



# Dakota County

## Community Services Committee of the Whole

### Agenda

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Tuesday, July 23, 2024

1:00 PM

Conference Room 3A, Administration Center, Hastings

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If you wish to speak to an agenda item or an item not on the agenda, please notify the Clerk to the Board via email at [CountyAdmin@co.dakota.mn.us](mailto:CountyAdmin@co.dakota.mn.us)  
Emails must be received by 7:30am on the day of the meeting.  
Instructions on how to participate will be sent to anyone interested.

#### 1. Call To Order And Roll Call

Note: Any action taken by this Committee of the Whole constitutes a recommendation to the County Board.

#### 2. Audience

Anyone in the audience wishing to address the Committee on an item not on the Agenda or an item on the Consent Agenda may send comments to [CountyAdmin@co.dakota.mn.us](mailto:CountyAdmin@co.dakota.mn.us) and instructions will be given to participate during the meeting. Verbal comments are limited to five minutes.

#### 3. Approval Of Agenda (Additions/Corrections/Deletions)

##### 3.1 Approval Of Agenda (Additions/Corrections/Deletions)

#### 4. Consent Agenda

##### 4.1 Approval Of Minutes Of Meeting Held On June 11, 2024

##### 4.2 *Employment and Economic Assistance* - Authorization To Execute Grant Agreement For State Dislocated Worker Program Services And Execute Related Contracts

##### 4.3 *Employment and Economic Assistance* - Authorization To Execute Grant Agreement For Workforce Innovation And Opportunity Act Adult Services And Dislocated Worker Services And Execute Related Contracts

##### 4.4 *Employment and Economic Assistance* - Ratification Of Unified Local Youth Plan Submission For Workforce Innovation And Opportunity Act Youth Program 2024 And Authorization To Accept Funds, Execute Grant Agreement And Execute Related Contracts

- 4.5 *Public Health* - Ratification Of Grant Application To Health Resources And Services Administration For Healthy Tomorrow's Partnership For Children Program Grant, And Authorization To Accept Grant Funds, Execute Grant Agreement, And Amend 2024 Public Health Budget

5. **Regular Agenda**

- 5.1 *Social Services-Housing & Community Resources* - Update On Housing Business Plan And Affordable Housing Aid Spending Options And Authorization To Accept State And Local Affordable Housing Aid Funds

- 5.2 *Employment and Economic Assistance* - Update On Medical Assistance

6. **Community Services Director's Report**

7. **Future Agenda Items**

8. **Adjournment**

- 8.1 Adjournment

**For more information please call 651-554-5742.**

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# Community Services Committee of the Whole

## Request for Board Action

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**Item Number:** DC-3546

**Agenda #:** 3.1

**Meeting Date:** 7/23/2024

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Approval Of Agenda (Additions/Corrections/Deletions)



# Community Services Committee of the Whole

## Request for Board Action

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**Item Number:** DC-3547

**Agenda #:** 4.1

**Meeting Date:** 7/23/2024

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Approval Of Minutes Of Meeting Held On June 11, 2024



# Dakota County

## Community Services Committee of the Whole

### Minutes

Tuesday, June 11, 2024

1:00 PM

Conference Room 3A, Administration  
Center, Hastings

#### 1. Call To Order And Roll Call

**Present:** Chairperson Halverson, Commissioner Droste, Commissioner Workman, Commissioner Holberg and Commissioner Hamann-Roland

**Absent:** Commissioner Slavik and Commissioner Atkins

Also in attendance were Tom Novak, Interim County Manager; Lucie O'Neill, Assistant County Attorney; Marti Fischbach, Community Services Division Director; Colleen Collette, Administrative Coordinator.

The meeting was called to order at 1:01 p.m. by the Chair, Commissioner Laurie Halverson.

The audio of this meeting is available upon request.

#### 2. Audience

Chair, Commissioner Laurie Halverson, asked if there was anyone in the audience who wished to address the Community Services Committee on an item not on the agenda or an item on the consent agenda. No one came forward and no comments were submitted to CountyAdmin@co.dakota.mn.us.

#### 3. Approval Of Agenda (Additions/Corrections/Deletions)

##### 3.1 Approval Of Agenda (Additions/Corrections/Deletions)

Motion: Mary Hamann-Roland

Second: William Droste

On a motion by Commissioner Hamann-Roland, seconded by Commissioner Droste, the agenda was unanimously approved. The motion carried unanimously.

Ayes: 5

#### 4. Consent Agenda

Motion: Liz Workman

Second: Mary Hamann-Roland

On a motion by Commissioner Workman, seconded by Commissioner Hamann-Roland, the consent agenda was unanimously approved as follows:

##### 4.1 Approval Of Minutes Of Meeting Held On May 14, 2024

Motion: Liz Workman

Second: Mary Hamann-Roland

**4.2** Authorization To Execute Contract With ByWater Business Solutions LLC For Print To Mail Services

Motion: Liz Workman

Second: Mary Hamann-Roland

WHEREAS, Dakota County Community Services prints and mails over 60,000 packets per year, using multiple printing devices that require ongoing, on call maintenance and parts servicing; and

WHEREAS, Dakota County Employment & Economic Assistance (E&EA) previously housed and utilized an inserter machine that collates, folds and stuffs envelopes for print to mail requests, which has since malfunctioned, requiring staff to manually process envelopes daily; and

WHEREAS, the mail pieces range from single page envelopes to large multi-packet packages with a wide range of postage fees; and

WHEREAS, a print to mail solution in Community Services is highly needed because a manual process is difficult to maintain and scale with current resources and increased print to mail needs; and

WHEREAS, ByWater Business Solutions LLC provides print to mail outsourcing services, which include 700 packets per day of standard sized envelopes; and

WHEREAS, contracting with ByWater Business Solutions LLC for print to mail services will save Dakota County Community Services over \$100,000 in staff time and material costs annually; and

WHEREAS, E&EA would like to pilot print to mail services with ByWater Business Solutions LLC by executing a contract from the date of contract execution through December 31, 2025, in an amount not to exceed \$450,000; and

WHEREAS, the period of contract execution through December 31, 2025, would be a pilot program that will temporarily alleviate the urgent need for this service while E&EA simultaneously issues a solicitation for this service.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners authorizes the Community Services Director to execute a contract with ByWater Business Solutions LLC for print to mail services for the period of contract execution through December 31, 2025, in an amount not to exceed \$450,000; and

BE IT FURTHER RESOLVED, That the contract will include language that allows for early termination with a thirty-day notice by either party; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter

the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount due.

This item was approved and recommended for action by the Board of Commissioners on 6/25/2024.

**4.3** Authorization To Accept Substance Misuse And Suicide Prevention Coalition Grant Funds, Add 1.0 Grant-Funded Full-Time Equivalent, Execute Grant Agreement And Amend 2024 Public Health Budget

Motion: Liz Workman

Second: Mary Hamann-Roland

WHEREAS, Pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions, including the responsibility to prevent disease and to promote and protect the public health of Dakota County residents; and

WHEREAS, the Minnesota Department of Health Injury and Violence Prevention Section released a Request for Proposal (RFP) to create or sustain community-based substance misuse and suicide prevention coalitions in Minnesota; and

WHEREAS, the multi-sector coalitions will serve the needs of Minnesotans at risk of substance misuse and suicide, with a specific focus on youth; and

WHEREAS, by Resolution No. 24-099 (February 27, 2024), the Dakota County Board of Commissioners authorized submitting an application for the Substance Misuse and Suicide Prevention Coalition grant ("Grant"); and

WHEREAS, this Grant would give the county the capacity to coordinate a multi-sector coalition that will develop a plan to address shared risk and protective factors for substance misuse and suicidal experiences; and

WHEREAS, it aligns with the objectives of multiple Public Health programs and initiatives, providing an opportunity for greater internal and community alignment; and

WHEREAS, the 2020-2024 Community Health Improvement Plan (CHIP) outlines Public Health's long-standing commitment to addressing adult mental health and youth suicide ideation in Dakota County; and

WHEREAS, the 2023 Community Health Assessment has continued to identify substance use and mental health as top priorities for the community; and

WHEREAS, the 2025-2028 CHIP plans to address substance use and mental health and integrate concepts from the recently launched MAPP 2.0 framework; and

WHEREAS, this strategic approach allows staff to delve into the root causes of these priority outcomes that have been identified by the community; and

WHEREAS, Public Health's response would include the utilization of Shared Risk and Protective Factor frameworks, enabling staff to mobilize action on these root causes and address multiple health outcomes in a systemic and equitable manner; and

WHEREAS, Dakota County Public Health, alongside various local community coalitions, will utilize this funding to create a sustainable infrastructure to maximize efforts in the areas of youth mental health and substance use and enhance community capacity through collective impact; and

WHEREAS, in addition to the outlined activities, the Grant requires a 1.0 full-time equivalent to lead the coordination of the coalition and comprehensive substance misuse and suicide prevention efforts within the defined community; and

WHEREAS, the estimated grant start date is June 1, 2024, and the projected end date is May 31, 2028; and

WHEREAS, staff received the requested award maximum of \$125,000 per year for the grant period of four years.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept Substance Misuse and Suicide Prevention Coalition grant funds in the amount of \$125,000 per year, effective June 1, 2024 through May 31, 2028; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the grant agreement, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form; and



BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to add a 1.0 grant-funded full-time equivalent; and

BE IT FURTHER RESOLVED, That the 2024 Public Health Budget is hereby amended as follows:

**Expense**

Staff Expense	\$120,500
Program Expense	<u>\$ 4,500</u>
<b>Total Expenses</b>	<b>\$125,000</b>

**Revenue**

Program Revenue	<u>\$125,000</u>
<b>Total Revenue</b>	<b>\$125,000</b>

This item was approved and recommended for action by the Board of Commissioners on 6/25/2024.

