

**COMMUNITY SERVICES COMMITTEE
OF THE WHOLE**

**Minutes of the Meeting
Tuesday August 17, 2010
9:00 a.m.**

Room L139, Western Service Center

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:05 a.m. by the Chair, Commissioner Kathleen A. Gaylord. Those in attendance:

Commissioner Joseph A. Harris
Commissioner Kathleen A. Gaylord
Commissioner Thomas Egan
Commissioner Nancy Schouweiler
Commissioner Liz Workman
Commissioner Paul J. Krause
Commissioner Willis E. Branning

Also in attendance were: Brandt Richardson, County Administrator, Kelly Harder, Community Services Division Director, and Jay Stassen, County Attorney's Office.

2. REPORTS

There were no reports.

3. INTRODUCTIONS

There were no introductions.

4. AUDIENCE

Chair Gaylord asked if anyone in the audience wished to address the Committee on an item not on the agenda or if anyone wished to discuss an item on the Consent Agenda. No one appeared.

5. APPROVAL OF AGENDA

Moved by Commissioner Egan, seconded by Commissioner Harris, and passed on a 7-0 vote to approve the agenda.

6. CONSENT AGENDA

Moved by Commissioner Branning, seconded by Commissioner Workman, and passed on a 7-0 vote to approve the consent agenda.

6.1 Minutes Of The July 27, 2010 Community Services Committee Of The Whole Meeting

6.2 Amendment Of 2010 Employment And Economic Assistance Budget To Accept Minnesota Department Of Employment And Economic Development Dislocated Worker Funds For Veterans And Execute Related Contracts

WHEREAS, the Workforce Investment Act (WIA) requires Workforce Service Areas (WSA) to offer employment and training services to low-income adults and dislocated workers through funding allocated by the Minnesota Department of Employment and Economic Development (DEED) for the provision of WIA Adult and federal and state formula Dislocated Worker programs; and

WHEREAS, By Resolution No. 05-324 (June 21, 2005), the Dakota County Board of Commissioners authorized execution of a Joint Powers Agreement with Scott County to become one WSA and to collaborate in the delivery of employment services under the Dakota-Scott Workforce Investment Board (WIB); and

WHEREAS, on March 16, 2010, DEED issued a Request for Funds (RFF) to serve veterans and the Dakota-Scott WIB responded to the RFF; and

WHEREAS, DEED decided to provide the funds in two phases in order to split the funding allocation between two of their budget years; and

WHEREAS, on April 16, 2010, the Dakota-Scott WIB approved the acceptance of the first phase of funding from DEED and authorized contracts with DEED/Job Service and HIRED for the provision of case management services; and

WHEREAS, on April 21, 2010, DEED provided official notice of the first phase of funding to the Dakota-Scott WIB in the amount of \$42,900; \$32,432 for Dakota County, and \$10,468 for Scott County; and

WHEREAS, on June 15, 2010, Dakota County accepted the funds through an administrative budget amendment; and

WHEREAS, on July 1, 2010, DEED provided official notice of the second phase of funding to the Dakota-Scott WIB in the amount of \$197,100; \$149,248 for Dakota County, and \$47,852 for Scott County; and

WHEREAS, the Dakota-Scott WIB did not meet in July; therefore, on August 4, 2010, the Evaluation Committee of the Dakota-Scott WIB approved the acceptance of the second phase of funding from DEED, and the Dakota-Scott WIB is expected to formally approve and accept the funding at its August 20, 2010 meeting; and

WHEREAS, these contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from the county, state, or federal sources are not appropriated at a level sufficient to continue providing these services.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a grant agreement with the Minnesota Department of Employment and Economic Development Dislocated Worker program to accept funds for Veterans in the amount of the funds awarded, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with DEED/Job Service to provide case management services to Veterans to serve 22 participants at the following rates for the period of April 1, 2010, through March 31, 2011, subject to approval by the County Attorney's Office as to form:

- \$800 per participant with \$400 of that amount paid in monthly installments (\$33.33 per month) for the period of April 1, 2010, to March 31, 2011, and \$400 of the amount paid at enrollment
- ; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with HIRED to provide case management services to Veterans to serve 23 participants at the following rates for the period of April 1, 2010, through March 31, 2011, subject to approval by the County Attorney's Office as to form:

