

**DAKOTA COUNTY
COMMUNITY SERVICES COMMITTEE OF THE WHOLE**

Meeting Minutes

April 14, 2020

Conference Room 520, Northern Service Center

Call To Order And Roll Call

Commissioner Mike Slavik
Commissioner Kathleen A. Gaylord
Commissioner Thomas A. Egan
Commissioner Joe Atkins
Commissioner Liz Workman
Commissioner Mary Liz Holberg
Commissioner Chris Gerlach

Also in attendance: Matt Smith, County Manager; Peggy Horsch, Assistant County Attorney; Stephanie Radtke, Deputy Director; Colleen Collette, Administrative Coordinator.

Due to the local state of emergency and social distancing, Commissioners participated in this meeting via telephone, and the Community Services Committee of the Whole meeting was conducted under Minn. Stat. § 13D.021.

The meeting was called to order at 10:51 a.m. by the Chair, Mary Liz Holberg.

The audio of this meeting is available upon request.

Audience

With this new format, anyone wishing to address the Committee on an item not on the agenda, or an item on the consent agenda, had the opportunity to send comments to countyadmin@co.dakota.mn.us . As of 8:00 a.m. on April 14, 2010, none were received. Again, comments can be sent to countyadmin@co.dakota.mn.us .

Approval Of Agenda (Additions/Corrections/Deletions)

On a motion by Commissioner Chris Gerlach, seconded by Commissioner Thomas A. Egan, the agenda was unanimously approved.

Consent Agenda

On a motion by Commissioner Kathleen A. Gaylord, seconded by Commissioner Joe Atkins, the consent agenda was unanimously approved as follows:

4.1 Approval Of Minutes

4.2 Authorization Of Local Youth Plan Submission For Workforce Innovation And Opportunity Act Youth Program 2020 And Authorization To Accept Funds, Execute Grant Agreement And Execute Related Contract

WHEREAS, the federal Workforce Innovation and Opportunity Act (WIOA) requires local service areas to provide services to low-income, at-risk youth in order to promote educational and employment success; and

WHEREAS, the Minnesota Department of Employment and Economic Development (DEED) fulfills this requirement through grants to local Workforce Development Boards for WIOA Youth Program; and

WHEREAS, by Resolution No. 19-432 (March 26, 2019), the Dakota County Board of Commissioners authorized execution of a contract with HIRED to provide WIOA Youth Program services; and

WHEREAS, Dakota-Scott Workforce Services received official notification from DEED on Program Year (PY) 2019 funding on April 18, 2019, with \$306,105 in WIOA Youth Program funding allocated to Dakota and Scott Counties, of which Dakota County's funding was \$244,884 and Scott County's funding was \$61,221; and

WHEREAS, due to COVID-19 and the cancellation of the March Dakota-Scott WDB Meeting, Dakota-Scott Workforce Services will submit its Local Youth Plan after the April 10, 2020, due date; and

WHEREAS, official notification of PY 2020 allocations for the period of April 1, 2020 through March 31, 2021, has not yet been received; however, the anticipated funding level for WIOA Youth Program services is not expected to exceed \$400,000; and

WHEREAS, staff recommends authorization to submit the Local Youth Plan to DEED for the WIOA Youth Program 2020 Plan funds, and, if approved, accept WIOA Youth Program funds, execute the grant agreement with DEED, and execute the related contract with HIRED to provide WIOA Youth Program services in the amount of the grant awarded, less ten percent for administrative expenses, and less the amount allocated to Scott County, for the period of April 1, 2020 through March 31, 2021.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the submission of the Local Youth Plan to the Minnesota Department of Employment and Economic Development for the Workforce Innovation and Opportunity Act Youth Program 2020 Plan funds; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept the Workforce Innovation and Opportunity Act Youth Program funds if the Local Youth Plan is approved by the Minnesota Department of Employment and Economic Development, and execute the Workforce Innovation and Opportunity Act Youth Program grant agreement with the Minnesota Department of Employment and Economic Development in the amount of the grant awarded, subject to the 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 provide Workforce Innovation and Opportunity Act Youth Services in an amount not to exceed the grant award, less ten percent for administrative expenses, and the amount allocated to Scott County, for the period of April 1, 2020 through March 31, 2021, subject to approval by the County Attorney's office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Division Director is hereby authorized to amend the grant to alter the grant term, accept additional grant funds and continue grant-funded FTE's (if relevant), consistent with County contracting policies, and inclusion of grant funds in future yearly recommended and adopted budgets, 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 consistent with the approved Workforce Innovation and Opportunity Act Youth Program 2020 Plan, to accept additional funding, alter the number and types of clients served, types of services provided, reporting requirements, contract amount and contract term, consistent with County contracting policies, subject to the approval of 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 county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

4.3 Authorization To Adopt Modified County Policy For Emergency Assistance And Emergency General Assistance Programs

WHEREAS, Emergency Assistance is a short-term program for families; and

WHEREAS, Emergency Assistance is funded by the Minnesota Family Investment Program (MFIP) Consolidated Fund, with State and Federal funds; and

WHEREAS, Emergency Assistance can only be issued for a family once in a 12-month period; no one in the household may have received Emergency Assistance within the last 12-month period; and

WHEREAS, Emergency General Assistance is a short-term program used primarily for single individuals or couples without children; and

WHEREAS, Emergency General Assistance is funded through State funds; and

WHEREAS, Emergency General Assistance can only be issued once in a 12-month period; and