**4.4 Authorization To Execute Joint Powers Agreements With Dakota County School Districts For School Wellness Projects Funded Through Minnesota Department Of Health Statewide Health Improvement Partnership Grant**

Motion: Liz Workman Second: Mary Hamann-Roland

WHEREAS, pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions, including the responsibility to prevent disease and to promote and protect the public health of Dakota County residents; and

WHEREAS, Dakota County Public Health has over a decade of experience working with school districts located in Dakota County on school-based prevention interventions and initiatives and this work is funded by the Minnesota Department of Health (MDH) Statewide Health Improvement Partnership (SHIP) grant; and

WHEREAS, SHIP funding supports community-driven solutions to expand opportunities for active living, healthy food access, commercial tobacco-free living, and mental wellbeing; and

WHEREAS, these initiatives provide Dakota County’s School Districts the opportunity and resources to enhance prevention efforts, and provide cost-effective, evidence-based best practices in chronic disease reduction via

policy, systems, and environmental changes; and

WHEREAS, interventions are grounded in equity to ensure the initiative benefits all demographic groups with a priority focus on addressing barriers and ensuring safety for lower-income students, students of color and others facing significant disparities; and

WHEREAS, all ten school districts in Dakota County are provided an opportunity to apply and opt-in to non-competitive funding to support internal wellness efforts for students and staff with applications due in fall 2024; and

WHEREAS, districts will have until October 31, 2025, to use the funding upon approval of initiatives; and

WHEREAS, under Minn. Stat. §471.59, subd.1, two or more governmental units may enter into an agreement to cooperatively exercise any power common to the contracting Parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental units.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to enter into joint powers agreements with School Districts throughout Dakota County for school wellness projects for the term upon execution of the joint powers agreements through October 31, 2025, with a total not to exceed for each district as follows, subject to approval by the County Attorney’s office as to form:

Special District 6	\$ 7,289
Independent School District (ISD) 191	\$13,048
ISD 192	\$ 8,639
ISD 194	\$11,257
ISD 195	\$ 3,779
ISD 196	\$12,575
ISD 197	\$ 8,909
ISD 199	\$10,691
ISD 200	\$ 6,119
Intermediate School District 917	\$ 7,694

This item was approved and recommended for action by the Board of Commissioners on 6/25/2024.

**4.5** Ratification Of Application For Promising Practices Home Visiting Grant With Minnesota Department Of Health, And Authorization To Accept Grant Funds, Execute Grant Agreement, Add 1.6 Grant-Funded Full-Time Equivalents, And Amend 2024 Public Health Budget

Motion: Liz Workman

Second: Mary Hamann-Roland

WHEREAS, pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions, including the responsibility to prevent disease and to promote and protect the public health of Dakota County residents; and

WHEREAS, in January of 2023, the Minnesota Department of Health (MDH) released a Request for Proposal (RFP) for the Promising Practices Home Visiting (PPHV) grant; and

WHEREAS, the PPHV program will provide support for organizations to deliver community-driven non-model home visiting services to priority populations; and

WHEREAS, the priority population of this funding will be families within the perinatal period from the East African community; and

WHEREAS, this grant program will be flexible and allow for adaptability in response to the needs of families enrolled in the program; and

WHEREAS, the PPHV grant will be used to assist the Family Home Visiting (FHV) program to improve and promote parental and child health, enhance positive parenting practices, prevent child abuse and neglect, reduce crime and intimate partner violence, promote child development, connect families to needed resources and supports, and increase family economic self-sufficiency; and

WHEREAS, on February 21, 2023, Public Health was notified and requested to respond to the MDH RFP; and

WHEREAS, the department applied for a two-year grant in the amount of up to \$250,000 per year; and

WHEREAS, Dakota County was notified they did not receive the grant award in April 2023; and

WHEREAS, in December 2023, Public Health was notified by MDH that they were awarded the funds as requested in the original grant application; and

WHEREAS, staff worked with MDH to update budget, workplan, and grant agreements, and was provided a new start grant period of July 1, 2024 through June 30, 2028; and

WHEREAS, funding will be determined annually for this four-year grant and is expected to remain stable; and

WHEREAS, the PPHV grant will fund a total of 1.6 new, grant-funded full-time equivalents (FTE)s: 0.8 FTE health educator and 0.8 FTE Public Health Nurse.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the application submitted to the Minnesota Department of Health for the Promising Practices Home Visiting Grant; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept grant funds in the amount of up to \$250,000 per year, effective July 1, 2024 through June 30, 2028; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute the grant agreement, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to add 1.6 grant-funded, full-time equivalent positions; and

BE IT FURTHER RESOLVED, That the 2024 Public Health Budget is hereby amended as follows:

**Expense**

1.6 full-time equivalents	\$190,009
Program services	<u>\$ 59,991</u>
<b>Total Expense</b>	<b>\$250,000</b>

**Revenue**

Program Revenue	<u>\$250,000</u>
<b>Total Revenue</b>	<b>\$250,000</b>

This item was approved and recommended for action by the Board of Commissioners on 6/25/2024.

**4.6** Authorization To Execute Contract With JEC Miller, Inc. For Scheduled Respite In Child Foster Residence Setting

Motion: Liz Workman

Second: Mary Hamann-Roland

WHEREAS, JEC Miller, Inc. will be providing room, board, supervision, and support to youth ages 8-18 residing in the licensed Child Foster Residence Setting (CFRS); and

WHEREAS, the CFRS will serve youth with neurodevelopment disorders, mental health needs, and emotional or behavioral disorders; and

WHEREAS, for youth receiving respite, goals include:

- Provide relief and support to the caregiver
- Improve the child's functioning
- Decrease the use of long-term out-of-home placements and hospitalizations
- Increase safety and permanency
- Reduce family and parenting stress
- Provide access to activities and community that may not normally be present; and

WHEREAS, JEC Miller, Inc. will maintain a 245D license from the Minnesota Department of Human Services and provide services in compliance with Child Foster Care and CFRS as outlined in MN Rules and Statutes including but not limited to Minnesota Statutes Chapter 245D and 245A, and Minnesota Rules Chapter 2960; and

WHEREAS, solicitation for this service was completed in 2022; however, no providers responded; and

WHEREAS, the County then worked with JEC Miller, Inc. to develop this CFRS site and service model based on their expertise with the population and services; and

WHEREAS, staff is requesting authorization to execute a contract with JEC Miller, Inc. in an amount not to exceed \$500,000 from the date of execution through December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to execute a contract for scheduled respite in a foster care setting with JEC Miller, Inc. in an amount not to exceed \$500,000 annually for the period from the date of contract execution through December 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the

County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

This item was approved and recommended for action by the Board of Commissioners on 6/25/2024.

**4.7 Authorization To Execute Intergovernmental Transfer Agreement With Minnesota Department Of Human Services For Shelter Services, Accept Funds, Execute A Contract For Shelter Services, And Amend 2024 Social Services Budget**

Motion: Liz Workman

Second: Mary Hamann-Roland

WHEREAS, Dakota County submitted a request in 2021 to DHS to consider, under the authority of Minn. Stat. 2561.05, subd. 1a (b), a cost-neutral transfer from the Housing Support fund to Dakota County to provide emergency shelter beds for people with disabilities experiencing homelessness; and

WHEREAS, the acceptance of the request permanently removed twenty-two Housing Support beds previously authorized for Dakota Woodlands from the Housing Support census; and

WHEREAS, by Resolution No. 21-581 (December 14, 2021), the Dakota County Board of Commissioners authorized an amendment to the Intergovernmental Transfer Agreement with DHS to add additional dollars and execute a contract with Dakota Woodlands for emergency shelter services; and

WHEREAS, staff recommends authorization to execute the Intergovernmental Transfer Agreement with DHS for shelter services in the amount of \$940,513.78 for the period of July 1, 2024 through June 30, 2025, and accept future annual allocations from DHS through June 30, 2027; and

WHEREAS, staff also recommends executing a contract with Dakota Woodlands for emergency shelter services for a total not to exceed amount of \$375,275 for the period of July 1, 2024 through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners authorizes the Community Services Director to execute the Intergovernmental Transfer Agreement with the Minnesota Department of Human Services for funds in the amount of \$940,513.78 for the period of July 1, 2024 through June 30, 2025; and

BE IT FURTHER RESOLVED, That the Dakota County Board of



WHEREAS, the Dakota County Opioid Response Committee (ORAC) was established as a Board appointed committee in October 2023; and

WHEREAS, the Dakota County ORAC supports the development of a comprehensive and effective countywide response to the opioid crisis; and

WHEREAS, the Dakota County ORAC provides recommendations to the County Board on the use of Opioid Settlement Funds for external projects and initiatives; and

WHEREAS, Dakota County policy 1015 requires that Board appointed committees must consult at least annually with the County Board Committees of the Whole to seek direction on the topics on which they will advise the County Board (annual work plan) to ensure that the committee's work complements the County mission and goals; and

WHEREAS, Dakota County policy 1015 requires periodic committee reports be scheduled on the appropriate County Board committee or board meeting agendas; and

WHEREAS, in 2023, Public Health surveyed community members and partners on opioid response strategies to address the current crisis; and

WHEREAS, the Dakota County ORAC has developed a one-year work plan that complements the County mission and goals and focuses on ORAC's mission of advising the County Board on the use of community designated opioid settlement funds; and

WHEREAS, upon Board approval of the 2024 work plan, ORAC will work towards accomplishing its goals as outlined in the work plan and keep the Board informed of its progress.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the adoption of the 2024 annual work plan for the Dakota County Opioid Response Advisory Committee.

This item was approved and recommended for action by the Board of Commissioners on 6/25/2024.

Ayes: 5

## 5.2 Update On Mental Health Crisis Services Continuum Expansion

Emily Schug, Social Services Interim Director, presented on this item and stood for questions. This item was on the agenda for informational purposes only. No staff direction was given by Committee members.

Information only; no action requested.



**6. Community Services Director's Report**

Marti Fischbach, Community Services Division Director, referred the Committee to the written report that was provided.

**7. Future Agenda Items**

Chair, Commissioner Laurie Halverson, asked the Committee if anyone had a topic they would like to hear more about at an upcoming Community Services Committee of the Whole meeting. No topics were brought forward.

**8. Adjournment**

**8.1 Adjournment**

Motion: Mary Hamann-Roland

Second: Liz Workman

On a motion by Commissioner Mary Hamann-Roland, seconded by Commissioner Liz Workman, the meeting was adjourned at 2:13 p.m.

Ayes: 5

Respectfully submitted,

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Colleen Collette, Administrative Coordinator  
Community Services Division



# Community Services Committee of the Whole

## Request for Board Action

Item Number: DC-3563

Agenda #: 4.2

Meeting Date: 7/23/2024

**DEPARTMENT:** Employment and Economic Assistance

**FILE TYPE:** Consent Action

### TITLE

**Authorization To Execute Grant Agreement For State Dislocated Worker Program Services And Execute Related Contracts**

### PURPOSE/ACTION REQUESTED

Authorize execution of a grant agreement with the Minnesota Department of Employment and Economic Development (DEED) to provide State Dislocated Worker (DW) Program Services and execute related contracts.

