

**Recommended Priority One and Priority Two Critical Services
2011 Potential Minnesota Government Shutdown**

Prepared by the Statewide Contingency Response Team, Commissioner of MMB Jim Schowalter, Chair

**Only minimal levels of staff and operating expenses that are necessary to continue, secure, or support these operations are requested to continue in the event of a government shutdown.
All others are recommended to close.**

**Estimated # Critical
FTE**

Administration 137

Activities Recommended to Continue

- Materials management - manage emergency and critical purchases
- Materials management - manage emergency Prof/Tech Contracts
- Plant Management--safety HVAC/emergency repairs
- Central Mail--delivery/pick-up
- Building maintenance/systems/basic custodial/garbage
- Manage critical construction
- Workers' comp services to state employees
- Property/casualty services in case of state building damage
- Grounds maintenance (reduced frequency)
- Incident command and support for critical services

**Estimated # Critical
FTE**

Corrections 3,601

Activities Recommended to Continue

- Operations, support and basic security of correctional facilities
- Community supervision including re-entry programs and placement coordination
- Educational programs
- MINNCOR
- Incident command and support for critical services

**Estimated # Critical
FTE**

Commerce 16

Activities Recommended to Continue

- Insurance fraud prevention activities
- Utility rate case processing (time sensitive case pending)
- Incident command and support for critical services

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DEED and Public Facilities Authority 696

Activities Recommended to Continue

- Unemployment Insurance claims, benefit payments and collections
- Public Facilities Authority bond payments and collections
- Disability Determination Services claims
- Warrant Printing
- Incident command and support for critical services

Estimated # Critical
FTE

Dentistry Board 6.5

Activities Recommended to Continue

- Health Professional Services Program - monitoring treatment of healthcare professionals

Estimated # Critical
FTE

Education 6

Activities Recommended to Continue

- Maltreatment of Minors Reporting
- Building Security Contract
- Incident command and support for critical services

Estimated # Critical
FTE

Governor's Office 21

Activities Recommended to Continue

- Public Information
- Emergency management
- Executive order and extradition processing
- Budget and policy development
- Governor's residence
- Incident command and support for critical services

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Health

189

Activities Recommended to Continue

- Newborn screening
- Vaccine distribution
- Core public health laboratory capacity
- Respond to public health emergencies
- Health & safety inspections of health care facilities
- Food inspection, safety, and security
- Drinking water supply protection
- Issuance of birth and death certificates
- WIC (Women, Infants, and Children) program
- Facility security
- Incident command and support for critical services

Estimated # Critical

FTE

Housing Finance Agency

160

Activities Recommended to Continue

- Multi-family asset management, compliance and loans
- Minimum HUD-required administrative activity
- Homeownership 1st mortgage lending, foreclosure remediation and related services
- Essential financial management activities
- Minimal support of housing assistance programs
- Disaster remediation for recently declared Presidentially established disaster areas
- Incident command and support for critical services

Estimated # Critical

FTE

Human Services

5,165

Activities Recommended to Continue

- Minnesota Sex Offender Program (MSOP) – Prioritize security and treatment
- State Operated Services (SOS) – Prioritize critical service & treatment
- Entitlement to cash, food, & health care assistance to recipients eligible as of 6/30/2011
 - Programs include: Medicaid, MFIP/DWP, General Assistance, & Minnesota Supplemental Aid and refugee cash assistance, Group Residential Housing, MinnesotaCare, Food Support, MN Food Assistance Program, Adoption Assistance
 - Related vendor/provider payments will not continue
- Continue critical child support payment services
- System support for county child protection workers
- Process pharmacy payments authorizations – prioritize cases of life & safety
- Authorize oxygen tanks & methadone for patients
- Authorize Do Not Resuscitate/Intubate determinations for people under state guardianship
- Incident command & operational support for critical services

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Iron Range Resources

4

Activities Recommended to Continue

- Bond payments and related activities
- Minimum maintenance contract for Giants Ridge
- Incident command and support for critical services

Judicial Branch

Activities Recommended to Continue

- Supreme Court
- Trial Courts
- Court of Appeals
- Public Defense Board
- Guardian Ad Litem Board
- Judicial Standards Board

Estimated # Critical

FTE

Labor and Industry

32

Activities Recommended to Continue

- Construction industry inspection services and support staff
- Workers' compensation claims and benefits activities, approval of medical treatment
- OSHA compliance for high risk activities
- Incident command, technology security and support for critical services

Estimated # Critical

FTE

Military Affairs

150

Activities Recommended to Continue

- Duluth and Minneapolis airbase security, fire fighting and operations
- Military training and operations at Camp Ripley
- Security for military arms and equipment statewide
- Management of National Guard public safety programs
- Utilities at National Guard armories
- Incident command and support for critical services

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Minnesota Management and Budget

183

Activities Recommended to Continue

- Statewide incident management team and support for critical services
- Employee insurance admin/support
- Statewide payroll/HR management/systems/support
- Statewide accounting systems/financial reporting support
(including implementation of SWIFT)
- Treasury critical svcs/cash management
- Debt payments/management
- Budget support/analysis
- Critical information services/systems

