



Board of Commissioners

Agenda

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

September 28, 2021 - 9 a.m.

Council Chambers - Courthouse Room 300

Pursuant to Minnesota Statutes Section 13D.021, the Chair of the Ramsey County Board of Commissioners has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic and the prevalence of the Delta variant. Commissioners will participate by telephone or other electronic means. In addition, it may not be feasible for commissioners, staff, or members of the public to be present at the regular meeting location due to the COVID-19 pandemic and the prevalence of the Delta variant. The meeting broadcast will be available online and linked via ramseycounty.us/boardmeetings. Members of the public and the media will be able to watch the public meeting live online.

ROLL CALL

PLEDGE OF ALLEGIANCE

1. **Agenda of September 28, 2021 is Presented for Approval.** [2021-428](#)

Sponsors: County Manager's Office

Approve the agenda of September 28, 2021.

2. **Minutes from September 21, 2021 are Presented for Approval** [2021-431](#)

Sponsors: County Manager's Office

Approve the September 21, 2021 Minutes.

COVID UPDATE

ADMINISTRATIVE ITEMS

3. **Grant Award from Minnesota Department of Veterans Affairs for County Veterans Services Operational Enhancement Grant** [2021-504](#)

Sponsors: Veterans Services

1. Ratify the submittal of the grant application to the Minnesota Department of Veterans Affairs in the amount of \$22,500 to enhance the operations of Ramsey County's Veterans Services.
2. Accept a grant award and approve a grant agreement with the Minnesota Department of Veterans Affairs to enhance the operations of Ramsey County's Veterans Services for the period of date of execution of the grant agreement through June 30, 2022 in the amount of \$22,500.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and contracts and

amendments and agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

4. Heating, Ventilation and Air Conditioning Systems Replacement for Ramsey County 800 MHz Radio Towers and Primary and Secondary Emergency Communications Data Centers [2021-511](#)

Sponsors: Emergency Communications

1. Approve the use of the 800 MHz Radio Fund Balance to replace the heating, ventilation and air conditioning (HVAC) systems at three radio tower sites at the cost of \$120,000.
2. Authorize the County Manager to establish a Radio Tower HVAC Replacement Project account and transfer \$120,000 from the 800 MHz Radio Fund Balance to this project.
3. Approve the use of the Emergency Communications Center Equipment Fund Balance to replace the HVAC systems at the primary and secondary Emergency Communications Data Centers at the cost of \$206,000.
4. Authorize the County Manager to establish an Emergency Communications Data Center HVAC Replacement Project account and transfer \$206,000 from the Emergency Communications Center Equipment Fund Balance to this project.

ORDINANCE PROCEDURES

5. Proposed Enterprise and Administrative Services Department Ordinance - Waive the First Reading [2021-416](#)

Sponsors: Information and Public Records

Waive the First Reading of the proposed Enterprise and Administrative Services Department Ordinance.

6. Proposed Enterprise and Administrative Services Department Ordinance - Set the Public Hearing Date [2021-418](#)

Sponsors: Information and Public Records

Set the date and time for the Public Hearing regarding the proposed Enterprise and Administrative Services Department Ordinance for October 19 at 9 a.m., or as soon as possible thereafter, in the Council Chambers of the Ramsey County Court House, for the purpose of taking public comments.

COUNTY CONNECTIONS

OUTSIDE BOARD AND COMMITTEE REPORTS

BOARD CHAIR UPDATE

ADJOURNMENT

Following County Board Meeting:

10 a.m. (estimated) County board discussion: State Fair After Action - remote meeting

Public access via Zoom:

<https://zoom.us/j/91686699374?pwd=a01keDFIVUlqVzZXWEQ4MGdZN1hkdz09>

Webinar ID: 916 8669 9374 | Passcode: 925411 | Phone: 651-372-8299

Advance Notice:

October 5, 2021 County board meeting – Council Chambers

October 12, 2021 County board meeting – Council Chambers

October 19, 2021 County board meeting – Council Chambers

October 26, 2021 County board meeting – Council Chambers



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2021-428

Meeting Date: 9/28/2021

Sponsor: County Manager's Office

Title

Agenda of September 28, 2021 is Presented for Approval.

Recommendation

Approve the agenda of September 28, 2021.



Board of Commissioners

Request for Board Action

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

Item Number: 2021-431

Meeting Date: 9/28/2021

Sponsor: County Manager's Office

Title

Minutes from September 21, 2021 are Presented for Approval

Recommendation

Approve the September 21, 2021 Minutes.

Attachments

1. September 21, 2021 Minutes



Board of Commissioners

Minutes

15 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200

September 21, 2021 - 9 a.m.

Council Chambers - Courthouse Room 300

The Ramsey County Board of Commissioners met in regular session at 9:01 a.m. with the following members present: Frethem, MatasCastillo, McDonough, Ortega, Reinhardt and Vice-Chair McGuire. Absent: Chair Carter. Also present were Ryan O'Connor, County Manager, and Sam Clark, Civil Division Director, Ramsey County Attorney's Office.

ROLL CALL

Present: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter

PLEDGE OF ALLEGIANCE

1. Agenda of September 21, 2021 is Presented for Approval. [2021-427](#)

Sponsors: County Manager's Office

Approve the agenda of September 21, 2021.

Motion by Ortega, seconded by Frethem. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

2. Minutes from September 7 2021 are Presented for Approval [2021-432](#)

Sponsors: County Manager's Office

Approve the September 7, 2021 Minutes.

Motion by McDonough, seconded by Reinhardt. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

PROCLAMATION

Proclamation presented by Commissioner Reinhardt. Guests present to accept the proclamation were Nick Robinson - R&R Cultivation owner, Tammy McCulloch - University of Minnesota Extension regional director and Ben Kucera - University of Minnesota Extension board member. Discussion can be found on archived video.

3. Proclamation: 2021 Farm Family of Ramsey County [2021-509](#)

Sponsors: Communications & Public Relations

COVID UPDATE

Presented by County Manager Ryan O'Connor, Sara Hollie, Director - Public Health, Dr. Ogawa, Medical Director - Public Health, and Laura Andersen, Deputy Incident Commander - Public Health.

Discussion can be found on archived video.

ADMINISTRATIVE ITEMS

4. 2022 Regular Retiree Medical Insurance Renewal [2021-484](#)

Sponsors: Human Resources

1. Approve the renewal of HealthPartners Inc., 8170 33rd Avenue South, Bloomington, Minnesota 55425 and Blue Cross and Blue Shield of Minnesota, PO Box 64560, St. Paul, Minnesota, 55164 as the medical insurance carriers for Regular Retirees of Ramsey County and other participating public entities for plan year 2022, renewable annually through 2023.
2. Approve the following plans and monthly rates for Retirees for 2022:
 - HealthPartners Journey Medicare Advantage Plan for Medicare-eligible retirees and spouses/dependents who reside in the HealthPartners Journey service area, at \$290.40 for single coverage and \$580.80 for family coverage.
 - HealthPartners Retiree National Choice Supplemental Plan for Medicare-eligible retirees and spouses/dependents who reside in the United States outside of the Journey service area, at \$290.40 for single coverage and \$580.80 for family coverage.
 - HealthPartners Major Medical with enrollment restricted to non-Medicare-eligible retirees age 65 and over and their families, at \$903.55 for single coverage and \$1809.72 for family coverage.
 - Blue Cross and Blue Shield Medicare Advantage Classic with Rx option 2 for Medicare-eligible retirees and spouses who reside anywhere in the United States (Blue Cross has formed a national provider network and is no longer restricted to certain counties in the State of Minnesota), at \$216.00 for single coverage and \$432.00 for family coverage.
 - Blue Cross and Blue Shield Medicare Advantage Standard Preferred Provider Organization with Blue Rx for Medicare eligible retirees and spouses who reside anywhere in the United States at \$277.20 for single coverage and \$554.40 for family coverage.
3. Authorize the County Manager to execute the 2022 contract renewals with HealthPartners and Blue Cross and Blue Shield.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

