

CHECK-IN REPORT TO COUNTY MANAGER**May 30, 2020 to June 19, 2020****1. Key Accomplishments and Progress this Week**

The following is an overview of the Compliance & Oversight team's accomplishments and progress between May 30 and June 19, 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 HR to update data on COVID-19 related temporary hiring including breakout data by race/ethnicity. See attached document.

Spending

- The Chief Financial Officer created weekly one-page regular compliance spending report that are posted on the [Compliance and Oversight webpage](#).
 - Had initial meeting with Communications about ways to leverage the Open Data Portal platform to show COVID-19 spending.
- CARES Act Funding Committee
 - Request for Board Action (B2020-186) passed on May 26, 2020. This is Board approval of CARES Act funding to support small businesses, food & basic needs assistances and youth employment.
 - 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 solicitations and eligibility criteria as part of the Food and Basic Needs priority area.
- 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 agreed 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.

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.
- 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.

CHECK-IN REPORT TO COUNTY MANAGER

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.
- Board approval of limited duration appointments (B2020-208) for COVID-19 Homeless Operations frontline staff on (B2020-208) June 16, 2020. This change in status enables hotel operations frontline staff to receive county benefits in accordance with Ramsey County Benefits Policies.

Legislative Updates and Review

- In collaboration with the Ramsey County Attorney’s Office (RCAO) team representative:
 - Finalized CARES Act guidance for County departments. See attached document.
 - Reviewed and incorporated new Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Frequently Asked Questions issued on May 28, 2020.
 - We updated for categories of allowable expenses and a few other changes.
 - Clarified initial language for recommended contractual language for projects spending CARES Act or FEMA dollars. Update
- 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.

2. Identified Challenges and/or Areas of Needed Support

Staffing and personnel tracking: Working on strategy to leverage with disaster recovery consultant to have consistent approach to coding and capturing reimbursable personnel time.

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.

CHECK-IN REPORT TO COUNTY MANAGER**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 draft a 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. 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 RCO 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 and incorporate new Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments Frequently Asked Questions issued on May 28, 2020. New guidelines are expected to be released by end of week possibly.
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.

CHECK-IN REPORT TO COUNTY MANAGER

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.

