: Every 5 Months

Courage Rolling Gophers
Robert Szyman, Athletic Director
for the Twin Cities Rolling Gophers
and Director of Sports, Physical
Education and Recreation Department
3915 Golden Valley Road
Golden Valley, MN 55422
Telephone: (612) 588-0811
Newsletter: "COURAGE NEWS"
(Editor: Mavis Voight)
Published: Every 5 Months

Courage Stroke Club Network
Robert Lepp, Stroke Coordinator
Courage Center
3915 Golden Valley Road
Golden Valley, MN 55422
Telephone: (612) 588-0811
Newsletter: "Stroke Connections"
(Editor: Robert Lepp)
Published: Every 5 Months

Currie Center
Steven Oats, Contact Person
1507 S Fifth Street
Minneapolis, MN 55454
Telephone: (612) 338-5282
Newsletter: None

Cystic Fibrosis Foundation
Margaret Carlson, Executive Director
2344 Nicollet Avenue, Suite 330
Minneapolis, MN 55404
Telephone: (612) 871-0462
Newsletter: "CYSTIC FIBROSIS
NEWSLETTER"
(Editor: Sara Ferris)
Published: 6 X Year

Deaf Services
Dwight Maxa, Director
State Dept. of Public Welfare
4th Floor Centennial Building
St. Paul, MN 55155
Telephone: (612) 296-4850 TTY
(612) 296-3980 Voice
Newsletter: None

Developmental Services Organization, Inc.
Jane Birks, Executive Director
Jennifer Otto, Project Director
666 Pelham Boulevard
St. Paul, MN 55114
Telephone: (612) 646-1970
Newsletter: None

Disabled American Veterans
Adjutant John Merthan
State Headquarters
2nd Floor Veterans Service Building
St. Paul, MN 55155
Telephone: (612) 291-1212
Newsletter: "MINNESOTA DAV NEWS"
(Editor: John Merthan)
Published: Quarterly

Division of Vocational Rehabilitation
Department of Economic Security
Edwin Opheim, Assistant Commissioner
Telephone: (612) 296-1822
3rd Floor Space Center Building
444 Lafayette Road
St. Paul, MN 55101
Newsletter: None

Division of Vocational Rehabilitation*
Ombudsman Project
J.P. Auer, Director
1821 University Avenue, Room S-375
St. Paul, MN 55104
Telephone: (612) 645-3468
Newsletter: None

*Contact organization for information about local affiliates, chapters or local offices.

Duluth Lighthouse for the Blind
Harry Dack, Director
2701 West Superior Street
Duluth, MN 55806
Telephone: (218) 624-4828
Newsletter: "LIGHTHOUSE FOR THE BLIND NEWSLETTER"
(Editor: Debbie Anderson)
Published: Quarterly

Duluth Mayor's Committee for the Handicapped
John Kulick, Chairman
UMD - S.S.P.
134 Library
Duluth, MN 55812
Telephone(218) 726-7965
Newsletter: None

Fargo-Moorhead Ostomy Chapter
Jeri Arlien Smith, President
2525 Broadway, # 910
Fargo, ND 58102
Telephone: (701) 293-1593
Newsletter: "Osto-MATES"
(Editor: Linda James)
Published: Monthly

Feingold Association for Treatment of Hyperactive Learning Disabled Children
(For Parents of Hyperactive Children)
Susan Maldonado, President
381 E Cook Street
St. Paul, MN 55101
Telephone: (612) 774-8887
Newsletter: "NEWSLETTER OF THE FEINGOLD ASSOCIATION OF MN
(Editor: Kathy Helger)
Published: Every 6 weeks

Friendly Handicap Club
Thelma Hauge, President
Senior Towers # 406
Albert Lea, MN 56007
Newsletter: None

Friends and Relatives of Nursing Home Residents
Grace Wilson, Co-Chairperson
Mary McGee, Co-Chairperson
3231 South First Avenue
Minneapolis, MN 55408
Telephone: (612) 825-6861
Newsletter: "KITH & KIN"
(Editor: Maureen Kim)
Published: Quarterly

Friends of Hearing Handicapped Children
Renee Sweetmilk, President
P.O. Box 3414
St. Paul, MN 55165
Telephone: (612) 454-8897
Newsletter: "HEAR"
(Editor: Kathy Jacobson)
Published: 11 X Year

Gopher State Blind Associates
Geraldine Stroh, President
310 Fourth Avenue South; Suite 822
Minneapolis, MN 55415
Telephone: (612) 332-3244
Newsletter: "MINNESOTA MEMO"
Published: Quarterly (Editor: Sue Hanson)

Governor's Planning Council on Developmental Disabilities
Colleen Wieck, Director
State Planning Agency
200 Capitol Square Building
550 Cedar Street
St. Paul, MN 55101
Telephone: (612) 296-4018
Newsletter: "Info Exchange - State Supplement"
(Editor: Roger Strand)
Published: Monthly

Handi-Action
Marilyn Schroeder, Chairperson
3286 Lampert Avenue North
Lake Elmo, MN 55042
Telephone: (612) 770-2311 (Work)
(612) 777-6403 (Home)
Newsletter: None

Handicap Services
Kathy Wingen, Director
Tri-County Action Programs, Inc.
728 S Benton Drive
P.O. Box 165
Sauk Rapids, MN 56379
Telephone: (612) 251-1612
Newsletter: "NEWSLETTER:
(Editor: Ellen Peterson)
Published: Quarterly

HEALTHsports, Inc.
Leslie E. Lane, Contact Person
1455 W Lake Street
Minneapolis, MN 55408
Telephone: (612) 827-3232
Newsletter: "HEALTHsports Bulletin"
(Editor: Leslie E. Lane)

Hearing Society of Minnesota
Gale Kelly, Director
2100 Stevens Avenue
Minneapolis, MN 55404
Telephone: (612) 870-0321
Newsletter: "Hearing Society of MN"
(Editor: Gale Kelly)
Published: Quarterly

Hemophilia Comprehensive Center
Dr. J. Roger Edson, Director
Box 713 Mayo Building
420 Delaware S.E.
Minneapolis, MN 55455
Telephone: (612) 376-1777
Newsletter: None

Hemophilia Foundation, MN Chapter
Roger Edson, Director
Box 198 Mail Building
2312 South 6th Street
Minneapolis, MN 55406
Telephone: (612) 371-6685
Newsletter: "Vein Line"
Published: Monthly

Huffers and Puffers Club
American Lung Assoc. of Ramsey County
Margie Stein, Program Associate
614 Portland Avenue
St. Paul, MN 55102
Telephone: (612) 224-4901
Newsletter: "LIFELINES"
(Editor: Margie Stein)
Published: Monthly

Iron Range Courage Club
Donald Chilcote, President
719 N 14th Street
Virginia, MN 55792
Telephone: (218) 741-3963
Newsletter: None

Joint Religious Legislative Coalition
Samuel Horowitz, Executive Director
122 West Franklin Avenue
Minneapolis, MN 55404
Telephone: (612) 870-3670
Newsletter: "JRLC NEWS"
(Co-editors: Samuel Horowitz,
Gwen Green)
Published: Quarterly

Lakeview School for Physically
Handicapped Students
Norma Johansen, Principal
Route 4, Knollwood Drive
Worthington, MN 56187
Telephone: (507) 372-2171
Newsletter: None

League of Disabled Voters
Mary Ellefson, Director
1821 University Avenue, Suite 163 N
St. Paul, MN 55104
Telephone: (612) 722-1623 (Margo)
Newsletter: "Our Newsletter"
(Editor, Margo Imdieke)
Published: Monthly

Learning Exchange
Russ Stricker, Co-Director
Kevin Byrne, Co-Director
Sharon Wenger, Outreach Worker
Penn Community Center
2501 West 84th Street
Bloomington, MN 55431
Telephone: (612) 888-1860
Newsletter: None

Legal Advocacy for Developmentally Disabled Persons in Minnesota
Pat Suita, Staff Attorney
Eric Janus, Managing Attorney
222 Grain Exchange Building
323 South Fourth Avenue
Minneapolis, MN 55415
Telephone: (612) 332-1441 or 338-0968
Toll-Free: 1-800-130-2746
Newsletter: None

Legal Advocacy for Developmentally Disabled Persons in Minnesota.
Mary Moorhouse, Contact Person
1815 E 6th Street
Duluth, MN 55812
Telephone: (218) 728-1115
Newsletter: None

Legal Advocacy for Developmentally Disabled Persons in Minnesota
Sandi Johnson, Contact Person
Route 1, Box 126
Fosston, MN 56542
Telephone: (218) 435-1285
Newsletter: None

Legal Advocate for the Blind
David Hoiland, Advocate
David Langevin, Volunteer Advocate
1821 University Avenue
Room S - 389
St. Paul, MN 55104
Telephone: (612) 645-3920
Newsletter: None

Little People of America
Mary Hansen, District 9 Director
9106 Nicollet Avenue S # 4
Minneapolis, MN 55420
Telephone: (612) 333-1183 (Work)
(612) 888-9341 (After 6)
Newsletter: "9 to 5"
(Editor: Mary Hansen)
Published: 5 X Year

