

**CHECK-IN REPORT TO COUNTY MANAGER****May 18, 2020 to May 29, 2020****1. Key Accomplishments and Progress this Week**

The following is an overview of the Compliance & Oversight team's accomplishments and progress between May 18 and May 29, 2020:

**Staffing**

- Partnered with Finance to begin clarifying COVID-19 codes, the purpose for each of the codes, and strategize about how to improve accuracy of time reported and classification of payroll data collected.
- Worked with Human Resources to improve tracking of COVID-19 related hiring and separations including temporary positions. Currently separations are categorized as voluntary or involuntary; however, additional categories may be needed to track "No Show" data. This would better align with payroll data.

**Spending**

- The Chief Financial Officer created a one-page regular compliance spending report that was approved by the county manager and board of commissioners. The report will be posted on the Compliance & Oversight internet page each week. The May 21, 2020 Finance Report is posted on [Compliance and Oversight webpage](#).
- CARES Act Funding Committee
  - Drafted Request for Board Action (B2020-186) for the Board of Commissioners. The Request for Board Action was approved at the Board meeting on May 26, 2020.
  - Established weekly meetings with Community and Economic Development (CED), Financial Assistance Services (FAS), Workforce Solutions (WFS), and Racial Equity and Community Engagement Response Team (RECERT) on CARES Act funding to support small businesses, food & basic needs assistance, and youth employment.
    - Provided consultation to ensure programmatic spend are aligned with the federal CARES Act funding requirements as well as county vision, mission, and goals.
  - Consulted with CED on their Metropolitan Consortium of Community Developers (MCCD) contract.
  - Provided consultation to the IMT Operations Team working on homebound delivery solicitation as part of the Food and Basic Needs priority area. Team recommended ideas to align homebound delivery solicitation with CED and WFS contracting strategies.
- Disaster Cost Recovery (Finance, Emergency Management and Compliance & Oversight)
  - Chief Financial Officer set up a Disaster Cost Recovery workgroup and hosted the first meeting on May 14, 2020. The purpose of the group is to exert management, control, accountability, tracking, and effective application of disaster funding provided through the state and federal governments for recovery, planning, and reimbursement of expenses relating to the COVID-19 disaster.
  - On May 18, 2020, Emergency Management, Compliance & Oversight, and Procurement met to discuss the potential for a contract to review our disaster spending. Emergency Management is drafting a scope of work related to disaster cost recovery to be reviewed by the subgroup. Once the scope of work is finalized, the contract will move through the procurement process as appropriate.

**Procurement/Contract Management**

- Procurement process mapping, including proposed grantmaking process and procedures.
- Reviewed procurement emergency purchase process to ensure it aligns with CARES funding requirements.
- Provided contract guidance to CED and WFS for anticipated contracts that will include CARES funding.

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- Consulted with RCOA on boilerplate language to be included in contracts receiving CARES Funding.

**Housing**

- A finance lead, an accountant, and a budget analyst were identified and assigned to work with the Homeless Planning Team.
- Meet with finance lead to discuss oversight of spending and funding, map out: present & future states, areas of concerns, and where support is needed from leadership.
- Continued ongoing collaboration with Planning and Operations as well as the HMIS Data and Evaluation subgroup.

**Legislative Updates and Review**

- In collaboration with the Ramsey County Attorney’s Office (RCOA) team representative:
  - Draft checklist of Do’s and Don’ts for federal funding guideline “Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments” issued on April 22, 2020. The checklist is an easy-to-read explanatory one-page guidance for all county staff.
    - RCOA completed first draft to the CFO and Chief Compliance Officer.
    - Drafted stoplight chart of Do’s and Don’t’s for Federal funding guidelines of CARES funding and will work with Communications to produce a synthesized one-page “at-a-glance” document.
  - Emergency Powers Delegation: Provided consultation to CED regarding their request for Exercise of Emergency Powers. Draft standard contract clause for all resulting agreements with partners with CARES Act funding.
    - RCOA drafted initial clause for review by Compliance & Oversight team.
    - Reviewed and prepared options and recommendations for completing standard risk assessment for each individual CARES Act funding programs to identify business program risks and control activities.
- These are living documents and will be updated as necessary to reflect the most up to date federal and state guidelines. The Compliance & Oversight team will keep a running record and log of the guidance that comes through state and federal. The records and logs will ensure that our records capture and reflect state and federal guidance at any given time since guidance is moving and changing over time.