### SUMMARY

The Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Area (WDA) to submit an annual plan describing how employment and training services will be provided to eligible program participants. By Resolution No. 23-302 (July 18, 2023), the Dakota County Board of Commissioners authorized the execution of a grant agreement with DEED for employment and training programs in the Dakota-Scott WDA for the State DW program in the amount of \$1,384,786 for the period of July 1, 2023 through June 30, 2024, based on the allocation formula used by DEED, and execution of contracts with DEED Job Service and HIRED for the period of July 1, 2023 through June 30, 2024.

The funding allocation for the State DW program for July 1, 2024 through June 30, 2025, is \$1,407,141 (\$1,066,613 Dakota County; \$340,528 Scott County). A Request for Proposals (RFP) was issued on March 1, 2024, in which one joint proposal was received from HIRED/DEED Job Service for services (Attachment: Solicitation Summary).

On June 21, 2024, the Dakota-Scott Workforce Development Board approved the execution of the grant agreement with DEED in an amount not to exceed \$1,407,141 and execution of contracts with DEED Job Service and Hired for the period of July 1, 2024 through June 30, 2025.

### OUTCOMES

See Attachment: Performance Outcomes.

### RECOMMENDATION

Staff recommends authorization to execute a grant agreement with DEED for employment and training programs in an amount not to exceed \$1,407,141 for the period of July 1, 2024 through June 30, 2025, and execution of a contract with DEED Job Service in an amount not to exceed \$200,000 and HIRED in an amount not to exceed \$200,000 for the period of July 1, 2024 through June 30, 2025.

**EXPLANATION OF FISCAL/FTE IMPACTS**

There is a \$0 net County cost as a result of this action. These costs are included in the 2024 Employment and Economic Assistance Budget. Any unspent funds in 2024 will be requested to be carried over to the 2025 budget. These contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient county, state, or federal funds are not appropriated at a level sufficient to allow payment of the amounts due.

- None             Current budget             Other  
 Amendment Requested             New FTE(s) requested

**RESOLUTION**

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Area (WDA) to submit an annual plan describing how employment and training services will be provided to eligible program participants; and

WHEREAS, by Resolution No. 23-302 (July 18, 2023), the Dakota County Board of Commissioners authorized the execution of a grant agreement with DEED for employment and training programs in the Dakota-Scott WDA for the State Dislocated Worker (DW) program in the amount of \$1,384,786 for the period of July 1, 2023 through June 30, 2024, based on the allocation formula used by DEED, and execution of contracts with DEED Job Service and HIRED for the period of July 1, 2023 through June 30, 2024; and

WHEREAS, the funding allocation for the State DW program for July 1, 2024 through June 30, 2025, is \$1,407,141 (\$1,066,613 Dakota County; \$340,528 Scott County); and

WHEREAS, a Request for Proposals (RFP) was issued on March 1, 2024, in which one joint proposal was received from HIRED/DEED Job Service for services; and

WHEREAS, on June 21, 2024, the Dakota-Scott Workforce Development Board approved the execution of the grant agreement with DEED in an amount not to exceed \$1,407,141 and execution of contracts with DEED Job Service and Hired for the period of July 1, 2024 through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes execution of a grant agreement with the Minnesota Department of Employment and Economic Development (DEED) to provide State Dislocated Worker (DW) Program Services in an amount not to exceed \$1,407,141 for the period of June 1, 2024 through July 31, 2025, subject to approval by the County Attorney’s Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes execution of a contract with DEED in an amount not to exceed \$200,000 and with HIRED in an amount not to exceed \$200,000 for the period of June 1, 2024 through July 31, 2025, subject to approval by the County Attorney’s Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly

Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form ; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts, consistent with the amount budgeted, to alter the contracts amount and the contracts term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

**PREVIOUS BOARD ACTION**

23-302; 07/18/23

**ATTACHMENTS**

Attachment: Solicitation Summary

Attachment: Performance Outcomes

**BOARD GOALS**

A Great Place to Live

A Successful Place for Business and Jobs

A Healthy Environment

Excellence in Public Service

**CONTACTS**

Department Head: Nadir Abdi

Author: Jill Pittelkow

# Solicitation Summary for Employment Services for Dislocated Worker Program and Workforce Investment Opportunity Act (WIOA) Adult Program RFP

**Date of Solicitation:** March 1, 2024

**Number of Proposals Received:** 1 (joint proposal from HIRED/DEED)

**Review Team Agencies:** Dakota Scott Workforce Investment Board

**Services Description:** This RFP is issued to solicit a contractor or contractors to provide comprehensive employment and training services authorized under both Title I of the Federal Workforce Investment Opportunity Act (Public Law 105-220) and the State Dislocated Worker Program (MN Statutes 116L.17). Initial awards under this RFP will reflect the estimated amount of Federal and State funding to be received for the period July 1, 2024 through June 30, 2025. Funds for the years following will be allocated to the Workforce Service Areas (WSA) by the State of Minnesota to the service provider(s) selected through this RFP process. This subsequent allocation of funds is dependent on the availability of Federal and State Adult and Dislocated Worker funds, provider effectiveness, and demonstrated need for services offered.

The Dakota County Workforce Development Board (WDB) issues this Request for Proposals (RFP) to solicit providers for services to workers dislocated from employment lay-offs of fewer than 50 individuals from a single workplace as well as to unemployed or underemployed adults who are eligible to receive core, intensive and training services under Title I of the Workforce Investment Act. These services are funded by an allocation formula which apportions federal and state monies to WSA.

Dakota County intends to designate one or more service providers for a period up to five years. Proposals must reflect an ability to provide all services designated under this RFP either through the proposer's organization alone or with the proposer and identified subcontractors.

## Primary Deliverables:

This RFP is issued to solicit a contractor or contractors to provide comprehensive employment and training services for three distinct programs with three distinct funding streams:

- WIOA Adult services as required under the Workforce Investment Opportunity Act with an estimated annual funding of \$325,000.
- Federal Dislocated Worker services as required under the Workforce Investment Act with an estimated annual funding of \$450,000.

- State Dislocated Worker services as required under the Minnesota Dislocated Worker Program with an estimated annual funding of \$700,000.

These funding projections are subject to change, consistent with final allocation levels established by the State of Minnesota. Dakota County seeks proposals that include service provision for all three programs. An estimated 500 individuals will be served across all programs depending on funding levels.

Dakota County will enter into a per participant, performance-based contract with each successful proposer. Contract language will include a work statement outlining program deliverables, State and Federal performance standards and WSA performance measures.

### **Solicitation Selection Criteria:**

#### **1. Program Design (25 Points)**

Provide a concise description of the program design. WIOA Adult and WIOA and State Dislocated Worker program design elements must be in conformance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 and MN Statutes 116L.17 and should include at a minimum the following services:

- Determination of eligibility
- Assessment of skills, interests, aptitudes, abilities and supportive service needs
- Short-term pre-vocational services, including employability skills upgrades and referrals to appropriate employability and soft skills training
- Provision of labor market information
- Provision of information on filing and maintaining Unemployment Insurance claims
- Provision of career counseling
- Direction to appropriate long and short-term training opportunities, entrepreneurial training and assistance with the financial aid process
- Assistance with job placement, referrals, including apprenticeships and other work experience
- Follow-up services up to 1 year.

#### **2. Knowledge of Statutes and Mandated Programs (10 Points)**

Describe proposer's current model of recruitment, outreach, eligibility determination, and case management. This model must reflect the intention of WIOA and its programmatic requirements as well as the state-defined purpose of adult and dislocated worker programs. Show evidence of knowledge of adult and dislocated worker employment and training programs, their legislative requirements as well as best practices.

Under this category, proposals will be rated on evidence of knowledge of WIOA and its provisions for services for adults and dislocated workers and State practices and requirements for dislocated worker programs. Proposers should describe a model for recruitment, outreach, orientation and enrollment, that reflects an efficient cycle time (specify number of weeks) from first contact to first service and that demonstrates understanding of eligibility requirements in all programs.

Participant access to staff should be easy and direct. Components of the case management model must demonstrate mandatory requirements as well as reflect the proposers understanding of best industry practices. Strategies for follow up should harmonize both customer-service and state-mandated considerations.

**3. Service Delivery Experience (10 Points)**

Describe history of providing WIOA adult and dislocated worker services to a broad range of individuals in multiple employment and training programs for program participants. Demonstrate history of achieving or exceeding negotiated outcomes, mindfulness of customer satisfaction issues and providing culturally appropriate services. Describe history of providing services to Dakota County residents and/or connections with employers and community-based organizations in Dakota County. Describe innovative practices that have shown or can be expected to show positive outcomes for adult and dislocated worker clients.

Under this category, proposals will be rated according to their organization's current and proposed service delivery model and history of representing and providing culturally appropriate services adult and dislocated worker services to a broad range of people and innovation. Proposers should discuss how the current model provides culturally appropriate services and if they would modify or make any changes to their current model. Proposers should also demonstrate a history of offering these programs to participants over the course of at least 3 years. Evidence of meeting and exceeding performance standards is sought.

**4. Strategies for Retraining (10 Points)**

Proposers must also describe a history of assisting participants with appropriate training opportunities as a part of achieving employment goals. How will eligibility for training be determined? How broad is the proposer's knowledge of training opportunities and what strategies are in place to maintain current knowledge of such opportunities? How are training expenditures determined?

**5. Organizational Capacity (10 Points)**

Proposers should demonstrate capacity to operate adult and dislocated worker programs for a minimum of 200 individuals depending on funding levels. How are staff trained? How are problems solved? What internal mechanism will the organization employ for coping with change, expanding and contracting capacity? What mechanism will provide for internal evaluation of program effectiveness? What service provision or case management elements most directly influence program outcomes?

In this category, proposals will be rated according to the demonstrated ability to manage adult and dislocated worker programs. It is in the best interest of participants served in these programs in Dakota County to receive services in the CareerForce locations; the ability and willingness to locate staff and services in these CareerForce locations is one key to a successful proposal.