Lupus Foundation of America, Inc.
Minnesota Chapter
Barbara Wetzel, President
640 South 11th Street
Hopkins, MN 55343
Telephone: (612) 933-4137
Newsletter: "MINNESOTA CHAPTER, LUPUS FOUNDATION OF AMERICA, INC. NEWSLETTER"
(Editor: Joyce Johnson)
Published: 6 X Year

Mental Health Advocates Coalition of Minnesota
Patricia Solomonson, Executive Director
265 Fort Road (W Seventh Street)
St. Paul, MN 55102
Telephone: (612) 222-2741
Newsletter: "THE ADVOCATE"
(Editor: Chuck Krueger)
Published: 6 X Year

Mental Health Association of Minnesota
George Cair, Executive Director
5501 Green Valley Drive
Bloomington, MN 55437
Telephone: (612) 835-9046
Newsletter: "FOCUS IN MINNESOTA"
(Editor: Mary Curzyk)
Published: 6 X Year

Mental Health for the Hearing Impaired
St. Paul Ramsey Hospital
Dr. John Scanlon, Administrator
640 Jackson Street
St. Paul, MN 55101
Telephone: (612) 221-2719
Newsletter: None

Metropolitan Center for
Independent Living
Walt Seibert, Executive Director
1728 University Avenue
St. Paul, MN 55104
Telephone: (612) 646-8342
Newsletter: "The Independent
Connection"
(Editor: Lois Allen)
Published: Quarterly

Metro Transit Committee for the
Elderly and Handicapped
Judy Hollander, Director of Special
Services
801 American Center Building
St. Paul, MN 55101
Telephone: (612) 221-0930 Ext. 153
Newsletter: None

Michael Dowling School for Crippled
Children
Charles Marks, Principal
3900 West River Parkway
Minneapolis, MN 55406
Telephone: (612) 721-5508
Newsletter: None

Minneapolis Association for
Retarded Citizens
Richard Rothmund, Executive Director
2344 Nicollet Avenue
Minneapolis, MN 55404
Telephone: (612) 874-6650
Newsletter: "THE MARC TIMES"
(Editor: Cindy Skrzynecki)
Published: Monthly

Minneapolis Association for the
Hearing Impaired
Barbara Flanigan, Contact Person
2405 Sheridan Avenue S
Minneapolis, MN 55405
Telephone: (612) 333-6319 (Work)
(612) 374-2892 (Home)
Newsletter: "MAHI"
(Editor: Kathy Kettering)
Published: Monthly

Minneapolis Club
James Larson, President
2121 S Ninth Street # 403
Minneapolis, MN 55406
Telephone: (612) 724-5134 (Days)
(612) 340-9974 (Eves.)
Newsletter: "MINNESOTA MIRROR"
(Editor: Jan Bilotta)
Published: Monthly

Minneapolis Ostomy Chapter
Marianne Phelps, Executive Secretary
P.O. Box 935
Minneapolis, MN 55440
Telephone: (612) 537-7991
Newsletter: "OSTOMY OUTLOOK"
(Editor: Jan Staples)
Published: Monthly Except
July, August and December

Minneapolis Rehabilitation Center
Neil Rogat, Vice President
1900 Chicago Avenue S
Minneapolis, MN 55404
Telephone: (612) 871-2402
Newsletter: None

Minneapolis Society for the Blind
Mel Saterbak, Executive Director
1936 Lyndale Avenue
Minneapolis, MN 55403
Telephone: (612) 871-2222
Newsletter: "MSB 20-20"
(Editor: Gary Bob)
Published: Quarterly

Minnesota Association for Children
& Adults with Learning Disabilities
Gary Berg, Executive Director
Ken Barklind, President
1821 University Avenue, Room 494-N
St. Paul, MN 55104
Telephone: (612) 646-6136
Newsletter: "MINNESOTA MACLD
NEWSLETTER"
(Editor: Barbara Sorum)
Published: 6 X Year

Minnesota Association of Deaf Citizens
Leo Latz, President
1223 Upton Avenue N
Minneapolis, MN 55411
Telephone: (612) 529-7909 TTY
Newsletter: None

Minnesota Association of Rehab Facilities
Tom Esser, Executive Director
1821 University Avenue, Room 331-S
St. Paul, MN 55104
Telephone: (612) 646-0900
Newsletter: "MARF NEWSLETTER"
(Editor: Valerie Whitehead)
Published: Monthly

Minnesota Citizens Advocacy Coalition
% Minnesota Epilepsy League, Inc.
242 Citizens Aid Building
404 S Eighth Street
Minneapolis, MN 55404
Newsletter: None

Minnesota Committee for the Handicapped
Judy Rivkin, Chair
2527 Monterey Avenue
Minneapolis, MN 55416
Telephone: (612) 922-4544
Newsletter: "Parent Info Network"
"Legislative Action Alert, State and Federal"
(Editor: Mary Woehrlin)
Published: During Legislative Session (or whenever necessary)

Minnesota Council for Exceptional Children
Paul Beare, President
221 Lomea Hall
Moorhead State University
Moorhead, MN 56560
Telephone: 236-2297 or 233-1737

Minnesota Developmental Achievement Center Association
Michael Raimondi, Executive Director
Griggs Midway Building S-277
1821 University Avenue
St. Paul, MN 55104
Telephone: (612) 647-9200
Newsletter: "THE REPORTER"
Published: Monthly

Minnesota Epilepsy League, Inc.
Carol Johnson, Executive Director
242 Citizens Aid Building
404 S Eighth Street
Minneapolis, MN 55404
Telephone: (612) 340-7630
Toll Free - 1-800-292-7932
Newsletter: "THE EPISOTA"
(Editor: Ramona Jung)
Published: 8 X Year

Minnesota Foundation for Better Hearing and Speech
Emery Barrette, Director
518 Bremer Building
7th & Robert Streets
St. Paul, MN 55101
Telephone: (612) 222-6866
Newsletter: "HEAR SPEAK"
(Editor: Emery Barrette)
Published: 3 X Year

Minnesota Foundation for Sickle Cell Anemia
Tommy Williams, Executive Director
919 Fremont Avenue N
Minneapolis, MN 55411
Telephone: (612) 374-2484
Newsletter: "THE MFFSCA COMMUNICATOR"
(Editor: Tommy Williams)
Published: 6 X Year

Minnesota Society for the Prevention of Blindness and Preservation of Hearing
Bonnie Hamill, Executive Director
550 Endicott Building
St. Paul, MN 55101
Telephone: (612) 227-8808
Newsletter: "Foresight"
Published: 2 X Year

Minnesota Special Olympics, Inc.
Deborah Kushnir, State Director
4200 W Old Shakopee Road
Bloomington, MN 55437
Telephone: (612) 888-0883
Newsletter: "COACHES CLIPBOARD"
(Editor: Deb Kushnir)
Published: 6 X Year

Minnesota State Council for the Handicapped
Richard L. Ramberg, Executive Director
Kurt E. Strom, Assistant Director
208 Metro Square Building
7th & Robert Streets
St. Paul, MN 55101
Telephone: (612) 296-6785
1-800-652-9747 TOLL FREE
Newsletter: "Connector"
(Editor: Cheryl Engstrom)
Published: 6 X Year

Multi-Resource Center, Inc.
R. J. Heimerl, President
1900 Chicago Avenue
Minneapolis, MN 55404
Telephone: (612) 871-2402
Newsletter: "CONTINUING ED NEWS"
(Editor: Andrew Koller)
Published: 6 X Year

Multiple Sclerosis Society
Minnesota North Star Chapter
Willard M. Munger, Jr., Executive Executive Director
2344 Nicollet Avenue
Suite 280
Minneapolis, MN 55404
Telephone: (612) 870-1500
Newsletter: "MAINSAIL"
(Editor: Lisa Schweitzer)
Published: Monthly

Muscular Dystrophy Association
Dean Weber, District Director
1821 University Avenue Room N-170
St. Paul, MN 55104
Telephone: (612) 646-7557
Newsletter: "NEWS AND NOTES"
(Editors: Mary Saadat; Ruth Jenson)
Published: Every 3 Months

Myasthenia Gravis Foundation
Minnesota State Chapter
Liz Forest, Chairperson
1345 Southeast Fourth Avenue
Rochester, MN 55901
Telephone: (507) 289-6117
Marnia Howe, Contact Person, Rosemount
Telephone: (612) 432-8115
Newsletter: "MYASTHENIA GRAVIS FOUNDATION MINNESOTA STATE CHAPTER NEWSLETTER"

National Ataxia Foundation
Donna Gruetzmacher, Patient Services Director
6681 Country Club Drive
Minneapolis, MN 55427
Telephone: (612) 546-6220
Newsletter: "GENERATIONS"
(Editor: Donna Gruetzmacher)
Published: Quarterly

National Federation of the Blind
of Minnesota
Joyce Scanlan, President
715 Chamber of Commerce Building
15 S Fifth Street
Minneapolis, MN 55402
Telephone: (612) 332-5414
Newsletter: "Blind Side"
(Editor: Joyce Scanlan)
Published: Every 3 Months

