

Ramsey County Compliance and Oversight Team Weekly Update

**Updated Service Delivery Documents Submitted for Approval:
4/25/20**

**County Manager Approved Service Delivery Period:
4/27/20 – 5/4/20**

**Next Submission Date for Updated Service Delivery Documents:
5/1/20**

Thanks!
T. OG

County Manager Comments

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

Overall Weekly Progress Report

- Excellent start to the work and getting everything framed and planned.
- It is great to see a staff team has been assembled with only a few remaining questions that are getting answered.
- After the 5/1/20 weekly update submission, this process will shift from weekly to every other week. This will ensure plenty of time for developments to occur that can be documented and for planning to have a slightly longer horizon that allows for additional deliberation and engagement during the process.

Hiring

- Finance is also working to build a weekly complement staffing report for budgetary purposes, so please ensure that you are working with the CFO to ensure alignment of work efforts and final products that will be created.

Spending

- I appreciate the evaluation questions that were framed on the document. Excellent start in setting up a strong and meaningful compliance and oversight effort that goes beyond dollars into impact.

Program Evaluation

- Homelessness will be one of the most complex issues throughout the COVID emergency response and is an integral area for work to get started with the Compliance and Oversight Team. It will also be challenging to develop a real-time evaluation framework that aligns with the emergency response aspects the county is facing as it works with many partners on planning and implementation, but these are challenges that I believe we can address along the way through partnership and a recognition in the importance of oversight as so many new and different resources are being spent to address this significant issue. Thank you for taking this on while also thinking about other topics of interest for the future.

CHECK-IN REPORT TO COUNTY MANAGER**Week of April 19 – April 25****1. Key Accomplishments and Progress this Week**

This week, the Compliance and Oversight Team has completed the following:

- Developed and finalized a regular reporting template to county manager.
- Connected with key staff that Compliance Team needs to work with. Started work on the two key focus areas of hiring and spending.
- Established a point person for each focus area to develop a workplan (hiring, spending, contract management and program evaluation).
- Adjusted the team roster to include Research and Evaluation Supervisor.
- Received ad hoc subject matter expert support from Human Resources.
- Reviewing federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) guidelines issued April 22, 2020.

Hiring

- Connected with Human Resources to establish a baseline for new hire data related to COVID-19. Research and Evaluation Supervisor will liaise with Human Resources to compile data for weekly report.

Spending

- Working with CFO to establish a regular compliance reporting document on spending.

2. Identified Challenges and/or Areas of Needed Support

The search for a Public Health representative is ongoing. The onboarding goal is the end of next week.

3. Focus Areas of Work for Upcoming Week

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

Covid-19 Emergency Period Spending

- 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).
- 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?

CHECK-IN REPORT TO COUNTY MANAGER

- Does the County have appropriate internal controls to monitor input and output of funds?

Covid-19 Emergency Period Program Evaluation

- Work with IMT Planning Chief to research and understand homelessness work to evaluate the County's response to date and planned responses in addressing homelessness throughout the COVID-19 emergency.
 - Collect information on workplans, budgets, planned outcomes, funding sources, hiring, and other relevant materials.
 - Develop an ongoing approach to monitoring implementation and spending in alignment with programmatic plans.
- Develop an initial list of other topics of interest that are most in need of ongoing monitoring as significant amounts of funding are allocated and program implementation occurs.

Emergency Period Hiring

- 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.
- Research and Evaluation Supervisor will liaise with Human Resources to compile 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.

4. Other Key Team Updates

The Compliance and Oversight Team is coming together and building rapport.

- Established shared folder and meeting cadence for team updates and work direction.

County Manager Comments