Additionally, the proposer must show a strategy for developing staff as well as supporting and managing change. Adapting to fluctuations in caseload is essential for the successful proposer as are staff qualifications and experience.

**6. Program Management and Tracking (10 Points)**

Proposals will also be evaluated on the demonstrated capacity for internal tracking of participant activity, organizational performance and spending. How will proposer track participant progress, service outcomes, and expenditures (including funds obligated)? Proposers should demonstrate a mechanism for broad internal program evaluation. Can the proposer identify specific program strategies that yield favorable outcomes for participants? What program components demonstrate the proposer's commitment to continuous improvement? Customer satisfaction? Dakota County also seeks strategies for effectively addressing customer complaints.

**7. Leveraged Resources (10 Points)**

Proposer should demonstrate ability to leverage additional funds and in-kind services for adult and dislocated worker programs using outside partnerships and/or internal economies of scale. Describe proposer's history of collaboration with other partners or across agency lines and the accrued benefits to program participants. How have connections with outside organizations and/or with proposer's own larger organization been utilized to broaden the scale of your service delivery? What resources, both monetary and in-kind, can proposer bring to these programs in Dakota County? Does proposer have connections to employers and community-based organizations in Dakota County?

Proposer should also demonstrate ability and willingness to locate in Dakota County's two CareerForce locations and to participate in infrastructure funding agreements.

In this category, proposals will be rated according to their demonstrated ability and willingness to bring resources to adult and dislocated worker programs in Dakota County. Value can be added to these programs both through a strategic use of partnerships with outside organizations and through economies of scale within a proposer's own organization. Proposers will total both monetary and in-kind resources that can be leveraged. A budget estimator sheet is attached.

**8. Additional Items (15 points)**

1. An organizational chart depicting reporting structure, staff roles, and the larger organization beyond the scope of adult and dislocated worker programs.
2. Copies of fiscal and program tracking tools for one month.
3. Job descriptions of staff members who will deliver services under the programs listed in this RFP.
4. One year of performance data.
5. A copy of your *current* insurance certificate.



**Evaluation Results:**

After a thorough review, the review panel recommended to award contracts with: HIRED and DEED. These providers are the current contracted providers.

**Rationale of Recommended Vendor:**

HIRED and DEED submitted a joint proposal which was the only proposal received and met all of the requirements from the evaluation criteria. HIRED and DEED have been long-time contracted vendors for these services.

### State Dislocated Worker (DW) Program

**Source:** State Department of Employment and Economic Development. The State Dislocated Worker program is funded wholly through an employer tax, currently set at .10% of payroll if 50 or more state employees.

**PY23 (7/1/23-6/30/24) Dollar Amount:** \$1,384,785 (\$1,049,667 (DC), \$335,118 (SC))

**Purpose of Grant:** To provide case management services including support services and training opportunities for individual who lost their jobs through no fault of their own but because of adverse economic conditions that caused down-sizing, reductions in force, mergers/acquisitions, or plant closing.

**Who is served/eligible:** Unemployed or about to become unemployed based on an employer announcement and eligible for, or exhausted, an unemployment insurance claim.

**How served:** Individuals work one-on-one with a job counselor to explore re-employment options, training possibilities and develop a plan to gain new employment. This plan may allow retraining to upgrade existing skills or support a career change.

**Providers:** Scott County, HIRED and DEED Job Service

		QUANTITY	QUALITY	
Process "input"	<b>EFFORT</b>	<p><b><i>How much did we do? (7/1/23-5/31/24)</i></b></p> <p>Number Served = 357</p> <p>New Enrollments = 249</p>	<p><b><i>How well did we do it? (7/1/23-5/31/24)</i></b></p> <p>Average Time in Program (Days) = 216.0</p> <p>Exits = 126 total</p>	
	<b><i>Is anyone better off?</i></b>			
Product "output"	<b>EFFECT</b>	<p>Program participants who obtained employment during the 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – Numerator =46; Denominator = 64</p> <p>Program participants who obtained employment during the 4<sup>th</sup> quarter after program exits (cohort 1/1/22-6/30/22) – Numerator = 47; Denominator = 68</p> <p>Median earnings of participants in 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – Numerator = 44; Denominator = 64</p> <p>Credential Attainment Rate (cohort 1/1/22-6/30/22) – Numerator = 33; Denominator = 38</p>	<p>Percentage of program participants who obtained employment during 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – 71.9% (goal – 80%)</p> <p>Percentage of program participants who obtained employment during 4<sup>th</sup> quarter after program exits (cohort 1/1/22-6/30/22) – 69.1% (goal – 79%)</p> <p>Median earnings of participants in 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – \$13,851 (goal - \$15,500)</p> <p>Credential Attainment Rate (cohort 1/1/21-3/31/21) – 86.8% (goal – 83%)</p> <p>*Successful Exits – 100 (79%)</p> <p>Wage at Placement: \$47.51; 18% increase from Wage at Entrance</p>	
	<p><i>* Successful exits include: Entered registered apprenticeship program; entered unsubsidized employment; found ineligible; started business/self-employed..</i></p>			



# Community Services Committee of the Whole

## Request for Board Action

Item Number: DC-3221

Agenda #: 4.3

Meeting Date: 7/23/2024

**DEPARTMENT:** Employment and Economic Assistance

**FILE TYPE:** Consent Action

### TITLE

**Authorization To Execute Grant Agreement For Workforce Innovation And Opportunity Act Adult Services And Dislocated Worker Services And Execute Related Contracts**

### PURPOSE/ACTION REQUESTED

Authorize execution of grant agreements with the Minnesota Department of Employment and Economic Development (DEED) to provide Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker (DW) services and execute related contracts.

### SUMMARY

WIOA requires each Workforce Development Area (WDA) to submit an annual plan describing how employment and training services will be provided to eligible program participants. By Resolution No. 18-049 (January 23, 2018), the Dakota County Board of Commissioners authorized the execution of a restated and amended joint powers agreement (JPA) between Dakota County and Scott County for delivery of employment services.

By Resolution No. 23-301 (July 18, 2023), the Dakota County Board of Commissioners authorized execution of a grant agreement with DEED for employment and training programs in the Dakota-Scott WDA for the WIOA Adult and WIOA DW programs in the amount of \$345,851 for WIOA Adult and \$539,023 for WIOA DW for the period of July 1, 2023 through June 30, 2024, based on the allocation formula used by DEED, and execution of contracts with DEED Job Service and HIRED for the period of July 1, 2023 through June 30, 2024, based on a solicitation that was issued in 2019. A solicitation was issued on March 8, 2024, in which a thorough review of proposals was completed (Attachment: Solicitation Summary).

The funding allocation for WIOA Adult and WIOA DW for July 1, 2024 through June 30, 2025, is \$343,056 for WIOA Adult (\$260,036 for Dakota County and \$83,020 for Scott County) and \$563,755 for WIOA DW (\$427,326 for Dakota County and \$136,429 for Scott County).

On April 19, 2024, the Dakota-Scott Workforce Development Board approved the execution of the grant agreement and execution of contracts with DEED Job Service and HIRED for the period of July 1, 2024 through June 30, 2025.

### OUTCOMES

See Attachment: Performance Outcomes.

**RECOMMENDATION**

Staff recommends authorization to execute grant agreements with DEED for Employment and Training Programs in the amount of \$343,056 for WIOA Adult and \$563,755 for WIOA DW for the period of July 1, 2024 through June 30, 2025. Staff further recommends authorization to execute contracts with DEED Job Service in an amount not to exceed \$160,000 and HIRED in an amount not to exceed \$160,000 for WIOA Adult and WIOA DW services, for the period of July 1, 2024 through June 30, 2025.

**EXPLANATION OF FISCAL/FTE IMPACTS**

There is a \$0 net County cost as a result of this action. These costs are included in the 2024 Employment and Economic Assistance Budget. Any unspent funds in 2024 will be requested to be carried over to the 2025 budget. These contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient county, state, or federal funds are not appropriated at a level sufficient to allow payment of the amounts due.

- None             Current budget             Other  
 Amendment Requested             New FTE(s) requested

**RESOLUTION**

WHEREAS, Workforce Innovation and Opportunity Act (WIOA) requires each Workforce Development Area (WDA) to submit an annual plan describing how employment and training services will be provided to eligible program participants; and

WHEREAS, by Resolution No. 18-049 (January 23, 2018), the Dakota County Board of Commissioners authorized the execution of a restated and amended joint powers agreement between Dakota County and Scott County for delivery of employment services; and

WHEREAS, by Resolution No. 23-301 (July 18, 2023), the Dakota County Board of Commissioners authorized execution of a grant agreement with the Minnesota Department of Employment and Economic Development (DEED) for employment and training programs in the Dakota-Scott Workforce WDA for the WIOA Adult in the amount of \$345,851 and WIOA Dislocated Worker (DW) programs in the amount of 539,023 for the period of July 1, 2023 through June 30, 2024, based on the allocation formula used by DEED; and

WHEREAS, the Dakota County Board of Commissioners authorized execution of contracts with DEED Job Service and HIRED for the period of July 1, 2023 through June 30, 2024, based on a solicitation that was issued in 2019; and

WHEREAS, a solicitation was issued on March 8, 2024, in which a thorough review of proposals was completed; and

WHEREAS, the funding allocation for WIOA Act Adult is \$343,056 (\$260,036 for Dakota County and \$83,020 for Scott County) and WIOA DW programs is \$563,755 (\$427,326 for Dakota County and \$136,429 for Scott County) for the period of July 1, 2024 through June 30, 2025; and

WHEREAS, on April 19, 2024, the Dakota-Scott Workforce Development Board approved the execution of the grant agreement and execution of contracts with DEED Job Service and HIRED for the period of July 1, 2024 through June 30, 2025.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes execution of a grant agreement with the Minnesota Department of Employment and Economic Development for employment and training programs in the Dakota-Scott Workforce Development Area for the Workforce Innovation and Opportunity Act Adult in an amount of \$343,056 (\$260,036 for Dakota County and \$83,020 for Scott County) and Workforce Innovation and Opportunity Act Dislocated Worker program in the amount of \$563,755 (\$427,326 for Dakota County and \$136,429 for Scott County) for the period of July 1, 2024 through June 30, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes execution of contracts with DEED Job Service in an amount not to exceed \$160,000 for the period of June 1, 2024 through July 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes execution of a contract with HIRED in an amount not to exceed \$160,000 for the period of June 1, 2024 through July 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form ; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contracts, consistent with the amount budgeted, to alter the contracts amount and the contracts term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contracts shall contain a provision that allows the County to immediately terminate the contracts in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amounts due.