National Foundation March of Dimes
Central Minnesota chapter
Karen Schafer, Director
22 Wilson Avenue Northeast
St. Cloud, MN 56301
Telephone: (612) 252-1156
Newsletter: None

National Handicapped Housing Inst.
Michael Bjerksett, Executive Director
12 S Sixth Street, Suite 500
Minneapolis, MN 55402
Telephone: (612) 338-5845
Newsletter: None

National Kidney Foundation of the
Upper Midwest
Peggy McGrew, Executive Director
1821 University Avenue; Room 360-S
St. Paul, MN 55104
Telephone: (612) 645-8605
Newsletter: "NATIONAL KIDNEY
FOUNDATION NEWSLETTER"
Published: Quarterly

National Rey's Syndrome Foundation
Minnesota Region
Herbert Heilig, President
Box 485
North Branch, MN 55056
Telephone: (612) 674-7592
Newsletter: "MINNESOTA UPDATE"

National Society for Children and
Adults with Autism
West Metro Chapter
Bette Rosse, President
3725 - 47th Avenue S
Minneapolis, MN 55406
Telephone: (612) 724-6760
Newsletter: "NEWSLETTER"
(Editor: Dr. Rodney Rosse)
Published: 4 X Year

National Spinal Cord Injury Association
Twin Cities Chapter
Vern Pierce, President
John Schatzlein, Contact Person
P.O. Box 8588
Minneapolis, MN 55408
Telephone: (612) 853-5241
Newsletter: "WHEELS IN MOTION"
(Editor: Sandy Stauffer)
Published: 6 X Year

Neurofibromatosis Association of MN
Lynne Pilgrim, President
1114 Title Insurance Boulevard
400 Second Avenue S
Minneapolis, MN 55401
Telephone: (612) 934-1968 474-1008
Newsletter: None

North Suburban Consumer Advocates
for the Handicapped
Dave Chilson, President
10540 Crooked Lake Boulevard
Coon Rapids, MN 55433
Telephone: (612) 427-3999
Newsletter: "NSCAH NEWS"
(Editor: Shirley Lynch)
Published: 6 X Year

Nursing Home Residents Advisory Council
Kathy Stennis, Executive Director
3231 S First Avenue
Minneapolis, MN 55408
Telephone: (612) 827-8151
Newsletter: "THE RESIDENT COUNCIL REVIEW" (Editor: Vicky Shields)
Published: Monthly

Nursing Home Residents Advocates
Iris Freeman, Director
3231 S First Avenue
Minneapolis, MN 55408
Telephone: (612) 825-6861
Newsletter: None

Ostomy Club
Mike Weisman, President
Mary Benson, Education Coordinator
St. Cloud Hospital
1406 N Sixth Avenue
St. Cloud, MN 56301
Telephone: (612) 255-5645
Newsletter: "CARE TO SHARE NEWSLETTER"
(Editor: Sister Sabina Collins)
Published: Monthly

Pacer Center, Inc
Paula Goldberg, Co-Director
Marge Goldberg, Co-Director
4701 Chicago Avenue S
Minneapolis, MN 55407
Telephone: (612) 827-2966
Newsletter: "PACESETTER"
(Editor: Betty Binkard)
Published: Quarterly

Parents of Cleft Children
Betty Goodman, Metro Staff Person
Carolyn Anderson, Metro Staff Person
2829 University Avenue SE
Suite 840
Minneapolis, MN 55414
Telephone: (612) 341-7569
Newsletter: None

Phoenix Residence
Judy Witherspoon, Executive Director
135 E Colorado Street
St. Paul, MN 55107
Telephone: (612) 227-7655
Newsletter: None

Project Enhance
Debbie Clark, Resource Person
Minneapolis Public Schools
3131 - 19th Avenue S
Minneapolis, MN 55407
Telephone: (612) 729-9321 Voice
721-4479 TTY
Newsletter: "Project Enhance News"
Published: 4 X Year

Public Health Nursing
Minnesota Department of Health
Frances Decker, Director
717 SE Delaware Street
Minneapolis, MN 55440
Telephone: (612) 296-5431
Newsletter: None

Range Actioneers
Mary Margaret Sommers, President
3005 First Avenue
Hibbing, MN 55746
Telephone: (218) 263-5929
Newsletter: None

Redstone Area Ostomy Association
Walter Busgard, President
816 N 6th Street
New Ulm, MN 56073
Telephone: (507) 354-2603
Newsletter: "REDSTONE OSTOMY NEWSLETTER"
(Editor: Charlotte Hesse)
Published: Monthly

Regional Service Center
Sharon Lassila, Coordinator
Government Services Building
320 W Second Street; Suite 611
Duluth, MN 55802
Newsletter: "Lake Superior News"
Published: Monthly

Regional Service Center
Joe Weber, Coordinator
709½ S Front Street
Mankato, MN 56001
Newsletter: "Mankato RSC News"
Published: Monthly

Regional Service Center
Jill Paulzine, Coordinator
54 - 28th Avenue N
St. Cloud, MN 56301
Newsletter: East West Central RSC News"
Published: Monthly

Regional Service Center
Paul Bridges, Counseling Supervisor
Suite 1020 Summit Bank Building
310 Fourth Avenue S
Minneapolis, MN 55415
Newsletter: None

Richfield Adult Physically Disabled and Friends
Darlene Isaacson, President
7000 Nicollet Avenue S
Richfield, MN 55423
Telephone: (612) 861-4148
Newsletter: "THE NEWSLETTER"
(Editor: Sandi Unger)
Published: Monthly

Rochester Center for Independent Living
Bill Malleris, Executive Director
1306 NW Seventh Street
Rochester, MN 55901
Telephone: (507) 285-1815
Newsletter: "The Center Line"
(Editor: Pat Mrdjenovich-Hanks)

Rural Enterprise for Acceptable Living
Roger Simon, Director
244 W Main Street
Marshall, MN 56258
Telephone: (507) 532-2222
Newsletter: None

St. Cloud Area Council for the Handicapped
Kathy Wingen, Contact Person
Telephone: (612) 251-1612
John Mertens, President
2005 Centennial Drive
St. Cloud, MN 56301
Telephone: (612) 253-1928
Newsletter: "ST. CLOUD AREA COUNCIL NEWSLETTER"
(Editor: Kathy Wingen)
Published: 6 X Year

St. Paul Mayor's Advisory Committee on the Handicapped
Bea Fox, Chairperson (After 2:00 P.M.)
Office of the Mayor
City Hall
St. Paul, MN 55102
Telephone: (612) 224-8705
Newsletter: None

St. Paul Ostomy Chapter
Richard Gavin, President
1840 Dayton Avenue
St. Paul, MN 55104
Telephone: (612) 645-2360
Newsletter: "PACESETTER"
(Editor: Marge Azzone)
Published: Monthly

St. Paul Rehabilitation Center
Virginia Wojt, Administrative Assistant
319 Eagle Street
St. Paul, MN 55102
Telephone: (612) 227-8471
Newsletter: "SPRC NEWSLETTER"
(Editor: Virginia Wojt)
Published: Quarterly

St. Paul Society for the Blind
Steve Fischer, Executive Director
216 S Wabasha
St. Paul, MN 55107
Telephone: (612) 224-7662
Newsletter: "ST. PAUL SOCIETY FOR THE BLIND NEWSLETTER"
(Editors: Ellen Morrow; Mimi Nachman)
Published: Quarterly

Schizophrenia Association of Minnesota
Kathleen Trettel, President
6950 France Avenue S Suite 215
Edina, MN 55435
Telephone: (612) 922-6916
Newsletter: "THE COMMUNICATOR"
(Editor: Jane Walker)
Published 6 X Year

Service Club for the Handicapped
George Bossard, President
1515 Fourth Avenue
Mankato, MN 56001
Telephone: (507) 388-1397
Newsletter: None

Service Club for the Handicapped
St. Cloud Chapter
John Mertens, President
2005 Centennial Drive
St. Cloud, MN 56301
Telephone: (612) 253-1928
Newsletter: None

Service Club for the Handicapped
St. Paul Chapter
Janet Staples, Contact
280 Ravoux Street # 217
St. Paul, MN 55103
Telephone: (612) 224-1117
Newsletter: None

Services for Children with Handicaps
Minnesota Department of Health
Alpha Adkins, Assistant Director
2829 University Avenue SE Suite 840
Minneapolis, MN 55414
Telephone: (612) 341-7550
Newsletter: None

Sister Kenny Institute
Abbott-Northwestern Hospital
Sy Schlossman, Executive Director
Tim Shea, Director of Public Relations
Sandi Gordon, Special Project Director
800 E 28th Street at Chicago
Minneapolis, MN 55407
Telephone: (612) 874-4463
Newsletter: "Kenny Scope"
(Editor: Mary Ellefson)
Published: 6 X Year

South High Community School
South High Students for Handicapped Rights
Project Enhance
Debbie Clark and Gail Goulett-Meyer
3131 - 19th Avenue S
Minneapolis, MN 55407
Telephone: (612) 729-8341
Newsletter: None