WHEREAS, households served by Emergency Assistance and Emergency General Assistance are facing a potential loss of basic needs, such as, utilities or shelter, and have no ability to solve the emergent situation with current household resources; and

WHEREAS, emergency funds from these programs are only available to households whose net income is below 200 percent of the previous calendar year's federal poverty guidelines; and

WHEREAS, issuance of assistance must resolve the financial need and potential loss of basic needs; and

WHEREAS, staff recommends the following modifications to the County policy for Emergency Assistance and Emergency General Assistance programs:

- Eligibility criteria for Emergency Assistance: There must be one adult in the household who has not received Emergency Assistance within the last 12 months.
- Association fees: Allow payment of associations fees if non-payment threatens housing.
- Home repairs: Incorporate language requiring an applicant to sign a waiver form as part of eligibility.
- Moving expenses: Moving expenses can be allowed for households where one adult member is 65 or older or certified disabled by Social Security and there are no other State or Federal programs able to assist, and once applicant signs waiver form.
- Foreclosures: Remove the language: A threat of foreclosure only on a mobile home that is in good condition.
- Update to include Program Operations Manager: Exceptions to the policy rules are only allowed with approval from the Employment and Economic Assistance Deputy Director or Program Operations Manager.
- Continue to use consistent policy and criteria for Emergency Assistance and Emergency General Assistance eligibility, with a few noted exceptions.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes adoption of the modified County policy for Emergency Assistance and Emergency General Assistance programs.

4.4 Authorization To Execute Contract With Center City Housing Corp. For Cahill Place Services

WHEREAS, Cahill Place Apartments is a new apartment building in Inver Grove Heights currently under construction; and

WHEREAS, the building will have 40 two- and three-bedroom units and will be dedicated to families who have experienced homelessness and housing instability; and

WHEREAS, this project is a collaboration between Center City Housing Corp. (developer), the Dakota County Community Development Agency (CDA) (capital funding and project-based housing vouchers) and Dakota County (support service funding), among other partners and funders; and

WHEREAS, in February 2019, Dakota County Social Services issued a Request for Proposals for the onsite support services at Cahill Place and two proposals were received; and

WHEREAS, a selection committee comprised of staff from the CDA and Social Services selected Center City Housing Corp. as the service provider; and

WHEREAS, Center City Housing Corp. will provide front desk staff 365 days per year, 24-hours per day; on-site case management services and whole-family programming; engage in outreach to community agencies to develop strong working relationships, specifically schools, law enforcement and other local community agencies; and will fill units through Coordinated Entry and Dakota County.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Center City Housing Corp. for permanent supportive housing services at Cahill Place in an amount not to exceed \$650,000 annually from June 1, 2020 to December 31, 2022, with first-year funding being prorated from the start date (approximately \$325,000), 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, alter the number and types of clients served, types of services provided, reporting requirements, contract amount and contract term, consistent with County contracting policies, subject to the approval of the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain the 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.

4.5 Distribution Of Funds For 2020 Memorial Day Activities

This item was on the agenda for informational purposes only.

Regular Agenda

5.1 Update On Community Services Division COVID-19 Response

The following staff presented on this item: Stephanie Radtke, Deputy Director; Kate Lerner, Operations Director, Community Services Administration; Brian Kopperud, Director, Community Corrections; Marti Fischbach, Director, Employment and Economic Assistance; Bonnie Brueshoff, Director, Public Health; Evan Henspeter, Director, Social Services; Lisa Thomas, Director, Veterans Services; Matt Smith, County Administrator and Acting Director, Community Services Division; Jess Luce, Manager-Communities for a Lifetime, Public Health; Mary Beth Schubert, Director, Communications. Staff was advised to get the word out about how residents can connect to resources by means other than sending a direct mail piece. In the meantime, staff was asked to determine if such a mailing would be eligible for reimbursement; and, if a mailing is reconsidered, that staff focus on targeting vulnerable residents.

Community Services Directors Report

Matt Smith, County Manager and Acting Director of Community Services, thanked the Community Services director team and staff for all the hard work. He highlighted an item on the consent agenda whereby the Board adopted the services contract with Center City Housing for Cahill Place that will start in June. He noted that it is a huge milestone, especially as conversation is ongoing about housing stabilization and ensuring care for the vulnerable population. During the COVID-19 update, Evan Henspeter, Director of Social Services, mentioned near-term needs to address eviction prevention and short-term emergency housing to keep people safe and housed. Center City will only use about half of what was budgeted to support housing in 2020; therefore, the additional funds will be moved to support resources for eviction prevention, sanitation services in congregate settings and emergency housing needs. This action is within budget compliance policies.

Mr. Smith stated that staff are carefully tracking expenses as they relate to responding to the COVID-19 pandemic. If, after some clear direction, federal funds would be available to reimburse for some of these expenses, staff will seek to obtain reimbursement. In the meantime, staff continues to move to ensure resources for what's needed.

Mr. Smith mentioned that on Monday, April 13, 2020, Dakota County started a collection for community donations for personal protective equipment, and on the first day 295 N95 masks, over 200 homemade masks and other things were donated. He noted that the community is being generous, and collections continue through Wednesday.

Adjournment

On a motion by Commissioner Mike Slavik, seconded by Commissioner Thomas A. Egan, the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Colleen Collette, Administrative Coordinator
Community Services Division