**Communications**

- Partnered with Communications to set up a Compliance and Oversight webpage. Bi-weekly Compliance and Oversight reports and weekly financial reports are posted on this webpage.

**2. Identified Challenges and/or Areas of Needed Support**

**Staffing:** The COVID-19 related hiring data collection process is a time consuming and manual process. Compliance & Oversight does not get timely staffing updates. Recommendation: This process would benefit from a management analyst to help HR.

**Procurement/contract management:** Ensure contract values in Supplier Contract Management (SCM) match contract values in Aspen so prompt payments can be made to contractors.

**Housing:** Ensure Finance lead for housing has awareness of all COVID-19 housing related contracts and procurements.

**CHECK-IN REPORT TO COUNTY MANAGER****3. Focus Areas of Work for Upcoming Weeks**

The Compliance & Oversight Team will work on the following goals for the next two weeks. Some goals are ongoing.

**Housing**

Goals for the next two weeks:

- ✓ 1. Continue to work with HR to track and report on temporary hires for Shelter Assistants focusing on compensation and race equity.
- ✓ 2. Review draft Evaluation Plan developed by the HMIS and Data Evaluation subgroup.

Ongoing:

- ✓ 1. Continue to work with finance lead to discuss oversight of housing spending, funding, and areas of concerns.
- ✓ 2. Compliance & Oversight team has representation on two housing committees: Standard Operating Procedures (SOP) & Structures workgroup and Housing Planning Team. Attended SOP & Structures workgroup meetings. This work overlaps with staffing work.

**Staffing**

Goals for the next two weeks:

- 1. Work with HR to update data on COVID-19 related temporary hiring. Breakout data by race/ethnicity if possible.
- 2. Continue to work with Finance to review COVID-19 codes and the accuracy of staff self-reported data.
- 3. Work with Finance to obtain countywide temporary staffing data.

Ongoing:

- 1. Produce bi-weekly and aggregate hiring figures of COVID-19 related (and non-COVID-19) temporary hiring data, broken down by race/ethnicity if possible.
  - a. This task will be in partnership with the Human Resources and Finance departments.
- 2. Produce bi-weekly payroll data.

**Spending**

Goals for the next two weeks:

- 1. Work with Finance to obtain payroll data related to countywide temporary staffing data.

Ongoing:

- 1. Continue to provide consultation to Community Economic Development, Financial Assistance Services and Workforce Solutions on CARES Act funding.

**Procurement/Contract Management**

Goals for the next two weeks:

- 1. Provide support to ensure Metropolitan Consortium of Community Developers (MCCD) contract is fully executed.
- 2. Review the Request for Informal Quotes process for compliance for departments using CARES Act funding.
- 3. Work with procurement to ensure finalized contractual language for projects spending CARES Act or FEMA dollars are included in solicitations and contracts.

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4. Provide support to Food and Basic Needs workgroup to help homebound delivery solicitation to move forward.
5. Collaborate with Procurement to create process for all Emergency Procurement to have legal review.

Ongoing

1. Legal review of solicitations and contract documents of CARES Act COVID-19 projects as approved by the Board on May 26, 2020
2. Consult with RCO on boilerplate language to be included in contracts receiving CARES Funding.

**Legislative Updates and Review**

Goals for the next two weeks:

1. Finalize recommended contractual language for projects spending CARES Act or FEMA dollars
2. Finalize CARES Act guidance for County departments
3. Create an Emergency Powers guide/stoplight chart for staff. The purpose of the guide is to reduce confusion and use of the Emergency Powers process. Work with Communications to finalize the document and post on Compliance and Oversight webpage.
4. Review and incorporate new Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Frequently Asked Questions issued on May 28, 2020.

Ongoing:

1. Legal review of solicitations and contract documents of CARES Act COVID-19 projects as approved by the Board on May 26, 2020
2. Monitor for any new Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Frequently Asked Questions

**4. Other Key Team Updates**

- The Compliance & Oversight internet webpage is up, and new materials continue to be posted on this website.

**County Manager Comments**

Great work! Let's discuss the Management Analyst and hiring date when we meet as a team on Thursday.

-JCTO