Southern Minnesota Regional Legal Service
Bruce Beneke, Director
Tom Vasaly, Managing Attorney for Ramsey County
60 East Fourth Street
St. Paul, MN 55101
Telephone: (612) 222-5863
Newsletter: None

Speakout
Joan Larson, Coordinator
6800 Cedar Lake Road
Minneapolis, MN 55426
Telephone: (612) 545-6767
Newsletter: "SPEAKOUT NEWSLETTER"
(Editor: Joan Larson)
Published: 6 X Year

Spina Bifida Association
Pat & Rita Schleeter, Co-Presidents
P.O. Box 29323
Brooklyn Center, MN 55429
Telephone: (612) 455-6588
Newsletter: "SPINA BIFIDA NEWSLETTER"
(Editor: Rita Schleeter)

State Services for the Blind and Visually Handicapped
Department of Public Welfare
C. Stanley Potter, State Administrator
1745 University Avenue
St. Paul, MN 55104
Telephone: (612) 296-6034
Newsletter: None

Stroke Club
Maureen Beuning, Advisor
Mary Benson, Education Coordinator
1406 N Sixth Avenue
St. Cloud, MN 56301
Telephone: (612) 255-5645
Newsletter: "LUCKY STROKE NEWSLETTER"
(Editor: Sister Lorraine Sauer)
Published: Quarterly

Todd-Wadena Council for the Handicapped
Darlene Gregerson, Chair
Browerville, MN 56438
Telephone: (612) 594-6266
Newsletter: None

Training and Placement Service for People with Epilepsy
Helen Nienhaus Abuali
404 S Eighth Street
Minneapolis, MN 55404
Telephone: (612) 340-7625 or 340-7630
Newsletter: None

Trevilla of Robbinsdale
Michael Evans, Administrator
3130 Grimes Avenue N
Robbinsdale, MN 55422
Telephone: (612) 588-0771
Newsletter: None

Twin City Society for Autistic Children, Inc.
Mary Powell, President
1729 Carroll Avenue
St. Paul, MN 55104
Telephone: (612) 642-9042
Newsletter: "NEWSLETTER"
(Editor: Joan Schoepke)
Published: 9 X Year

United Cerebral Palsy of Minnesota*
John Sherman, Executive Director
Samuel Richardson, President
233 Griggs Midway Building
1821 University Avenue
St. Paul, MN 55104
Telephone: (612) 646-7588
Newsletter: None

United Cerebral Palsy of North Dakota ("The Coalition")
Linda Gress, Executive Director
1440 N Fourth Avenue
Fargo, ND 58102
Telephone: (701) 232-3371
Toll Free in ND only: 1-800-342-4587

*Contact organization for information about local affiliates, chapters or local offices.

United Cerebral Palsy Recreation Group
Lori Johnson, Recreation Director
360 Northeast Hoover Street
Minneapolis, MN 55413
Telephone: (612) 331-5958
Newsletter: None

United Handicapped Federation
Darlene Morse, President
David Bryan, Administrative Director
1821 University Avenue; Suite 284-S
St. Paul, MN 55104
Telephone: (612) 645-8922 Voice
(612) 631-3534 TTY
Newsletter: "Voice"
(Editor: David Thurin)
Published: 6 X Year

Vinland National Center
Joan Saari, Director
3675 Ihduhapi Road
Loretto, MN 55357
Telephone: (612) 479-3555
Newsletter: "VINLINES"
(Editor: Mary Grimm)
Published: Quarterly)

Wilderness Inquiry II
Greg Lais, Co-Director
Paul Schurke, Co-Director
3255 Hennepin Avenue S Suite 230
Minneapolis, MN 55408
Telephone: (612) 827-5362
Newsletter: None

Bemidji State University
Criminal Justice Studies
14th and Birchmont Drive
Bemidji, MN 56601
Richard Shigley
(218) 755-2829

Golden Valley Lutheran College
Law Enforcement Program
6125 Olson Memorial Highway
Golden Valley, MN 55422
Roger W. Brown
(612) 542-1216

Inver Hills Community College
Criminal Justice Program
3455 College Trail
Inver Grove Heights, MN 55075
Edward Juers
(612) 455-9621

Lakewood Community College
Law Enforcement Program
3401 Century Avenue
White Bear Lake, MN 55110
Jim Moeller
(612) 770-1331

Mankato State University
Law Enforcement Program
P.O. Box 7
Mankato, MN 56001
Bob Pockrass
(507) 389-1925

Mesabi Community College
Criminal Justice Program
905 West Chestnut
Virginia, MN 55792
Richard Kohlhase
(218) 741-9200

Metropolitan State University
Law Enforcement Program
121 Metro Square Building
St. Paul, MN 55101
Robert Fox
(612) 296-6423

Minneapolis Community College
Law Enforcement Program
1501 Hennepin
Minneapolis, MN 55403
Jim Robertson
(612) 341-7061

Moorhead State University
Criminal Justice Program
1104 - 7th Avenue South
Moorhead, MN 56560
Swaran Sandhu
(218) 236-2011

Normandale Community College
Criminal Justice Program
9700 France Avenue South
Bloomington, MN 55431
Henry Wrobleski
(612) 830-9300

North Hennepin Community College
Law Enforcement Program
7411 - 85th Aenue North
Brooklyn Park, MN 55428
John Hinsverk
(612) 425-4541

Northland Community College
Law Enforcement Program
Thief River Falls, MN 56701
Sally Ihne
(218) 681-2181

Rochester Community College
Criminal Justice Program
Highway 14 East
Rochester, MN 55901
James Russell
(507) 285-7241

St. Cloud State University
Criminal Justice Studies
1st Ave. South & 7th Street
St. Cloud, MN 56301
Bob Prout
(612) 255-0121

St. Mary's College
Law Enforcement Program
Winona, MN 55987
Matt Vetter
(507) 452-4430

St. Thomas College
Law Enforcement Studies
P.O. Box 4112
St. Paul, MN 55105
Bernard Troje
(612) 647-5803

University of Minnesota
General College - 106 Nicholson Hall
216 Pillsbury Drive S.E.
Minneapolis, MN 55455
Forrest Harris
(612) 373-3629

University of MN - Duluth
Criminology Program
Duluth, MN 55812
William Fleischman
(218) 726-7551

Willmar Community College
Criminal Justice Studies
Willmar, MN 56201
Harold Conradi
(612) 235-2131

Winona State University
Law Enforcement Program
Department of Sociology
Winona, MN 55987
James Reynolds
(507) 457-2110

Alexandria Area Technical Institute
Law Enforcement Program
1600 Jefferson Street
Alexandria, MN 56308
John Phillips
(612) 762-0221, Ext. 440

Hibbing Area Vo-Tech Institute
Law Enformcement Program
2900 East Beltline
Hibbing, MN 55746
Bob McGowan
(218) 262-3824

Minneapolis Community College
1501 Hennepin
Minneapolis, MN 55403
Ralph Olmos
(612) 341-7027

Hibbing Area Vo-Tech Institute
Law Enforcement Program
2900 East Beltline
Hibbing, MN 55746
Bill Quinn
(218) 262-3824

Bemidji State University
Criminal Justice Studies
14th & Birchmont Drive
Bemidji, MN 55601
Prof. Don Bradel

Golden Valley Lutheran College
6125 Olson Memorial Highway
Golden Valley, MN 55422
Jim Robertson

Minneapolis Community college
Law Enforcement Program
50 Willow Street
Minneapolis, MN 55403
Ralph Olmos

St. Cloud State University
Criminal Justice Studies
1st Avenue So. & 7th Street
St. Cloud, MN 56301
Prof. Barry Schreiber

Center for Criminal Justice
Dept. of Sociology-Anthropology
U of M, Duluth
Duluth, MN 55812
Mark Leventhal

Willmar Community College
Criminal Justice Studies
Willmar, MN 56201
Steve Enockson

Hibbing Area Vo-Tech
Law Enforcement Program
2900 East Belt Line
Hibbing, MN 55746
Bill Quinn, Skills Prog.