- \$800 per participant with \$400 of that amount paid in monthly installments (\$33.33 per month) for the period of April 1, 2010, to March 31, 2011, and \$400 of the amount paid at enrollment ; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend these contracts, within the amount budgeted, to alter the number and type of clients served, type of services provided, and the contract term, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the 2010 Employment and Economic Assistance budget is hereby amended as follows:

Expense	Veteran's Project
Direct Program	\$134,028
Total Expense	\$134,028
Revenue	
MN DEED	\$149,248
Increase in Fund Balance	(\$15,220)
Total Revenue	\$134,028

6.3 Authorization To Amend 2010 Public Health Budget To Reallocate Public Health Emergency Response Grant I, II, III Funds

WHEREAS, the Dakota County Board of Commissioners acts as the Community Health Board and has responsibility to prevent disease and disability and to promote and protect the health and safety of County residents; and

WHEREAS, the State of Minnesota received funds from the Centers for Disease Control and Prevention to assess and enhance the capacity of the state and local public health departments to respond to bioterrorism, infectious diseases, and other threats to public health; and

WHEREAS, the State of Minnesota, acting through the Minnesota Department of Health (MDH), allocated funding to each Community Health Board to carry out grant activities to assess and enhance local public health capacity to respond to bioterrorism, infectious diseases, and other public health threats; and

WHEREAS, the State of Minnesota, acting through the MDH, allocated a Public Health Emergency Response (PHER) I/II grant in the amount of \$321,329 to Dakota County for the period of October 1, 2009 through July 31, 2010, with the ability to carryover unexpended grant funds until July 31, 2012; and

WHEREAS, the State of Minnesota, acting through the MDH, allocated a PHER III grant in the amount of \$457,995 to Dakota County for the period of November 19, 2009 through July 31, 2010, with the ability to carryover of unexpended grant funds until July 31, 2012; and

WHEREAS, by Resolution No. 09-547 (October 20, 2009) and Resolution No. 09-576 (November 10, 2009), the Dakota County Board of Commissioners approved the PHER I, II, and III plans and budgets, and execution of the PHER I, II, III grant agreements with MDH; and

WHEREAS, on August 2, 2010, MDH notified Public Health that funds must be expended by August 30, 2010; and

WHEREAS, staff recommends that the Public Health PHER III budget be amended to transfer grant funds from the Public Health operations budget to the capital expenditure purchases (CEP) budget; and

WHEREAS, staff recommends that the Public Health PHER I/II and III budgets be utilized to offset staff salaries and cover salaries currently being funded by the Public Health Emergency Preparedness (PHEP) and Cities Readiness Initiative (CRI) grants.

NOW, THEREFORE, BE IT RESOLVED, That the 2010 Public Health budget is hereby amended as follows:

Expense	
CEP	\$111,000
Operational	(\$111,000)
Total Expense	\$0

6.4 Authorization To Execute Professional Services Contract For Staff Support To Minnesota Coalition For Targeted Home Visiting

WHEREAS, by Resolution No. 07-058 (January 23, 2007), the Dakota County Board of Commissioners authorized the Dakota County Public Health Department to serve as the fiscal and administrative agent for the Metro Alliance for Healthy Families (MAHF) through a Joint Powers Agreement (JPA) with Anoka, Carver, Hennepin, Ramsey, Scott, and Washington Counties, and the City of Bloomington; and

WHEREAS, as the fiscal agent, Dakota County is responsible for pursuing and receiving funds from private and public sources, and the purpose of these funds are for preventing child abuse, promoting early learning for school readiness and promoting family health for significantly stressed first-time expectant mothers or new parents; disbursing funds at the direction of the MAHF Governing Board; employing administrative and outreach staff; and accounting for revenues and expenditures; and

WHEREAS, as the administrative agent, Dakota County is responsible for the program functions of outreach and engagement of families at referral sites, family screening and assessment for program eligibility, home visiting referrals to JPA parties, coordination with funding sources and other community partners, and hiring staff and/or contracting with individuals or entities on behalf of and subject to the approval of the MAHF Governing Board in order to assist the MAHF Governing Board in performing its duties under the JPA; and