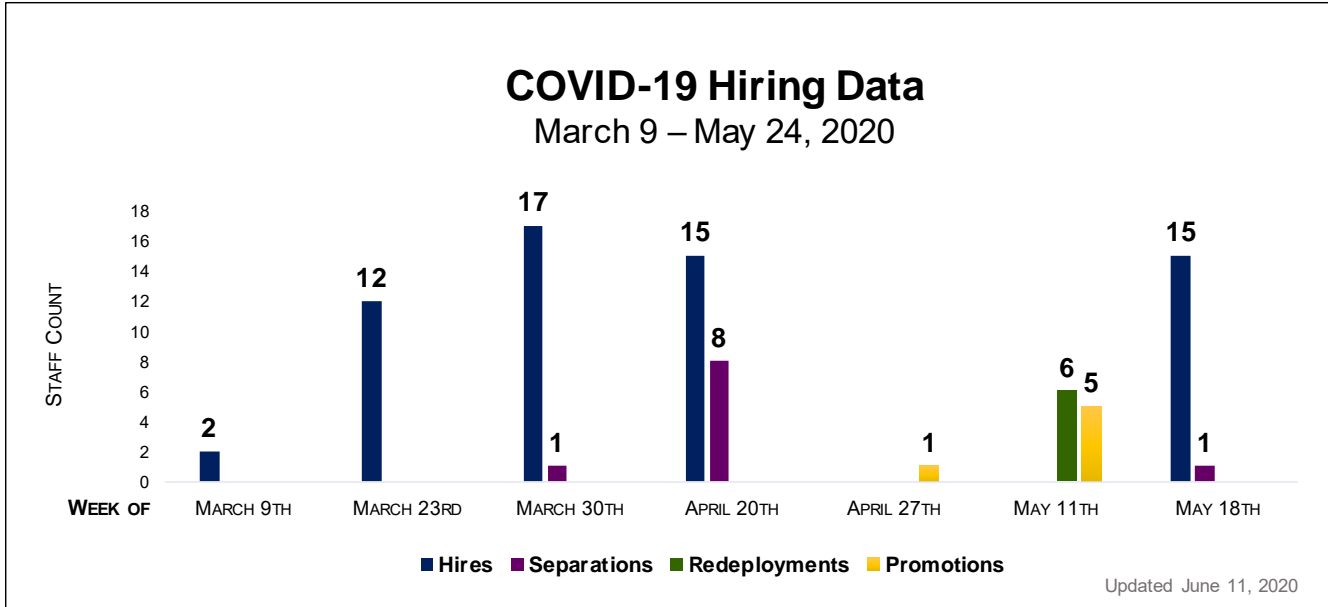
4. Other Key Team Updates

- 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

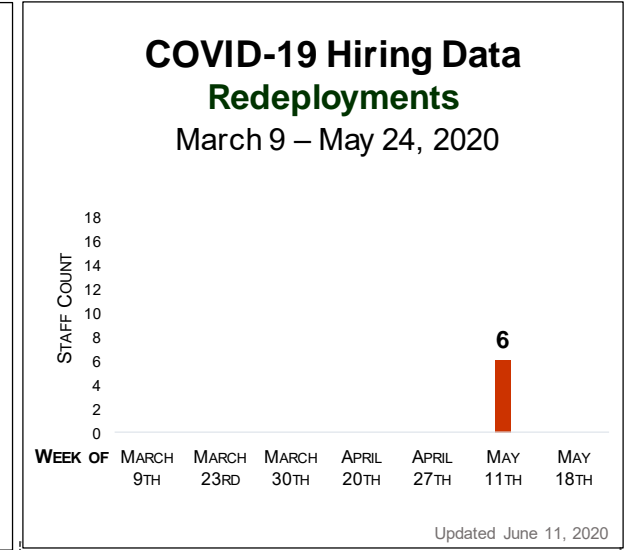
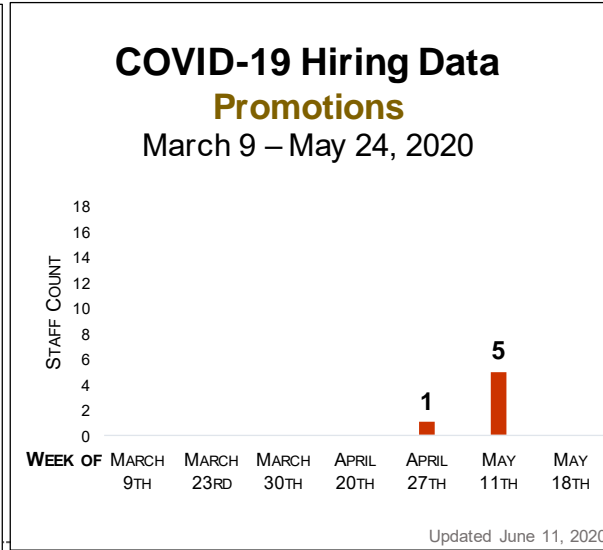
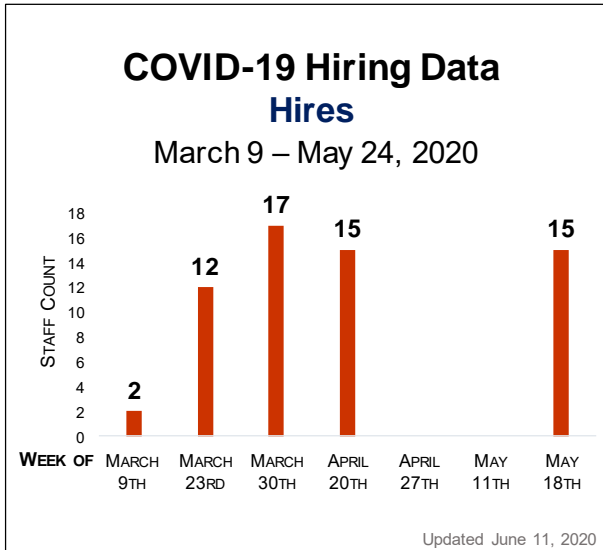
RAMSEY COUNTY COVID-19 HIRING DATA

The graphs and tables below illustrate COVID-19 related hiring data collected by Human Resources. Data include COVID related hires, separations, redeployments and promotions on a weekly basis starting the week of March 9, 2020.



