

Thank you.
R. T.
OC

Ramsey County Compliance and Oversight Team Weekly Update

**Updated Service Delivery Documents Submitted for Approval:
5/15/20**

**County Manager Approved Service Delivery Period:
5/16/20 – 5/29/20**

**Next Submission Date for Updated Service Delivery Documents:
5/29/20**

County Manager Comments

Note: All documents are approved as submitted unless explicitly modified by the County Manager comments below.

Overall Weekly Progress Report

- Great movement in systematizing the work of the team, getting movement started across all areas of focus, and developing deliverables that make the County's spending, hiring and programmatic implementation accountable and transparent.
- Please clarify the department requests that are coming to the team that fall outside the workplan so that I may help manage and prioritize those requests and ensure countywide priority efforts are able to continue forward.

Staffing

- The submitted documentation is helpful. Thank you. I think this provides a high-level baseline that will be helpful in the weeks ahead. Please continue exploring how (if possible) the organization can track temporary hires as this is an area with the least oversight and systematic tracking currently occurring. It is also an area that is likely utilized more frequently during an emergency response period.

Spending

- The submitted documentation is helpful and I don't know how much further, if at all, the team is hoping to take this effort. The current one-pager as submitted is useful and meets my needs and that of a weekly report-out from the organization.

Program Evaluation

- Initial efforts here will lead to results and this is an area requiring more attention and thought at the outset. So no concerns that no immediate products are available, and thank you for beginning to understand all of the information and plans associated with the County's expansive work to address homelessness during the COVID-19 emergency.

CHECK-IN REPORT TO COUNTY MANAGER

Week of May 4 – May 16

1. Key Accomplishments and Progress this Week

The following is an overview of the Compliance & Oversight team's accomplishments and progress this week:

Staffing

- Received COVID-related payroll data from Finance.
- Working with Finance to clarify COVID-19 codes, the purpose for each of the codes and how to improve accuracy of time reported and classification of payroll data collected.
- Working with Human Resources to improve tracking of hiring and separations. 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. See the attached May 14th Finance Report.
- CARES Act Funding Committee
 - Providing advisory work to Community and Economic Development, Financial Assistance Services and Workforce Solutions departments on CARES Act funding to support small businesses, food & basic needs assistance and youth employment.
 - Working with Workforce Solutions to consider forming a contracts review committee which would meet daily to ensure alignment with CARES Act funding requirements. We should consider RECERT involvement as well.
- Disaster Cost Recovery (Finance, Emergency Management and Compliance & Oversight)
 - 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.
 - The group held its first meeting on Thursday, May 14, 2020.
 - May 18th meeting scheduled for Emergency Management, Compliance & Oversight and Procurement to discuss the potential for a contract to review our disaster spending.

Procurement/Contract Management

- Continuing research on procurement process mapping, including proposed grantmaking process and procedures.

Housing

- Received housing workplans, budgets, planned outcomes, funding sources, hiring, and other relevant materials.
- 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.

CHECK-IN REPORT TO COUNTY MANAGER

- Collaborating with Planning and Operations housing program evaluators.

Legislative Updates and Review

- In collaboration with the Ramsey County Attorney's Office (RCAO) 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 to the CFO and Chief Compliance Officer.
 - The summary will come with a companion chart and will work with Communications to produce a synthesized one page "at-a-glance" document.
 - County manager approved Emergency Powers Delegation. The summary outlines the process and includes Request for Exercise of Emergency Powers Form. Departments requesting an emergency waiver will complete the Request for Exercise of Emergency Powers Form.
 - Emergency Powers Delegation Summary and Request forms have been shared with the board of commissioners and senior management team.
 - On Thursday, May 14, 2020 the Compliance & Oversight Team presented the summary and request form to the senior management team meeting and fielded questions from management.
 - The Compliance & Oversight Team received the first request on Thursday, May 14.
 - Draft standard contract clause for all resulting agreements with partners with CARES Act funding.
 - RCOA drafting initial clause for review by Compliance & Oversight team.
 - Review and prepare options and recommendations for completing standard risk assessment for each individual CARES 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.

2. Identified Challenges and/or Areas of Needed Support

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- This week the Compliance & Oversight team spent significant amount of time responding to department queries relating to issues outside the workplan.
 - The Compliance & Oversight team will reach out to the Public Health Director for staffing support as needed.