WHEREAS, on May 6, 2010, the McKnight Foundation awarded grant funds to Dakota County in the amount of \$50,000 for the provision of consultation services for Minnesota Coalition for Targeted Home Visiting for the period of January 1, 2010 through June 30, 2012; and

WHEREAS, on June 28, 2010, the MAHF Governing Board accepted grant funds from the McKnight Foundation and amended its 2010 budget in the amount of \$50,000 on behalf of the Minnesota Coalition for Targeted Home Visiting, and authorized Dakota County to execute a contract with Sheila Kiscaden for the provision of professional consultation services based on her past experience in successfully working with this coalition

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a professional services contract with Sheila Kiscaden, substantially as presented during the August 17 2010 Community Services Committee of the Whole meeting, on behalf of the Metro Alliance for Healthy Families, at an hourly rate of \$110 in an amount not to exceed \$50,000 for the period of January 1, 2010 to and including June 30, 2012, and subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from the McKnight Foundation are not available at a level sufficient to allow payment of the amounts due; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, within the amount included in the Metro Alliance for Healthy Families budget, to alter the types of services provided, and contract term, consistent with County contracting policies, and subject to approval by the County Attorney's Office as to form

6.5 Authorization To Execute Contract With Inver Grove Heights W P I I , L L C To Provide 24-Hour Customized Living Services

WHEREAS, the Elderly (EW) and Community Alternatives for Disabled Individuals (CADI) waivers serve persons 65 and over and disabled persons under 65 who need nursing facility level of care; and

WHEREAS, Public Health and Social Services service coordinators authorize 24-Hour Customized Living and Assisted Living Plus for clients based on individual client needs; and

WHEREAS, vendors of these services bill the Minnesota Department of Human Services (DHS) directly for these services provided to EW and CADI clients; and

WHEREAS, staff recommends that a contract be executed with Inver Grove Heights WP II, LLC to provide 24-Hour Customized Living and Assisted Living Plus Services; and

WHEREAS, EW and CADI waiver and Group Residential Housing (GRH) rate limits are established by DHS on a state fiscal year basis (July 1-June 30); and

WHEREAS, contracts for services funded by the EW and CADI waivers are written to coincide with the state fiscal year funding cycle; and

WHEREAS, these contracts shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from the County, state, or federal sources are not appropriated at a level sufficient to continue providing these services; and

WHEREAS, the execution of these contracts in no way obligates Dakota County to purchase services or refer clients to Inver Grove Heights WP II, LLC.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Inver Grove Heights WP II, LLC, for 24-Hour Customized Living and Assisted Living Plus Services, at rates not to exceed funding limits provided by the EW and CADI waiver programs for the period of July 1, 2010 through June 30, 2012, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, within the rate limits established by DHS, to alter the types of services provided, service rates or contract term, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That this contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

7. REGULAR AGENDA

7.1 Update On Usage Of Electronic Document Management System And Northwoods Compass Software Suite Of Products In Employment And Economic Assistance

Ruth Krueger, Employment and Economic Assistance Director, and Carah Koch, Employment and Economic Assistance Management Analyst, presented on this item. Ms. Koch reviewed the background of the Northwoods/EDMS project, investments, utilization, challenges, and detailed the increased capacity of existing staff. Ms. Krueger reviewed the estimated return on investment of the project as well as next steps. This item was information only; no action was requested.

7.2 Review Deficit Reduction Act Impact On 2010 Child Support Funding

Ruth Krueger, Employment and Economic Assistance Director, and Char Ebbers, Employment and Economic Assistance Deputy Director, presented on this item. Ms. Ebbers reviewed child support funding, expenditures, performance measures, and federal incentives. Ms. Krueger reviewed the impacts of the Deficit Reduction Act on future funding, staffing levels, cost effectiveness, and the future reform of the child support program. This item was information only; no action was requested.

8. COMMUNITY SERVICES DIRECTORS REPORT

Each Commissioner received a copy of the Director's written report and Kelly Harder, Community Services Director, pointed out highlights.

9. ADJOURNMENT

There being no further business to come before the Committee, the meeting was moved for adjournment by Commissioner Schouweiler, seconded by Commissioner Harris, and passed on a 7-0 vote. The meeting was adjourned at 10:33 a.m.

Respectfully submitted,

Beth Bisciglia
Administrative Coordinator
Community Services Division