

CHECK-IN REPORT TO COUNTY MANAGER

June 20, 2020 to July 3, 2020

1. Key Accomplishments and Progress this Week

The following is an overview of the Compliance & Oversight team’s accomplishments and progress between June 20 and July 3, 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.
- Developed scope and researching into temporary hires topic.

Spending

- The Chief Financial Officer provided weekly one-page regular compliance spending report that are posted on the Compliance and Oversight webpage. The frequency of reporting will transition to bi-weekly reports.
 - Continue to work with Communications to leverage the Open Data Portal platform to show COVID-19 spending.
- CARES Act Funding Committee
 - 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.
 - Provided consultation to the IMT Operations Team working on homebound delivery solicitations, eligibility criteria, and conflict of interest for review panels as part of the Food and Basic Needs priority area.
 - Defining scope for evaluation, in partnership with RECERT.
- Disaster Cost Recovery Committee (Finance, Emergency Management and Compliance & Oversight)
 - 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.
 - In partnership with Procurement, a scope of work related to disaster cost recovery was sent to potential contractors from current master contract. Committee met on June 16, 2020 and agree to move forward with a Statement of Work to engage the vendor who responded to the RFQ. Once a Statement of Work is finalized, the contract will move through the procurement process as appropriate.
- CARES Funding and Spending Review
 - Identifying key community request for CARES funding
 - Partnering with RECERT, FAS, CED, and WFS to ensure contracting delivered on community expectations
 - In alignment with Contract Management, will leverage resources in this space as necessary to bring clarity to CARES spending.

Important work!

Procurement/Contract Management

- Participated in IMT contract management meeting as it relates to CARES Act funding.
- Procurement process mapping, including proposed grantmaking process and procedures.
- Reviewed procurement emergency purchase process to ensure it aligns with CARES funding requirements.

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- Provided contract guidance to CED and WFS for anticipated contracts that will include CARES funding.
- Consulted with RCAO on boilerplate language to be included in contracts receiving CARES Funding.

Housing

- Met with finance lead to share information regarding staffing-related information to this project
- 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 (RCAO) team representative:
 - Finalized CARES Act guidance for County departments.
 - Draft training completed; meeting with this team to finalize next week
 - Reviewing new Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Frequently Asked Questions issued on June 24, 2020 and updated guidance issued June 30, 2020.
 - Updated language for recommended contractual language for projects spending CARES Act or FEMA dollars.
- 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.

Emergency Powers

- Reviewed and resolved request for emergency powers.

2. Identified Challenges and/or Areas of Needed Support

Any issues, questions or concerns should come directly to Compliance and Oversight Team.

Yes!

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. Continue to work with Finance Lead to gather all personnel related working on project.

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.
3. Participate in Shelter Wellness Assistant Interview Panel.

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Staffing

Goals for the next two weeks:

1. Work with HR to develop centralized system to track all COVID-19 related redeployment across the county.
2. Once disaster recovery contract is executed, we will meet with vendor to discuss strategies for systematically tracking COVID-19 related reimbursable hours.

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. This task will be in partnership with the Human Resources and Finance departments.

Spending

Goals for the next two weeks:

1. Work with Finance to obtain payroll data related to countywide temporary staffing data.
2. Disaster recovery group will finalize Statement of Work to engage master contract vendor. Once finalized, the contract will move through the procurement process as appropriate.

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. *A lot at once.* Work with procurement to ensure finalized contractual language for projects spending CARES Act or FEMA dollars are included in solicitations and contracts.
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 RAO on boilerplate language to be included in contracts receiving CARES Funding.
3. Ensure contract values in Supplier Contract Management (SCM) match contract values in Aspen so prompt payments can be made to contractors.

Legislative Updates and Review

Goals for the next two weeks:

1. Update recommended contractual language for projects spending CARES Act or FEMA dollars for clarity and reporting purposes
2. Review new Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Frequently Asked Questions issued on May 28, 2020 and new guidance issued on June 30, 2020.
 - a. Incorporate changes into CARES Act guidance for County departments.
3. Work on preparing CARES Act training documents for completion in next two weeks. We intend to coordinate efforts with Disaster Recovery Team to ensure consistency with potential vendor contracts.

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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.
- Continued partnership with Communications to post weekly financial reports on [webpage](#).

County Manager Comments

Great work happening here. A lot converging at once!
Thank you for your work.