3. Focus Areas of Work for Upcoming Week

The Compliance & Oversight Team will continue to make progress on workplan for the following areas:

COVID-19 Emergency Period Spending

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- Develop a regular tracking document that shows weekly and aggregate spending figures for the COVID-19 emergency. This task should occur in partnership with the Finance Section of the Incident Management Team (IMT).

CHECK-IN REPORT TO COUNTY MANAGER

- Develop a regular tracking document of potential state, federal and philanthropic funding sources that the County is pursuing. This task should occur in partnership with the Finance Section of the IMT.
- Develop mapping of COVID-19 funding source inputs to County spending outputs, including purposes for spending.
- Once we have mapping between inputs and outputs, then we can evaluate:
 - Does the County use of funds align with funding directives or restrictions?
 - Does the County use of funds align with County internal goals regarding accountability, transparency, ethics, compliance, racial equity, and community engagement?
 - Does the County have appropriate internal controls to monitor input and output of funds?

COVID-19 Emergency Period Housing

- Continue to research and understand housing/homelessness work to evaluate the County's response to date and planned responses in addressing homelessness throughout the COVID-19 emergency.
 - Review housing workplans, budgets, planned outcomes, funding sources, hiring, and other relevant materials.
 - Attend newly formed Standard Operating Procedures (SOP) and Structures workgroup as well as Housing Planning Team meetings as Compliance representative.
- Develop an initial list of topics of interest that are most in need of ongoing monitoring as significant amounts of funding are allocated and program implementation occurs.

Emergency Period Staffing

- Develop a regular tracking document that shows weekly and aggregate hiring figures during the COVID-19 emergency. This task will be in partnership with the Human Resources and Finance departments.
- Partner with Human Resources to compile hiring and separation data for weekly report.

Procurement/Contract Management

- Propose an approach to contract compliance that ensures that new contracts associated with the COVID-19 are being appropriately monitored.
- In coordination with Finance & Procurement, develop a countywide approach for COVID-19 contract management to track new contracts to ensure that funds are being used properly.
- Develop a countywide process to track and monitor key staff involved in procurement are in compliance with federal COVID-19 spending guidelines.
- Develop a plan to ensure training of countywide procurement processes by leveraging LMS. Use LMS tracking mechanism for reporting training completion to county leadership.

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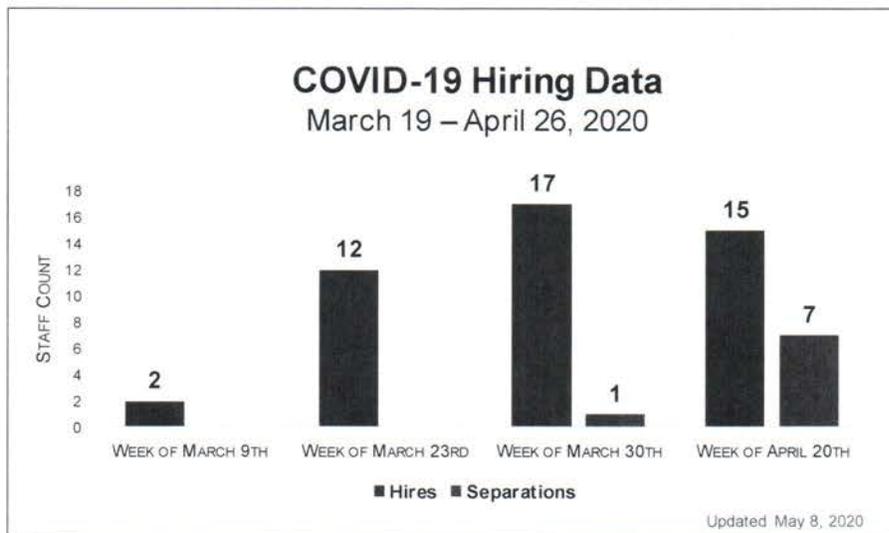


4. Other Key Team Updates

- Over a short period of time, the Compliance & Oversight team has built a working rapport. Outside of the scheduled check-in meetings, team members utilize Teams to conduct virtual check-ins and meetings to keep abreast of updates and work direction.

County Manager Comments

The graph and tables below illustrate COVID-19 related hiring data collected by Human Resources. Data include COVID related hires and separations on a weekly basis starting the week of March 9, 2020. In the future, the hope is to add data about redeployed staff which is in the process of being collected.