Resolution: [B2021-196](#)

5. Extension of Select Contracts for Aging and Disability Case Management Services [2021-493](#)

Sponsors: Social Services

1. Approve contract extensions of 24 Social Services contracts for aging and disability case management services through March 31, 2022.
2. Authorize the County Manager to execute the contract extensions, in a form approved by the County Attorney's Office.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

Resolution: [B2021-197](#)

6. Single Source Agreement with EcoConsilium for Technical Assistance for the School Waste Reduction and Recycling Program [2021-491](#)

Sponsors: Public Health

1. Approve the single source agreement with EcoConsilium, Inc., 8457 Meadow Lake Road North, New Hope, Minnesota, 55428, for technical assistance services for the School Waste Reduction and Recycling Program for the period of October 1, 2021 through December 31, 2023, with the option to renew for one additional two-year period, in a not-to-exceed amount of \$400,000.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute amendments to the agreement in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

Resolution: [B2021-198](#)

7. Grant Award from Minnesota Department of Human Services to Provide Opiate Treatment and Care Coordination for African American and American Indian Residents [2021-498](#)

Sponsors: Public Health

1. Ratify the submittal of the grant application to the Minnesota Department of Human Services in the amount of \$446,995 to provide opiate treatment and care coordination for African American and American Indian residents.
2. Accept a grant award and approve a grant agreement with the Minnesota Department of Human Services to provide opiate treatment and care coordination for African American and American Indian residents for the period of October 1, 2021 through September 29, 2022, in the amount of \$446,995.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and execute amendments to agreements in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

Resolution: [B2021-199](#)

8. School Waste Reduction and Recycling Grant Program for 2022-2023 [2021-500](#)

Sponsors: Public Health

1. Approve the Ramsey County School Waste Reduction and Recycling Grant Program for the years 2022-2023.
2. Authorize the County Manager to execute grant agreements and amendments with eligible school districts and charter schools as required for the grant program, in a form approved by the County Attorney's Office.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter
Resolution: B2021-200

9. 2022-2023 Recycling & Energy Board Joint Activities Budget [2021-492](#)

Sponsors: Public Health

Accept and approve the 2022-2023 Ramsey/Washington Recycling & Energy Board Joint Activities Budget as recommended by the Ramsey/Washington Recycling & Energy Board.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter
Resolution: B2021-201

10. Certification of Property Assessed Clean Energy (PACE) Charges for Energy Improvements [2021-490](#)

Sponsors: Community & Economic Development

1. Ratify the removal of the special assessment on the following property:

Owner: Minnesota Cameroon Community
Property Address: 1020 Bandana Blvd. W, Saint Paul, MN 55108
PIN: 27.29.23.13.0040
Assessment Request: \$250,000
Interest Rate: 5.0%
Interest Starts Accruing: 01/01/2019
Term: 10 years

2. Request the County Auditor to extend the proposed special assessment plus interest on the following property:

Owner: Arden Hills RE, LLC
Property Address: 3565 Pine Tree Drive, Arden Hills
PIN: 34-30-23-12-0010
Project Type: Energy efficiency on new construction.
Assessment Request: \$9,661,690.00
Interest Rate: 5.95 %
Interest Starts Accruing: 01/01/2024
Finance Period: 20 years

Such assessments shall be payable in equal annual principal and interest installments extending over the term of the special assessment. The first of the installments shall be payable with general property taxes in 2024, and shall bear interest at the rates per annum and interest start date stated above, and to the first installment shall be added interest on the entire assessment from the interest start date until December 31 of the tax payable year to which the first installment will be extended, and to each subsequent installment, when due, shall be added interest for one year on all unpaid installments and to each installment shall also be added the special assessment administration fee required by Minnesota Statutes section 429.061, subd. 5.

3. Direct the Chief Clerk to send a certified copy of this Resolution to the County Auditor to ratify the removal of the previously approved assessment for Minnesota Cameroon Community and to extend the assessment for Arden Hills RE, LLC on the property tax lists of the County.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter
Resolution: [B2021-202](#)

11. Pipeline Right of Entry Agreement with the Metropolitan Council in Long Lake Regional Park [2021-478](#)

Sponsors: Parks & Recreation

1. Approve a Right of Entry Agreement with the Metropolitan Council for access to Long Lake Regional Park for the completion of a sanitary improvement project.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to approve and execute amendments to extend the term of the access agreement in accordance with the provisions of the agreement and with all other terms and conditions remaining the same, in a form approved by the County Attorney's Office.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter
Resolution: [B2021-203](#)

12. Contract with T.A. Schifsky & Sons, Inc. for Parks & Recreation Bituminous Project [2021-488](#)

Sponsors: Parks & Recreation

1. Approve the selection of and contract with T.A. Schifsky & Sons, Inc., 2370 Hwy 36 North, Saint Paul, MN 55109 for Parks & Recreation construction services for the period of September 22, 2021 through December 31, 2022, in the amount of \$914,854.
2. Authorize the Chair and the Chief Clerk to execute the contract.
3. Authorize the County Manager to approve and execute amendments and change orders to the contract in accordance with the county's procurement policies and procedures, provided sufficient funding is available for the project.
4. Authorize the County Manager to approve and execute agreements and contracts for additional CIP Bituminous Projects, in the amount of \$761,271, in accordance with the county's procurement policies and procedures.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter
Resolution: [B2021-204](#)

13. Sale of Surplus Property - Rice Street/I-694 Interchange Project [2021-489](#)

Sponsors: Public Works

1. Approve the sale of the surplus property known as Parcel 14 Surplus, to the city of Vadnais Heights, Minnesota, in the amount of \$530,000.
2. Authorize the County Manager to approve and execute purchase agreements, settlements, closing documents, and other related real estate documentation associated with the sale of Parcel 14 Surplus, in a form approved by the County Attorney's Office.

Motion by Frethem, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt
Absent: Carter

Resolution: [B2021-205](#)

POLICY ITEMS

14. Emergency Communications Budget Presentation [2021-541](#)

Sponsors: Emergency Communications

None. For information and discussion only.

Introduced by Scott Williams - Deputy County Manager, Safety and Justice Service Team.
Presented by Dan Palmer - Emergency Communications. Discussion can be found on archived video.

15. Funding for Ramsey County's Racial Equity and Community Engagement Response Team to Advance Racial and Health Equity Through the American Rescue Plan Act [2021-512](#)

Sponsors: Board of Commissioners

1. Approve \$2.72 million of American Rescue Plan Act funds to support Racial Equity and Community Engagement Response Team initiatives through 2022.
2. Authorize the County Manager to enter into agreements and contracts and amendments to agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.
3. Authorize the County Manager to establish a project account for Racial Equity and Community Engagement Response Team initiatives and transfer related expenses and revenue, including any previously incurred expenses and recognized revenue.
4. Approve extending the existing Trusted Cultural Community Messenger and Connector contracts ending December 31, 2021 to December 31, 2022.
5. Authorize the County Manager to approve and execute amendments to the Trusted Cultural Community Messenger and Connector contracts ending December 31, 2021 to December 31, 2022.

Discussion can be found on archived video.

Motion by Ortega, seconded by Reinhardt. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

Resolution: [B2021-206](#)

16. Certification of the Maximum Levy for the Proposed 2022 Property Tax Notices [2021-497](#)

Sponsors: Finance

Approve the proposed maximum tax levy to finance the 2022 budget in the amount of \$338,743,612. The breakdown between General County and Library levy is as follows:

General County	\$323,876,112
Library	<u>\$14,867,500</u>
Total	\$338,743,612

Discussion can be found on archived video.

