

**COMMUNITY SERVICES COMMITTEE  
OF THE WHOLE**

**Minutes of the Meeting  
Tuesday November 30, 2010  
9:00 a.m.**

**Room L139, Western Service Center**

**1. CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 9:00 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: Matt Smith, Financial Services Director; 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 Harris, seconded by Commissioner Egan, and passed on a 7-0 vote to approve the agenda.

**6. CONSENT AGENDA**

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

**6.1 Minutes Of The November 9, 2010 Community Services Committee Of The Whole Meeting**

**6.2 Authorization To Execute Grant Agreements To Continue Funding Of Human Services Related Programs**

WHEREAS, the term "grant agreement" describes contracts whereby the County guarantees a specific level of funding for a service; and

WHEREAS, outcome and performance measures are negotiated and reported, but end-of-the-month lump sum payments are made based on an approved budget; and

WHEREAS, staff recommends continued funding of the community agency services noted below for one more year; and

WHEREAS, funding for these contracts is currently included in the County Administrator's 2011 recommended budget.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute grant agreements with the following community agencies, in the amounts stated below for the period of January 1, 2011 through December 31, 2011, subject to approval by the County Attorney's Office as to form:

<u>Community Agency Services</u>	<u>Contract Amount</u>
ARC Greater Twin Cities/Parent to Parent Network	\$ 18,231
DARTS/Chore Services Coordination	\$ 32,726
DARTS/Volunteer Respite Coordination	\$ 30,170
Legal Assistance of Dakota County, Ltd./Legal Assistance	\$ 124,231
YMCA of Greater St. Paul/NSC Drop-in Child Care Center	\$ 68,007

; and

BE IT FURTHER RESOLVED, That in addition to the \$32,726 included in the DARTS contract for chore coordination services, DARTS will be reimbursed at a unit rate of \$13.19 per hour, not to exceed \$34,515, for costs associated with payments made to chore providers; and

BE IT FURTHER RESOLVED, That these contracts shall contain a provision that allows the County to immediately terminate the contracts 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.

### **6.3 Authorization To Execute Contracts For Emergency Cash Assistance Services**

WHEREAS, the Emergency Cash Assistance (ECA) Program provides services to effectively meet the needs of clients by using a network of local agency delivered services, making the best use of scarce resources by eliminating duplication, and promoting interagency cooperation; and

WHEREAS, staff recommends that the following local service delivery agencies continue to disburse ECA funds: Hastings Family Services, Inc., in Hastings; Neighbors, Inc., in South St. Paul; and 360 Communities in Burnsville; and

WHEREAS, staff recommends that the County also continue to disburse ECA funds through the Employment and Economic Assistance Department; and

WHEREAS, funding for these contracts is included in the County Administrator's 2011 recommended budget.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute contracts with Hastings Family Services, Inc., Neighbors, Inc., and 360 Communities to deliver emergency cash assistance services, in an amount not to exceed \$21,552 for each agency, for the period of January 1, 2011 through December 31, 2011, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts 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; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend these contracts, within the amount budgeted, to alter the contract term and contract amounts, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form.

**6.4 Ratification Of Minnesota Family Investment Program Racial Disparities Programming Grant Application Submitted To Minnesota Department Of Human Services, Authorization To Execute Related Grant Agreement, And Contract With H I R E D**

WHEREAS, Dakota County administers the Minnesota Family Investment Program (MFIP) for eligible participants; and

WHEREAS, on December 18, 2009, the Dakota-Scott Workforce Investment Board (WIB) approved a contract with HIRED, and by Resolution No. 10-012 (January 5, 2010), the County Board authorized a contract with HIRED for the period of January 1, 2010 through December 31, 2010; and

WHEREAS, on October 13, 2010, the Minnesota Department of Human Services (DHS) notified Dakota County that the program design submitted by the WIB to reduce racial disparities had been renewed in the amount of \$94,206 for 2011; and