	Hires	Separations
Week of March 9th	2	
Week of March 23rd	12	
Week of March 30th	17	1
Week of April 20th	15	7

COVID-19 Hiring Data

March 19 - April 26, 2020

		HIRES		SEPARATIONS/RESIGNATIONS		
	POSITION	STAFF COUNT	POSITION	STAFF COUNT	RESIGNATION TYPE	
WEEK OF MARCH 9TH						
March 9th	Policy Planning & Analysis	2				
WEEK OF MARCH 23RD						
March 23rd	Shelter Assistant	11				
March 25th	Policy Planning & Analysis	1				
WEEK OF MARCH 30TH						
March 30th	Shelter Assistant	17	Shelter Assistant	1	Voluntary	
March 30th	Shelter Assistant					
WEEK OF APRIL 20TH						
April 22nd			Shelter Assistant	6	Voluntary	
April 22nd			Shelter Assistant	1	Involuntary	
April 23rd	Shelter Assistant	15				
Total		46		8		

Thank you.

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COVID-19 Ramsey County Financial Summary

May 14, 2020

Below is a high-level summary of the costs, obligations and resources related to the COVID-19 pandemic and the emergency declaration in the county. We will issue this report weekly with updates. Any questions can be sent to: COVID19FinanceChief@CO.RAMSEY.MN.US

Summary of Ramsey County COVID-19 actual costs and obligations year-to-date (YTD)

Through 5-12-20			
Child Care		\$1,000,000	Contract for essential employee child care.
Cleaning Supplies		\$230,203	Enhanced cleaning supplies for county buildings.
Communications		\$106,242	Printing, contractor, video equipment and misc.
Corrections		\$163,194	PPE, food, supplies, hot and cold cabinet, and other corrections supplies.
Direct Care		\$104,333	Costs for Ramsey County Care Center and Lake Owasso Residence including PPE, doors and supplies.
Emergency Admin		\$7,333	Admin costs for the Incident Management Team.
Essential Services		\$1,006,785	Public Health costs for essential services such as groceries, medicine.
Housing		\$3,910,004	Costs to open Mary Hall and Boys Totem Town as well as other housing costs including hotels, food, temporary nursing, cleaning, supplies.
Information Services		\$455,362	Technology costs for county employees, telework and service redesign – computers, software, headsets, cables, contractors.
Personal Protective Equipment (PPE)		\$2,448,642	Personal Protective Equipment – masks, gowns, gloves, thermometers, etc. - for all areas including county facilities and Public Health.
Public Safety Total		\$55,364	Includes supplies for Sheriff and other public safety.
Service Redesign		\$,259,532	Costs related to reopening services under our redesign efforts including libraries, drop boxes, walk-in areas etc.
Total non-personnel		\$9,786,994	Through 5-12-20
Total Payroll		\$3,387,225	Through the pay period ending 5-1-20
Total through 5-12-20		\$13,174,220	

Budget Information:

Ramsey County has not fully developed a budget for COVID-19. We are working in high-priority need areas and responding as quickly as possible. We are working on various budget scenarios for housing/shelters and food insecurity. We are also looking at ways to invest in the hardest hit areas of our community – workforce, financial

assistance and small business supports. There will be opportunities for community input. Please watch our website, www.ramseycounty.us, for more information.

Revenues and Resources:

In Ramsey County we are experiencing both revenue losses, which will be detailed in future reports, and aggressively pursuing funding opportunities to cover COVID-19 related costs. Below is more detail on the revenue received so far and pending applications.

We have received the following funding:

- Federal CARES Act Local Funding - \$96.027 million through the Treasury for local governments.
- Federal CARES Act Provider Relief Fund – Ramsey County Care Center - \$337,000 based on Medicare fee-for-service billing.
- State Department of Health- Public Health Funds - \$509,000 for COVID-19 work.
- State Department of Human Services - Homelessness grant funds - \$523,000 for shelter capacity, hygiene/cleaning and staffing.
- Federal CARES Act Community Development Block Grant Funding - \$685,000K based on a federal formula.
- Federal Emergency Management (FEMA) Funds - \$58,000 awarded for emergency management response.
- Federal Department of Justice - \$58,008 awarded for law enforcement in the Sheriff Office.

We have submitted or are working on applications for: Federal Disaster Recovery funds (in process), Pohlad Family Foundation for homelessness (in process), FCC telehealth program (in process) and state Department of Health- health care funds (Ramsey County Care Center submitted an application for \$62K; two other applications pending).