

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

**Meeting Minutes**

**May 12, 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

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 10:00 a.m. by the Chair, Mary Liz Holberg. Chris Gerlach joined the meeting at 10:02 a.m.

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](mailto:countyadmin@co.dakota.mn.us) As of 8:00 a.m. on May 12, 2020, none were received.

**Approval Of Agenda (Additions/Corrections/Deletions)**

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

**Consent Agenda**

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

**4.1 Approval Of Minutes**

**4.2 Authorization To Execute License Agreement With Independent School District 200 For Space For Emergency Public Health Activities**

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

WHEREAS, in the event of a public health emergency, the Dakota County Public Health Department is

responsible for establishing Point of Dispensing (POD) sites where County residents pick up medications; and

WHEREAS, Independent School District 200 (ISD 200) has space that could be utilized by Public Health to set up a POD in the event of a public health emergency and training events; and

WHEREAS, representatives from ISD 200 have agreed to the terms presented and will recommend execution of the new license agreement.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the license agreement with Independent School District 200 for use of space for public health emergency activities from the date of execution through December 31, 2024, substantially as presented to the Community Service Committee of the Whole on May 12, 2020, subject to approval by the County Attorney's Office as to form.

#### **4.3 Authorization To Amend Contract With The Salvation Army To Add Funds And Extend End Date**

WHEREAS, the Center for Disease Control and Prevention (CDC) continues to recommend that people socially distance from one another in order to reduce and prevent the spread of COVID-19, and the homeless population is among one of the most vulnerable populations in the current pandemic; and

WHEREAS, on October 28, 2019, staff issued a Request for Proposal (RFP) for Emergency Shelter Funding, and there were three respondents, with a review committee comprised of Dakota County staff recommending The Salvation Army for funding; and

WHEREAS, by Resolution No. 19-850 (November 26, 2019), the County Board of Commissioners authorized the Community Services Director to execute a contract with The Salvation Army for emergency shelter services through the Minnesota Department of Human Services Emergency Shelter Grant in an amount not to exceed \$200,000 for the period of December 1, 2019 through April 30, 2020; and

WHEREAS, The Salvation Army has proven they are capable and have experienced positive results in their hotel sheltering thus far, housing eleven people in hotels and spending \$45,127.52 through the end of the first quarter of 2020; and

WHEREAS, the additional funding of \$47,128 and extension of the contract term will allow The Salvation Army to continue housing people through the end of December; and

WHEREAS, by Resolution No. 20-186 (April 7, 2020), the County Board of Commissioners authorized the Community Services Director to amend a contract with Matrix Housing Services to house 42 people experiencing homelessness in hotels in an amount not to exceed \$639,000 from the date of execution through December 31, 2020; and

WHEREAS, the contracts with Matrix Housing Services and The Salvation Army allow Dakota County to continue to keep people experiencing homelessness safe in hotels and socially distant from one another for the remainder of this year; and

WHEREAS, staff recommends executing a contract amendment with The Salvation Army for a total not to exceed contract amount of \$247,128 and extending the contract term through December 31, 2020.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to amend the contract with The Salvation Army to add an additional \$47,128 in grant funding for a total not to exceed contract amount of \$247,128, and to extend the contract term through December 31, 2020, 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 amount budgeted, to alter the number and types of clients served, types of services provided, contract amount and the 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.

#### **4.4 Authorization To Execute 2020 Federal Transit Administration Annual List Of Certifications And Assurances**

WHEREAS, by Resolution 19-614 (July 23, 2019), the Dakota County Board of Commissioners authorized the County Manager to execute a Section 5310 Elderly and Disabled Assistance grant with the Minnesota Department of Transportation to improve access to transportation service and public transportation alternatives to seniors, persons with disabilities, and individuals who are system involved and transportation dependent; and

WHEREAS, before the Federal Transit Administration (FTA) may award federal assistance for public transportation in the form of a federal grant, cooperative agreement, loan, line of credit, or loan guarantee, certain pre-award Certifications and Assurances are required; and

WHEREAS, by Resolution No. 19-530 (May 21, 2019), the Dakota County Board of Commissioners authorized the Community Services Director to execute the 2019 Annual List of Certifications and Assurances for FTA Grants and Cooperative Agreements in connection with federally funded projects and grants; and

WHEREAS, these Certifications and Assurances are required annually and encompass a wide range of funding programs overseen by the FTA; and

WHEREAS, all categories have been reviewed by staff in the Dakota County Attorney's Office and the Community Services Division Contracts Unit; and

WHEREAS, it has been determined as a result of that review that Dakota County complies with the applicable terms set forth in the Certifications and Assurances; and

WHEREAS, staff recommends authorization to execute the 2020 FTA Annual List of Certifications and Assurances.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the 2020 Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements in connection with federally funded projects and grants, upon the advice of the Community Services Director and the County Attorney, subject to approval by the County Attorney's Office as to form.