Motion by Reinhardt, seconded by MatasCastillo. Motion passed.

Aye: Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

Absent: Carter

Resolution: B2021-207

COUNTY CONNECTIONS

Presented by County Manager, Ryan O'Connor. Discussion can be found on archived video.

OUTSIDE BOARD AND COMMITTEE REPORTS

Discussion can be found on archived video.

BOARD CHAIR UPDATE

Presented by Vice-Chair McGuire. Discussion can be found on archived video.

ADJOURNMENT

Vice-Chair McGuire declared the meeting adjourned at 10:55 a.m.

Board of Commissioners

Request for Board Action

Item Number: 2021-504

Meeting Date: 9/28/2021

Sponsor: Veterans Services

Title

Grant Award from Minnesota Department of Veterans Affairs for County Veterans Services Operational Enhancement Grant

Recommendation

1. Ratify the submittal of the grant application to the Minnesota Department of Veterans Affairs in the amount of \$22,500 to enhance the operations of Ramsey County's Veterans Services.
2. Accept a grant award and approve a grant agreement with the Minnesota Department of Veterans Affairs to enhance the operations of Ramsey County's Veterans Services for the period of date of execution of the grant agreement through June 30, 2022 in the amount of \$22,500.
3. Authorize the Chair and Chief Clerk to execute the grant agreement.
4. Authorize the County Manager to enter into agreements and contracts and amendments and agreements and contracts in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of the grant funding.

Background and Rationale

On June 11, 2021, the Minnesota Department of Veterans Affairs notified Ramsey County Veterans Services that they would be awarded a County Veterans Services Operational Enhancement Grant in the amount of \$22,500 for the period of date of execution of the grant agreement through June 30, 2022. This grant consists of the base grant amount of \$7,500 awarded to all 87 Minnesota counties and an additional \$15,000 based on the population of veterans currently residing in Ramsey County. A lump sum payment of \$22,500 will be made to Veterans Services upon execution of the grant agreement. Statute allows the grant to provide for expenses up to 60 days from the date the contract is executed.

The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This grant should not be used to supplant or replace other funding.

Ramsey County Board approval is necessary as the State requires that a certified copy of a resolution approving this specific grant to be attached to the grant contract.

County Goals (Check those advanced by Action)

Well-being Prosperity Opportunity Accountability

Racial Equity Impact

Veterans Services serves a diverse group of veterans as Ramsey County is the most racially and ethnically diverse county in the state. When compared to Minnesota's veteran population, the county

serves a higher proportion of Asian, Black, and Latino clients and a lower proportion of American Indian and White clients. When compared to the general county population, Veterans Services serves a higher proportion of Black and White clients, and a lower proportion of Asian, American Indian, and Latino clients. The department is actively seeking out ways to capture data provided by the veteran data system to better inform how to serve clients and help internal departments and community partners.

Community Participation Level and Impact

Veterans Service has not previously included community input regarding the use of these funds. With the addition of a Race and Health Equity Liaison, the department is expanding their scope of outreach to improve how community input is included in future decision making.

Inform Consult Involve Collaborate Empower

Fiscal Impact

The funding from this annual grant is included in the Veterans Services proposed 2022-2023 budget.

County Manager Comments

No additional comments.

Last Previous Action

None.

Attachments

1. Grant Agreement
2. Grant Agreement Processing Instructions



STATE OF MINNESOTA
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS
COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM
GRANT AGREEMENT

This grant agreement is between the State of Minnesota, acting through its Commissioner of the **MINNESOTA DEPARTMENT OF VETERANS AFFAIRS** ("State" or "MDVA") and «County», «Address», «City», «State» «ZIP_Postal_Code», ("Grantee").

Recitals

1. Under Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2, the State is empowered to enter into this grant.
2. The State is in need of enhancing the operation of the County Veterans Service Offices (CVSO). This grant must be used to enhance the operations of the Grantee's CVSO under Minnesota Statutes §197.608, Subdivision 4(a), and should not be used to supplant or replace other funding.
3. The Minnesota Legislature has funded grants to the counties through MDVA for many years. The established practice has been to provide advanced payments of the full grant amount to the Grantee. This has been done to ensure that the counties have sufficient funds available to conduct programming and complete the tasks required by the grant. The counties often have limited cash reserves and do not have the financial capabilities to make grant expenditures first and wait for reimbursements from the State. Therefore, based on their past performance, MDVA is confident that the Grantee will be able to account for the grant funds and abide by the terms of the grant agreement.
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. Term of Grant Agreement

- 1.1 **Effective date: July 1, 2021**, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.
- 1.2 **Expiration date: June 30, 2022**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms:** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Comply with required grants management policies and procedures set forth through Minn. Stat. §16B.97, Subd. 4 (a) (1).

- 2.2 Conduct this grant only as authorized under Minnesota Statute 197.608, Subd.4. This grant must not be used to supplant any existing funding, or to duplicate any programs or services available to Veterans from other agencies or organizations.
- 2.3 Conduct the CVSO Operational Enhancement Grant Program (“Program”) by purchasing one, or more, of the allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, which is attached and incorporated into this grant agreement. If the Grantee wishes to purchase a good or service not listed on the approved items list of the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, they must submit an email request to the State Authorized Representative listing the item, the estimated cost, and how the item will benefit county veterans. The item may only be purchased with grant funds upon receipt of written approval from State Authorized Representative.
- 2.4 Comply with the requirements as specified in the MDVA Grants Manual (Rev. 7), Attachment B, which is incorporated into this grant agreement by reference and available on the MDVA Website – Grants Page: <http://mn.gov/mdva/resources/federalresources/grants/>. In the event that any provision of the MDVA Grants Manual (Rev. 7), Attachment B, is not consistent with any language of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.5 Upon executing the grant agreement, the Grantee must submit to the State for approval:
 - 2.5.1 A proposed budget for approved expenditures listed in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A, using the Work Plan and Budget Expenditure Report, Attachment E, in excel format, a sample of which is attached and incorporated into this grant agreement.
 - 2.5.2 A Conflict of Interest Disclosure Form (page 1 only) for Grantee staff members with fiscal and/or programmatic responsibilities for administering the grant as required in the MDVA Grants Manual (Rev. 7), Attachment B;
 - 2.5.3 The current annual County Budget for the CVSO Program, a sample of which is attached and incorporated into this grant agreement as Attachment C; and
 - 2.5.4 A County Board Resolution, a sample of which is attached and incorporated into this grant agreement as Attachment D. Grantee may request to use an alternative form to Attachment D if approved in writing by the State Authorized Representative.
- 2.6 If at any time during administering the grant, a personal or professional conflict of interest situation becomes apparent, the Grantee shall disclose that conflict immediately to the State Authorized Representative in writing as provided for in the MDVA Grants Manual (Rev. 7), Attachment B, to determine if corrective action is necessary.
- 2.7 Upon the conclusion of this Project, the Grantee must close out the grant as specified in the MDVA Grants Manual (Rev. 7), Attachment B to the satisfaction of the State, in order to account for all grant funds expended. Grantees must document expenditures using the Final Report and Budget Expenditure Spreadsheet, Attachment F, in Excel format, a sample of which is attached and incorporated into this grant agreement. Grant expense supporting documentation (e.g. invoices and receipts) must be retained on-file and must be made available to the State Authorized Representative upon request.
- 2.8 In the event that any provision of the Grantee’s charter or mission, incorporated into this grant agreement by reference, is not consistent with any portion of the grant agreement, then the terms of this grant agreement supersede the inconsistent provision.
- 2.9 Allow the State, at any time, to conduct periodic site visits and inspections to ensure work progress as specified in the MDVA Grant Manual (Rev. 7), Attachment B, including a final inspection upon grant completion.

3. Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4. Consideration and Payment

4.1 **Consideration.** Consideration for all services performed by Grantee pursuant to this grant agreement shall be paid by the State as follows:

- 4.1.1 **Compensation.** The Grantee will be paid an Advanced Payment lump sum of **\$«Dollars»** and must utilize funds for allowable goods and services as specified in the CVSO Operational Enhancement Grant Items Approved/Disapproved, Attachment A.
- 4.1.2 **Travel Expenses.** Travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant agreement is an allowable expense. The total travel budget may comprise all or a portion of the Total Obligation. The Grantee will report all travel-related expense on the Travel Log (as provided in the MDVA Grant Manual (Rev. 7), Attachment B) in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). Travel and subsistence expenses incurred outside Minnesota is allowed, when necessary for the accomplishment of routine tasks (e.g. transporting Veterans to medical appointments, attending conferences etc.) related to the CVSO work.
- 4.1.3 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed **\$«Dollars», («Column1».)**

4.2 Payment

- 4.2.1 **Invoices.** The State will promptly pay the Grantee an Advance Payment lump sum payment upon execution of this grant agreement.
- 4.2.2 **Eligible Costs.** In order to be eligible for grant funds, costs must be reasonable, necessary, and allocated to the grant, permitted by appropriate State cost principles, approved by the State and determined to be eligible pursuant Minnesota Statutes §197.608, as amended by Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2 and this grant agreement.
- 4.2.3 **Unexpended Funds.** If the work specified in the Grantee's Duties is not completed, or is completed without expending the budgeted total of MDVA grant funds, the Grantee shall apply MDVA grant funds towards the total cost properly expended on the Tasks specified in the Grantee's duties, and shall promptly return to the MDVA any funds greater than \$25.00 not so expended. All advance payments on the grant must be reconciled within 12 months of issuance or within 20 business days of the end of the grant period, whichever comes first.

5. Contracting and Bidding Requirements

5.1 Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

- 5.1.1 For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

5.1.2 The grantee must not contract with vendors who are suspended or debarred in MN:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5.2 The Grantee is not required to record contract and bidding quotes within this Agreement and the referenced Contract and Bidding Log Sheet.

6. Conditions of Payment

All services provided by the Grantee under this grant agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment, or will return payment already received, for work found by the State to be **unsatisfactory** or performed in violation of federal, state, or local law. The Grantee will be bound by the MDVA Grant Manual, (Rev. 7), Attachment B, as provided by the State.

7. Authorized Representative

The State's Authorized Representative is **Liz Kelly**, Grants Specialist, Minnesota Department of Veterans Affairs, Veterans Service Building, 20 West 12th Street, St. Paul, Minnesota 55155, 651-201-8225, liz.kelly@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement.

The Grantee's Authorized Representative is «**First_Name**» «**Last_Name**», CVSO, «**County**», «**Address**», «**City**», «**State**» «**ZIP_Postal_Code**», «**Business_Phone**», «**Email_Address**», or his/her successor. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

8. Assignment, Amendments, Waiver, and Grant Agreement Complete

8.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State and a fully executed assignment agreement executed by the same parties who executed and approved this grant agreement, or their successors in office.

8.1 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.

8.1 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.

8.1 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

9. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

10. State Audits

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

11. Government Data Practices and Intellectual Property

11.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minn. Stat. §13.08 apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11.2 Intellectual Property Rights

11.2.1 Intellectual Property Rights. The State owns all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents *created and paid for under this grant agreement*. The Grantee assigns all right, title, and interest it may have in the works and the documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the works and documents.

11.2.2 Obligations

11.2.2.1 Notification. Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee will immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the State's Authorized Representative with complete information and/or disclosure thereon.

11.2.2.2 Representation. The Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The Grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property rights of other persons or entities.

11.2.2.3 Indemnification. Notwithstanding Clause 8, the Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands,

obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

11.2.2.4 Works” includes documents. The “documents” are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement.

12. Copyright.

The Grantee shall save and hold harmless the State of Minnesota, its officers, agents, servants and employees, from liability of any kind or nature, arising from the use of any copyrighted or noncopyrighted compositions, secret process, patented or nonpatented invention, article or appliance furnished or used in the performance of the Grant Agreement.

13. Workers' Compensation

The Grantee certifies that it is in compliance with Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

14. Publicity and Endorsement

14.1 Publicity. Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the Minnesota Department of Veterans Affairs, and list MDVA as a Sponsor on the Grantee's website when practicable.

14.1 Endorsement. The Grantee must not claim that the State endorses its products or services.

15. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. Termination

- 16.1 **Termination by the State.** The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee may be required to return to the MDVA any funds provided to Grantee in advance, determined on a pro rata basis from the date of termination.
- 16.1 **Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this grant agreement, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If the Grantee does not commence the grant project within six (6) months of the effective date of this grant agreement, as evidenced by the incurrance of documented expenses for eligible grant costs, then this grant agreement shall be reviewed by MDVA, and may be terminated and the funds returned to MDVA to be reallocated.
- 16.1 **Termination for Insufficient Funding.** The State may immediately terminate this grant agreement if:
- 16.5.1 It does not obtain funding from the Minnesota Legislature;
 - 16.5.2 Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

17. Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

APPROVED:

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. " 16A.15.

Signed: _____

Date: _____

SWIFT Contract/PO No(s). _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE - «County»

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Attachment A

CVSO Grant – Items Approved/Disapproved – FY2022

ATTACHMENT A CVSO Grant - Items Approved/Disapproved – FY2022

Minnesota Statute § 197.608, as amended, provides that this grant may be utilized for the following general purposes.

- To provide outreach to the county's veterans.
- To assist in the reintegration of combat veterans into society.
- To collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.
- To reduce homelessness among veterans.
- To enhance the operations of the county veterans service office.

Only the items approved on this form are authorized for purchase using grant funds. The MDVA will seek recovery from your county for any items not on this list that have been purchased with grant funds.

<i>Expenses must be incurred (e.g. invoice date/service period) <u>before</u> the end of the grant period (June 30, 2021)</i>	
EQUIPMENT & SUPPLIES	
Monitors	Teleconferencing equipment
Laptops/Tablet PC's/I-Pad (including accessories)	Paper shredders or shredding contracts
Personal computers - Desktop	TV /DVD combinations
Printers/Scanners	Mobile broadband data access device/Hotspot
Phone & Internet Service/Cellular Phones/ Smart Phones/Headsets – (extended year calling plans or maintenance not allowed)	Fax machines and installation of initial phone line
Photo copiers (or 12 month lease) (including user maintenance agreements.)	Cell Phone Repeater (and installation)
Digital Video Recorders, Cameras , Projectors – LCD/DLP	Office Supplies related to administering the CVSO grant (e.g. copy paper, toner cartridges, ink cartridges, label printers and supplies etc.).
<p>Office Furniture that <i>is necessary</i> and is directly related to computerization and organization efforts (required furniture for newly purchased equipment such as computer desk, printer stand, scanner table, etc. or other items to increase organization like filing cabinets, etc.).</p> <p>Office Furniture that <i>is necessary</i> and is directly related to providing office furniture for new CVSO Office staff (desk, chair, cubicles, etc.). Does <i>not</i> apply to replacing staff who have retired, quit etc.</p> <p>Note: Locking filing cabinets, sit/stand desk accessories and new furniture to accommodate Veterans' visits in VSO office OK anytime.</p>	
COMPUTER SOFTWARE, TRAINING & REFERENCE MATERIALS	
Extended Warranties/extended maintenance contracts – on equipment and related software purchased during current grant cycle only. (1 year max)	Veterans Information/Case Management Systems and Software (including user maintenance agreements.)
	Reference Materials (Medical dictionaries, VA rules and regulations manuals, etc.).
CVSO Trainings/Webinars	
<ul style="list-style-type: none"> • * NACVSO Accreditation/CEU/CVA Training (Transportation, Lodging and Registration only) • Training at local colleges – Includes all staff in CVSO Office and must relate to the position of CVSO/ACVSO. (Must be pre-approved) • Admin Staff Training MACVSO Assistant and Secretaries Conference 	
* Allowed for CVSOs and ACVSOs who are qualified under MS 197.601 .	