University of Minnesota-Duluth
Placement Office
Duluth, MN 55812
Jay Newcomb

University of Minnesota-Duluth
Placement Office
Duluth, MN 55812
Marge Knutson

Bemidji State University
14th & Birchmont Drive
Bemidji, MN 55601
Kent Smith

Bemidji State University
Career Placement Office
14th & Birchmont Drive
Bemidji, MN 55601
June Bender

WOMEN'S ORGANIZATIONS

~~Business & Professional Women Talent Bank~~
~~c/o Zoe Matthews~~
~~65 E. Kellogg Blvd.~~
~~St. Paul, MN 55101~~

ysalis
Attn: Kathy Szymoniak
2104 Stevens Avenue South
Minneapolis, MN 55404

Hallie Q. Brown
100 North Oxford Street
St. Paul, MN 55104

League of Women Voters
Central Manor
26 East Exchange Street
St. Paul, MN 55101

Twin Cities N.O.W.
P.O. Box 9629
Minneapolis, MN 55440

Minnesota Women's Center
306 Walter Library
iversity of Minnesota
Minneapolis, MN 55455

~~Twin Cities Coalition of Labor Union Women~~
~~P.O. Box 785~~
~~Minneapolis, MN 55401~~

CHART
123 E. Grant Street
Minneapolis, MN 55403

Women in Transition-MRC-CETA
Attn: Mary Ellen Connelly
8800 W. Hwy. 7
ST. Louis Park, MN 55426

Twin Cities NOW
P.O. Box 9629
Minneapolis, MN 55440

Women's Advocates, Inc.
548 Grand Avenue
St. Paul, MN 55102

Women's Advocate Serv.
Chrysalis Center for Women
2104 Stevens Avenue South
Minneapolis, MN 55404

Womens Career Clinic
7411 - 85th avenue North
Brooklyn Park, MN 55455

Women Consultants, Inc.
869 Osceola Avenue
St. Paul, MN 55105

Womens Equity Action League
(WEAL)
926 Thomas Avenue No.
Minneapolis, MN 55411

Working Opportunities for Women
2233 University Avenue
Suite 340
St. Paul, MN 55114

Working Opportunities for Women
2344 Nicollet So.
Suite 240
Minneapolis, MN 55404

YWCA of Minneapolis
Affirmative Action Officer
1130 Nicollet
Minneapolis, MN 55403

~~Women in the Trades~~
~~Box 7073 Powderhorn Station~~
~~Minneapolis, MN 55407~~

Mainstay, Inc.
ATTN: Vicki Ocasio and
Gail Henry
1103 E. College Drive
Marshall, MN 56258

YWCA of St. Paul
65 E. Kellogg
St. Paul, MN 55101

Minnesota Working Women
ATTN: Wendy Robinson
1130 Nicollet Mall
Minneapolis, MN 55403

Rural American Women
c/o Marion Fogarty
Route 1
Belle Plaine, MN 56011

American Indian Women
ATTN: Bonnie Wallace
731 - 21st Avenue So.
Minneapolis, MN 55414

Pam Brumbaugh
1720 No. Broad Street
Mankato, MN 56001

LaRayne Hebert
Project SOAR
Duluth YWCA
208 W. 2nd Street
Duluth, MN 55802

Marlys Wilson
Minneapolis Technical Institute
1415 Hennepin Avenue - Rm 240
Minneapolis, MN 55404

MN Indian Contractors Assoc.

Barbara Raygor
MN Chippewa Tribe
3045 Park Ave.
Minneapolis, MN 55407

Minneapolis YWCA

Rhonda Madery
Minneapolis YWCA
1130 Nicollet Mall
Minneapolis, MN 55403

Barbara Thell
Minneapolis YWCA
1130 Nicollet Mall
Minneapolis, MN 55403

Jean Wigley
Minneapolis YWCA
1130 Nicollet Mall
Minneapolis, MN 55403

St. Paul YWCA

Lurline Baker Kent
YWCA Women's Center
65 E. Kellogg Blvd.
St. Paul, MN 55101

Sandi Bandli
YWCA Women's Center
65 E. Kellogg Blvd.
St. Paul, MN 55101

Lee Brown
Alexander & Alexander
Northwestern Bank Bldg.
St. Paul, MN 55101

The Minnesota Women's Network

Ann Newhall
Minnesota Women's Network
511 - 11th Avenue So.
Minneapolis, MN 55412

Kay Clausen
Minnesota Women's Network
511 - 11th Avenue So.
Minneapolis, MN 55412

International Assoc. for Personnel Women

Rose Ramirez
St. Paul Companies
385 Washington Avenue
St. Paul, MN 55102

Mary Ellen Burgoyne
Marsh & McLennan, Inc.
1500 Northstar Center
Minneapolis, MN 55402

Women in Communication

Sue Plaster
Cardiac Pacemakers, Inc.
4100 N. Hamline Ave.
St. Paul, MN 55164

Roberta Berner
MN Council of Foundations
1216 Foshay Tower
Minneapolis, MN 55402

Women in Foundations' Corporate Philanthropy

Martha Butt
W975
1st National Bank Bldg.
St. Paul, MN 55101

Minneapolis Foundation

Pat Vomhof
Minneapolis Foundation
500 Foshay Tower
Minneapolis, MN 55402

MN Women Elected Officials

Alderwoman Charlee Hoyt
307 City Hall
Minneapolis, MN 55415

WARM Gallery

Joyce Lyon
WARM Gallery
414 - 1st Ave. No.
Minneapolis, MN 55401

Catherine Jordan
WARM Gallery
414 - 1st Ave. No.
Minneapolis, MN 55401

National Association of Women Business Owners

Marlene Johnson
Split Infinitive
46 E. 4th St., Suite 812
St. Paul, MN 55101

Karen Desnick
Frame Yourself
6959 Washington Ave. So.
Edina, MN 55434

Kathie McLaughlin
NAWBO
46 E. 4th St., Suite 812
St. Paul, MN 55101

Joan Rugenstein
8486 - 90th St. So.
Cottage Grove, MN 55016

Karen Tarrant
Stolpestad, Brown & Smith
2000 North Central Life Bldg.
St. Paul, MN 55101

Shirlee Puelston
R. Sutton
6700 Excelsior Blvd.
Minneapolis, MN 55426

Kay Fredericks
Trend Enterprises
300 Ninth Ave. So.
New Brighton, MN 55112

American Society of Women Accountants

Terry Fraser
Fraser & Associates, CPA
5275 Industrial Blvd., #205
Minneapolis, MN 55435

Leota Spalla
Health Central
2810 - 57th Ave. No.
Brooklyn Center, MN 55430

Minnesota Women Lawyers-

Sheryl Ramstad Hauss
Henson & Effron
Title Insurance Bldg.
400 - 2nd Ave. So.
Minneapolis, MN 55401

Minnesota Women Lawyers (continued)

Jean Heilman
1100 Bremer Tower
Minnesota St. & 7th Place
St. Paul, MN 55101

National Assoc. of Women in Construction

Jan Burger
Scan Construction, Inc.
2400 Edgewood Ave. So.
Minneapolis, MN 55426

Paula Bennett
1420 Zarthan Ave. So.
Minneapolis, MN 55416

Minnesota Business League

Vicky Davis
Minnesota Business League
245 E. Sixth Street
St. Paul, MN 55102

Hispanic Chamber of Commerce

Sandra Vargas
Business Enterprise Program
A - 2203 Government Center
Minneapolis, MN 55487

National Assoc. of Bank Women

Carol Korda
First Bank Systems
Box 522
Minneapolis, MN 55480

Nancy Nemitz
First Bank Systems
Box 522
Minneapolis, MN 55480

Bonnie Niehaus
NW National Bank
Operations Center
255 So. 2nd Ave.
Minneapolis, MN 55479

Association for Women in Computing

Karen Benzie
P.O. Box 14605
University Station
Minneapolis, MN 55414

Continuing Education
College of St. Catherine

Jeanette Gudgel, Director
Management Development Center
College of St. Catherine
2004 Randolph Avenue
St. Paul, MN 55105

Julie Belle White, Director
Office of Continuing Education
College of St. Catherine
2004 Randolph Avenue
St. Paul, MN 55105

Kathryn Adam, Asst. Director
Office of Continuing Education
College of St. Catherine
2004 Randolph Avenue
St. Paul, MN 55105

Brotherhood of RR & Airline
Clerks (BRAC)
Bob Lamb
310 - 4th Avenue South
Minneapolis, MN 55415

.nter for Community Action
1501 South Fourth Street
Minneapolis, MN 55454

C.A.P.
530 East Andrew
St. Paul, MN 55107

Department of Indian Education
Minneapolis Public Schools
807 N.E. Broadway
Minneapolis, MN 55413

Governor's Crime Commission
444 Lafayette Road, 6th Floor
St. Paul, MN 55101

Sister Giovanni
Guadalupe Area Project
1 East Robie Street
St. Paul, MN 55107

Vo cational Rehab. Director
Courage Center
3915 Golden Valley Road
Golden Valley, MN 55422

Human Rights Department
515 City Hall
St. Paul, MN 55102

Jackson Wheelock Service Ctr.
1544 Timberlake Road
St. Paul, MN 55117

Director
Jackson Wheelock Service Ctr.
1544 Timberlake Road
St. Paul, MN 55117

~~League of MN Human Rights~~
~~300 Hanover Building~~
~~480 Cedar Street~~
~~St. Paul, MN 55101~~

Migrant Educ. Program Director
807 Capitol Square Bldg.
550 Cedar Street
St. Paul, MN 55155

~~Migrants in Action Director~~
~~1162 Selby Avenue~~
~~St. Paul, MN 55104~~

~~Ms. Jaime Hubbard~~
~~Migrants in Action~~
~~1162 Selby Avenue~~
~~St. Paul, MN 55104~~

Minneapolis Department of
Civil Rights
2649 Park Avenue South
Minneapolis, MN 55407

~~Minneapolis Department of~~
~~Civil Rights~~
~~Grain Exchange Bldg. Rm 250~~
~~412 So. Fourth Street~~
~~Minneapolis, MN 55416~~

~~Director~~
~~Minneapolis Urban Coalition~~
~~1009 Nicollet Mall, Room 303~~
~~Minneapolis, MN 55403~~