WHEREAS, on November 19, 2010, the WIB approved acceptance of the grant funds in the amount of \$94,206 and execution of a contract with HIRED in an amount not to exceed \$80,076; and

WHEREAS, staff request authorization to execute a grant agreement with DHS, and to execute a contract with HIRED to implement racial disparities programming at a rate of \$6,673 per month for a contract amount not to exceed \$80,076.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the Minnesota Family Investment Program Racial Disparities Programming grant application submitted to the Minnesota Department of Human Services by the Dakota-Scott Workforce Investment Board; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a grant agreement with the Minnesota Department of Human Services to implement racial disparities programming in the amount of the grant awarded, 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 execute a contract with HIRED to implement racial disparities programming, serving at least 40 MFIP participants, at a rate of \$6,673 per month in an amount not to exceed \$80,076, for the period of January 1, 2011 through December 31, 2011, 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 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 of the DHS grant award, to alter the number and types of clients, type of services provided, reporting requirements, contract amount, service rates, and contract term, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form.

**6.5 Ratification Of Innovation Transportation Grant Application Submitted To Minnesota Department Of Human Services, Authorization To Execute Related Grant Agreement, And Contract With Medical Transportation Management, Inc.**

WHEREAS, Dakota County administers the Minnesota Family Investment Program (MFIP) for eligible participants; and

WHEREAS, Dakota County has provided a MFIP Transportation Program since 2005, that allows MFIP participants with significant barriers to transportation access rides to services, such as meetings with employment counselors, English language training, and job search activities; and

WHEREAS, on October 22, 2010, the Department of Human Services (DHS) notified Dakota County that the program design submitted by the Dakota-Scott Workforce Investment Board (WIB) for the use of Innovation Transportation funds to provide MFIP transportation services had been approved in the amount of \$70,237 for 2011; and

WHEREAS, a Request for Proposals (RFP) was released on September 7, 2010, to solicit providers for the Dakota County MFIP Transportation Program; and

WHEREAS, after considerable review, a request for additional information from both providers, and reference inquiries, the RFP review committee recommended Medical Transportation Management, Inc. (MTM) be Dakota County's provider of the MFIP Transportation Program; and

WHEREAS, on November 19, 2010, the WIB approved a contract with MTM in an amount not to exceed \$110,000 for the period of January 1, 2011 through December 31, 2011; and

WHEREAS, staff request authorization to execute a grant agreement with DHS, and to execute a contract with MTM to implement the MFIP Transportation Program in a contract amount not to exceed \$110,000; and

WHEREAS, there is sufficient DHS funding included in the County Administrator's 2011 recommended budget to fund the MTM contract.

NOW, THEREFORE BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the Innovation Transportation Grant Application submitted to the Minnesota Department of Human Services (DHS) by the Dakota-Scott Workforce Investment Board; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a grant agreement with DHS to implement MFIP transportation services in the amount of the grant awarded, 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 execute a contract with Medical Transportation Management, Inc., in an amount not to exceed \$110,000, for the period of January 1, 2011 through December 31, 2011, 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 this 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; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract within the amount of the DHS grant award, to alter the number and types of clients, type of service provided, reporting requirements, contract amount, service rates, and contract term, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form.

#### **6.6 Authorization To Execute Memorandum Of Agreement With University Of Minnesota For Local Extension Programming**

WHEREAS, Minn. Stat. §38.34 authorizes a board of county commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, money appropriated by the county board in the County Extension fund may be paid out by orders of the University of Minnesota's (University) Director of the Extension, or the Director's designee, as identified in Minn. Stat. §38.36, subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators and program staff be University employees and employed according to University personnel procedures; and

WHEREAS, it is the intention of Dakota County and the University that the University shall provide Extension services within and for Dakota County with county dollars; and

WHEREAS, staff recommends continuing the following local Extension programs provided by the University employees for the period of January 1, 2011 through December 31, 2011:

4-H Youth Development Program, 4-H Community Clubs  
4-H Youth Development Program, Youth Teaching Youth  
Families Program, *On the Move...for Minnesota Families*  
Master Gardener Program

; and

WHEREAS, staff recommends the County Board approve a Memorandum of Agreement (MOA) with the University of Minnesota Extension for local Extension programming which includes a \$19,470 reduction to the Master Gardener Program.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a MOA with the Regents of the University of Minnesota for the provision of Extension educators and program staff employed by the University of Minnesota for the time period of January 1, 2011 through December 31, 2011, and for a reimbursement amount not to exceed \$311,520 for the period of January 1, 2011 through December 31, 2011, subject to approval by the County Attorney's Office as to form, as follows:

\$129,800	2.0 FTE; 4-H Youth Development Program Coordinator, 4-H Community Clubs
\$97,350	1.5FTE; 4-H Youth Development Program Coordinator, Youth Teaching Youth
\$64,900	1.0 FTE; Families Program Coordinator, <i>On the Move...for Minnesota Families</i>
\$19,470	Support for Master Gardener Program activities.

#### **6.7 Authorization To Execute Contracts With Community Agencies For Dakota Healthy Families Services**

WHEREAS, by Resolution No. 97-54 (January 28, 1997), the Dakota County Board of Commissioners authorized the Public Health Department to serve as the administrative lead agency for Dakota Healthy Families (DHF), including the responsibilities for employing and supervising staff and for fiscal management; and

WHEREAS, Resolution No. 97-54 also authorized the Public Health Department to participate with partner agencies of DHF to seek external funding for its implementation; and

WHEREAS, the DHF Steering Committee recommended the continuation of contracts with two community agencies for countywide home visiting services, clinical supervision, parent outreach and early childhood screening services and administrative/training coordination; and

WHEREAS, funding for these contracts is currently included in the County Administrator's 2011 recommended budget.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute contracts with the following community agencies for Dakota Healthy Families services in the amounts not to exceed those stated below, for the period of January 1, 2011 through December 31, 2011, subject to approval by the County Attorney's Office as to form:

360 Communities

\$374,916

Scott Carver Dakota CAP Agency, Inc.

\$359,663

; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts 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; and

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

**6.8 Authorization To Execute Contract With Minnesota Community Hospice, Inc., D B A The Lodge On Highview, To Provide 24-Hour Customized Living Services**

WHEREAS, the Elderly (EW) and Community Alternatives for Disabled Individuals (CADI) waivers serve persons age 65 and over, and disabled persons under age 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 services for clients based on individual client needs; and

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

WHEREAS, effective January 1, 2013, DHS will assume responsibility of contracting for waived services through a phased-in approach; hence, counties are being strongly advised to continue executing contracts with providers in the interim; and

WHEREAS, staff recommends that a contract be executed with Minnesota Community Hospice, Inc., dba The Lodge on Highview, 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, this contract 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, or if DHS assumes responsibility for contracting for waived services; and

WHEREAS, the execution of this contract in no way obligates Dakota County to purchase services or refer clients.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Minnesota Community Hospice, Inc., dba The Lodge on Highview, 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 December 14, 2010 through December 31, 2012, 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 the county, state, or federal sources are not appropriated at a level sufficient to continue providing these services, or if DHS assumes responsibility for contracting for waived services; 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 or contract term,

consistent with County contracting policies, subject to approval by the County Attorney's Office as to form.