FY2022 CVSO Grant Agreement - Attachment A

July 1, 2021

MARKETING



LinkVet Logo is required for all marketing and promo items. The smaller, modified logo may only be used for small promo items (e.g. pen). Radio ads must include the phone number.

mmbstatveten.org | 1-888-LinkVet (546-5838)

Marketing Expenses Display Boards, Radio Airtime, TV Airtime, Newspaper Ads, Billboards, CVSO Staff & Volunteer Clothing (e.g. Drivers shirts & jackets).
Note: Sponsorships (e.g. golf tournaments) max \$500 per year.

Publicity Items (*Magnets, Brochures, holiday cards, Challenge Coins* – must include reference to LinkVet) up to a maximum of **15% of the annual CVSO grant amount.** (e.g. Total Grant Amount \$7,500 = \$1,125 publicity items.)

MISCELLANEOUS

Salary Expenses for new, increased CVSO staff (e.g. County adds an ACVSO position) that provide direct services to Veterans.
Note - Salaries for new, increased staff may also be applied to CVSO grant in subsequent years. Also allowed is the first month salary of a new CVSO when it overlaps with a departing CVSO to facilitate new CVSO training.

VETERANS SERVICES

Payments made to a third party on behalf of a Veteran, their survivors or their dependents, such as mortgage, rent, auto loans, insurance, credit cards, etc. with prior State approval only.

Veteran Homelessness

- Expenses related to the goal of reducing Veteran homelessness (*Must be MDVA pre-approved and must be logged on the "Direct Veteran Assistance/Gift Certificate" Log Sheet.*)
- Supplies for Homeless Vets (e.g. backpacks)

Transportation expenses related to the transport of Veterans needing to access their benefits (including van/vehicle purchases/lease for this primary purpose, maintenance, fuel, etc.)

Medical Expenses

- To pay for 2nd opinions on previously denied VA disability claims. Must report as "2nd opinion" on the Budget Expenditure Spreadsheet at grant close out.
- Assisted listening devices

"Outreach" Expenses such as benefits fairs, town halls and seminars are allowed for events when CVSO staff are physically present to handout Veteran information and answer Veteran's questions.
(Refreshments & food over \$500.00 must be pre-approved)

Returning Service Member Reintegration

- Including travel expenses to official reintegration events
- Veteran Trainings/Webinars

Veteran Medallions

- Veteran Medallion Samples (VA Marker)** (three sizes) to display in the office
- Veteran Cemetery Markers/Flag Holders** (Replacement of damaged/stolen MDVA supplied)
- Veteran Cemetery Markers/Flag Holders** (New for Veterans not eligible for MDVA supplied)

Gift Cards (gas, food, bus, hotel etc.) All Gift Cards purchases applied to a grant in a given year must be logged on the "Direct Veteran Assistance/Gift Certificate Log Sheet" and be distributed to Veterans within the same grant period.

CVSO Staff Meals related to official CVSO travel is allowable as specified in Chapter 15 – Expense Reimbursement per the State' "Commissioner's Plan" located at MMB Website.
<https://mn.gov/mmb-stat/000/az/labor-relations/commissioners-plan/contract/commissioners-plan-accessible.pdf>

Expenses related to the collaboration with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans.

***NOTE:** The maximum purchase price for certain items does NOT include tax or shipping charges.

Items Not Approved:

FY2022 CVSO Grant Agreement - Attachment A

July 1, 2021

Attachment B

MDVA Grant Manual Rev. 7 (available on the MDVA Website - Grants Page:
<https://mn.gov/mdva/resources/federresources/grants/>)

Attachment C

County Budget EXAMPLE - County Veteran Service Office Program

12/13/18 10:27AM

COUNTY



Page 2

01 FUND GENERAL REVENUE FUND

USER-SELECTED BUDGET REPORT

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	2019 <u>BUDGET</u>	Spent Year <u>To Date</u> <u>Mo. 01 - 12</u>
121 DEPT Veterans Service Officer			
01-121-000-0000-6103	Salaries- Full Time	68,126	0
01-121-000-0000-6150	Life Insurance	48	0
01-121-000-0000-6153	Health Insurance	10,200	0
01-121-000-0000-6163	Pera - Employer	5,100	0
01-121-000-0000-6175	Fica- Employer	5,100	0
01-121-000-0000-6201	Telephone	800	0
01-121-000-0000-6202	Postage	318	0
01-121-000-0000-6225	Veterans Rkles	22,500	0
01-121-000-0000-6240	Advertising/Notices/Subscriptions	1,250	0
01-121-000-0000-6241	Conf.Exp/Regs/Trng/Dues	665	0
01-121-000-0000-6262	Data Proc. Serv. & Support	1,000	0
01-121-000-0000-6330	Travel Expenses - Mileage	2,355	0
01-121-000-0000-6331	Lodging & Parking	1,500	0
01-121-000-0000-6335	Meals - Taxable	200	0
01-121-000-0000-6340	Rentals & Service Agreements	52	0
01-121-000-0000-6401	Office Supplies	250	0
01-121-558-0000-5302	OUTREACH & OPERATIONS GRANT	7,500 -	0
01-121-558-0000-6240	Advert/Legal Notices/Subsc.	3,000	0
01-121-558-0000-6260	Prof.&Tech.Services	4,500	0
DEPT 121 Veterans Service Officer	Revenue	7,500 -	0
	Expend.	126,964	0
	Net	119,464	0
FUND 01 GENERAL REVENUE FUND	Revenue	7,500 -	0
	Expend.	126,964	0
	Net	119,464	0
Final Totals	Revenue	7,500 -	0
	Expend.	126,964	0
	Net	119,464	0

Copyright 2010- 2017 Integrated Financial Systems

Attachment D

County Board Resolution EXAMPLE

RESOLUTION OF ABC County

BE IT RESOLVED by ABC County that the County enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the county's Veterans; to assist in the reintegration of combat Veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county Veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by the ABC County that John Smith the County Veteran Service Officer be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a monthly meeting of the County Board Chair this second day of August, 2021.

Board Chair Signature

Authorized Signature and Title

August 2, 2021

Date

STATE OF MINNESOTA

ABC County

I, Clerk Name, do hereby certify that I am the custodian of the minutes of all proceedings had and held by the County Board of said ABC County, that I have compared the above resolution with the original passed and adopted by the County Board of said ABC County at a monthly meeting thereof held on the first Thursday of August, 2021 at 7:30 pm that the above constitutes a true and correct copy thereof, that the same has not been amended or rescinded and is in full force and effect.

IN WITNESS WHEREOF, I have hereunto placed my hand and signature this first Thursday of August, 2021, and have hereunto affixed the seal of the County.