Minneapolis Urban League
1911 Nicollet Avenue South
Minneapolis, MN 55403

Minneapolis Urban League
South Area Office
3750 - 4th Avenue So.
Minneapolis, MN 55409

Mr. Gleason Glover, Director
Minneapolis Urban League
North Area Office
1121 - 12th Avenue North
Minneapolis, MN 55411

~~Department of Employment~~
~~Services~~
~~466 South Robert~~
~~St. Paul, MN~~

Minnesota Migrant Council
P.O. Box 456
Blooming Prairie, MN 55917

~~Minneapolis Communication Ctr.~~
~~3010 Fourth Avenue South~~
~~Minneapolis, MN 55408~~

Greater Minneapolis Chamber
of Commerce
Attn: EEO Coordinating Comm.
15 South 5th Street
Minneapolis, MN 55402

Efran Tovar, Area Director
Minnesota Migrant Council
East Grand Forks, MN

Mr. Juan Rodriguez
Minnesota Migrant Council
1511 - 14th Avenue South
Grand Forks, ND

~~Area Director North Dakota~~
~~Migrant Council~~
~~402½ Sheyenne~~
~~West Fargo, ND 58078~~

Afro-American Society
Individual Learning Building
SW Minnesota St. College
Marshall, MN 56258

Ralph L. Crowder, Coordinator
Black Student Affairs
731 - 21st Avenue South
Minneapolis, MN 55404

~~Mr. Armando Estrella~~
~~Chicano Studies Department~~
~~Room 489 Ford Hall~~
~~Minneapolis, MN 55455~~

Mr. Osamu S. Honda, President
Japanese American Citizens
League
3935 Lakewood Avenue
White Bear Lake, MN 55110

Mr. Tim Moses
Martin Luther King Center
270 North Kent Street
St. Paul, MN 55102

Minneapolis Chinese Chamber of
Commerce
c/o David Fong's Restaurant
9329 Lyndale Avenue South
Minneapolis, MN

Ms. Nicha Coates
Spanish Speaking Cul. Club
Our Lady of Guadalupe Church
530 Andrew
St. Paul, MN 55107

anish Speaking Affairs
Council
Attn: Elsa Vega Perec
304 Rice Street
St. Paul, MN

WAVN
Box 211
St. Paul, MN 55075

~~Mr. Tom Sexton~~
~~Minnesota Migrant Council~~
~~Renville Area Director~~
~~P.O. Box 834~~
~~Litchfield, MN~~

Jose Valdez
Minnesota Migrant Council
618½ South 2nd Street
St. Cloud, MN 56301

Neighbor Justice Center
732 West Central
St. Paul, MN 55104

The New Way, Inc.
1913 Plymouth Avenue No.
Minneapolis, MN 55411

Executive Director
Phyllis Wheatley Comm. Ctr.
919 Freemont Avenue No.
Minneapolis, MN 55411

Pilot City Regional Center Dir.
1315 Penn Avenue North
Minneapolis, MN 55411

Ramsey Action Program Inc.
League of United Latin
American Citizens Council
100 Market Square-509 Sibley
St. Paul, MN 55101

Neighborhood House
179 East Robie Street
St. Paul, MN 55107

Ramsey Action Program
Target Area A
630 West Laurel
St. Paul, MN 55104

Mr. Ken Jones, AAO
Ramsey County Civil Service
1845 Courthouse
St. Paul, MN 55101

Director
St. Paul Urban Coalition
P.O. Box 43071
St. Paul, MN 55166

Willie Mae Wilson, Executive
Director
St. Paul Urban League
401 Selby Avenue
St. Paul, MN 55102

St. Paul Urban League
1166 Selby Avenue
St. Paul, MN 55104

Spanish Speaking Social Serv.
530 Andrew Street
St. Paul, MN 55107

Executive Director
The Way Community Center
1913 Plymouth Ave. No.
Minneapolis, MN 55441

Urban Affairs Office
360 Colborne
St. Paul, MN 55102

~~National Paraplegia Foundation~~
~~North County Chapter~~
~~12 South 6th Street~~
~~Minneapolis, MN 55402~~

Marlys Wilson
Minneapolis Technical Institute
1415 Hennepin Avenue - Rm 240
Minneapolis, MN 55404

RELIGIOUS

A ndiocese of St. Paul,
Chancery
226 Summit Avenue
Attn: Msg. Bernston
St. Paul, MN 55102

National Conference of
Christians and Jews
520 National Building
Minneapolis, MN 55402

Elder L. W. Jenkins
38th St. Church of God In Christ
341 East 38th Street
Minneapolis, MN 55409

Elder Stanley Frazier, Pastor
Church of God in Christ
Emmanuel Tabernacle
2501 E. 22nd Street
Minneapolis, MN 55406

Rev. Walter A. Smith
Evangelist Crusaders
1 Thomas Place No.
Minneapolis, MN 55411

Dr. Willa L. Grant Battle
Grace Temple
Deliverance Center
1908 - 4th Avenue South
Minneapolis, MN 55454

Rev. James Battle
Mt. Olivet Baptist Church
500 West Central
St. Paul, MN 55103

St. Joseph's Church
P.O. Box 43
Foxhome, MN 56543

St. Paul Area Council of
Churches, Inc.
1671 Summit Avenue
St. Paul, MN 55105

Pastor
St. Peter's A.M.E.
401 East 41st Street
Minneapolis, MN 55409

Pastor
Shiloh Baptist Church
860 Hague Avenue
St. Paul, MN 55104

Pastor
Sabathani Baptist Church
3805 Third Avenue So.
Minneapolis, MN 55409

Trinity Tabernacle A/G
2314 Plymouth Avenue No.
Minneapolis, MN 55411

Rev. L.C. Kelly, Jr.
Wayman A.M.E. Church
1221 - 7th Avenue No.
Minneapolis, MN 55411

Westminister Presbyterian Church
83 South 12th Street
Minneapolis, MN 55411

Rev. Earl Miller
Pilgrim Baptist Church
732 West Central
St. Paul, MN 55104

Rev. Tyrone Burkette
Dayton Ave. Presbyterian
217 Mackubin Avenue
St. Paul, MN 55102

TRAINING AND WORK PROGRAMS

ector
M...neapolis Urban League
Apprenticeship Training Prog.
1210 Glenwood Avenue
Minneapolis, MN 55405

Career Guidance and Training
Center
310 Cedar Street
St. Paul, MN 55101

CEP
2429 Nicollet Avenue So.
Minneapolis, MN 55404

Staff Training Unit
Department of Corrections
7525 - 4th Avenue
Circle Pines, MN 55014

H.I.R.E.D.
1009 Nicollet Mall
Minneapolis, MN 55403

H.I.R.E.D.
610 Bremer Arcade
419 Robert Street
St. Paul, MN 55101

Ms. Mary McGroarty
MN Bil. Voc. Trng. Project
St. Paul TVI
235 Marshall Avenue
St. Paul, MN 55104

Neighborhood Youth Corps
Central High School
3416 - 4th Avenue South
Minneapolis, MN 55408

Neighborhood Youth Corps
1500 James
Minneapolis, MN 55411

Director
Neighborhood Youth Corps
South High School
313 - 19th Avenue So.
Minneapolis, MN 55401

Mrs. Taylor
Pilot City Job Placement
1315 Penn Avenue North
Minneapolis, MN

Skill Center, Minneapolis
1008 W. Lake Street
Room 102
K. Karkula
Minneapolis, MN 55119

Executive Director
TCOIC
834 No. 7th Street
Minneapolis, MN 55411

Mr. Dennis Thompson
Job Development & Placement
T.C. Opp. & Indus. Center
834 North Seventh Street
Minneapolis, MN 55411

Union Gospel Mission
Promise Business School
235 E. 7th Street
St. Paul, MN 55101

S. A. Ed Bellanger
Vocational Advisory Service
9200 Flying Cloud Drive
Eden Prairie, MN 55343

Women & Work Project
Apple Valley Middle School
900 Garden View Drive
Apple Valley, MN 55124

Work Incentive Program
160 E. Kellogg Boulevard
American Center Building
St. Paul, MN 55101

Ron Labat
Marshall CETA Center
P.O. Box 245
Woitalewicz Bldg.
Marshall, MN 56258

HANDICAPPED - RESOURCES

~~Wayne Lindskoog~~
~~Cooperative School Rehabilitation Center - District 287~~
~~6025 Eden Prairie Road~~
~~Minnetonka, MN 55343~~

(rage Center
3915 Colden Valley Road
Minneapolis, MN 55422

Division of Voc. Rehab.
3rd Floor, Space Center
444 Lafayette Road
St. Paul, MN 55101

Jewish Vocational Workshop
254 Second Avenue No.
Minneapolis, MN 55401

Minneapolis Public Schools
Special Education Service Ctr.
254 Upton South
Minneapolis, MN 55405

Minneapolis Society for the Blind
6 Lyndale Avenue So.
Minneapolis, MN 55403

~~Ms. Donna Tomczak~~
~~MN Academy of Seizure Rehab.~~
~~430 First Avenue No.~~
~~Minneapolis, MN 55401~~

