



# Board of Commissioners

## Minutes

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

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October 19, 2021 - 9 a.m.

Virtual meeting / Council Chambers - Courthouse  
Room 300

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

### ROLL CALL

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

### PLEDGE OF ALLEGIANCE

1. Agenda of October 19, 2021 is Presented for Approval. [2021-563](#)

Sponsors: County Manager's Office

Approve the agenda of October 19, 2021.

Motion by McDonough, seconded by Reinhardt. Motion passed.

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

2. Minutes from October 12, 2021 are Presented for Approval [2021-575](#)

Sponsors: County Manager's Office

Approve the October 12, 2021 Minutes.

Motion by MatasCastillo, seconded by Reinhardt. Motion passed.

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

### ORDINANCE PROCEDURES

3. Proposed Enterprise and Administrative Services Department Ordinance - Waive the Second Reading [2021-485](#)

Sponsors: Information and Public Records

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

Motion by McDonough, seconded by Reinhardt. Motion passed.

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

Resolution: B2021-222

4. Proposed Enterprise and Administrative Services Department Ordinance - Hold the Public Hearing [2021-486](#)

Sponsors: Information and Public Records

Hold a Public Hearing to afford the public an opportunity to comment on the proposed Enterprise and Administrative Services Department Ordinance.

Chair Carter opened the public hearing at 9:06 a.m. She called three times to see if there were any public speakers present who wanted to comment on the proposed ordinance. Hearing none, Chair Carter closed the public hearing at 9:08 a.m.

5. Amendments to the Ramsey County Administrative Ordinance- Waive the First Reading [2021-555](#)

Sponsors: Public Health

Waive the first reading of amendments to the Ramsey County Administrative Ordinance, that provides authority for departments to issue administrative citations.

Motion by McDonough, seconded by MatasCastillo. Motion passed.

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

Resolution: B2021-223

6. Amendments to the Ramsey County Administrative Ordinance - Set Public Hearing Date [2021-554](#)

Sponsors: Public Health

Set the date and time of November 9, 2021, at 9:00 a.m., or as soon thereafter as possible, in the Council Chambers of the Ramsey County Courthouse, for the Public Hearing on adopting amendments to the Ramsey County Administrative Ordinance (Ordinance No. 2009-362) to afford the public an opportunity to comment on the ordinance amendments.

Motion by McGuire, seconded by Ortega. Motion passed.

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

Resolution: B2021-224

## PROCLAMATION

7. Proclamation: Disability Employment Awareness Month [2021-587](#)

Sponsors: County Manager's Office

Presented by Commissioner McGuire. Those present to accept the proclamation were: Anne Barry - Social Services Director, Lynne Kincaid - Financial Assistance Services Financial Worker and volunteer guardian, Matt Nelson - Kaposia-Employment Consultant, and supported employees - Lorna White, Lee Gephardt, Trent Kekedakis, Kathy Arlington, Paul Fooshe, and Jill Schilling. Discussion can be found on archived video.

## COVID UPDATE

Presented by Acting County Manager Kathy Hedin, 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

8. Sole Source Agreement with Compulink Management Center, Inc. for Laserfiche Software Subscription [2021-458](#)

Sponsors: Information Services

1. Approve the Sole Source Agreement with Compulink Management Center, Inc., 2545 Long Beach Boulevard, Long Beach, CA 90807 for a Laserfiche Software subscription for the initial period of October 25, 2021 through October 24, 2023, in an amount of \$532,800 with an optional additional three one-year renewals through October 24, 2026, for a total contract amount not to exceed \$2,750,000.
2. Authorize the Chair and the Chief Clerk to execute the Agreement.
3. Authorize the County Manager to approve and execute amendments and amendment to renew the agreement, in accordance with the county's procurement policies and procedures, provided the amounts are within the limits of available funding.

Motion by Reinhardt, seconded by McGuire. Motion passed.

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

Resolution: B2021-225

9. Joint Powers Agreement for the Central Certification Program. [2021-588](#)

Sponsors: Finance

1. Approve the Joint Powers Agreement for the Central Certification Program from the date of execution for one year with annual automatic renewals, unless a majority of the Central Certification Program members withdraw, or the program is dissolved.
2. Authorize the Chair and Chief Clerk to execute the Agreement.

Motion by Reinhardt, seconded by McGuire. Motion passed.

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

Resolution: B2021-226

10. Appointment to the Workforce Innovation Board of Ramsey County [2021-556](#)

Sponsors: Workforce Solutions

Appoint Shym Cook to represent One-Stop Partners on the Workforce Innovation Board of Ramsey County for a two-year term beginning October 19, 2021 and ending July 31, 2023.

Motion by Reinhardt, seconded by McGuire. Motion passed.

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

Resolution: B2021-227

11. August 2021 Report of Contracts, Grant and Revenue Agreements, Emergency Purchases, Sole Source, Single Source Purchases and Final Payments. [2021-557](#)

Sponsors: Finance

Accept the monthly report of contracts, grant and revenue agreements, emergency purchases, sole source and single source purchases and final payments for the month of August 2021.

Motion by Reinhardt, seconded by McGuire. Motion passed.

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

Resolution: B2021-228

## COUNTY CONNECTIONS

Presented by Acting County Manager Kathy Hedin. Discussion can be found on archived video.

**OUTSIDE BOARD AND COMMITTEE REPORTS**

Discussion can be found on archived video.

**BOARD CHAIR UPDATE**

Presented by Chair Carter. Discussion can be found on archived video.

**ADJOURNMENT**

Chair Carter declared the meeting adjourned at 10:19 a.m.

**CLOSED MEETING**

Pursuant to Minnesota Statutes § 13D.05, subd. 1(d) (attorney-client privilege) the County Board met in a closed legal briefing, which was not open to the public.

In Re Barbara Smiley, as Trustee for the heirs and next of kin of Talayia Sabillon Suazo vs. Debra Vay Huerta, Jeffrey Jay Huerta, Wife and Husband (62-CV-20-2398)

The Closed Meeting was called to order at 1:02 p.m. with the following members present: Frethem, MatasCastillo, McGuire, Ortega, Reinhardt and Chair Carter. Absent: McDonough. Also present: Kathy Hedin, Acting County Manager/Deputy County Manager - Health and Wellness; Anne Barry, Director, Social Services; Alex Kotze, Chief Financial Officer, Finance; Jenny Groskopf, Enterprise Risk Manager, Finance; Deanna Pesik, Chief Compliance and Ethics Officer, Compliance and Ethics; Robert Roche, Civil Division, Office of the Ramsey County Attorney; and Claire Heitman, Civil Division, Office of the Ramsey County Attorney.

Motion by Commissioner Reinhardt seconded by Commissioner Frethem. Unanimously approved. Now, Therefore Be It Resolved, the Ramsey County Board of Commissioners authorizes the Office of the Ramsey County Attorney to proceed as discussed in this closed meeting (Resolution B2021-229)

The closed meeting was adjourned at 1:41 p.m.