Clerk Signature Authorized Signature and Title

Attachment E

Work Plan & Budget Expenditure Report

A	B	C	D
CVSO Workplan & <i>proposed</i> Budget Expenditures Report			
1	County Name: _____		
2	CVSO Authorized Representative Name: _____		
3			
4	Project Name:	County Veterans Service Office Operational Enhancement Grant Program	
5	Legal Citation:	Minnesota Laws 2021, Chapter __, Article __, Section __, Subdivision __	
6	Period Covered by Request:	FY2022 (July 1, 2021 - June 30, 2022)	
7	SECTION ONE - Workplan		
8	In the space provided below, please write a brief, narrative description providing context and background for your budget as specified in the FY2021 CVSO Grant Agreement (Section 2 - Grantee Duties.) Do not relist the budget items.		
9	<i>The FY2022 CVSO grant will be used primarily for advertising county-wide. In the past 3 years, the number of Veteran inquiries has increased by 50%. In my estimation, this is primarily due to my dedication of CVSO funds towards advertising. Additionally...</i>		
10	SECTION TWO - <i>proposed</i> Budget Expenditures Report		
11	Table I - Budget		
12	<i>The proposed Budget Expenditure Spreadsheet is pre-programmed to calculate totals.</i>		
13	BUDGET CLASS	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Dollar Amount (estimated)
14			FY2022 (Subtotal by Budget Category)
15	ADMINISTRATION	VetraSpec	\$ 750.00
16			\$ 750.00
17	OPERATIONS	Advertising	\$ 5,000.00
18		Equipment/Software etc.	\$ 1,250.00
19		Travel (Ref. Travel Log)	\$ 2,000.00
20			
21	SUPPORT SERVICES	Volunteer Driver Per Diem	\$ 1,000.00
22			\$ 1,000.00
23			
24	Budget Total		\$ 10,000.00
			\$ 10,000.00

Attachment F – Section Three Example Final Report & Budget Expenditure Spreadsheet

	A	B	C	D	E	F	G	H	I
1	Budget Expenditure Spreadsheet (Section III Example)								
2	Date grant was executed (last signature on Grant Agreement) on:						9/17/2021		
3	Date grant was "live" (60-day rule - Legislative Grants Only) on:						7/20/2021		
<i>I certify that all invoice(s) dates/service & payroll period(s) are ON or AFTER the grant "live" date.</i>									
4	Yes ___ No ___ (If questions, contact Grant Administrator)								
5	<i>Enter each individual invoice/receipt expenditure separately. Add rows as needed and adjust the Excel formulas.</i>							Total Expenditures (e.g. Receipts)	TOTAL EXPENDITURES by Budget Category (to Date)
6	BUDGET CLASS	Budget Category (e.g. Publicity, Travel, Equipment etc.)	Budget Item (e.g. newspaper ad, Apple iPhone, Printer)	Vendor/ Business Name (e.g. Star Tribune, Apple Store, Office Max.)	Invoice / Service Dates (must show date range for advertising and contracts (e.g. Star Tribune 12-1-2021 to 6-30-2022))	Was LinkVet printed/referenced?	Invoice Number (if applicable)		
7									
8	ADMINISTRATION	Office	Information Management	Vetra Spec (pro-rated)	7/19/2020 - 6/30/2021		# 6588231	\$ 620.19	\$ 620.19
9									
10	OPERATIONS	Advertising	Newspaper Advertising	Star Tribune	12/1/21 - 6/30/22	Y	# 3405	\$ 4,050.00	\$ 9,702.89
11		Advertising	Newspaper Advertising	Pioneer Press	11/17/2021 (1-day ad)	Y	# 41994	\$ 1,080.00	
12		Equipment	Apple iPhone and MacBook	Office Max	3/22/2022		# 7723489	\$ 1,294.00	
13		Travel	(See Travel Log for individual expenditures)					\$ 2,578.90	
14		Office Furniture (New employee)	Desk & chair	Best Buy	9/4/2021		# 21336008	\$ 699.99	
15	SUPPORT SERVICES	Veteran Services & Events	Veteran Transportation to Medical Appointment	Rainbow Rider, Inc	7/20/21 - 6/30/22 (invoice pro-rated)		# 402	\$ 897.21	\$ 1,486.21
16			Homeless Veteran Lodging (2 nights)	Super 8 Hotel	12/1 - 12/2/2021		# 76990	\$ 386.68	
17			Veteran Booth	_____ County Fair	3/15 - 3/30/2022		# 25	\$ 202.32	
18	SUB-TOTAL							\$ 11,809.29	\$ 11,809.29
19	If Invoices total exceed grant amount... deduct difference paid by the county							\$ (1,809.29)	\$ (1,809.29)
20	Column Total		Column Total					\$ 10,000.00	\$ 10,000.00



CVSO OPERATIONAL ENHANCEMENT GRANT PROGRAM

FY2022 CVSO GRANT AGREEMENT PROCESSING INSTRUCTIONS

Before the FY2022 Grant Agreement may be executed, please send (electronically) each of the following documents in one email to: Liz Kelly – MDVA Grants Specialist at: liz.kelly@state.mn.us

County Board Resolution - Adopt a Resolution by the governing County Board (e.g. County Board of Commissioners) which accomplishes the following:

- Must reference the correct FY2021 MN Statute.
- Resolves that the Governing Board entered into this specific Grant Agreement for the specific project.
- Authorizes by NAME and TITLE that INDIVIDUAL (e.g. Chairperson, CVSO) is authorized to sign the Grant Agreement on behalf of the Governing Board.
- Indicates the TYPE OF MEETING (e.g. Regular Meeting, Special Meeting) and DATE of such action by the Governing Board.

The Certification of the Resolution should indicate that the person signing the certification is the custodian of Governing Board Proceedings, and certify to the meeting, date, and time at which the Resolution was adopted by the Governing Board.

Note: Examples of County Board Resolution and FY2022 CVSO Grant Agreement TEMPLATE are available on the MDVA SharePoint site or Website – Grant Page

County Budget for CVSO Program

Work Plan & Budget Expenditure Report

Download Budget Expenditure Report (excel) from MDVA SharePoint site or MDVA Website – Grant Page.

Note: The Work Plan/Summary Statement is completed in Section Two of the spreadsheet.

Conflict of Interest Disclosure Form – Report (Download from MDVA SharePoint site or MDVA Website – Grant Page)
CVSO signs & submits 1st page only of the Conflict of Interest Form

Include in the email a list of CVSO Grant Agreement County Cosigners - 2 max (e.g. CVSO & County Board of Director’s Chairperson). One additional person may be added to receive a copy of the executed Grant Agreement only. Must Include: Full Name, Title, email address (indicate those who must sign vs. only receive a copy)

Grant Agreement e-Signature Process

Once the above required documents have been submitted and approved by the MDVA Grants Unit, the FY2022 CVSO County Grant Agreement will be initiated electronically (no paper copies) using DocuSign. CVSO Cosigners will receive an email which will contain the County’s Grant Agreement and instructions for electronic signature.

After the Grant Agreement is signed by the CVSO Cosigners, the Grant Agreement will automatically be forwarded by DocuSign to the MDVA Commissioner for final electronic signature.

After the Grant Agreement is electronically signed by all parties, the CVSO Cosigners (& CVSO if not among the Cosigners) will receive a final email containing the executed original. DOWNLOAD & PRINT THIS COPY FOR YOUR RECORDS!

The Grant Agreement is “live” (i.e. grant expenditures may be incurred) 60-days prior to the last signature on the Grant Agreement signature page up until 7/1/2021.

Board of Commissioners

Request for Board Action

Item Number: 2021-511

Meeting Date: 9/28/2021

Sponsor: Emergency Communications

Title

Heating, Ventilation and Air Conditioning Systems Replacement for Ramsey County 800 MHz Radio Towers and Primary and Secondary Emergency Communications Data Centers

Recommendation

1. Approve the use of the 800 MHz Radio Fund Balance to replace the heating, ventilation and air conditioning (HVAC) systems at three radio tower sites at the cost of \$120,000.
2. Authorize the County Manager to establish a Radio Tower HVAC Replacement Project account and transfer \$120,000 from the 800 MHz Radio Fund Balance to this project.
3. Approve the use of the Emergency Communications Center Equipment Fund Balance to replace the HVAC systems at the primary and secondary Emergency Communications Data Centers at the cost of \$206,000.
4. Authorize the County Manager to establish an Emergency Communications Data Center HVAC Replacement Project account and transfer \$206,000 from the Emergency Communications Center Equipment Fund Balance to this project.