### **PREVIOUS BOARD ACTION**

18-049; 01/23/18  
23-301; 07/18/23

### **ATTACHMENTS**

Attachment: Solicitation Summary  
Attachment: Performance Outcomes

### **BOARD GOALS**

- |  |   |
|--|---|
| <input type="checkbox"/> A Great Place to Live                               | <input type="checkbox"/> A Healthy Environment        |
| <input checked="" type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

**CONTACTS**

Department Head: Nadir Abdi

Author: Jill Pittelkow

# Solicitation Summary for Employment Services for Dislocated Worker Program and Workforce Investment Opportunity Act (WIOA) Adult Program RFP

**Date of Solicitation:** March 1, 2024

**Number of Proposals Received:** 1 (joint proposal from HIRED/DEED)

**Review Team Agencies:** Dakota Scott Workforce Investment Board

**Services Description:** This RFP is issued to solicit a contractor or contractors to provide comprehensive employment and training services authorized under both Title I of the Federal Workforce Investment Opportunity Act (Public Law 105-220) and the State Dislocated Worker Program (MN Statutes 116L.17). Initial awards under this RFP will reflect the estimated amount of Federal and State funding to be received for the period July 1, 2024 through June 30, 2025. Funds for the years following will be allocated to the Workforce Service Areas (WSA) by the State of Minnesota to the service provider(s) selected through this RFP process. This subsequent allocation of funds is dependent on the availability of Federal and State Adult and Dislocated Worker funds, provider effectiveness, and demonstrated need for services offered.

The Dakota County Workforce Development Board (WDB) issues this Request for Proposals (RFP) to solicit providers for services to workers dislocated from employment lay-offs of fewer than 50 individuals from a single workplace as well as to unemployed or underemployed adults who are eligible to receive core, intensive and training services under Title I of the Workforce Investment Act. These services are funded by an allocation formula which apportions federal and state monies to WSA.

Dakota County intends to designate one or more service providers for a period up to five years. Proposals must reflect an ability to provide all services designated under this RFP either through the proposer's organization alone or with the proposer and identified subcontractors.

## **Primary Deliverables:**

This RFP is issued to solicit a contractor or contractors to provide comprehensive employment and training services for three distinct programs with three distinct funding streams:

- WIOA Adult services as required under the Workforce Investment Opportunity Act with an estimated annual funding of \$325,000.
- Federal Dislocated Worker services as required under the Workforce Investment Act with an estimated annual funding of \$450,000.

- State Dislocated Worker services as required under the Minnesota Dislocated Worker Program with an estimated annual funding of \$700,000.

These funding projections are subject to change, consistent with final allocation levels established by the State of Minnesota. Dakota County seeks proposals that include service provision for all three programs. An estimated 500 individuals will be served across all programs depending on funding levels.

Dakota County will enter into a per participant, performance-based contract with each successful proposer. Contract language will include a work statement outlining program deliverables, State and Federal performance standards and WSA performance measures.

### **Solicitation Selection Criteria:**

#### **1. Program Design (25 Points)**

Provide a concise description of the program design. WIOA Adult and WIOA and State Dislocated Worker program design elements must be in conformance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 and MN Statutes 116L.17 and should include at a minimum the following services:

- Determination of eligibility
- Assessment of skills, interests, aptitudes, abilities and supportive service needs
- Short-term pre-vocational services, including employability skills upgrades and referrals to appropriate employability and soft skills training
- Provision of labor market information
- Provision of information on filing and maintaining Unemployment Insurance claims
- Provision of career counseling
- Direction to appropriate long and short-term training opportunities, entrepreneurial training and assistance with the financial aid process
- Assistance with job placement, referrals, including apprenticeships and other work experience
- Follow-up services up to 1 year.

#### **2. Knowledge of Statutes and Mandated Programs (10 Points)**

Describe proposer's current model of recruitment, outreach, eligibility determination, and case management. This model must reflect the intention of WIOA and its programmatic requirements as well as the state-defined purpose of adult and dislocated worker programs. Show evidence of knowledge of adult and dislocated worker employment and training programs, their legislative requirements as well as best practices.

Under this category, proposals will be rated on evidence of knowledge of WIOA and its provisions for services for adults and dislocated workers and State practices and requirements for dislocated worker programs. Proposers should describe a model for recruitment, outreach, orientation and enrollment, that reflects an efficient cycle time (specify number of weeks) from first contact to first service and that demonstrates understanding of eligibility requirements in all programs.



Participant access to staff should be easy and direct. Components of the case management model must demonstrate mandatory requirements as well as reflect the proposers understanding of best industry practices. Strategies for follow up should harmonize both customer-service and state-mandated considerations.

**3. Service Delivery Experience (10 Points)**

Describe history of providing WIOA adult and dislocated worker services to a broad range of individuals in multiple employment and training programs for program participants. Demonstrate history of achieving or exceeding negotiated outcomes, mindfulness of customer satisfaction issues and providing culturally appropriate services. Describe history of providing services to Dakota County residents and/or connections with employers and community-based organizations in Dakota County. Describe innovative practices that have shown or can be expected to show positive outcomes for adult and dislocated worker clients.

Under this category, proposals will be rated according to their organization's current and proposed service delivery model and history of representing and providing culturally appropriate services adult and dislocated worker services to a broad range of people and innovation. Proposers should discuss how the current model provides culturally appropriate services and if they would modify or make any changes to their current model. Proposers should also demonstrate a history of offering these programs to participants over the course of at least 3 years. Evidence of meeting and exceeding performance standards is sought.

**4. Strategies for Retraining (10 Points)**

Proposers must also describe a history of assisting participants with appropriate training opportunities as a part of achieving employment goals. How will eligibility for training be determined? How broad is the proposer's knowledge of training opportunities and what strategies are in place to maintain current knowledge of such opportunities? How are training expenditures determined?

**5. Organizational Capacity (10 Points)**

Proposers should demonstrate capacity to operate adult and dislocated worker programs for a minimum of 200 individuals depending on funding levels. How are staff trained? How are problems solved? What internal mechanism will the organization employ for coping with change, expanding and contracting capacity? What mechanism will provide for internal evaluation of program effectiveness? What service provision or case management elements most directly influence program outcomes?

In this category, proposals will be rated according to the demonstrated ability to manage adult and dislocated worker programs. It is in the best interest of participants served in these programs in Dakota County to receive services in the CareerForce locations; the ability and willingness to locate staff and services in these CareerForce locations is one key to a successful proposal.

Additionally, the proposer must show a strategy for developing staff as well as supporting and managing change. Adapting to fluctuations in caseload is essential for the successful proposer as are staff qualifications and experience.

**6. Program Management and Tracking (10 Points)**

Proposals will also be evaluated on the demonstrated capacity for internal tracking of participant activity, organizational performance and spending. How will proposer track participant progress, service outcomes, and expenditures (including funds obligated)? Proposers should demonstrate a mechanism for broad internal program evaluation. Can the proposer identify specific program strategies that yield favorable outcomes for participants? What program components demonstrate the proposer's commitment to continuous improvement? Customer satisfaction? Dakota County also seeks strategies for effectively addressing customer complaints.

**7. Leveraged Resources (10 Points)**

Proposer should demonstrate ability to leverage additional funds and in-kind services for adult and dislocated worker programs using outside partnerships and/or internal economies of scale. Describe proposer's history of collaboration with other partners or across agency lines and the accrued benefits to program participants. How have connections with outside organizations and/or with proposer's own larger organization been utilized to broaden the scale of your service delivery? What resources, both monetary and in-kind, can proposer bring to these programs in Dakota County? Does proposer have connections to employers and community-based organizations in Dakota County?

Proposer should also demonstrate ability and willingness to locate in Dakota County's two CareerForce locations and to participate in infrastructure funding agreements.

In this category, proposals will be rated according to their demonstrated ability and willingness to bring resources to adult and dislocated worker programs in Dakota County. Value can be added to these programs both through a strategic use of partnerships with outside organizations and through economies of scale within a proposer's own organization. Proposers will total both monetary and in-kind resources that can be leveraged. A budget estimator sheet is attached.

**8. Additional Items (15 points)**

1. An organizational chart depicting reporting structure, staff roles, and the larger organization beyond the scope of adult and dislocated worker programs.
2. Copies of fiscal and program tracking tools for one month.
3. Job descriptions of staff members who will deliver services under the programs listed in this RFP.
4. One year of performance data.
5. A copy of your *current* insurance certificate.

**Evaluation Results:**

After a thorough review, the review panel recommended to award contracts with: HIRED and DEED. These providers are the current contracted providers.

**Rationale of Recommended Vendor:**

HIRED and DEED submitted a joint proposal which was the only proposal received and met all of the requirements from the evaluation criteria. HIRED and DEED have been long-time contracted vendors for these services.

**WIOA Adult Program**

**Source:** Federal funding through State Department of Employment and Economic Development

**PY23 Dollar Amount:** \$345,851 (\$262,155 (DC), \$83,696 (SC))

**Purpose of Grant:** To assist economically disadvantaged adults secure employment and become self-sufficient

**Who is served/eligible:** Individuals 18 or older who have unstable work histories and/or barriers to permanent employment

**How served:** Individual case management provides career and personal guidance

**Providers:** Scott County, HIRED and DEED Job Service

		QUANTITY	QUALITY
Process "input"	EFFORT	<b><i>How much did we do? (7/1/23-5/31/24)</i></b> Number Served = 85 New Enrollments = 46	<b><i>How well did we do it? (7/1/22-5/31/23)</i></b> Average Time in Program (Days) = 298.4 Exits = 37 total
		<b><i>Is anyone better off?</i></b>	
Product "output"	EFFECT	Program participants who obtained employment during the 2 <sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – Numerator =13; Denominator = 20	Percentage of program participants who obtained employment during 2 <sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – 65% (goal – 71%)
		Program participants who obtained employment during the 4 <sup>th</sup> quarter after program exits (cohort 1/1/22-6/30/22) – Numerator = 11; Denominator = 17	Percentage of program participants who obtained employment during 4 <sup>th</sup> quarter after program exits (cohort 1/1/22-6/30/22) – 64.7% (goal – 65%)
		Median earnings of participants in 2 <sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – Numerator = 13; Denominator = 20	Median earnings of participants in 2 <sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – \$7,566 (goal - \$7,600)
		Credential Attainment Rate (cohort 7/1/22-6/30/22) – Numerator = 7; Denominator = 10	Credential Attainment Rate – 70% (goal – 76%) *Successful Exits – 19 (51%) Average Wage at Placement & Percent Increase/Decrease - \$24.22 (15.8%)
<i>* Successful exits include: Entered registered apprenticeship program; entered unsubsidized employment; found ineligible; started business/self-employed..</i>			

## WIOA Dislocated Worker (DW) Program

**Source:** Federal funding through State Department of Employment and Economic Development

**PY23 Dollar Amount:** \$539,023 (\$408,580 (DC), \$130,443 (SC))

**Purpose of Grant:** To provide case management services including support services and training opportunities for individual who lost their jobs through no fault of their own but because of adverse economic conditions that caused down-sizing, reductions in force, mergers/acquisitions, or plant closing.