Multi Resource Center
1900 Chicago Avenue
Minneapolis, MN 55404

North Star Work Shop
1554 Midway Parkway
St. Paul, MN 55108

Occupational Training Center
666 Pelham Blvd.
St. Paul, MN 55114

John N. Hamilton
Opportunity Workshop
5500 Opportunity Court
Minnetonka, MN 55343

Rise, Incorporated
8406 Sunset Road
Spring Lake Park, MN 55432

St. Paul Goodwill
2543 Como Avenue
St. Paul, MN 55118

St. Paul Rehabilitation Center
319 Eagle Street
St. Paul, MN 55102

St. Paul Schools Vocational Rehabilitation Unit
360 Colborne
St. Paul, MN 55102

St. Paul Society for the Blind
216 So. Wabasha Street
St. Paul, MN 55107

George Patterson
State Services for the Blind
1745 University Avenue
St. Paul, MN 55104

~~Tasks Unlimited, Inc.~~
~~P.O. Box 591~~
~~Anoka, MN 55303~~

Training & Placement Services (TAPS)
404 So. Eight Street, Rm 242
Minneapolis, MN 55404

United Cerebral Palsy of Minneapolis
360 N.E. Hoover
Minneapolis, MN 55413

United Cerebral Palsy of Greater St. Paul
Day Activity Center
463 Maria
St. Paul, MN 55106

Darrell Hait
Veterans Administration Ctr.
Counseling & Rehabilitation
Federal Bldg., Ft. Snelling
St. Paul, MN 55111

~~Mary Ellison~~
~~Ability Building Center, Inc.~~
~~1500 First Avenue Northeast~~
~~Rochester, MN 55901~~

The Achievement Center
916 - 6th Avenue, P.O. Box 585
Worthington, MN 56187

Executive Director
Brighter Day Achievement Ctr.
Mora, MN 55051

Cedar Valley Rehabilitation Workshop, Inc.
2111 N.W. 4th Street
Austin, MN 55912

CWDC Industries, Inc.
1500 - 18th Street So.
Virginia, MN 55792

Duluth Lighthouse for the Blind
7 North 27th Ave. W.
Duluth, MN 55802

Functional Industries, Inc.
Box 206
Buffalo, MN 55313

~~Fergus Falls Field Office~~
~~Vocational Rehabilitation~~
~~108 No. Cascade~~
~~Fergus Falls, MN 56537~~

HANDICAPPED - RESOURCES
CONT. (2)

Grand Rapids Field Office
Vocational Rehabilitation
401 - 11th Street S.E.
P.O. Box 415
Grand Rapids, MN 55744

:ern'l Falls Field Office
.oc. Rehab. Drawer M
South International Falls
International Falls, MN 56679

Dennis E. Johnson
Division of Vocational Rehab.
709½ Front Street So.
Mankato, MN 56001

Marshall Field Office
Vocational Rehabilitation
107½ E. Main Street
Marshall, MN 56258

~~Moorhead Field Office~~
~~Vocational Rehabilitation~~
~~31 No. 4th Street~~
~~Moorhead, MN 56560~~

Red Wing Field Office
Vocational Rehabilitation
' Wing Area Voc Tech
.oneer Road & Highway 58
Red Wing, MN 55066

Rochester Field Office
Vocational Rehabilitation
717 - 3rd Avenue S.E.
Rochester, MN 55901

Placement Counselor
St. Cloud Field Office
Vocational Rehabilitation
54 - 28th Avenue No.
St. Cloud, MN 56301

George Nieman
Virginia Field Office
Vocational Rehabilitation
910 - 8½ Street So.
Virginia, MN 55792

~~Willmar Field office~~
~~Vocational Rehabilitation~~
~~Kandiyohi County Court House~~
~~Willmar, MN 56201~~

~~Winona Field Office~~
~~Vocational Rehabilitation~~
~~1160 W. 7th Street~~
~~Winona, MN 55987~~

Leslie Hanson
Worthington Field Office
Vocational Rehabilitation
909 - 4th Avenue
Worthington, MN 56817

Rochester State Hospital
2120 East Center Street
Rochester, MN 55901

St. Peter State Hospital
100 Freeman Drive
St. Peter, MN 56082

Fergus Falls State Hospital
Box 157, Memorial Bldg.
Fergus Falls, MN 56537

Brainerd State Hospital
Brainerd, MN 56401

Moose Lake State Hospital
Moose Lake, MN 55767

Gayla Kaibel
U of M, Rehab. Services
No. 588 Elliott Hall
75 E. River Road
Minneapolis, MN 55455

~~Robert Lundahl~~
~~Duluth Field Off., Voc. Rehab.~~
~~327 Bradley - Compudata Bldg.~~
~~10 East Superior Street~~
~~Duluth, MN 55802~~

Steve Wrbanich, Exec. Dir.
National Paraplegia Foundation
North County Chapter
12 South 6th Street
Minneapolis, MN 55402

~~Penny Boyle~~
~~Rehabilitation Counselors~~
~~Vocational Placement Counselor~~
~~4054 W. Broadway~~
~~Minneapolis, MN 55422~~

~~Head of the Lakes Goodwill~~
~~Industries~~
~~1732 West Superior Street~~
~~Duluth, MN 55806~~

Interstate Rehabilitation Ctr.
Box 404
Red Wing, MN 55066

Lake Region Rehabilitation
Industries
1107 West Fir Avenue
Fergus Falls, MN 56537

Jim Moritz
Mankato Rehabilitation Center
309 Holly Lane, Box 818
Mankato, MN 56001

North Central Workshop, Inc.
P.O. Box 302
Bemidji, MN 56601

Occupational Development Ctr.
P.O. Box 730
Zeh & La Bree Avenue So.
Thief River Falls, MN 56701

Occupational Rehabilitation Ctr.
210 Galewski Drive
Winona, MN 55987

Jim Steiner
Opportunity Training Center
318 - 14th Avenue No.
St. Cloud, MN 56301

Owobopte Industries, Inc.
9601 W. Jefferson Trail
Inver Grove Heights, MN 55075

HANDICAPPED - RESOURCES
CONT. (3)

kie Zeigler
Service Industries, Inc.
1317 E. Bridge Street
Redwood Falls, MN 56283

Southwest State University
Marshall, MN 56258

West Central Industries, Inc.
711 Willmar Avenue East
Willmar, MN 56201

~~Robert Leonard~~
~~Vocational Rehabilitation~~
~~403 Jackson Street, Suite 206~~
~~Anoka, MN 55303~~

Anoka CVRP
Anoka State Hospital
ka, MN 55303

Stephen Atwood
Voc. Rehab., Alexandria Office
Central Jr. High School
7th & Fillmore
Alexandria, MN 56308

Lynn Carroll
Project MARS
South High School, Rm 136
3131 - 19th Avenue So.
Minneapolis, MN 55407

Minneapolis Field Office
Vocational Rehabilitation
3101 West 69th Street
Minneapolis, MN 55435

Minneapolis Field Office
Vocational Rehabilitation
811 East 27th Street
Minneapolis, MN 55407

~~Minneapolis Field Office~~
~~Vocational Rehabilitation~~
~~6500 Brooklyn Boulevard~~
~~Minneapolis, MN 55429~~

Minneapolis Field Office
Voc. Rehab., Grain Exchange Bldg
412 South Fourth Street
Minneapolis, MN 55415

Minneapolis Field Office
Vocational Rehabilitation
1315 Penn Avenue No.
Minneapolis, MN 55411

~~St. Paul Field Office~~
~~Vocational Rehabilitation~~
~~1821 University Ave., Rm 180~~
~~St. Paul, MN 55104~~

Austin Field Office
Vocational Rehabilitation
1900 - 8th Avenue N.W.
Austin, MN 55912

Warren D. Green
Div. of Vocational Rehab.
P.O. Box 1099
Bemidji, MN 56601

~~George Kleinschmidt~~
~~Region 5 Vocational Rehab.~~
~~1110 Willow Street, East Wing~~
~~Brainerd, MN 56401~~

Crookston Field Office
Vocational Rehabilitation
202 S. Main Street
Crookston, MN 56716

~~Duluth Field Office~~
~~Vocational Rehabilitation~~
~~327 Bradley - Compudata Bldg.~~
~~10 East Superior Street~~
~~Duluth, MN 55802~~

Faribault Field Office
Vocational Rehabilitation
303 N.E. First Street
Faribault, MN 55021

VETERANS GROUPS

World War I Veterans:

\ rans Resource Center
Employment and Training Serv.
ATTN: Dick Houde
2020 Minnehaha Avenue
Minneapolis, MN 55404

Department of Employment Serv.
Veterans Employment Rep.
390 No. Robert Street
St. Paul, MN 55101

American Legion
Employment Officer
Veterans Service Bldg.
St. Paul, MN 55155

Disabled American Veterans
Employment Officer
Veterans Service Bldg.
St. Paul, MN 55155

Veterans of Foreign Wars of the
United States
(n: Employment Officer
Veterans Service Bldg.
St. Paul, MN 55155

National Alliance of Businessmen
Chuck Petersen-Veterans Coord.
Osborn Building
St. Paul, MN 55101