Background

Ramsey County Emergency Communications department needs to replace the heating, ventilation and air conditioning (HVAC) systems at the primary and secondary data centers, as well as at three radio tower sites. The HVAC systems are a critical part of Ramsey County’s emergency communications system and network. Each system consists of two redundant HVAC units which need constant maintenance in order to maintain their effectiveness. The HVAC units at these locations were installed in 2005 and have exceeded their life expectancy of 12 to 15 years.

Due to the high cost of maintaining older HVAC systems and the need for greater reliability, Emergency Communications recommends these systems be replaced by using the 800 MHz Radio Fund Balance and the Emergency Communications Center Equipment Fund Balance to support both projects. Several of the systems units were installed on top of buildings and inside a water tower which increased the cost for those sites. Installation costs have been factored into replacing each HVAC system. Emergency Communications anticipates the installation of each new system will be completed by the end of December 2021.

The cost of HVAC units and installation services for three radio tower sites are:

Site	Cost
U of M Building	\$49,000
Courthouse	\$40,000
White Bear Lake	<u>\$31,000</u>
	\$120,000

The cost of HVAC units and installation services for the data centers are:

Site	Cost
Primary Data Center	\$147,000
Secondary Data Center	\$59,000
	\$206,000

Authorization is required from the Ramsey County Board to use the 800 MHz Radio Fund Balance and Emergency Communications Center Equipment Fund Balance. The usage of these funds supports the county’s effort to use strategic investments to enhance the county’s communication capabilities while maintaining transparency. The Dispatch Policy Committee has endorsed the usage of these funds to support both projects.

County Goals (Check those advanced by Action)

- Well-being Prosperity Opportunity Accountability

Racial Equity Impact

There is no direct racial equity impact linked with this project. The 800 MHz radio towers and primary and back-up data centers HVAC replacement project will protect and enhance the county’s capabilities to respond and support the entire county.

Community Participation Level and Impact

This action is to inform the community of an update to the emergency communications system.

- Inform Consult Involve Collaborate Empower

Fiscal Impact

The 800 MHz Radio Fund Balance was established to cover the cost of future replacement and upgrades to the 800 MHz radio system that supports Emergency Communications and all agencies within Ramsey County. The current fund balance as of September 1, 2021 is \$1,004,163 which is sufficient and will fully cover the cost of \$120,000 for this project.

The Emergency Communications Center Equipment Fund Balance was established to cover the cost of future replacement and upgrades to technology systems that support Emergency Communications. The current fund balance as of September 1, 2021 is \$4,937,522 which is sufficient and will fully cover the cost of \$206,000 for this project.

County Manager Comments

No additional comments.

Last Previous Action

None.

Attachments

None.

Board of Commissioners

Request for Board Action

Item Number: 2021-416

Meeting Date: 9/28/2021

Sponsor: Information and Public Records

Title

Proposed Enterprise and Administrative Services Department Ordinance - Waive the First Reading

Recommendation

Waive the First Reading of the proposed Enterprise and Administrative Services Department Ordinance.

Background and Rationale

The current Information and Public Records (“IPR”) Administration division includes administrative, contract, enterprise services and the Enterprise Project Management Office (“EPMO”).

- Administrative Services responsibilities include hiring and onboarding, payroll processing, human resources/benefits administration, planning, office space/facilities coordination and administration of various service team and cross-county initiatives.
- Contract Services supports departments within across the Service Team in acquiring goods and services in compliance with laws and county policies and, via membership on the Contracting and Procurement Center of Excellence (COE), provides oversight on all technology-related and high-risk contracts across the county.
- Enterprise Services was initially formed in 2020 by the Incident Management Team (“IMT”) to support residents during the pandemic, has grown and will continue to grow in pursuit of its objective to dramatically transform how the county delivers services by engaging residents and employees to provide the best possible resident experiences.
- EPMO became part of the IPR Administration division in July 2021, to align with the transition of the EPMO from a project management office primarily supporting technology projects to encompass management and consultation on projects and strategic priorities throughout the county.

The establishment of the Enterprise and Administrative Services Department, to include all functions listed above, will align service team and countywide functions that support the county’s goals and strategic priorities including to provide effective and efficient operations; strong Residents First service models; and transparency and accountability in all business operations and practices.

Development and evolution of the IPR Administration division, in particular over the past two years and including the addition of department-level duties such as resident-facing and enterprise-level support services, support the establishment of the Enterprise and Administrative Services Department.

The Enterprise and Administrative Services Department will have its own budget authority and will not be a division of another department.

Existing budgets and Full Time Equivalents (FTE) for the IPR Administration division and Enterprise Services

as well as the EPMO portion of the Information Services budget will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget.

The Ramsey County Home Rule Charter section 5.01A.1 states that acts of the county board which shall be by ordinance include the following: Establish, structure, merge, or abolish any county department, office, agency, board or commission, except as provided for in this charter.

The Ramsey County Home Rule Charter section 5.02 states each proposed ordinance shall receive two readings: first, at the time it is presented, and second, at the time of the public hearing as required by law. Both readings may be waived if a copy of the ordinance is supplied to each member of the county board prior to its introduction.

In accordance with these requirements, the proposed Enterprise and Administrative Services Department Ordinance was provided to each commissioner prior to its introduction on August 24, 2021. Therefore, the first reading may be waived by duly made motion and majority vote.

County Goals (Check those advanced by Action)

- Well-being
- Prosperity
- Opportunity
- Accountability

Racial Equity Impact

The work of the Enterprise and Administrative Service Department is centered on residents and transforming services, processes, and outcomes to advance racial and health equity, including addressing historical and long-standing race-based disproportional outcomes. This includes Enterprise Services connecting residents with services, the EPMO transforming and improving the way the county works, hiring teams that reflect the diversity of the community and the residents we serve, and partnering with vendors who reflect our community.

Community Participation Level and Impact

There was no community participation for this item.

- Inform
- Consult
- Involve
- Collaborate
- Empower

Fiscal Impact

Established budgets and FTEs from the existing IPR Administration division, Enterprise Services and the EPMO portion of the Information Services will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget.

County Manager Comments

The creation of Enterprise Administrative Service is part of a larger effort to establish more consistent formal criteria for the creation of new departments. The Ramsey County Board will hear more about this effort in the coming weeks.