**Who is served/eligible:** Unemployed or about to become unemployed based on an employer announcement and eligible for, or exhausted, an unemployment insurance claim.

**How served:** Individuals work one-on-one with a job counselor to explore re-employment options, training possibilities and develop a plan to gain new employment. This plan may allow retraining to upgrade existing skills or support a career change.

**Providers:** Scott County, HIRED and DEED Job Service

		QUANTITY	QUALITY
Process "input"	<b>EFFORT</b>	<p><b><i>How much did we do? (7/1/23-5/31/24)</i></b></p> <p>Number Served = 75</p> <p>New Enrollments = 57</p>	<p><b><i>How well did we do it? (7/1/23-5/31/24)</i></b></p> <p>Average Time in Program (Days) = 293.9</p> <p>Exits = 20 total</p>
	<b><i>Is anyone better off?</i></b>		
Product "output"	<b>EFFECT</b>	<p>Program participants who obtained employment during the 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – Numerator = 4; Denominator = 8</p> <p>Program participants who obtained employment during the 4<sup>th</sup> quarter after program exits (cohort 1/1/22-6/30/22) – Numerator = 20; Denominator = 34</p> <p>Median earnings of participants in 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – Numerator = 4; Denominator = 8</p> <p>Credential Attainment Rate (cohort 1/1/22-6/30/22) – Numerator = 21; Denominator = 26</p>	<p>Percentage of program participants who obtained employment during 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – 50% (goal – 80%)</p> <p>Percentage of program participants who obtained employment during 4<sup>th</sup> quarter after program exits (cohort 1/1/22-6/30/22) – 58.8% (goal – 79%)</p> <p>Median earnings of participants in 2<sup>nd</sup> quarter after program exits (cohort 7/1/22-12/31/22) – \$19,547 (goal - \$15,500)</p> <p>Credential Attainment Rate – 80.8% (goal – 83%)</p> <p>*Successful Exits –18 (90%)</p> <p>Average Wage at Placement &amp; Percent Increase/Decrease - \$33.64 (4.1%)</p>
	<p><i>* Successful exits include: Entered registered apprenticeship program; entered unsubsidized employment; found ineligible; started business/self-employed..</i></p>		



# Community Services Committee of the Whole

## Request for Board Action

Item Number: DC-3503

Agenda #: 4.4

Meeting Date: 7/23/2024

**DEPARTMENT:** Employment and Economic Assistance

**FILE TYPE:** Consent Action

### TITLE

**Ratification Of Unified Local Youth Plan Submission For Workforce Innovation And Opportunity Act Youth Program 2024 And Authorization To Accept Funds, Execute Grant Agreement And Execute Related Contracts**

### PURPOSE/ACTION REQUESTED

Ratify the submission of the Unified Local Youth Plan to the Minnesota Department of Employment and Economic Development (DEED) for Workforce Innovation and Opportunity Act (WIOA) Youth Program 2024 funds, and, if approved by DEED, authorize acceptance of the funds, execution of the grant agreement with DEED and execution of the related contract with HIRED.

### SUMMARY

WIOA requires local service areas to provide services to low-income, at-risk youth to promote educational and employment success. DEED fulfills this requirement through grants to local Workforce Development Boards (WDB) for the WIOA Youth Program. The WIOA Youth Program grant is allocated between Dakota and Scott Counties based on the DEED formula and anticipated needs.

A Request for Proposal (RFP) is issued for Dakota County WIOA Youth Program services every five years, the last being on November 30, 2020 (Attachment: Solicitation Summary). A new solicitation will be completed in 2025.

Dakota-Scott Workforce Services received official notification of Program Year (PY) 2023 funding on April 25, 2023. WIOA Youth Program funding was \$405,786 for Dakota and Scott Counties.

By Resolution No. 23-274 (June 20, 2023), the Dakota County Board of Commissioners authorized execution of a contract with HIRED to provide WIOA Youth Program services for the period of April 1, 2023 through March 31, 2024.

Dakota-Scott Workforce Services submitted the 2024 Unified Local Youth Plan to DEED for WIOA Youth PY 2024 funds for the grant period of April 1, 2024 through March 31, 2026. Official notification of WIOA Youth PY 2024 funding in the amount of \$359,788 for Dakota and Scott Counties was received on June 7, 2024. Ten percent of the amount allocated will be retained for administrative expenses (Attachment: Dakota-Scott WIOA Youth Allocation).

### OUTCOMES

In PY 2023, 140 total youth were enrolled in the Dakota County WIOA Youth Program. See

Attachment: Performance Outcomes, for additional outcome measures.

**RECOMMENDATION**

Staff recommends the Dakota County Board of Commissioners ratify the submission of the Unified Local Youth Plan to DEED for the WIOA Youth Program 2024 funds, and, if approved, authorize acceptance of the WIOA Youth Program funds, execution of the grant agreement with DEED, and execution of the related contract with HIRED to provide WIOA Youth Program services in the not to exceed amount of \$259,047 for the period of April 1, 2024 through March 31, 2025.

**EXPLANATION OF FISCAL/FTE IMPACTS**

There is a \$0 net County cost anticipated as a result of this action. These costs are included in the 2024 Employment and Economic Assistance Budget. Any unspent 2024 funds will be requested to be carried over to the 2025 Budget. The contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, and federal sources are not appropriated at the level sufficient to allow payment of the amounts due.

- None
- Current budget
- Other
- Amendment Requested
- New FTE(s) requested

**RESOLUTION**

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

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

WHEREAS, the WIOA Youth Program grant is allocated between Dakota and Scott Counties based on the DEED formula and anticipated needs; and

WHEREAS, a Request for Proposal (RFP) is issued for Dakota County WIOA Youth Program services every five years, the last being on November 30, 2020; and

WHEREAS, a new solicitation will be completed in 2025; and

WHEREAS, Dakota-Scott Workforce Services received official notification of Program Year (PY) 2023 funding on April 25, 2023; and

WHEREAS, WIOA Youth Program funding was \$405,786 for Dakota and Scott Counties; and

WHEREAS, by Resolution No. 23-274 (June 20, 2023), the Dakota County Board of Commissioners authorized execution of a contract with HIRED to provide WIOA Youth Program services for the period of April 1, 2023 through March 31, 2024; and

WHEREAS, Dakota-Scott Workforce Services submitted the 2024 Unified Local Youth Plan to DEED for WIOA Youth PY 2024 funds for the grant period of April 1, 2024 through March 31, 2026; and

WHEREAS, official notification of WIOA Youth PY 2024 funding in the amount of \$359,788 for Dakota

and Scott Counties was received on June 7, 2024; and

WHEREAS, ten percent of the amount allocated will be retained for administrative expenses.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves ratification of the submission of the Unified Local Youth Plan to the Minnesota Department of Employment and Economic Development (DEED) for the Workforce Innovation and Opportunity Act (WIOA) Youth Program 2024 funds; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the acceptance of the WIOA Youth Program funds as awarded, and execution of the grant agreement with DEED, for the period of April 1, 2024 through March 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes execution of the related contract with HIRED to provide WIOA Youth Program services in the not to exceed amount of \$259,047 for the period of April 1, 2024 through March 31, 2025, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the Community Services Director is hereby authorized to amend said contract, consistent with the amount budgeted, to alter the contract amount and the contract term up to one year after initial expiration date, consistent with County contracting policies, subject to approval by the County Attorney's Office as to form; and

BE IT FURTHER RESOLVED, That the contract shall contain a provision that allows the County to immediately terminate the contract in the event sufficient funds from county, state, or federal sources are not appropriated at a level sufficient to allow payment of the amount due.

### **PREVIOUS BOARD ACTION**

23-274; 07/20/23

### **ATTACHMENTS**

Attachment: Solicitation Summary

Attachment: Dakota-Scott WIOA Youth Allocation

Attachment: Performance Outcomes

### **BOARD GOALS**

A Great Place to Live

A Successful Place for Business and Jobs

A Healthy Environment

Excellence in Public Service



**CONTACTS**

Department Head: Nadir Abdi

Author: Amber Higgins

**Solicitation Summary: Youth Employment Programs and Training Services For Workforce Innovation and Opportunity Act and Minnesota Youth Program**

**Date of Solicitation: Issued:** November 30, 2020; **Due:** December 23, 2020

**Number of Proposals Received:** 2 – (HIRED for Workforce Innovation and Opportunity Act (WIOA) Youth Services and Tree Trust for Minnesota Youth Program (MYP))

**Review Team Agencies:** A committee comprised of Dakota-Scott Workforce Development Board (WDB) member, Youth Committee members and Dakota County staff

**Purpose:**

The WDB and its Youth Committee seeks contractors to provide comprehensive youth employment and training services authorized under both Title 1 of the federal WIOA (Public Law 113-128) and the state MYP (MN Statutes 116L.561).

**Services Description:**

The WDB and its Youth Committee have been given the responsibility of identifying eligible providers to carry out youth career development activities under both WIOA and MYP. This Request for Proposal (RFP) is being issued to solicit proposals for the operation of youth career development programs in Dakota County.

WIOA Youth Program services provide out-of-school youth between the ages of 16-24 and in-school youth between the ages of 14-21, with year-round employment and training services including work-based learning, an introduction to career pathways, attainment of recognized credentials and wraparound support services.