Vernon K. Carstensen
Dept. Com.
1103 Warren Street
Mankato, MN 55601

Betty Radeke
Dept. Pres.
Red Lake Falls, MN 56750

Joseph B. Milkanin, Jr.
Dept. Com.
1411 - 8th Avenue N.W.
Rochester, MN 55901

Eleanor Stonelake
Dept. Aux. Com.
Route 4, Nason Bay
Detroit Lakes, MN 56501

Archie Pavek
Dept. Com.
Box 94
Prior Lake, MN 55372

Patricia Horak
Dept. Pres.
Box 112
Ogema, MN 56569

William Fisher
Dept. Com.
15711 Skyline Avenue N.W.
Prior Lake, MN 55372

Sylvesta Mans
Dept. Pres.
Route 2
Nicollet, MN 56074

Military Order of the Purple Heart:

Leonard Carlton
Dept. Com.
19260 Azure Road
Deephaven, MN 55391

Delores Woods
Dept. Pres.
1191 Margaret Street
St. Paul, MN 55106

Women's Centers

men's Center of Mid-MN
Box 602
Brainerd, MN 56401

Women's Center
U of M. Crookston
Hill Building
Crookston, MN 56716

Women's Center
Mankato State University
Box 16
Mankato, MN 56001

Women's Center
Southwest State University
Marshall, MN 56258

Women's Center
U of M, Morris
rris, MN 56267

Women's Resource Center
709 - 1st Ave. SE
Rochester, MN 55901

Women's Center
501 Mall Germaine
St. Cloud, MN 56301

Women's Resource Center
205 Exchange Bldg.
Winona, MN 55987

A Center for Women
1239 - 12th St. No.
Fargo, ND 58102

CIVIL SERVICE AND LOCAL GOVERNMENT PERSONNEL OFFICES

City of Minneapolis
Civil Service Office
312 - 3 Avenue So.
Minneapolis, MN 55415

ty of St. Paul
Civil Service Office
15 W. Kellogg Blvd.
St. Paul, MN 55101

Hennepin County Personnel
Office
Government Center
Minneapolis, MN 55415

Ramsey County Personnel Office
1845 Court House
St. Paul, MN 55101

City of Moorhead Personnel
Office
City Hall
Moorhead, MN 56561

SCHOOLS/COLLEGES
Cont.

gma Pi Phi (Boule)
c/o Mr. Robert Covington
4519 Perry Avenue No.
Minneapolis, MN 55422

Southern University Alumni
Federation Twin Cities Chapter
c/o Mr. Michael Melton
P.O. Box 761
Minneapolis, MN 55440

Twin Cities Book Club
c/o Ms. Barbara Cyrus
1920 So. 1st Street
Apt. 1101
Minneapolis, MN 55454

United Negro College Fund
c/o Mr. Matthew U. Johnson, Jr.
Produce Bank Bldg.
Suite 200
Minneapolis, MN 55403

Alpha Phi Alpha
c/o Mr. Willis Bright
[illegible]40 Park Avenue So.
[illegible]nneapolis, MN 55407

Black Women United
c/o Mrs. Elizabeth Samuels
2406 Golden Valley Road
Minneapolis, MN 55411

Omega Psi Phi Fraternity
c/o Mr. Oliver Spencer Jr.
1235 Sherburne Avenue
St. Paul, MN 55104

Morehouse College Alumni
c/o Mr. Marvin Anderson
P.O. Box 15151
Minneapolis, MN 55415

Alpha Kappa Alpha
c/o Ms. Linda Garret
1371 Ames Ave.
St. Paul, MN 55106

North Hennepin Community College
Career Clinic
7411 - 85th Avenue No.
Brooklyn Park, MN 55445

Women in Law Enforcement

.ternational Assoc. of
Women Police
Attn: Ann Garcia
P.O. Box 2495
Greensboro, N.C. 27402

National Assoc. of Women
in Criminal Justice
1318 - 5th Avenue
Pittsburgh, Pennsylvania
15219

Law Enforcement Assoc. for
Women
Attn: Debra Miller, President
P.O. Box 723 Belden Station
Norwalk, Connecticut

MN Assoc. of Women Police
Attn: Joyce Holte, President
Eden Prairie Dept. of
Public Safety
Eden Prairie, MN 55344

Sergeant Carolen Bailey
St. Paul Police Dept.
·imes Against Persons Unit
.01 East 10th Street
St. Paul, MN 55101

Policewomen's Endowment Assoc.
Attn: Patricia Holmes
Policy Academy
235 East 20th Street
New York, New York 10003

Task Force on Women in Law Enfor.
Attn: Clara David, Co-Chairman
15th & Pennsylvania Ave. N.W.
Room 4314
Washington, D.C. 20220

ASIAN AMERICAN GROUPS

'an American Culture Center
.'ector Nghi Si Huynh
30 Ford Hall
U of M
Minneapolis, MN 55455

Fellowship of the Republic of
Vietnamese Armed Forces in MN
Mr. Vu Quang
805 Ivanhoe Drive
Northfield, MN 55057

Vietnamese League in Minnesota
President: Mr. Pham Van Vy
417 Main Street N.E.
Minneapolis, MN 55413

Vietnamese Alliance of Minnesota
President: Mr. Thoi Tran
1630 - 6th Street So.
D1505
Minneapolis, MN 55454

Vietnamese Buddhist Assoc.
of Minnesota
'esident: Mr. Vu Khac Khoan
51 Dale Street No.
St. Paul, MN 55117

St. Cloud Vietnamese Community
President: Huy Tran
1726 - 7th Avenue So.
St. Cloud, MN 56301

Association of Cambodian
Refugees in MN & Friends
President: Mr. Koy Choeurn
1449 Clarence Street
St. Paul, MN 55106

Association of Cambodian
Refugees in MN & Friends
Socheat Sar
4028 Chicago Avenue So.
Minneapolis, MN 55407

Cambodian American Assoc. of MN
Sotourn Chim
3230 Nevada Avenue No.
Crystal, MN 55427

Association of HMONGS, Inc.
President: Mr. Yang Ya
121 West Hoyt Avenue, Apt. 9
St. Paul, MN 55117

Association of HMONGS Inc.
Office of Association
415 Marshall Suite L
St. Paul, MN 55102

Vietnamese Catholic Community
Church of St. Vincent de Paul
Rev. Peter Nguyen Ngoc Thanh
651 Virginia
St. Paul, MN 55103

Christian & Missionary Alliance
Community of St. Paul
Oan V. Tran
1365 Englewood Avenue
St. Paul, MN 55104

Christian & Missionary Alliance
Mr. Marvin Martin, Director
World Relief Commission
605 E. Park
Wayzata, MN 55139

MN Vietnamese Student Assoc.
Tran Van Thinh
30 Ford Hall
U of M
Minneapolis, MN 55455

LAO Association in Minnesota
Boonleng Daoheuang
638 E. 78th Street Apt. 306
Richfield, MN 55423

LAO Association of Mutual Ass.
Bounmy Nhotsavang
4130 Rahn Road, Apt 102
Eagan, MN 55122

AMERICAN INDIAN GROUPS

American Indian Center
1001 Payne Avenue
St. Paul, MN 55101

AIM
643 Virginia
St. Paul, MN 55102

Area Employment Officer
Bureau of Indian Affairs
Employment Assistance Office
831 Second Avenue South
Minneapolis, MN 55402

Department of Indian Works
3045 Park Avenue South
Minneapolis, MN 55407

Mrs. Vernell Wabasha
Division of Indian Work
3045 Park Avenue South
Minneapolis, MN 55407

Indian Adult Basic Educ.
Minnesota Building
410 Minnesota Avenue
Bemidji, MN 56601

Indian Advocate
400 South 5th Street
Minneapolis, MN 55415

Indian Council on Mpls. Ed.
807 N.E. Broadway
Minneapolis, MN 55413

Director
Indian Neighborhood Club
1805 Portland Avenue South
Minneapolis, MN 55407

Minnesota Chippewa Tribe
Higher Education Counselor
ATTN: Bonnie Wallace
3045 Park Avenue So.
Minneapolis, MN 55407

Minnesota Indian Ed. Council
807 Capitol Square Building
550 Cedar
St. Paul, MN 55101

Native American Coalition
1600 Grand Avenue
St. Paul, MN 55105

Employment Specialist
St. Paul Amer. Indian Ctr.
1001 Payne Avenue
St. Paul, MN 55101

St. Paul Area Council
Department of Indian Work
1671 Summit Avenue
St. Paul, MN 55105

Twin Cities Chippewa Tribal Council
1592 Hoyt Avenue East
St. Paul, MN 55106

Upper Midwest American Indian Center
1113 West Broadway
Minneapolis, MN 55411

Urban American Indian Center
1530 E. Franklin
Minneapolis, MN 55404

White Earth Comm. Act. Program
P.O. Box 272
White Earth, MN 56591

Minneapolis American Indian Center
1530 East Franklin Avenue
Minneapolis, MN 55404

The National Indian Education Association
1115 - 2nd Avenue South
Minneapolis, MN 55403

Department of Indian Education
ATTN: Dr. Mike Mueller
Capitol Square Building
St. Paul, MN 55101