Last Previous Action

None

Attachments

1. Proposed Enterprise and Administrative Services Department Ordinance
2. Proposed Schedule of Events
3. Enterprise and Administrative Services Org Chart

PROPOSED ORDINANCE

3
4
5 An ordinance requiring the establishment of the Enterprise and Administrative Services
6 Department

7
8 WHEREAS, The current Information and Public Records (“IPR”) Administration
9 division includes administrative, contract, enterprise services and the Enterprise Project
10 Management Office (“EPMO”); and

11
12 WHEREAS, Administrative Services responsibilities include hiring and onboarding,
13 payroll processing, human resources/benefits administration, planning, office space/facilities
14 coordination and administration of various Service Team and cross-County initiatives; and

15
16 WHEREAS, Contract Services supports departments within the Service Team in
17 acquiring goods and services in compliance with laws and county policies and, via membership
18 on the Contracting and Procurement Center of Excellence (COE), provides oversight on all
19 technology-related and high-risk contracts across the County; and

20
21 WHEREAS, Enterprise Services was initially formed in 2020 by the Incident
22 Management Team (“IMT”) to support residents during the pandemic, has grown and will
23 continue to grow in pursuit of its objective to dramatically transform how the County delivers
24 services by engaging residents and employees to provide the best possible resident experiences;
25 and

26
27 WHEREAS, EPMO became part of the IPR Administrative division in July 2021, to
28 align with the transition of the EPMO from a project management office primarily supporting
29 technology projects to encompass management and consultation on projects and strategic
30 priorities throughout the county; and

31
32 WHEREAS, The establishment of the Enterprise and Administrative Services
33 Department, to include all functions listed above, will align service team and countywide
34 functions that support the county’s goals and strategic priorities including to provide effective
35 and efficient operations; strong Residents First service models; and transparency and
36 accountability in all business operations and practices; and

37
38 WHEREAS, Development and evolution of the IPR Administration division, in particular
39 over the past two years and including the addition of department-level duties such as resident-
40 facing and enterprise-level support services, support the establishment of the Enterprise and
41 Administrative Services Department; and

42
43 WHEREAS, The Enterprise and Administrative Services Department will have its own
44 budget authority and will not be a division of another department; and
45

46 WHEREAS, Existing budgets and Full Time Equivalents (FTE) for the IPR
47 Administration division and Enterprise Services as well as the EPMO portion of the Information
48 Services budget will support the Enterprise and Administrative Services Department through
49 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget;
50 and

51
52 WHEREAS, The Ramsey County Home Rule Charter section 5.01A.1 states that acts of
53 the County Board which shall be by ordinance include the following: Establish, structure, merge,
54 or abolish any county department, office, agency, board or commission, except as provided for in
55 this charter; Now, Therefore, Be It

56
57 ORDAINED, The Ramsey County Board of Commissioners approves the establishment
58 of the Enterprise and Administrative Services Department.

PROPOSED SCHEDULE OF EVENTS
Establish Enterprise and Administrative Services Department

September 28, 2021	First Reading of Ordinance Set Date for Public Hearing
October 6, 2021	Publication of Ordinance
October 19, 2021	Second Reading of Ordinance Hold Public Hearing
October 26, 2021	Action on Adoption of Ordinance
December 9, 2021	Effective date of Ordinance (45-day referendum periods ends)

Enterprise and Administrative Services

Information and Public Records

Director
Katrina Mosser

Administrative Services

Karen Shea, Manager
Daryl Dean
Kelly Loude
Lisa Thompson

Contract Services

Kelly Moch
Nicholas Fahey

Ophelia Herrera, Supervisor

Marcus Colvin
Jimmy Earley

Ellen Sheehy
Mai (Lor) Xiong
Liz Kroeger

Enterprise Services

Melinda Donaway, Manager

Heidi Smith, Supervisor
Bekele Adamu

Mao Her
Laura Syring
George Thawmoo
Pat Ruffini

Mao Vang, Supervisor

Brianna Daub
Kylie Halverson

Lisa Nelson
Dawood Sultani

Enterprise Project Management Office

Shawntan Howell, Manager
Kaosong Yang

Fiscal Services

Tracy West, Controller
Tom Oertel, Manager
Bao Xiong
Adyarus Oday
Sou Vang
Oscar Arzamendia

Board of Commissioners

Request for Board Action

Item Number: 2021-418

Meeting Date: 9/28/2021

Sponsor: Information and Public Records

Title

Proposed Enterprise and Administrative Services Department Ordinance - Set the Public Hearing Date

Recommendation

Set the date and time for the Public Hearing regarding the proposed Enterprise and Administrative Services Department Ordinance for October 19 at 9 a.m., or as soon as possible thereafter, in the Council Chambers of the Ramsey County Court House, for the purpose of taking public comments.

Background and Rationale

The current Information and Public Records (“IPR”) Administration division includes administrative, contract, enterprise services and the Enterprise Project Management Office (“EPMO”).

- Administrative Services responsibilities include hiring and onboarding, payroll processing, human resources/benefits administration, planning, office space/facilities coordination and administration of various service team and cross-county initiatives.
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- EPMO became part of the IPR Administration division in July 2021, to align with the transition of the EPMO from a project management office primarily supporting technology projects to encompass management and consultation on projects and strategic priorities throughout the county.

The establishment of the Enterprise and Administrative Services Department, to include all functions listed above, will align service team and countywide functions that support the county’s goals and strategic priorities including to provide effective and efficient operations; strong Residents First service models; and transparency and accountability in all business operations and practices.

Development and evolution of the IPR Administration division, in particular over the past two years and including the addition of department-level duties such as resident-facing and enterprise-level support services, support the establishment of the Enterprise and Administrative Services Department.

The Enterprise and Administrative Services Department will have its own budget authority and will not be a division of another department.

Existing budgets and (Full Time Equivalents FTE) for the IPR Administration division and Enterprise Services as well as the EPMO portion of the Information Services budget will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget.

The Ramsey County Home Rule Charter section 5.01A.1 states that acts of the County Board which shall be by ordinance include the following: Establish, structure, merge, or abolish any county department, office, agency, board or commission, except as provided for in this charter.

The Ramsey County Home Rule Charter section 5.02 states that every proposed ordinance shall hold a public hearing as required by law.

County Goals (Check those advanced by Action)

- Well-being
- Prosperity
- Opportunity
- Accountability

Racial Equity Impact

The work of the Enterprise and Administrative Service Department is centered on residents and transforming services, processes, and outcomes to advance racial and health equity, including addressing historical and long-standing race-based disproportional outcomes. This includes Enterprise Services connecting residents with services, the EPMO transforming and improving the way the county works, hiring teams that reflect the diversity of the community and the residents we serve, and partnering with vendors who reflect our community.

Community Participation Level and Impact

During the public hearing on October 19, the community will have the opportunity to provide comments on the proposed Enterprise and Administrative Services Department Ordinance.

- Inform
- Consult
- Involve
- Collaborate
- Empower

Fiscal Impact

Established budgets and FTEs from the existing IPR Administration division, Enterprise Services and the EPMO portion of the Information Services will support the Enterprise and Administrative Services Department through 2023; starting in 2024, budgets and FTEs will be combined into a single departmental budget.

County Manager Comments

The creation of Enterprise Administrative Services is part of a larger effort to establish more consistent formal criteria for the creation of new departments. The Ramsey County Board will hear more about this effort in the coming weeks.

Last Previous Action

None

Attachments

1. Proposed Enterprise and Administrative Services Department Ordinance
2. Public Hearing Notice
3. Proposed Schedule of Events
4. Enterprise and Administrative Services Org Chart

PROPOSED ORDINANCE

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58 of the Enterprise and Administrative Services Department.

PUBLIC HEARING NOTICE

NOTICE IS HEREBY GIVEN that the Ramsey County Board of Commissioners will hold a public hearing at 9:00 a.m., or as soon thereafter as possible, on October 19, 2021 in the Council Chambers, third floor of the Court House, 15 West Kellogg Boulevard, Saint Paul, MN 55102.

This public hearing will be conducted in order to afford the public an opportunity to comment on the proposed Ordinance to establish a Records Enterprise and Administrative Services Department.

The entire proposed Ordinance can be found at www.ramseycounty.us/publichearings or obtained by calling Mee Cheng, Chief Clerk – County Board (651) 266-8000 or chiefclerk@co.ramsey.mn.us

Persons who intend to testify are requested to contact the Chief Clerk – County Board prior to October 19, 2021.

PROPOSED SCHEDULE OF EVENTS
Establish Enterprise and Administrative Services Department

September 28, 2021	First Reading of Ordinance Set Date for Public Hearing
October 6, 2021	Publication of Ordinance
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IPR Administration

Information and Public Records

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Oscar Arzamendia