	HIRES	SEPARATIONS	REDEPLOYMENTS	PROMOTIONS
Week of March 9th	2			
Week of March 23rd	12			
Week of March 30th	17	1		
Week of April 20th	15	8		
Week of April 27th				1
Week of May 11th		1	6	5
Week of May 18th	15			
Total	61	10	6	6

RAMSEY COUNTY COVID-19 HIRING DATA



As of May 24, 2020, all the hires and promotions that happened in Ramsey County because of COVID-19 were temporary.

Redeployments are existing Ramsey County staff who are redeployed temporarily because of COVID-

	HIRES	PROMOTIONS	REDEPLOYMENTS
	Temporary	Temporary	Existing Ramsey County staff
Week of March 9th	2		
Week of March 23rd	12		
Week of March 30th	17		
Week of April 20th	15		
Week of April 27th		1	
Week of May 11th		5	6
Week of May 18th	15		
Total	61	6	6

RAMSEY COUNTY COVID-19 HIRING DATA

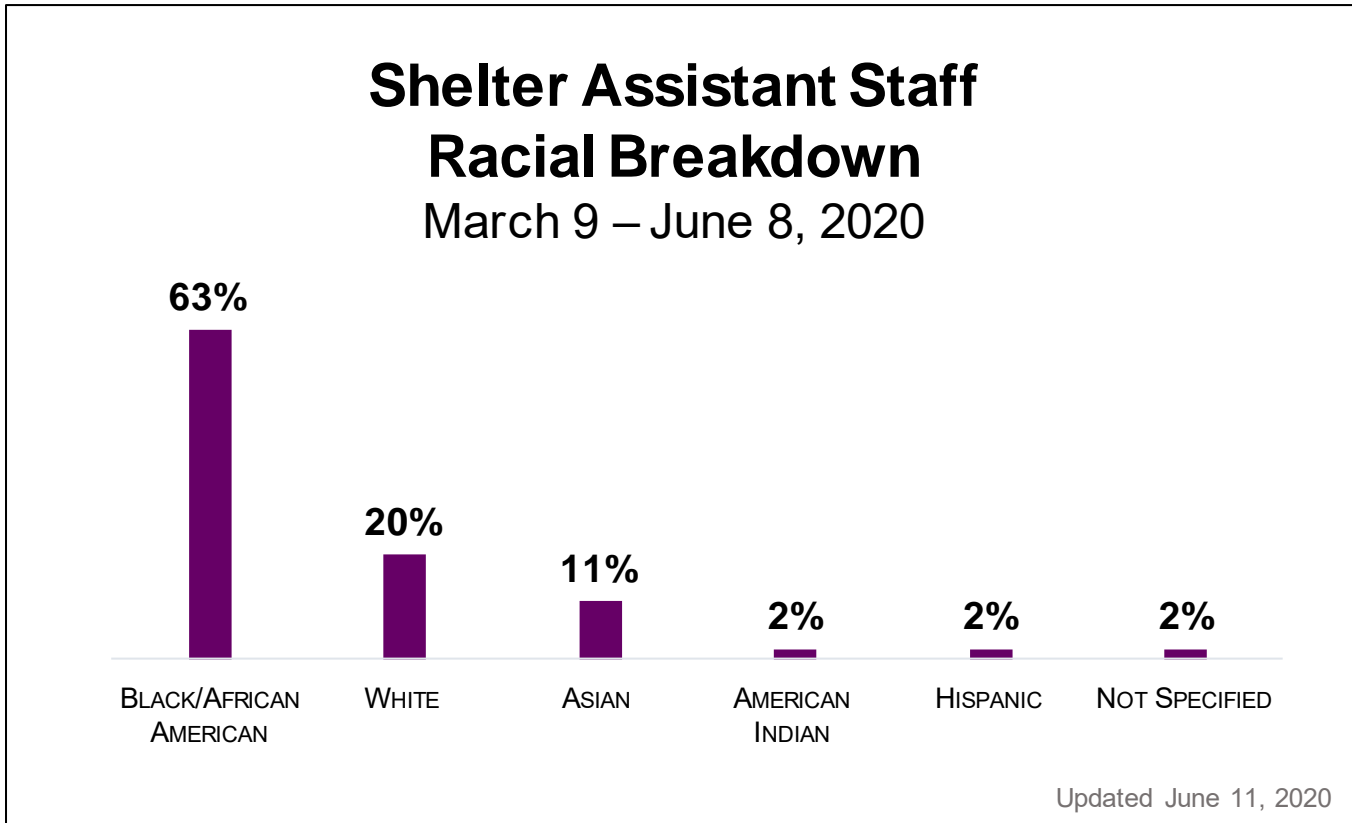
COVID-19 Hiring Data

March 9 - May 24, 2020




	HIRES		SEPARATIONS/RESIGNATIONS			REDEPLOYMENTS		PROMOTIONS	
	POSITION	STAFF COUNT	POSITION	STAFF COUNT	SEPARATION TYPE	POSITION	STAFF COUNT	POSITION	STAFF COUNT
WEEK OF MARCH 9									
March 9th	Policy Planning & Analysis	2							
WEEK OF MARCH 23									
March 23rd	Shelter Assistant	11							
March 25th	Policy Planning & Analysis	1							
WEEK OF MARCH 30									
March 30th	Shelter Assistant	17	Shelter Assistant						
March 30th	Shelter Assistant			1	Voluntary				
WEEK OF APRIL 20									
April 22nd			Shelter Assistant	6	Voluntary				
April 22nd			Shelter Assistant	1	Involuntary				
April 22nd			Policy Planning & Analysis	1	Voluntary				
April 23rd	Shelter Assistant	15							
WEEK OF APRIL 27									
May 2nd								Management Analyst	1
WEEK OF MAY 11									
May 13th						Respite Managers	2		
May 13th						Shift Supervisors	3		
May 13th						Hotel Manager	1		
May 16th								Lead Worker	5
WEEK OF MAY 18									
May 18th			Shelter Assistant	1	Involuntary				
May 20th	Shift Supervisor	1							
May 21st	Shelter Assistant	14							
Total		61		10			6		6

RAMSEY COUNTY COVID-19 HIRING DATA