#### **4.5 Authorization To Execute Contracts With Hearth Connection For Rental Assistance Administration**

WHEREAS, Dakota County issued a Request for Proposals (RFP) for rental assistance administration services on July 2, 2018, to secure a vendor to provide rental assistance administration program services on behalf of Dakota County Social Services, Housing Section, and Hearth Connection was selected as the provider for this service; and

WHEREAS, by Resolution No. 18-425 (August 21, 2018), the Board authorized the Community Services Director to contract with Hearth Connection for rental assistance administration and by Resolution No. 19-850 (November 26, 2019), the Dakota County Board of Commissioners authorized the Community Services Director to execute a

renewal contract with Hearth Connection to provide rental assistance; and

WHEREAS, rental assistance resources included in the RFP are U.S. Department of Housing and Urban Development (HUD) Continuum of Care Rapid Re-Housing (CoC RRH) and HUD Emergency Solutions Grant Rapid Re-Housing (ESG RRH); and

WHEREAS, the HUD CoC RRH funds are secured annually through a competitive grant process and the grant year runs from June 1 through May 31 of each year and is anticipated to renew, and total rental assistance, application fee, security deposit and administration funds currently available are \$649,338 for the grant year; and

WHEREAS, the HUD ESG RRH funds are secured annually through a formula allocation and the grant year runs from July 1 through June 30 of each year and is anticipated to renew, and total rental assistance, application fee, security deposit and administrative funds available are \$165,000 for the grant year; and

WHEREAS, rental assistance administration includes: management of RRH rental assistance budgets and rent payments to landlords, management of program participant file and documentation requirements per program regulations, connection of participants to required case management services, and provision of all data entry.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Hearth Connection for HUD CoC rental assistance administration services in a not-to-exceed amount of \$649,338 for the period of June 1, 2020 through May 31, 2021; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract with Hearth Connection for HUD ESG rental assistance administration services in a not-to-exceed amount of \$165,000 for the period of July 1, 2020 through June 30, 2021; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts, within the amount budgeted, to alter the number and types of clients served, types of services provided, service expectations and rates, and the contract term, consistent with County contracting policies, subject to the 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.

#### **4.6 Proclamation Of May As Mental Health Month**

WHEREAS, May is National Mental Health Month; and

WHEREAS, mental health and well-being are important for people across Dakota County; and

WHEREAS, mental health is an important determinant of overall health and well-being; and

WHEREAS, there are practical tools that all people can use to improve their mental health and increase resiliency; and

WHEREAS, mental health consistently emerges as a top priority in community health needs assessments; and

WHEREAS, prevention is an effective strategy to reduce the burden of mental health conditions; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, Dakota County has a network of mental health services and initiatives that provide mental health services and promote mental health awareness and education; and

WHEREAS, Dakota County staff, in partnership with other key organizations, is committed to building public awareness and addressing stigma as important steps in supporting people to access treatment and support; and

WHEREAS, promoting mental health and awareness of resources and support is especially important during the COVID-19 period; and

WHEREAS, staff recommends the Dakota County Board of Commissioners proclaim May as Mental Health Month.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby proclaims May 2020 as Mental Health Month in Dakota County, and supports efforts to promote mental health awareness, training, education, and access to information, services, and supports to serve the mental health needs of the citizens of Dakota County.

## **Regular Agenda**

### **5.1 Update On Monitoring Of Coronavirus Outbreak And Emergency Operations Center Activities**

Bonnie Brueshoff, Director of Public Health and Lia Roberts, Public Health Preparedness Program Coordinator presented on this item and stood for questions. This item was on the agenda for informational purposes only. The Committee directed staff to work to identify potential county-level approaches and strategies to improve testing and mitigation in long term care settings.

### **5.2 Update On Community Services Division Plan To Offer Limited In-Person Appointments For Services**

Stephanie Radtke, Deputy Division Director, along with Brian Kopperud, Director of Community Corrections and Evan Henspeter, Director of Social Services, presented on this item and stood for questions. This item was on the agenda for informational purposes only. No staff direction was given by Committee members.

### **5.3 Report On Housing Business Plan And Anticipated Needs Due To COVID-19**

Madeline Kastler, Deputy Director in Social Services, presented on this item and stood for questions. This item was on the agenda for informational purposes only. No staff direction was given by Committee members.

## **Community Services Directors Report**

Matt Smith, County Manager and Acting Director of Community Services, commented on the tremendous job staff is doing to meet client needs while working remotely. Only minimal staff will be coming back for critical, in-person services. Staff have demonstrated the ability to do a lot of things very well in a telework environment.

The County is looking ahead at some of these great innovations that would be nice to maintain. Some examples include: in Employment and Economic Assistance it's tele-everything and electronic signatures; Social Services is allowing staff flexibility as to when child protection visits have to happen based on assessments; Public Health has found that online WIC appointments have improved no-show rates, which is a better use of everyone's time; Community Corrections is working with probationers to do 1:1 counseling via video. Relying on sound, professional judgement of County staff who care deeply about good outcomes leads to good results.

Mr. Smith then showed the 1-ply mask that staff will be asked to wear when in common areas and when meeting with clients. The 3-ply masks are on order and we have some surgical masks. Clients and visitors will also be asked to wear a mask to keep everyone protected. As things inch back toward critical in-person services where we need to, it will only be done in a safe way and when all conditions are in place to accomplish that.

**Adjournment**

On a motion by Commissioner Mike Slavik, seconded by Commissioner Kathleen A. Gaylord, the meeting was adjourned at 11:26 a.m.

Respectfully submitted,

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Colleen Collette, Administrative Coordinator  
Community Services Division