The MYP services provide short-term employment and training services to low-income and at-risk youth ages 14-24 who lack the academic and applied skills considered critical in the workplace.

**Solicitation Selection Criteria:**

The review panel reviewed the proposal received for the following criteria explained in the RFP:

- Executive Summary
- Program Design
- Knowledge of Statutes and Mandated Programs
- Organization Capacity
- Performance
- Appendices

**Evaluation Results:**

The Review Panel, WDB, and Youth Committee reviewed and approved contracting with HIRED for WIOA Youth Services and Tree Trust for MYP.

**Rationale of Recommended Vendor:**

It was determined the selected providers had the skills necessary to partner with and the proposed projects met the requirements for both the WIOA Youth Services and Minnesota Youth Program Services.

**Breakdown of Workforce Innovation and Opportunity Act (WIOA) Youth Allocations – Program Year (PY) 2023 and 2024**

<b>WIOA Youth PY 2023 Allocations</b> The funding allocation for Dakota and Scott Counties is \$405,786.	Of the allocated amount, <b>Dakota County’s funding is \$324,629</b> and <b>Scott County’s funding is \$81,157</b> . Ten percent of the WIOA Youth Program Grant will be retained for administrative expenses.
<b>WIOA Youth PY 2024 Allocations</b> The funding allocation for Dakota and Scott Counties is \$359,788.	Of the allocated amount, <b>Dakota County’s funding is \$287,830</b> and <b>Scott County’s funding is \$71,958</b> . Ten percent of the WIOA Youth Program Grant will be retained for administrative expenses.

Minnesota’s PY 2024 WIOA Youth allocation declined by 9.95% at the state level: other states in Region V with identical reductions of 9.95% included Iowa, Missouri, and Wisconsin.

Illinois, Indiana, Kansas, Nebraska, and Ohio had net increases compared to PY 2023 levels. The total amount of PY 2024 WIOA Youth Funding available to all states/nationwide increased by just under \$500,000.

The Minnesota Department of Employment and Economic Development (DEED) reported the following factors impacting sub-state allocations:

- While the 130 percent stop-gain remained in place for state-level allocations, Workforce Development Area (WDA) level allocations were NOT subject to the 130 percent ceiling. The 90 percent “hold harmless” remains in effect, but keep in mind the 90 percent applies to the individual WDA’s percent share of the overall state allocation—not the dollar amount. PY 2024 WIOA Youth WDA-level/sub-state allocations reflect this.
- Seven (7) Minnesota WDAs do not have Areas of Substantial (adult) Unemployment that meet the legal requirement to be designated as an ASU for PY 2024: WDAs 1, 6, 7, 8, 9, 16 and 18. The number of WDA ASUs increased from 4 ASUs in 2023 to 9 ASUs in 2024.

The PY 2024 Dakota-Scott allocation decreased 11.3% compared to PY 2023. The PY 2023 WIOA Youth allocation for Dakota-Scott was \$405,786. The WIOA Youth grant is allocated between Dakota and Scott Counties based on the DEED formula and anticipated needs.

On June 10, 2024, the Dakota-Scott Workforce Development Board (WDB) Executive Committee approved:

- A motion to accept PY 2024 WIOA Youth funding of \$359,788 and split the allocation 80/20 between Dakota County and Scott County. Dakota County will receive \$287,830 (80%) and Scott County will receive \$71,958 (20%).
- A motion to contract with Hired for PY 2024 WIOA Youth services in the amount of \$259,047. The contracted amount is less 10% for admin.

These motions were then approved by the Dakota-Scott WDB on June 21, 2024.

## Workforce Innovation and Opportunity Act (WIOA) Youth

**Source:** U.S. Department of Labor

**Program Year (PY) 2023 Dollar Amount:** The total funding allocation for Dakota and Scott Counties was \$405,786. Of that amount, Dakota County received \$324,629 and Scott County received \$81,157.

**Purpose of Grant:** To help eligible youth attain educational and employment success

**Who is served/eligible (WIOA):**

Out-of-school youth aged 16-24, not attending any school, with one or more additional conditions which include:

School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment

In-school youth aged 14-21, attending school, low income, with one or more additional conditions which include:

Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment

**Providers:** HIRED (Dakota County), Scott County Employment and Training

		QUANTITY	QUALITY		
Process "input"	EFFORT	<b>How much did we do? (Dakota County Only)</b>		<b>How well did we do it? (Dakota County Only)</b>	
		# Served In-School Youth (PY 2022, 04/01/2022-03/31/2023)	50	In-School Youth Average Time in Program (days)	387
		# Served Out-of-School Youth (PY 2022, 04/01/2022-03/31/2023)	90	Out-of-School Youth Average Time in Program (days)	658
		New Enrollments	51	Exits	51
<b>Is anyone better off?</b>					
Product "output"	EFFECT	Program participants in education or training activities, or unsubsidized employment during 2nd Quarter after program exit (07/01/2022 – 6/30/2023). Planned 69%, Actual 80%		The transition from WIA to WIOA shifted program focus from serving in-school youth to serving out-of-school youth, requiring local areas to expend a minimum of 75% of WIOA funds on them. The WIOA program is geared towards high school dropout recovery and attainment of recognized postsecondary credentials.	
		Program participants in education or training activities, or unsubsidized employment during 4th Quarter after program exit (01/01/2022 – 12/31/2022). Planned 69%, Actual 60.6%		<i>In PY 2023:</i> <ul style="list-style-type: none"> <li>• 64% (90) out-of-school youth and 36% (50) in-school youth were enrolled</li> <li>• 28% (39) out-of-school youth and 9% (12) in-school youth exited the program</li> <li>• 3% (3) out-of-school youth and 4% (2) in-school youth obtained either a diploma or GED</li> <li>• 23% (21) out-of-school youth and 0% (0) in-school youth obtained an Occupational Skills Certificate or other recognized credential</li> </ul>	
		Median earning of participants in unsubsidized employment during 2nd Quarter after program exit (07/01/2022 – 06/30/2023). Planned \$4,000, Actual \$5,956			
		Program participants that obtained a recognized credential, secondary school diploma or equivalent during participation or within one year after program exit (01/01/2021 – 12/31/2021). Planned 62%, Actual 71.4%			
		<b>*Data reflects Dakota and Scott Counties as of May 2024.</b>		<b>*Data reflects Dakota County only. Thus, percentages will not align with the after program exit performance outcomes on the left side quadrant.</b>	
<i>*All PY 2023 performance measure data is preliminary. Final performance measure data is not yet available.</i>					



# Community Services Committee of the Whole

## Request for Board Action

Item Number: DC-3554

Agenda #: 4.5

Meeting Date: 7/23/2024

**DEPARTMENT:** Public Health

**FILE TYPE:** Consent Action

### TITLE

**Ratification Of Grant Application To Health Resources And Services Administration For Healthy Tomorrow’s Partnership For Children Program Grant, And Authorization To Accept Grant Funds, Execute Grant Agreement, And Amend 2024 Public Health Budget**

### PURPOSE/ACTION REQUESTED

Ratify submission of Healthy Tomorrow’s Partnership for Children Program (HTPCP) grant application to Health Resources and Services Administration (HRSA), and authorize acceptance of grant funds, execution of grant agreement, and amendment to the 2024 Public Health Budget.

### SUMMARY

Pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions.

The Dakota County Public Health Department (DCPH) has been awarded the HTPCP grant through HRSA. HRSA is the primary federal agency for improving access to health care services for people who are uninsured, isolated, or medically vulnerable. The grant is a four-year grant with \$50,000 awarded annually (totaling \$200,000 for the entire grant period).

The HTPCP grant focuses on funding “innovative, community-based initiatives to improve the health status of infants, children, adolescents and families in rural and other underserved communities by increasing their access to preventive care and services.” DCPH’s goal with this funding is: to strengthen the healthcare ecosystem in Dakota County by supplementing capacity to provide preventive care for families through collective work and enhanced coordination between DCPH, local healthcare organizations, and school districts.

### OUTCOMES

#### How much?

DCPH will partner with school districts and existing healthcare organizations to increase access to school-located preventive healthcare in Dakota County through the introduction of new and expanded service delivery mechanisms in at least three school districts by the end of the grant period; special attention will be given to schools with a high number of English language learners, families eligible for free and reduced price lunch, and/or those living in rural communities.

**How well?**

DCPH will catalyze and coordinate three new initiatives in partnership with existing healthcare organizations and community partners to strengthen collective capacity for delivering preventive healthcare and addressing social determinants of health for students and families by the end of the grant period.

**Is anyone better off?**

DCPH will author a strategic plan for the establishment of a School-Based Health Center in Dakota County by the end of the grant period thus increasing healthcare access for school-aged children attending school in Dakota County.

**RECOMMENDATION**

Staff recommends that the Dakota County Board of Commissioners ratifies the submission of the HTPCP grant application to HRSA, and authorizes acceptance of grant funds, execution of the grant agreement and an amendment to the 2024 Public Health Budget.

**EXPLANATION OF FISCAL/FTE IMPACTS**

There is \$0 net County cost anticipated as a result of this action. The Public Health budget is requested to be amended to add \$50,000 and the remaining funds will be reflected in future Public Health budgets.