The table below shows the racial breakdown of the staff temporarily hired as Shelter Assistant through the period March 9-June 8, 2020



CARES Funding 3 Criteria

-  Must be reasonably necessary expenditures incurred due to public health emergency (COVID-19)
-  Must be incurred between March 1, 2020 and December 30, 2020
-  Cannot have been accounted for as part of most recent budget approved as of March 27, 2020

Coronavirus Relief Fund Guidance, dated April 22, 2020:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

Coronavirus Relief Fund Frequently Asked Questions, updated as of May 4, 2020:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

Coronavirus Relief Fund Frequently Asked Questioned, updated as of May 28, 2020:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

S.3548 - CARES Act 116th Congress (2019-2020):

<https://www.congress.gov/116/bills/hr748/BILLS-116hr748enr.pdf>

CARES Funding Examples



Examples of Permitted Funding

Medical

- Medical testing and transportation
- Construction of Temporary public medical facilities

Public Health

- Communication & Enforcement
- PPE acquisition and distribution
- Disinfecting public areas
- Food delivery to vulnerable population
- Recovery planning and operation expenses
- Homeless population care

Economic Support

- Grants to small businesses
- Emergency financial assistance for overdue rent, mortgage, funeral costs
- Employer unemployment insurance costs related to COVID-19
- Employment and training programs for those impacted by COVID 19
- Expenses related to local payroll support program

Other Examples

- Audit Expenses
- Unforeseen and necessary administrative expenses



Examples of Not Permitted Funding

- Revenue replacement
- Expenditures for which they will receive reimbursement from other federal programs.
- Expenditures already accounted for in most recent budget approved March 27, 2020
- Severance pay
- Unpaid utility fees
- Private employee payroll
- Cost unrelated to COVID-19