**6.9 Authorization To Execute Cooperative Agreement For Children's Mental Health Crisis Project By And Among Metropolitan Counties Of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, And Washington**

WHEREAS, the Minnesota Department of Human Services (DHS) Children's Mental Health Division has provided a grant to Ramsey County as fiscal agent to be established pursuant to this Cooperative Agreement for the purpose of establishing and coordinating increased children's mental health crisis capacity in the metropolitan area through policy development, planning, and service-related activities; and

WHEREAS, the Parties are committed to coordinating the ongoing development of the Children's Mental Health Crisis Project; and

WHEREAS, the Parties agree that it is essential that these efforts be directed and coordinated by a unified group of county employees, who have been designated by their County Boards, with power to make and implement all decisions to fulfill its purpose on a continuing basis; and

WHEREAS, the Parties recognize such services can be best financed, supported, and managed through a multi-organization joint effort; and

WHEREAS, each Party represents that it is duly qualified and authorized to enter into this Cooperative Agreement and will comply with its respective obligations and responsibilities; and

WHEREAS, the Parties, each of them, now wish to formalize the terms and conditions through which they will cooperatively manage the Children's Mental Health Crisis Project.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Board Chair to execute the Cooperative Agreement for the Children's Mental Health Crisis Project by and among the metropolitan counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington substantially as presented on November 30, 2010, to the Community Services Committee of the Whole, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That all other terms of the Cooperative Agreement between the Parties shall remain in full force and effect unless otherwise amended or terminated in accordance with law or the terms of the Cooperative Agreement.

**7. REGULAR AGENDA**

**7.1 Authorization To Execute Home And Community-Based Service Contracts With Fraser And Thomas Allen, Inc. For Purchase Of Community Alternatives For Disabled Individuals, Traumatic Brain Injury, And Developmental Disability Case Management And Related Services**

Kelly Harder, Community Services Director, introduced this agenda item as well as Kay Dickison, Social Services Deputy Director, who presented on this item. Ms. Dickison introduced representatives from Fraser and Thomas Allen, Inc. who were in the audience. Ms. Dickison reviewed growing caseloads, the RFP Selection process and criteria, and a detailed assessment of Fraser and Thomas Allen's strengths. Ms. Dickison and Mr. Harder discussed the benefits this would provide to Dakota County and to clients as well as next steps. There was a motion by Commissioner Harris, seconded by Commissioner Workman, and passed on a 7-0 vote to recommend the County Board adopt the following resolution:

WHEREAS, Dakota County has identified the need to purchase case management and related services due to an emerging Federal mandate that clients be offered a choice of ongoing case manager, to reduce current County caseloads, and to cover retirements, medical leaves and work surges created by new programs such as MN Choice; and

WHEREAS, on August 30, 2010, a Request for Proposals was issued for the provision of case management and related services for clients eligible for Community Alternatives for Disabled Individuals (CADI), Traumatic Brain Injury (TBI) or Developmental Disability (DD) waived services; and

WHEREAS, Fraser and Thomas Allen, Inc., are being recommended based on their depth of experience in working with all three waiver programs, the cost effectiveness of their proposals, a focus on quality assurance measures and standards, and the strength of their references; and

WHEREAS, the execution of these contracts does not obligate Dakota County to purchase services or refer clients.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners authorizes the Community Services Director to execute a contract with Fraser and Thomas Allen, Inc., for the provision of case management and related services as authorized by Dakota County for the period of January 1, 2011 through December 31, 2012, at the following rates, subject to approval by the County Attorney's Office as to form:

<b>Fraser</b>	<b>CADI, TBI Rates per ¼ hour</b>	<b>DD Rates per ¼ hour</b>
Case Management	\$17.74	\$14.00
Case Aide	\$8.86	n/a
Support Planning (certified)	\$12.00	\$12.00
Relocation Service (MA funded)	\$15.13	\$15.13
<b>Thomas Allen, Inc.</b>	<b>CADI, TBI Rates per ¼ hour</b>	<b>DD Rates per ¼ hour</b>
Case Management	\$16.36	\$12.99
Relocation Service (MA funded)	\$15.13	\$15.13

; and

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

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

## **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 Harris, seconded by Commissioner Workman, and passed on a 7-0 vote. The meeting was adjourned at 10:22 a.m.

Respectfully submitted,

Beth Bisciglia  
Administrative Coordinator  
Community Services Division