Estimated # Critical

FTE

Minnesota Zoological Gardens

150

Activities Recommended to Continue

- Staffing sufficient to keep animals, exhibits and property safe, secure and healthy

Estimated # Critical

FTE

Natural Resources

220

Activities Recommended to Continue

- Conservation law enforcement
- Water treatment
- Bison herd care
- Hatchery maintenance and tree nursery
- Soudan mine maintenance
- Pathology lab testing
- Dam safety and operations
- Dike/water control structure management
- Incident command team including disaster response coordination
- Support for critical services

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Office of Enterprise Technology

95

Activities Recommended to Continue

- Critical Infrastructure Support
- Communication Services for critical employees (i.e. telephones, email, network)
- Hosting Services for critical Business Applications
- Cyber Security
- Incident command and support for critical services

Estimated # Critical

FTE

Ombudsman for Mental Health & Dev. Disab.

16

Activities Recommended to Continue

- Assess complaints of abuse & neglect of vulnerable populations in residential settings
- Respond to highest priority death and serious injury cases
- Maintain minimum agency operations to support critical services

Estimated # Critical

FTE

Office of Higher Education

2

Activities Recommended to Continue

- SELF Loan Program Administration
- Incident command and support for critical services

Estimated # Critical

FTE

Perpich Center for Arts Education

3

Activities Recommended to Continue

- Building and Grounds Security
- Building and Grounds Maintenance
- Support for critical services

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Pollution Control Agency

13

Activities Recommended to Continue

- Petroleum remediation at four sites
- Air quality index monitoring
- BioWatch monitoring services
- Four closed landfill sites (gas collection, leachate prevention)
- Seven superfund sites (active management & protection)
- Emergency response
- Incident command and support for critical services

Estimated # Critical
FTE

Public Safety

1,031

Activities Recommended to Continue

- State Patrol - Highways, Security, 911 Service
- Security of Capitol Complex
- Bureau of Criminal Apprehension Labs - Crime Scenes, Testing, Justice Information Systems
- Homeland Security - Emergency Communications
- Office of Justice Programs - reparations, payments to crime victims
- Incident command and support for critical services

Estimated # Critical
FTE

Public Utilities Commission

3

Activities Recommended to Continue

- Utility rate case processing (time sensitive case pending)
- Incident command and support for critical services

Estimated # Critical
FTE

Revenue Department

43

Activities Recommended to Continue

- Processing and Making Deposits
- Tax Financial Reconciliation
- Building Security
- GenTax/Network Support (Tax Processing System)
- Minimal Legal and Tax Research Support for Governor and Legislature
- Incident command and support for critical services

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Sentencing Guidelines Commission

1

Activities Recommended to Continue

- Review criminal sentencing worksheets
- Apply Sentencing Guidelines in specific cases

Estimated # Critical
FTE

State Academies

110

Activities Recommended to Continue

- Security of Building and Grounds
- Minimal Staff for Critical Services Support
- Summer Programs at State Academies for the Deaf and State Academies for the Blind
- Incident command and support for critical services

Estimated # Critical
FTE

Transportation

217

Activities Recommended to Continue

- Emergency Highway Repair
- Aeronautic Navigation
- Emergency Communication Networks
- Truck Permitting
- Incident command and support for critical services

Estimated # Critical
FTE

Veterans Affairs

980

Activities Recommended to Continue

- Veterans homes operations
- Critical assistance programs for veterans
- Limited veterans claims services
- State Veterans Cemetery
- Incident command and support for critical services

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Agencies recommended to close

Accountancy Board
Administrative Hearings
Amateur Sports Comm
Architecture, Engineering Bd
Arts Board
Asian-Pacific Council
Barber Examiners Board
Behavioral Health & Therapy Bd
Black Minnesotans Council
Bureau of Mediation Services
Campaign Fin & Public Discl Bd
Capitol Area Architect
Chicano/Latino Affairs Council
Chiropractors Board
Combative Sports Commission
Cosmetologist Exam Board
Dietetics & Nutrition Practice
Disability Council
Emergency Medical Services Bd
Explore Minnesota Tourism
Gambling Control Board
Higher Ed Facilities Authority
Human Rights Dept
Humanities Commission
Indian Affairs Council
Lottery
Marriage & Family Therapy
Medical Practice Board
Minn Conservation Corps
Nursing Board
Nursing Home Admin Board
Ombudsperson for Families
Optometry Board
Peace Officers Board (POST)
Pharmacy Board
Physical Therapy Board
Podiatric Medicine Board
Private Detective Board
Psychology Board
Racing Commission
Social Work Board
Tax Court
Uniform Laws Commission
Veterinary Medicine Board
Water & Soil Resources Board
Workers Comp Court of Appeals

Note: Operations of the Minnesota State Colleges and Universities will continue based on its statutory and practical financial autonomy and its balance carry-over authority.