- None
- Current budget
- Other
- Amendment Requested
- New FTE(s) requested

**RESOLUTION**

WHEREAS, pursuant to Minn. Stat. § 375A.04, the Dakota County Board of Commissioners is, and performs the duties and exercises the powers of, a community health board under Minn. Stat. ch. 145A, and is required to govern and administer those functions as fully as other Dakota County functions; and

WHEREAS, the Dakota County Public Health Department (DCPH) has been awarded the Healthy Tomorrow’s Partnership for Children Program (HTPCP) grant through the Health Resources and Services Administration (HRSA); and

WHEREAS, HRSA is the primary federal agency for improving access to health care services for people who are uninsured, isolated, or medically vulnerable; and

WHEREAS, the grant is a four-year grant with \$50,000 awarded annually (totaling \$200,000 for the entire grant period); and

WHEREAS, the HTPCP grant focuses on funding “innovative, community-based initiatives to improve the health status of infants, children, adolescents and families in rural and other underserved communities by increasing their access to preventive care and services”; and

WHEREAS, DCPH’s goal with this funding is: to strengthen the healthcare ecosystem in Dakota County by supplementing capacity to provide preventive care for families through collective work and enhanced coordination between DCPH, local healthcare organizations, and school districts.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby ratifies the submission of the Healthy Tomorrow’s Partnership for Children Program grant application to the Health Resources and Services Administration (HRSA) in the amount of \$200,000 for the period of March 1, 2024 through February 29, 2028; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept grant funds, and execute a grant agreement with HRSA in the amount of \$200,000 for the period of March 1, 2024 through February 29, 2028, subject to approval by the County Attorney’s Office as to form; and

BE IT FURTHER RESOLVED, That unless the grant program requirements change, the Community Services Director is hereby authorized to amend the grant to extend the grant term up to two years after initial expiration date, accept additional grant funds, and continue grant-funded full-time equivalents, consistent with County contracting policies, and inclusion of grant funds in future yearly Recommended and Approved Budgets, subject to approval by the County Attorney’s Office as to form; and

BE IT FURTHER RESOLVED, That, if awarded, the 2024 Public Health Budget is hereby amended as follows:

**Expense**

Public Health Budget	<u>\$ 50,000</u>
<b>Total Expense</b>	<b>\$ 50,000</b>

**Revenue**

HRSA Grant	<u>\$ 50,000</u>
<b>Total Revenue</b>	<b>\$ 50,000</b>

**PREVIOUS BOARD ACTION**

None.

**ATTACHMENTS**

Attachment: None.

**BOARD GOALS**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live         | <input type="checkbox"/> A Healthy Environment        |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

**CONTACTS**

Department Head: Coral Ripplinger

Author: Lia Roberts



# Community Services Committee of the Whole

## Request for Board Action

Item Number: DC-3392

Agenda #: 5.1

Meeting Date: 7/23/2024

**DEPARTMENT:** Social Services-Housing & Community Resources

**FILE TYPE:** Regular Action

### TITLE

**Update On Housing Business Plan And Affordable Housing Aid Spending Options And Authorization To Accept State And Local Affordable Housing Aid Funds**

### PURPOSE/ACTION REQUESTED

Receive an update on the Housing Business Plan and Affordable Housing Aid spending options and authorize acceptance of State and Local Affordable Housing Aid funds.

### SUMMARY

In 2021, the Dakota County Board of Commissioners reconvened the Housing Leadership Workgroup to assess the outcomes of the County's Housing Business Plan and make recommendations for future housing initiatives and investments in Dakota County.

The workgroup was made up of faith leaders, law enforcement, people who have experienced homelessness, nonprofit partners, Dakota County Commissioners, and staff from the Dakota County Community Development Agency (CDA) and the County. The workgroup recommended investments in three main areas to support the next phase of the Dakota County Housing Business Plan: shelter, homelessness prevention, and affordable housing. Staff presented these recommendations to the County Board on October 19, 2021. Staff returned to the County Board throughout 2022 and 2023 with additional information and further defined recommendations in each of the three investment areas.

The 2024 County Budget included initial investments utilizing the new State and Local Affordable Housing Aid, including Emergency Rental Assistance, Apartment Services, Prevention and Navigation Services, Family Voucher Program, and Permanent Supportive Housing and Rapid Re-Housing Services.

On March 27, 2024, Community Services and the CDA proposed an expanded set of Affordable Housing Aid investments during a Board Workshop. The County Board requested that additional eligible activities that can be launched quickly be brought back for formal consideration.

On April 16, 2024, Community Services proposed expansion of the Emergency Rental Assistance program by adding \$1,500,000 to the 2024 Social Services budget. By Resolution No. 24-215 (April 23, 2024), the Dakota County Board of Commissioners authorized \$428,000 of Affordable Housing Aid funds be allocated toward emergency rental assistance and requested that staff return after the legislative session ends to provide an update on Affordable Housing Aid uses and propose eligible activities that can be launched quickly.



It is a Board Priority for Community Services and the Dakota County CDA to develop a 5-year plan for allocating Affordable Housing Aid in alignment with Dakota County's refreshed Housing Business Plan. This presentation will provide an update on the eligible uses of the Affordable Housing Aid funding. It will also include several funding scenarios based on these eligible uses for feedback from the Board of Commissioners.

In 2024, Dakota County will receive a total of \$516,862 in State Affordable Housing Aid and \$4,103,737.26 in Local Affordable Housing Aid, as certified by the Minnesota Department of Revenue. This resolution will allow Dakota County to accept the State and Local Affordable Housing Aid funds in 2024. A portion of these funds have been built into the 2024 Social Services budget.

### **OUTCOMES**

None.

### **RECOMMENDATION**

Staff recommends authorization to accept State and Local Affordable Housing Aid in the amount certified by the Minnesota Department of Revenue in 2024.

### **EXPLANATION OF FISCAL/FTE IMPACTS**

There is a \$0 net County cost as a result of this action. A portion of the funding is included in the 2024 Social Services budget. Additional amendments will be requested as a plan is developed.

- None             Current budget             Other  
 Amendment Requested             New FTE(s) requested

### **RESOLUTION**

WHEREAS, in 2021, the Dakota County Board of Commissioners reconvened the Housing Leadership Workgroup to assess the outcomes of the County's Housing Business Plan and make recommendations for future housing initiatives and investments in Dakota County; and

WHEREAS, the workgroup was made up of faith leaders, law enforcement, people who have experienced homelessness, nonprofit partners, Dakota County Commissioners, and staff from the Dakota County Community Development Agency (CDA) and the County; and

WHEREAS, the workgroup recommended investments in three main areas to support the next phase of the Dakota County Housing Business Plan that staff presented to the County Board on October 19, 2021: shelter, homelessness prevention, and affordable housing; and

WHEREAS, staff returned to the County Board throughout 2022 and 2023 with additional information and further defined recommendations in each of the three investment areas; and

WHEREAS, the 2024 County Budget included initial investments utilizing the new State and Local Affordable Housing Aid, including Emergency Rental Assistance, Apartment Services, Prevention and Navigation Services, Family Voucher Program, and Permanent Supportive Housing and Rapid Re-Housing Services; and

WHEREAS, on March 27, 2024, Community Services and the CDA proposed an expanded set of

Affordable Housing Aid investments during a Board Workshop at which the County Board requested that additional eligible activities that can be launched quickly be brought back for formal consideration; and

WHEREAS, on April 16, 2024, Community Services proposed expansion of the Emergency Rental Assistance program by adding \$1,500,000 to the 2024 Social Services Budget; and

WHEREAS, by Resolution No. 24-215 (April 23, 2024), the Dakota County Board of Commissioners authorized \$428,000 of Affordable Housing Aid funds be allocated toward emergency rental assistance and requested that staff return after the legislative session ends to provide an overview of Affordable Housing Aid uses and propose eligible activities that can be launched quickly; and

WHEREAS, it is a Board Priority for Community Services and the Dakota County CDA to develop a 5-year plan for allocating Affordable Housing Aid in alignment with Dakota County's refreshed Housing Business Plan; and

WHEREAS, this presentation will provide an update on the eligible uses of the Affordable Housing Aid funding and will also include several funding scenarios based on these eligible uses for feedback from the Board of Commissioners; and

WHEREAS, in 2024, Dakota County will receive a total of \$516,862 in State Affordable Housing Aid and \$4,103,737.26 in Local Affordable Housing Aid, as certified by the Minnesota Department of Revenue.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Community Services Director to accept \$516,862 in 2024 State Affordable Housing Aid and \$4,103,737.26 in 2024 Local Affordable Housing Aid, as certified by the Minnesota Department of Revenue.

### **PREVIOUS BOARD ACTION**

24-215; 4/23/2024

### **ATTACHMENTS**

Attachment: None.

### **BOARD GOALS**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> A Great Place to Live         | <input type="checkbox"/> A Healthy Environment        |
| <input type="checkbox"/> A Successful Place for Business and Jobs | <input type="checkbox"/> Excellence in Public Service |

### **CONTACTS**

Department Head: Emily Schug

Author: Madeline Kastler



# Community Services Committee of the Whole

## Request for Board Action

Item Number: DC-3534

Agenda #: 5.2

Meeting Date: 7/23/2024

**DEPARTMENT:** Employment and Economic Assistance

**FILE TYPE:** Regular Information

### TITLE

**Update On Medical Assistance**

### PURPOSE/ACTION REQUESTED

Receive an update on the Medical Assistance program (MA) and the unwinding of the Public Health Emergency.

### SUMMARY

Staff will provide an informational overview of Public Assistance program case levels and staffing. The focus will be on: the MA program administered by Employment & Economic Assistance (E&EA); reconvening of MA renewals; and the unwinding of the Public Health Emergency Waivers.

In December 2019, Dakota County's pre-pandemic MA caseload was 35,045. As of March 2023, the MA caseload had grown to 53,605, a 52 percent increase. During the Public Health Emergency, MA annual eligibility recertification was waived with case closures only occurring for moves out of state, death, and customer request. In July 2023, MA annual eligibility recertification reconvened. As of May 2024, MA caseload was 45,002.

The waivers are no longer in place and added policy has decreased the work in some areas but equally increased it in others. There is a backlog of 5,731 MA renewal cases and another 465 applications to be processed. Each renewal or application for MA takes 40-90 minutes to process. Given the current staffing contingent, MA work is about 4 months behind.

The assistance from the Health Care Unwinding positions has been instrumental in avoiding further backlog. The staffing challenges are significant and every position is valuable. Financial Worker positions have had an average of 18 vacancies each year for the past 3 years. A full 33 percent of Financial Workers have less than 2 years of experience, which is the general standard to be fully productive.

### OUTCOMES

Program goals include:

- Maintain satisfactory services to all enrollees on MA being served by E&EA staff.
- Provide satisfactory intake for new applicants being served by E&EA staff.

### RECOMMENDATION

Information only; no action requested.

**EXPLANATION OF FISCAL/FTE IMPACTS**

None.

- None       Current budget       Other  
 Amendment Requested       New FTE(s) requested

**RESOLUTION**

Information only; no action requested.

**PREVIOUS BOARD ACTION**

None.

**ATTACHMENTS**

Attachment: None.

**BOARD GOALS**

- A Great Place to Live       A Healthy Environment  
 A Successful Place for Business and Jobs       Excellence in Public Service

**CONTACTS**

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# Community Services Committee of the Whole

## Request for Board Action

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**Item Number:** DC-3548

**Agenda #:** 8.1

**Meeting Date:** 7/23/2024

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Adjournment